

SWO 2025-2026 MANUAL



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1. Introduction

The Student Welfare Office (SWO) Manual is a detailed guide for all committee members. It outlines their roles, responsibilities, and the structure within which they operate. The aim is to ensure smooth coordination, clear communication, and effective teamwork among students, faculty, and the administration.

This manual helps members understand how the SWO functions and what is expected of them. It explains the procedures to be followed, the values to be upheld, and how to contribute meaningfully to student life on campus. It also supports students in planning and carrying out activities in a well-organised and responsible manner.

Overall, this manual is meant to help SWO members work together with purpose and confidence, while supporting the mission and values of CHRIST (Deemed to be University).

1.1 Vision and Mission of the University

Vision:

CHRIST (Deemed to be University) envisions itself as a center of academic distinction, uniting students, faculty, and staff in pursuit of its enduring motto: **“Excellence and Service”**.

Mission:

"CHRIST (Deemed to be University) is a nurturing ground for an individual's holistic development to make an effective contribution to the society in a dynamic environment."

1.2 Core Values

The values that guide us at CHRIST (Deemed to be University) are:

1. Faith in God
2. Moral Uprightness
3. Love of Fellow Beings
4. Social Responsibility
5. Pursuit of Excellence

1.3 About Student Welfare Office (SWO)

The Student Welfare Office (SWO) at CHRIST (Deemed to be University), Pune Lavasa campus, serves as the university's principal platform for student engagement, leadership development, and holistic growth. Positioned at the core of campus life, the SWO operates far beyond the traditional boundaries of student committees. It fosters an environment rooted in creativity, inclusivity, and responsibility, where students are not only participants but also planners, innovators, and leaders. The SWO is committed to shaping a vibrant student culture by encouraging initiative, collaboration, and the pursuit of excellence in every endeavor.

The SWO comprises twelve specialized committees: PR & Marketing, Dance, Media, Records and Documentation, Music, Fashion and Art, Theatre, Finance and Sponsorships, Stage and Technical, Hospitality and Operations, Literary & Oratory, and the Debate Society.

Each committee functions under the guidance of experienced faculty mentors and is driven by highly motivated student volunteers. Together, they ensure that all initiatives are planned and executed with professionalism, creativity, and strategic purpose. The structure promotes leadership through responsibility, teamwork, empathy, and integrity, providing students with first-hand experience in event management and organisational dynamics.

Throughout the academic year, the SWO curates and coordinates a wide array of signature events that define the CHRIST Lavasa student experience. These include Inbloom, Darpan, Ethnic Day, Junoon, Blossoms, Magnificat, Sound Curry, Nritta, Independence Day, and Republic Day. Each event offers students a platform to express themselves, explore their potential, and contribute meaningfully to the university community. By taking ownership of these events, students develop essential life skills such as communication, leadership, project planning, time management, and creative thinking.

Beyond event execution, the SWO plays a transformative role in student life by fostering a culture of participation, dialogue, and growth. It empowers students to step into leadership roles, engage with diverse perspectives, and build a strong sense of belonging. Every opportunity within the SWO is designed not only to celebrate talent but to nurture the values and competencies that define the CHRIST graduate attributes.

The SWO reflects the university's commitment to holistic education by creating a space where every Christite can thrive academically, socially, and personally. It stands as a benchmark for student leadership and engagement, cultivating a generation of conscientious, confident, and capable individuals who are equipped to lead with vision and serve with purpose.

1.4 Vision & Mission of SWO

1.4.1 Vision of the Student Welfare Office

“ ADAPT. INSPIRE. IMPROVISE. EXECUTE”.

To shape a memorable student community where adaptability becomes strength, inspiration sparks action, improvisation fuels bold ideas, and execution transforms dreams into reality. The Student Welfare Office envisions a campus where every student is not only heard but also empowered to lead with confidence, create with purpose, and thrive in every dimension of university life.

1.4.2 Mission of the Student Welfare Office

The Student Welfare Office (SWO) exists to ignite potential, foster belonging, and empower students to become leaders of tomorrow. It is dedicated to:

- Unlocking talent by providing platforms where students can explore, express, and excel in their unique strengths and passions.
- Cultivating leadership and collaboration through real-world challenges, immersive experiences, and team-driven initiatives that shape confident changemakers.
- Creating a community that feels like home, where diversity is celebrated, every voice matters, and inclusion is woven into the fabric of campus life.
- Designing memorable student experiences through vibrant events, wellness initiatives, and cultural engagements that nourish the mind, body, and spirit.
- Building powerful partnerships across departments, student groups, and external organisations to open new doors for learning, growth, and innovation.
- Transforming everyday student life by driving impactful projects, upgrading campus infrastructure, and constantly improving services for a more enriching and meaningful university journey.

