Students Welfare Policy

VIT-AP University, Amaravati
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Welcome to Students Welfare, VIT-AP and glad to have you join the VIT-AP family! This policy guide is meant to provide information specific to Students Welfare activities to help you get off to a great and productive start.

Student Welfare: Preamble

The student welfare at VIT-AP focuses on the overall development of the student and makes him/her future ready. The student welfare provides an environment to nurture students' technical, mental, physical, cultural growth with various activities to improve their overall personality. The student welfare has a well-organized structure that assists in organizing varied activities from clubs and chapters. The events are carefully approved and monitored to see the overall development of the students and to make them civilized Indian citizens to compete in the globalized world.
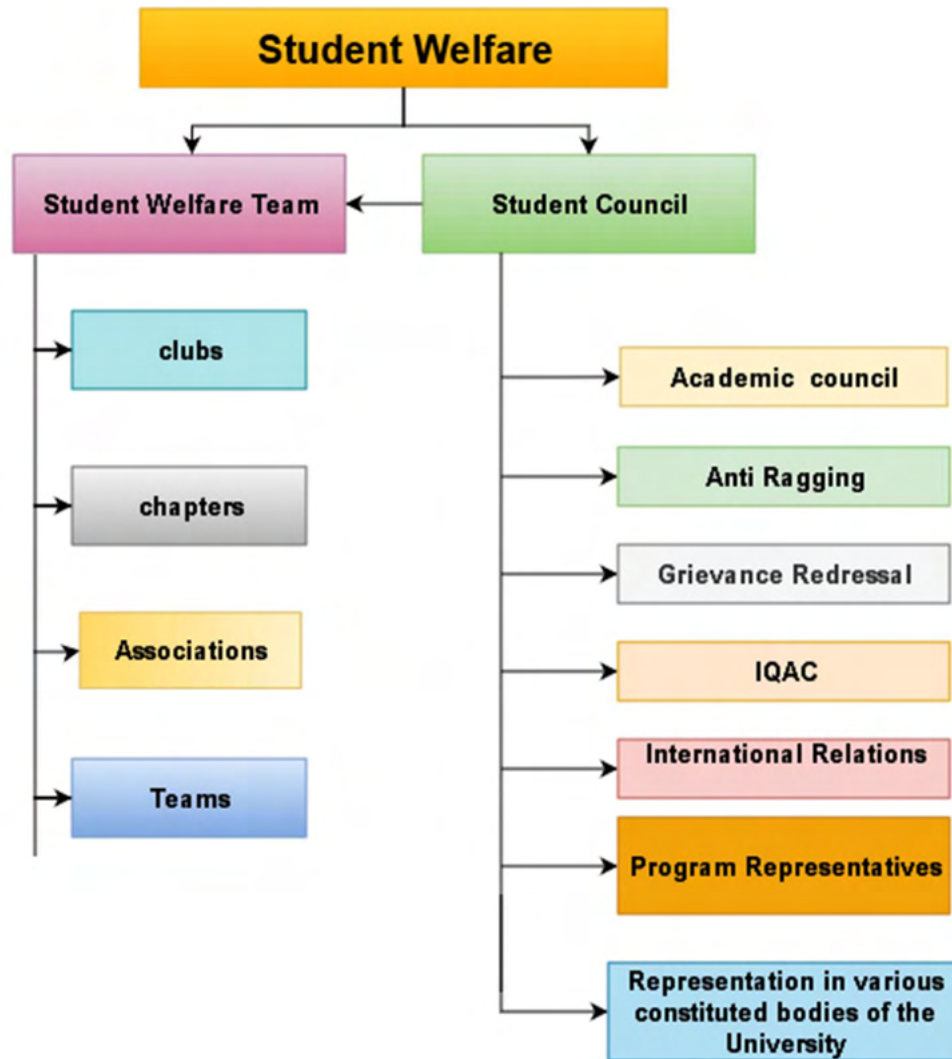
1.1 Our Mission

1.1.1. To foster an enriched environment where students are enabled to explore creative selves and take pride in the work they do.

1.1.2. To feature an array of clubs and chapters which offer students a life beyond academics.

1.1.3. To provide a recreational space to explore creativity, make new friendships, engage in collaborative work, relax, and socialize.

1.1.4. To develop a crucial skill set comprising teamwork, leadership, and event management.

1.1.5. Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues, and the consequent responsibilities relevant to the professional engineering practice.

