

Responsibilities of Students Welfare and Counselling Coordinator

1. Arrange for congenial living environment in the campus including Hostels for the students
2. Monitor day to day essential support required for academic and co-curricular activities of students
3. Arrange for special care for the weaker and needy sections of students
4. Prepare plan and execute programmes for holistic development of the students
5. Nominate student representatives to various bodies of the College in consultation with elected student Council. Advise Student Council as and when required
6. Enable students to participate effectively in the management of Hostels and also in organization of the students related activities
7. Coordinate with the Director of Sports, Hostel Wardens, Cultural coordinator for all matters related to students' Welfare
8. Depute students to participate events/programmes outside the College
9. Communicate with the guardians as and when required.
10. Maintain of students' discipline in the College.