1.5 Authorities of SWO

1.5.1 SWO Officer

The SWO Officer is the principal executive authority responsible for the formulation, implementation, and oversight of student welfare policies and programs. Serving as the foremost advocate for student well-being, this role occupies a central position in institutional governance, bridging the gap between student concerns and administrative action.

Key Responsibilities:

- **Policy Leadership & Advocacy:** Spearheading the development of welfare policy frameworks, safeguarding student rights, and ensuring welfare considerations are integral to institutional decision-making.
- **Strategic Initiative Development:** Conceptualizing and delivering cross-cutting programs that address mental health, social inclusion, community building, and overall quality of life for students.
- **Institutional Liaison & Representation:** Acting as the formal representative of student welfare interests in administrative councils, external engagements, and policy forums.
- **Program Governance & Resource Stewardship:** Managing the operational architecture of welfare programs, including budgetary planning, staffing, and performance evaluation of key initiatives.
- **Crisis Response & Safeguarding:** Leading interventions in times of crisis, establishing preventive mechanisms, and ensuring the availability of timely and confidential support services.

The SWO Officer holds the highest level of functional authority within the Student Welfare Office, empowered to shape institutional culture through compassionate leadership, data-driven policymaking, and collaborative engagement with all university stakeholders.

1.5.2 Faculty Coordinator, Student Welfare Office

The Faculty Coordinator plays a strategic and operational role in supporting the Student Welfare Officer in the realization of welfare objectives. Drawing upon their academic insights and pastoral sensibilities, they ensure seamless integration of welfare initiatives across academic and co-curricular domains.

Responsibilities include:

- **Operational Execution:** Coordinating the day-to-day implementation of welfare initiatives in consultation with academic departments and student services.
- **Stakeholder Engagement:** Serving as a liaison between faculty, students, and welfare personnel to ensure responsiveness and transparency.

- **Leadership Continuity:** Acting in an executive capacity during the absence of the Student Welfare Officer to maintain continuity of operations and uphold institutional welfare standards.
- **Mentorship & Facilitation:** Guiding student welfare volunteers, wellness representatives, and faculty liaisons in promoting a culture of care and shared responsibility.

The Faculty Coordinator operates as a key enabler of the Student Welfare Office's strategic vision, advancing student-centric outcomes through a collaborative, ethical, and inclusive approach.

1.6 Roles in Student Welfare Office (SWO)

1. Head of Heads (HOH)
2. Student Council Representative
3. Cultural Secretaries
4. Heads and Subheads of the Committees
5. POC of Committees
6. SWO Members

2. GRADUATION ATTRIBUTES OF DIFFERENT WINGS OF SWO

Natyarpana (University Dance Team)		
Academic	Academic Excellence	Self Learning
		Problem Solving skill
	professional Excellence	Practical Skill
		Creative Thinking
		Continuous Learning
		Analytical Skills
		Critical and Solution-Oriented Thinking
		Innovativeness
Personal	Personality	Personality
		Self-Esteem
		Humility
		Accessibility
		Tolerance
		Peer recognition
		Sense of Transcendence
		Compassion
Interpersonal	Leadership	Leadership
		Self-Confidence
		Initiative
		Dynamism
		Logical Resolution of Issues
		Inclusiveness
		Team Building Skills
		Consultative Decision Making

Interpersonal	Communication	Mutual respect
		Non verbal skills
		Verbal Skills
		Assertiveness
		Listening
Societal	Social Sensitivity	Respecting Diversity
		Knowledge Sharing
		Knowledge Sharing
		Social Awareness and Contribution

Music Team		
Academic	Academic Excellence	Self Learning
	professional Excellence	Practical skills
		Continuous Learning
		Global Perspective
		Innovation
		Creative Thinking
Personal	Personality	Self Awareness
		Emotional self-regulation
		Humility
		Accountability
		Positive Attitude
		Adaptability
		Tolerance
		Empathy