1.1.6. Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

1.1.7. Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

1.2. The team

The student welfare committee is headed by the Deputy Director student welfare and the nominated members from all schools of the University and the student council
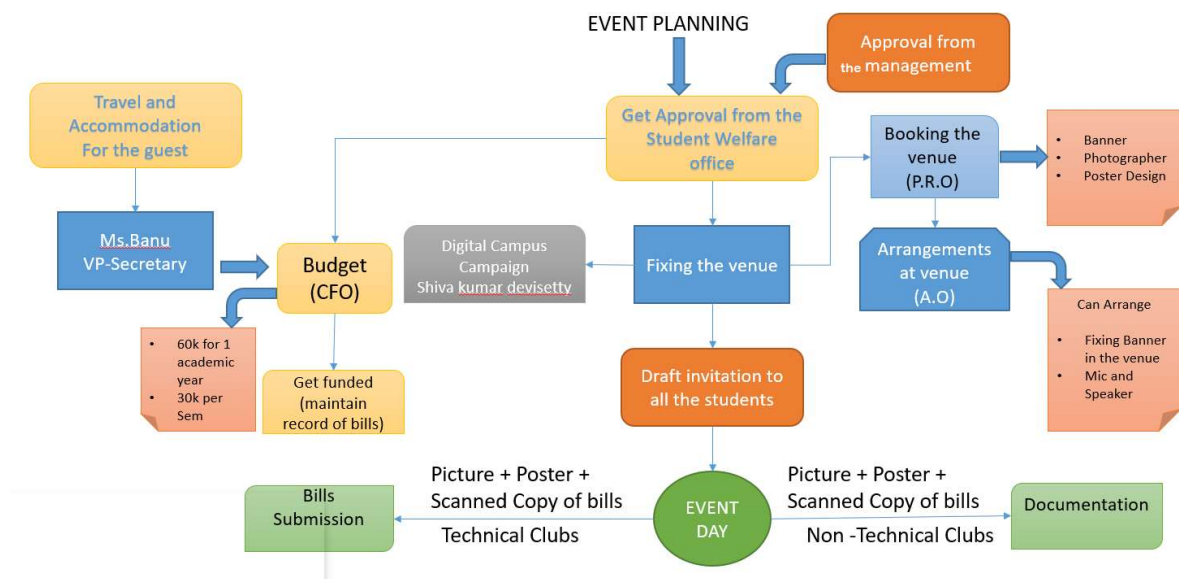
2. Structure of Student Welfare

3.   Policies for Clubs and Chapters Registration

3.1.   Starting New Clubs and Chapters

3.1.1.   In order to start a new Club or Chapter, Objectives, Outcomes and syllabus for 90hrs per year needs to be prepared.

3.1.2.   The New Clubs and Chapters will be approved by the Student Welfare core team after verifying the clubs' objectives, outcomes, and syllabus.

3.1.3.   The syllabus needs to be approved by BoS to validate as a curriculum requirement club.

3.1.4.   The clubs that are not approved by BoS will be treated as Volunteer Clubs and they are open to all students.

3.1.5.   Club board members need to be formed along with the faculty coordinator for the approval of the clubs and chapter.

3.1.6.   Faculty coordinator should update the details of the clubs and chapters in the Website once the club gets approval.

3.1.7.   New clubs and chapters will get a new email ID on the approval of the student welfare office by the Email coordinator.

3.1.8.   Clubs and chapters email ID needs to be managed by the faculty.

3.1.9.   A request needs to be sent to the Student Welfare office to get the approval for organizing events.

4.   Policies for Club Coordinators

4.1.   **General**

4.1.1.   Faculty coordinator will be the overall in charge for the clubs and chapters. Clubs and chapters' email need to be managed by the club coordinator. Board of team members need to be selected for every year to maintain the clubs and chapters.

4.2.   **Organizing Events**

4.2.1.   An email related to the clubs and chapters activity needs to be sent to the office of Student Welfare to get the approval from management form the official email of the club or chapter.

4.2.2.   Events not meeting the objectives Clubs and Chapters will be rejected.

4.2.3.   Approval for any event needs to be taken at least a week ahead. Last minute events will not be entertained.

4.2.4.   Once the event is completed, all the event related details need to be submitted (Event title, time, day, speaker information, writeup of event, bills, and photos) within a week.

4.2.5. Approval for new events will not be given unless the earlier event details are submitted & cleaned.

4.2.6. Clubs and Chapters should follow an academic year (Fall and winter Semesters) to complete 90hrs of the club.

4.2.7. Students are permitted to be involved in clubs and chapters only from 2nd year.

4.2.8. The Student Welfare office will organize an annual exhibition in December to showcase the clubs and chapters to the freshers.

4.2.9. The faculty coordinator should check the student's attendance (minimum criteria set by the Office Academics) for sending approval for OD requests to the student welfare office.

4.2.10. Faculty coordinator should give the mark configuration for the events to be organized in VTOP.

4.2.11. The faculty coordinator should post the marks for the credit club to provide pass or fail related to the clubs and chapters.

4.2.12. A student needs to achieve 60% of marks to pass the club.

4.2.13. No grade is awarded for the clubs and chapters.

4.2.14. Flow Graph and the Contact information for organizing events.

5. **Financial support Policy for Clubs**

5.1. Increase finance for the student Welfare activities every year based on the increase in strength.

5.2. Individual clubs' finance for the academic year are approved by the management.

5.3. Any Expenditure for the clubs and chapters needed for the events need to be approved by the student welfare office before the commencement of the event by the faculty coordinator.

5.4. The true bills need to be signed by the student welfare office and submitted to the CFO for the processing of the reimbursement.

