



# Adi Shankara

## INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam  
Technological University  
(Owned by Adi Sankara Trust)

### Student welfare policy

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### **Student Welfare Cell Fund Disbursement Policy**

1. **Categories for welfare fund allocation:** The Head of the Institution can decide on the distribution of the student welfare cell fund for uniforms/notebooks/record books/college bus fee/hostel fee/additional skill training to the following categories depending on the received requests
  - a. Financially weak and meritorious students
  - b. Students with additional achievements in academics
  - c. Students with additional achievements in the field of sports, games, and arts
  - d. Students whose studies get affected due to calamities or unforeseen incidents
  
2. **Welfare Policy on NPTEL Courses:** The welfare cell has decided to provide financial support and recognize the academic achievements of students who excel in NPTEL online courses. Under this policy, students who attain silver and gold medals or achieve the top position in their respective NPTEL courses will be eligible for reimbursement of their exam fees. To avail this support, the student must have enrolled for the certified course through the local NPTEL chapter of our college.
  
3. **Welfare Policy on Student Research:** To inculcate research among students, the welfare cell has decided to provide financial assistance for publishing research articles in reputed journals indexed in SCI (Science Citation Index) or Scopus. The reimbursement will be subject to a predetermined limit, as specified by the institution or department. This policy specifically supports students who publish their research articles in the name of the institution.
  
4. **Welfare Policy on Student Health:** A comprehensive record of each student's health information (Student Health Record) will be maintained, including medical history, allergies, and emergency contact details. This facilitates the handling of possible emergency medical situations based on student health record. The welfare fund will be

utilized to provide financial assistance to students who are under medical treatment in case of accidents and hazards. The welfare cell has also decided to conduct training sessions to equip students with essential first aid skills, enabling them to respond effectively to medical emergencies.

5. **Semester Review Meetings for Student Well-being:** The objective is to prioritize student well-being by conducting regular semester review meetings to assess and address conditions that may affect students' welfare. These meetings aim to identify and resolve challenges while promoting a conducive learning environment. The college will conduct semester review meetings at least once per semester to discuss student welfare-related matters. The college will conduct semester review meetings at least once per semester to discuss student welfare-related matters. Apart from the semester review meetings, additional meetings can be convened as necessary to address urgent or critical student welfare concerns.

6. **Welfare Policy on Borrowing Laptops:** The welfare cell facilitates access to laptops for students who require temporary access to computing devices to support their educational pursuits. As there is only a limited inventory of laptops available to students, preference may be given to financially disadvantaged students who may face difficulty in affording or acquiring their own laptops.
7. **Book Bank Facilities:** The objective is to provide students with access to book bank facilities, allowing them to borrow and utilize academic textbooks and reference materials for their educational needs. Faculty members, alumni, and other stakeholders are encouraged to contribute to the book bank by donating textbooks and relevant study materials. To avail the book bank facility, students must demonstrate excellence in academic performance or a genuine need for book bank facilities, such as financial constraints or unavailability of textbooks.
8. **Part-time remuneration opportunities at college:** The objective of this is to provide part-time remuneration opportunities for students within the college campus to support their financial needs and employability skills. The Head of the Institution can decide on the remuneration opportunities that may include positions such as exam coordinators or other relevant roles.