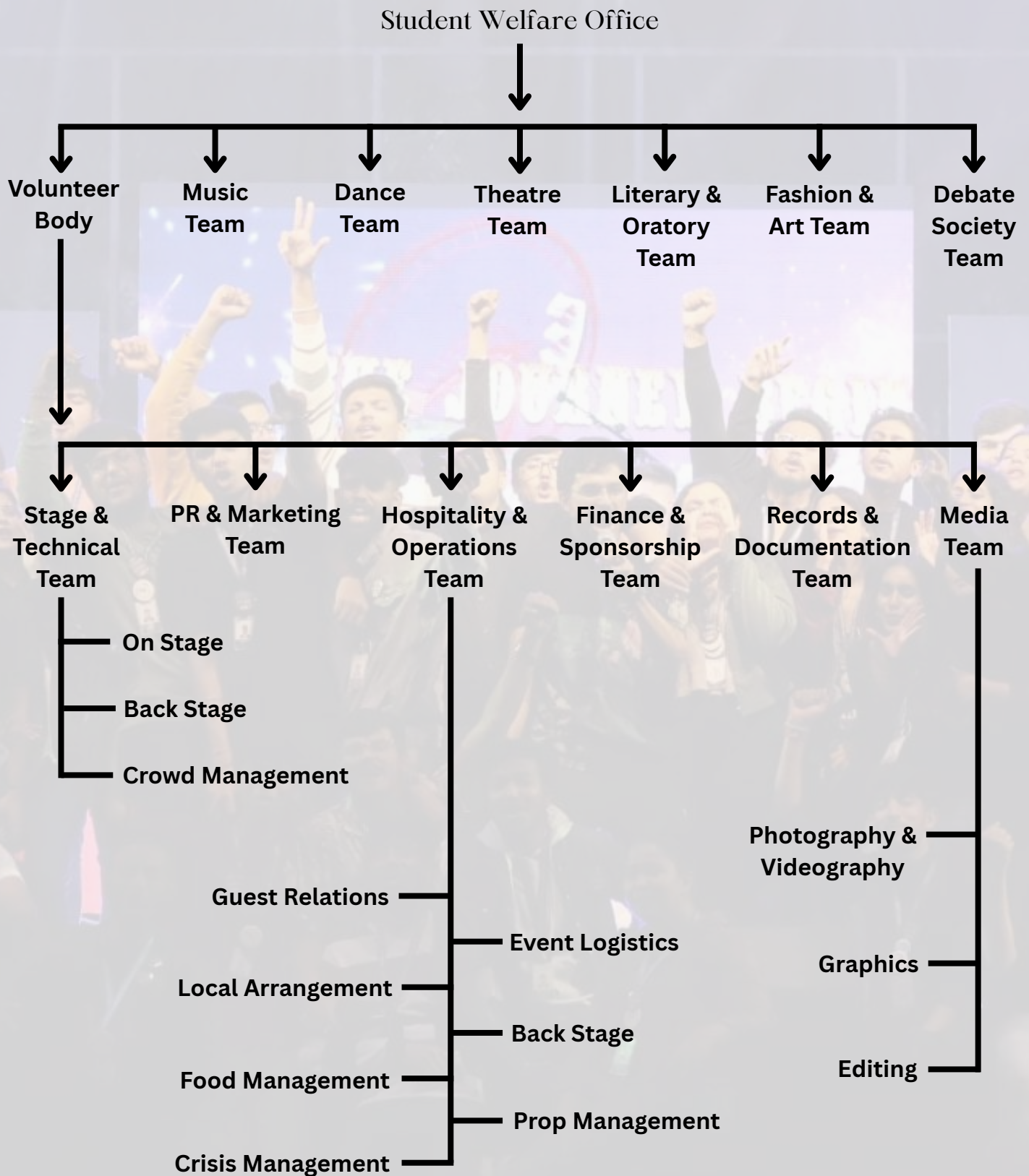
Interpersonal	Leadership	Inclusiveness
		Dynamism
		Self confidence
		Facilitation
		Team building skills
	Communication	Verbal Skills
		Non verbal skills
		Mutual Respect
		Listening
		Clarity and comprehensiveness
		Assertiveness
Societal	Social Sensitivity	Respecting Diversity
		Cross Cultural Recognition
		Knowledge Sharing

Theatre Team		
Academic	Academic Excellence	Self Learning
		Problem Solving Skills
	Professional Excellence	Practical Skills
		Creative Thinking
		Innovativeness
		Analytical Skills

Personal	Personality	Self Awareness
		Emotional self-regulation
		Humility
		Accountability
		Positive Attitude
		Adaptability
		Tolerance
		Empathy
Interpersonal	Leadership	Self Confidence
		Initiative
		Inclusiveness
		Team Building
		Consultative decision making
	Communication	Verbal Skills
		Non verbal skills
		Mutual Respect
		Listening
		Clarity and comprehensiveness
Societal	Social Sensitivity	Cross cultural recognition
		Knowledge sharing
		Environment sensitivity
		Social awareness and contribution

Volunteer Body		
Academic	Academic Excellence	Self Learning
		Problem Solving skill
	Professional Excellence	Practical Skills
		Continuous Learning
		Analytical Skills
		Critical and Solution-Oriented Thinking
Personal	Personality	Self -Awareness
		Self-Esteem
		Accessibility
		Positive Attitude
		Peer Recognition
Interpersonal	Leadership	Leadership
		Logical Resolution of Issues
		Self-Confidence
		Dynamism
		Empathy
		Team building Skills
		Consultative Decision Making
Societal	Social Sensitivity	Respecting Diversity
		Social Awareness and Contribution
		Cross Cultural Recognition