5.5. Faculty coordinator can avail advance for organizing the event from the CFO with due approval of the Student Welfare office. All advances need to be settled within the month.

5.6. Previous event's bills need to be settled before commencement of the next event.

5.7. External Speakers are paid with a remuneration of as per university norms.

5.8. Teams are provided with a financial support sponsored by VIT-AP proposed in the budget. All the expenses related to the team should be met within the approved financial support.

5.9. Registration fee for the students participating in the final rounds of external events should be paid from the respective club budget.

6. On Duty Policy

6.1. ODs are given to all students participating in external events with prior approval.

6.2. The ODs will be considered only if minimum attendance specified by the academic's office is satisfied.

6.3. Faculty coordinator or faculty in charge or staff in charge is/are responsible to accompany students going to external events.

6.4. If faculty coordinators cannot accompany students, then alternative faculty or staff should be appointed in place.

6.5. In case of even a single girl student participating in the external event then she should be accompanied by a lady faculty or staff.

6.6. 7 working days for National events and 15 days for international events will be considered for OD in a calendar year.

6.7. Day scholars cannot attend external events without the approval of the faculty coordinator.

6.8. No hosteler come back alone in the middle of the event without being accompanied by the faculty coordinator.

6.9. Students should not leave the venue without approval of the faculty coordinator.

6.10. Faculty can get 15days of OD as per the HR policy.

6.11. External participation hours are included in the 90 hours of clubs and chapters.

7. Guidelines for Clubs & Chapters

7.1. Every student needs to be registered for the clubs and chapters for pass or fail once during entire course of study.

7.2. The student needs to be registered with the credit clubs and chapters.

7.3. Students can take other clubs as volunteers where attendance is not mandatory.

7.4. There is no restriction on the number of clubs the student can opt.

7.5. The student participating as the Board of team for the clubs and chapters will be given a certificate.

7.6. Any student fails to pass the clubs and chapters during their course of study, their degree will be on hold.

8. **Student Council**

   8.1. Standard operating procedure

   8.1.1. Separate Mails to be sent to all students inviting interested students for the roles of Student Council Member and Cultural Secretary, respectively.

   8.1.2. Mail to be sent to Director, Physical Education for nominating Sports Secretary for the Student Council.

   8.1.3. Mail to be sent to Director, International Relations and concerned ADSW(s) for nominating Foreign & NRI Secretary for the Student Council.

   8.1.4. After receiving the applications, eligible students to be shortlisted to attend a personal interview, based on their academic performance, co-curricular activities, and contribution to VIT Community.

   8.1.5. Mail to be sent to the shortlisted students with the Date and Time for the Interview.

   8.1.6. Separate Interviews to be held for Student Council Member and Cultural Secretary Selection, respectively.

   8.1.7. The personal interview to be conducted by a panel consisting of Director and Assistant Directors, Students' Welfare.

   8.1.8. Students are awarded marks during the interview based on their Leadership Skills, Organisational Skills, Participation in External Events and Performance in the Interview.

   8.1.9. Based on the Scores awarded, students to be selected for the Student Council Members (from each school) and Cultural Secretary roles, respectively.

   8.1.10. Score sheets to be filed after obtaining signature from all the panel members who conducted the interview.

   8.1.11. Sports, Foreign and NRI Secretary to be appointed as per the nominations received.

   8.1.12. Sports Secretary list to be signed duly by the Director, Physical Education.

   8.1.13. Foreign and NRI Secretary list to be signed duly by the Director, International Relations and the concerned director student welfare.

   8.1.14. After selecting the students, a consolidated list of Student Council members to be created.

   8.1.15. The consolidated list to be duly signed by the Vice President, Vice Chancellor and Director, Students' Welfare.

8.1.16. The Student Council to be inaugurated officially in the presence of management, faculty, and staff members.

8.2. Eligibility Criteria

8.2.1. Only Final and Pre-Final Year Students apply for the post of Student Council Member.

8.2.2. Final Year Students to act as Executive Member and Pre-Final Year Students to act as Member Secretary.

8.2.3. Minimum of 9 CGPA required for a student to be eligible for the post of Student Council Member.

8.2.4. Minimum of 8 CGPA required for a student to be eligible for the post of Cultural Secretary.

8.2.5. Students involved in any disciplinary issues, currently or in the past, are not eligible for holding any post in the Student Council.

8.2.6. Student Council Members are not eligible for the post of VITOPIA or VITAAP Organiser.

8.2.7. For all 5 Year Programmes (Integrated Programmes), only Fourth (Pre-Final) and Fifth (Final) Year Students to be considered eligible.

8.3. **Activities of Student Council**
The members of student council will be representing various constituted bodied of the university like, academic council, grievance redressal, anti-ragging, IAQC, Technical, cultural fest, and event organization etc.,

9. **Program Representatives Policies**
9.1. For every 150 students enrolled a boy and a girl students' toppers in academics will be nominated as Program Representatives (PR).
9.2. Every semester the PR's will have a meeting with the management in person, for discussing the student related issues.