3. Committees Under SWO

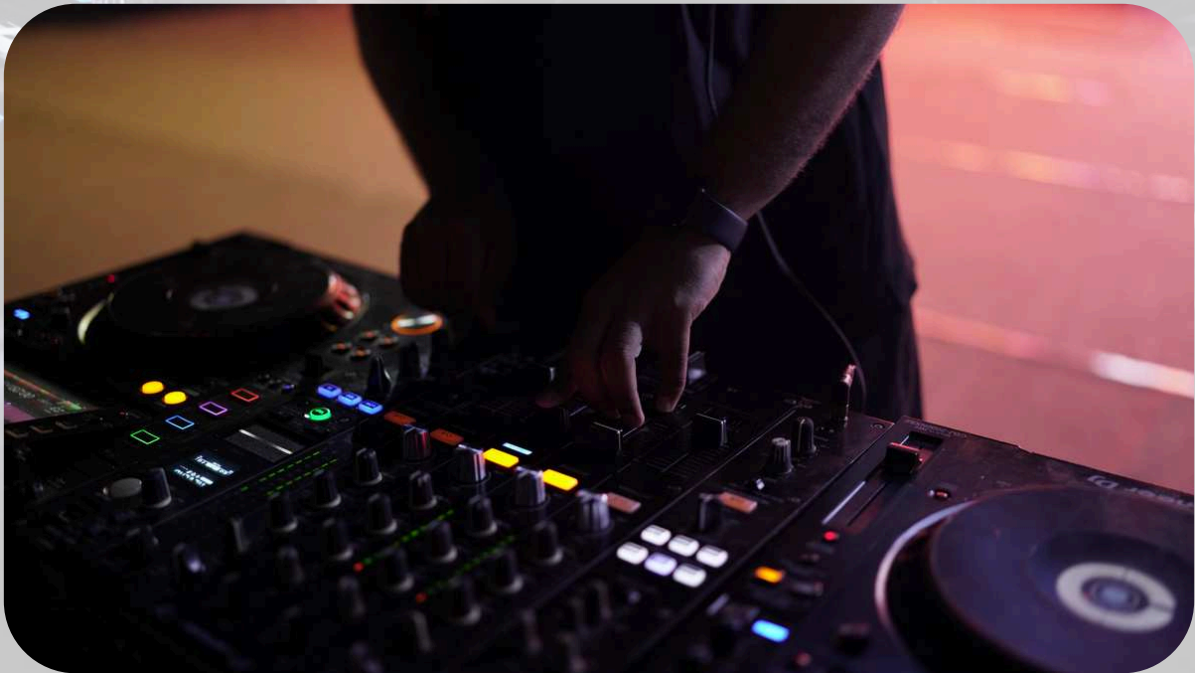


4 . VOLUNTEER BODIES

STAGE & TECHNICAL

Ever wondered what makes every SWO event truly unforgettable? It's the magic happening behind the scenes, powered by our dedicated **Stage and Technical Committee**. While the audience revels in the show from the front, we meticulously orchestrate everything in the background and **On Stage** to ensure flawless execution and a truly immersive experience.

Our team is dedicated to perfecting every technical element of an event. This includes precise sound system installation and rigorous testing, alongside expert microphone management and audio level adjustments. We also excel in creating dynamic lighting setups and coordinating visuals for impactful on-stage presentations. We operate as the fundamental support system for each event, fostering close partnerships with all SWO committees and also engaging the audience while Crowd. Our goal is to transform their event plans into full sensory experiences through expertly managed sound and light, all while preserving their original purpose. From vibrant cultural fests and formal sessions to high-energy performances, every type of event finds its technical home with our team.



PR & Marketing

The **PR & Marketing Committee** which is the **Newly Established committee of 2025-26** serves as the creative voice and public face of **The Student Welfare Office (SWO)**. We're responsible for crafting the narrative that connects SWO initiatives with both the campus community and the world beyond. Through strategic communication channels, compelling content creation, and innovative promotional campaigns, we ensure that every SWO event receives the visibility and engagement it deserves.

Our team manages the **SWO's Digital Presence** across all social media platforms including Instagram and Linked In, designing eye-catching promotional materials, building relationships with media outlets and partner organisations, and developing marketing strategies that amplify the impact of student initiatives. We're storytellers at heart, transforming ideas and events into engaging content that resonates with diverse audiences.

While others plan and execute events, we ensure they reach the right people at the right time, creating buzz, driving participation, and documenting success stories that strengthen SWO's reputation as a vibrant hub of student leadership and innovation.



Hospitality & Operations

The Hospitality & Operations Committee is responsible for ensuring that every event organised by the Student Welfare Office (SWO) runs smoothly and leaves a lasting positive impression on attendees.

The **Hospitality team** takes the lead in welcoming and attending to guests, including faculty members, invited speakers, and participants from other institutions. Their role involves sending out formal invitations, greeting guests at events, ensuring they are comfortable, and engaging with them throughout the program. This team serves as the face of SWO during public interactions and plays an important role in maintaining respectful and courteous relations with everyone involved.

The **Operations team** works behind the scenes to manage the logistical aspects of events. Their responsibilities include setting up stages, handling audio-visual equipment, coordinating backstage activities, and ensuring that each part of the event runs according to plan. This team plays a key role in maintaining order and structure during programs and works closely with other committees to make sure everything is in place.

Together, the Hospitality & Operations Committee ensures that events are not only well-managed but also leave a meaningful and professional impression on all participants and guests.



Finance & Sponsorships

The Finance & Sponsorships Committee serves as the financial backbone of the Student Welfare Office (SWO), responsible for formulating detailed budgets for each event, ensuring timely approvals from the concerned authorities, and maintaining a transparent process for managing reimbursement and requisition bills.

In addition to internal financial management, the committee liaises with event winners to collect and process bank details for prize disbursements. A key aspect of the committee's role involves actively engaging with external vendors to source event requirements, skillfully negotiating to secure the best possible deals while maintaining quality and cost-effectiveness.

Furthermore, the committee drives sponsorship efforts by identifying potential sponsors, preparing compelling pitches, and presenting the event vision to secure funding and resource partnerships. Through meticulous financial planning and strategic external collaboration, the Finance and Sponsorships Committee forms the financial backbone of SWO, enabling impactful and well-funded student experiences.



Records & Documentation

We're the quiet force behind the scenes, making sure every event, meeting, and initiative is more than just a moment, It's a recorded legacy. The **Records & Documentation Committee** is the organisational brain of the **Student Welfare Office (SWO)**, ensuring clarity, continuity, and credibility in everything we do.

From drafting detailed **IQAC Reports**, managing **Co-curricular Leave**, and maintaining **Attendance Sheets** and **Scorecards**, managing **Registration Desk**, to capturing **Minutes of Meetings** and documenting student participation, we turn every activity and event to a well-documented milestone that everyone will cherish forever.

While others create memories, we **preserve them, building** a reliable reference for the future and supporting SWO's commitment to **Transparency, Growth, and Individual's Development.**



Media

The Media Committee under the Student Welfare Office is the creative engine behind the stories, memories, and visuals of Christ University Lavasa. From capturing key moments to designing posters and reels, the team brings student life to screens with energy, honesty, and imagination.

Beyond content creation, the Media Committee plays a crucial role in shaping the university's digital identity. The team manages event coverage, curates engaging content for social media, and ensures timely communication of important updates. By collaborating closely with various student bodies and departments, the committee ensures that the vibrancy of campus life is documented and shared with authenticity. Their work not only enhances visibility but also fosters a strong sense of connection and community among students.



5. CULTURAL BODIES

Dance Committee

The SWO University **Dance Team** stands for excellence, creativity, and collaboration. It is committed to fostering a supportive and inclusive environment where every member can express themselves through the art of dance while upholding the highest standards of discipline and Professionalism from organising practices and events to managing performances and representing the university. The committee plays a vital role in nurturing talent, promoting teamwork, and ensuring that the university's dance initiatives run smoothly and effectively. Through dedication and shared passion, The SWO Dance Committee contributes to building a vibrant campus culture rooted in respect, unity, and artistic growth.



Music Committee

Whether the music is part of a learning environment, cultural body, or religious organisation, the Music Committee of the Student Welfare Office (SWO) is primarily responsible for overseeing all music-related activities and ensuring that they are consistent with the institution's goals and basic values. Promoting musical expression, developing new talent, and maintaining the standard and discipline of musical performances and activities are its primary objectives.

One of the committee's primary duties is to organise and curate musical events, such as recitals, competitions, concerts, and performances at festivals and important occasions. In order to conserve both ancient and modern musical forms, the committee encourages classical or devotional music that is appropriate for the setting, especially in institutions that have a religious or heritage focus.

In addition to events, the Music Committee often hosts training courses, workshops, and guest lectures to help participants advance their musical skills and knowledge. It ensures that musical instruments, sound systems, and other vital resources are maintained and made available. It may also act as an advisor, suggesting qualified teachers or seasoned artists to collaborate with the organisation.



Theatre Committee

The Theatre Committee, a cultural wing under the Student Welfare Office (SWO) of CHRIST (Deemed to be University), Lavasa Campus, is dedicated to nurturing the performing arts as a vehicle for personal growth, cultural exploration, and social awareness. Rooted in the vision of the SWO to build confident, empathetic student leaders, the committee offers a structured, student-driven platform to explore the art of theatre.

This platform encompasses various elements such as acting, directing, writing, stage management, set and costume design, light and sound operation, and overall event production. It promotes inclusivity by inviting students from all disciplines and skill levels to engage creatively and collaboratively in theatrical expression.

The committee contributes to campus vibrancy by hosting original productions, organising workshops, participating in intercollegiate events, and fostering cross-committee collaboration. It views theatre not just as performance, but as a medium for dialogue, introspection, and community building.



Literary & Oratory

The SWO Literary and Oratory Committee is a passionate community of students who believe in the power of words, voice and expression. We are dedicated to promoting a culture of effective communication and confident presentation across the university. The committee plays a key role in supporting events by providing skilled emcees and anchors who ensure programs run smoothly with professionalism and poise. Alongside this, we encourage literary creativity through activities such as creative writing, poetry and elocution, giving students a platform to develop their voice and storytelling skills. Through workshops and events, we aim to nurture confident communicators and foster a culture of literary appreciation and meaningful dialogue within the student body.



Debate Society

The SWO Debate Society stands for articulation, inquiry, and intellectual rigour. We aim to foster an inclusive environment where students can grow as speakers, thinkers, and leaders. Through structured debate formats, public speaking forums, and simulations like MUN, we empower individuals to engage meaningfully with real-world issues.

At the heart of our society lies a commitment to intellectual exploration and constructive dialogue. We foster this through a diverse range of activities that challenge students to engage deeply with complex issues (locally, nationally, and globally). Our structured debate formats not only sharpen argumentation and rebuttal skills but also instill discipline, teamwork, and respect for differing viewpoints. Our society is a community of learners and leaders united by a shared passion for truth, dialogue, and advocacy. By embracing diversity of thought and encouraging intellectual curiosity, we empower individuals to grow into articulate change makers prepared to make a meaningful impact in the world.



Fashion & Art Committee

The Fashion & Art Committee is the creative powerhouse of the Student Welfare Office (SWO), seamlessly blending vision, craftsmanship and artistic flair to elevate every event. While the Fashion team leads with vibrant shows and fashion-forward initiatives, in perfect harmony the Art team crafts immersive atmospheres through décor, hand-built props, and visual installations bringing every theme to life and giving shape to each event's narrative. Together, they transform concepts into visually compelling experiences, weaving aesthetics and innovation into every SWO event, setting a new benchmark for creativity within the university.

Fashion & Design is a vibrant and dynamic, student-led initiative under the Student Welfare Office (SWO), dedicated to creativity, style, and self-expression. As a centre for passionate designers, stylists, models and fashion enthusiasts, the committee curates captivating events, fashion shows, and workshops that not only highlight talent but also nurture a sense of community on campus through the art of fashion.

Art & Creative is a close-knit, creative community of student artists under the Student Welfare Office (SWO), where imagination meets purpose. Whether it's painting murals, crafting eye-catching props for college fests, or simply turning blank spaces into something magical, this committee brings every event on campus to life, one brushstroke at a time. Made up of painters, doodlers, illustrators, and creatives of all kinds.



UNIVERSITY CULTURAL TEAM

The Cultural Team is a distinguished group that carries the spirit, talent, and creativity of our university beyond our campus. Winners of Darpan'25, the flagship cultural talent hunt of Christ University, Pune Lavasa, earn not only recognition for their excellence but also the honor of becoming an integral part of this team.

This team is formed with a singular purpose – to participate in and represent the university at external cultural fests across the country. Every member of the Cultural Team embodies dedication, discipline, and the vibrant spirit of Christ, standing as a true reflection of our values and artistry on larger platforms.

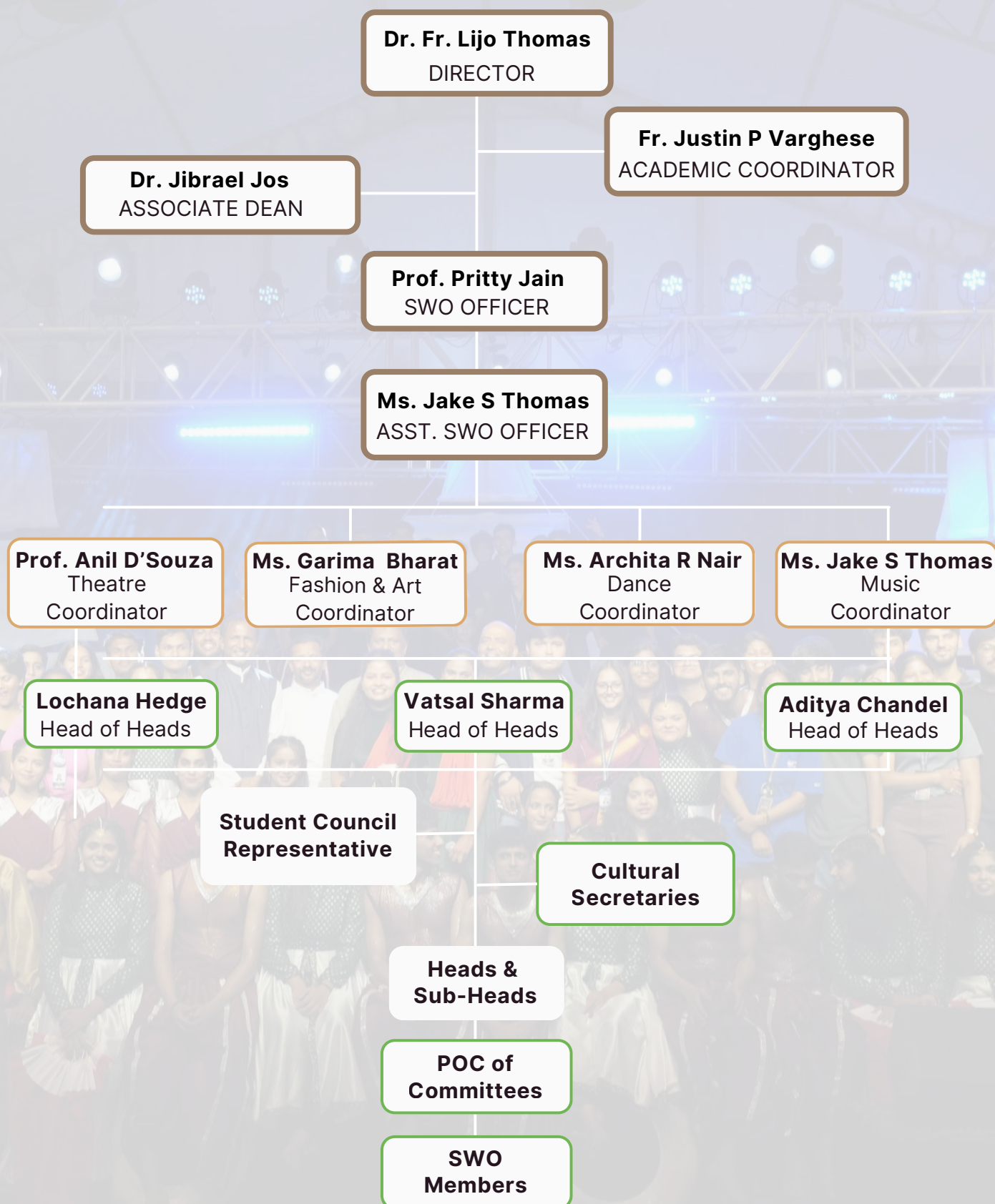
As per the guidelines, the winners of Darpan are automatically a part of both the Student Welfare Office teams and the Cultural Team. This dual responsibility ensures that they remain connected to the cultural fabric of the campus while also taking our legacy forward outside. Importantly, if a member chooses to step away from one of these teams, they are required to step away from both, underscoring the commitment and seriousness of the role.

The Cultural Team is more than just a group of performers—it is the face of the university at external stages, where talent meets representation, and passion meets pride. They carry the name of Christ University with honor, ensuring that every performance is not just an act, but a statement of excellence, creativity, and teamwork.



6. Work Flow under SWO

6.1 Organisational Structure



6.2 Flow of Communication

The Student Welfare Office (SWO), a university-level center responsible for organising both internal and external events, follows a structured flow of communication. For any event-related matters, the following hierarchy must be strictly followed: the Point of Contact (POC) of the event should report to the Sub Head, who will then escalate it to the Head. The Head will communicate with the assigned Head of Heads (HOH), and the HOH will take the matter forward to the Student Welfare Officer.

7. Roles & Responsibilities

7.1 General Code of Conduct

- Maintain professionalism, respect, and inclusivity at all times.
- Treat fellow members, audiences, and collaborators with courtesy and dignity.
- Harassment, discrimination, or any form of misconduct will result in immediate disciplinary action.
- Uphold the values and reputation of the SWO and the University during all official activities and events.
- Ensure punctuality, discipline, and responsibility in all assigned tasks and roles.

7.2 Head of Heads (HoH)

The Head of Heads (HoH) serves as the chief student coordinator across all SWO committees. They oversee the end-to-end execution of events by guiding and delegating responsibilities to Committee Heads and Sub-Heads. The HoH is entrusted with securing approvals, conducting committee appraisals, and ensuring the smooth functioning of the SWO at all levels. As mentors, they are expected to foster a positive and motivating environment that promotes collaboration, efficiency, and student leadership.

7.3 Student Council Representative

The Student Council Representative acts as the primary liaison between the Student Welfare Office and the Student Council. Their role is to ensure alignment between the two bodies, communicate key updates, and resolve any issues or grievances raised within the SWO. They also play a critical role in team morale, promoting unity, coordination, and clarity of purpose across all committees.

7.4 Cultural Secretaries

Cultural Secretaries are responsible for overseeing all external cultural engagements and events where CHRIST Lavasa Campus is represented. In collaboration with the Head of Heads, they serve as official student coordinators for Inbloom, the University's External flagship Cultural Event. They ensure smooth coordination of participation, logistics, and representation at all external and intercollegiate events.

7.5 Committee Heads & Sub-Heads

Committee Heads and Sub-Heads are responsible for managing the day-to-day operations of their respective committees. They oversee planning, execution, and delegation within the committee, ensuring that tasks are distributed fairly and accomplished efficiently. Heads and Sub-Heads also evaluate volunteer performance, conduct committee meetings, and ensure alignment with the SWO's vision and standards. They serve as the first line of leadership and are accountable for their committee's success.

7.6 SWO Members

SWO Members form the foundation of the SWO and are expected to assist Heads and Sub-Heads with dedication and diligence. They must follow instructions, maintain decorum, and complete assigned duties promptly. SWO Members are encouraged to demonstrate initiative, commitment, and a growth mindset, as exemplary performance opens pathways for promotion to Sub-Head and Head roles in the future.

8. Recruitment Process

8.1 General Rules and Conduct

Members of the SWO are expected to uphold the highest standards of integrity, professionalism, and responsibility in all their roles. They must act as role models to their peers, consistently demonstrating respect, inclusivity, and accountability. Participation in SWO meetings, initiatives, and events is mandatory to ensure cohesive teamwork and transparent communication with students, faculty, and the administration.

Members are expected to:

- Actively contribute to the success of the SWO through collaboration and open communication.
- Prioritize the welfare and interests of the student body while making ethical and confidential decisions.
- Uphold a strong commitment to teamwork, leadership, and personal growth.
- Maintain decorum and professionalism in all university-related interactions.

Note:

- Members must not miss more than two meetings consecutively.
- Missing two events in a row without valid reason will result in a performance review.
- All official communications, including meeting absences and updates, must be emailed to the SWO's official records email address, keeping the respective Heads and Subheads in CC. email : sworecords.lavasa@christuniversity.in

8.2 Recruitment Process

The recruitment process for the Student Welfare Office begins with the circulation of Google Forms to collect applications from interested students. These forms are reviewed by the respective committee Heads and Sub-Heads. Shortlisted candidates are invited for an interview conducted by the Heads and Sub-Heads, with at least one Head of Heads present to ensure consistency and fairness in the selection process. The interview assesses the candidate's motivation, commitment, communication skills, and alignment with the values and expectations of the SWO.

8.3 Selection of Members

Following the interview process, the results of the volunteer selections will be communicated directly to the selected individuals. The selected volunteers will then be briefed about their respective committee roles and expectations through orientation sessions conducted by the committee Heads and Sub-Heads.

8.4 Guidelines for Resignation Procedure

If a member wishes to resign, they must send an official email to the SWO's designated email address, keeping the respective Head and Sub-Head in CC. A meeting will then be scheduled with the concerned committee leadership to discuss the reasons for resignation.

If unresolved, the matter will be escalated to the Heads of Heads and, if necessary, further to the Faculty Coordinator. Based on these discussions, the final approval or rejection of the resignation will be sent an email.

8.5 Badge & Membership Policy

1. Badges will be awarded to members only after participation in three consecutive events, with a minimum of 85% attendance.
2. Members will undergo training throughout the duration of these three events. Badges will be distributed upon completion, subject to consistent performance and approval from committee heads.
3. Members cannot miss two consecutive meetings.
4. Attendance on both the dry run day and the main event day is mandatory.
5. If these policies are violated after receiving the badge, the badge will be revoked.

9. Evaluation & Appraisal

Evaluation and appraisal are integral to ensuring the effectiveness and continual improvement of activities conducted under the Student Welfare Office (SWO). A structured appraisal process allows for reflective practice, accountability, and quality enhancement of student-led initiatives and staff involvement.

9.1 Self-Evaluation

All individuals involved in SWO activities, including student volunteers, faculty coordinators, and committee heads, are encouraged to undertake regular self-evaluation. This includes reflecting on planning, execution, challenges faced, learning outcomes, and areas for personal and collective improvement. A self-evaluation form will be provided at the end of each semester to document insights and feedback.

9.2 Appraisal by Committee Heads

Committee heads will evaluate the performance of their team members based on criteria such as initiative, teamwork, leadership, punctuality, and contribution to events. This appraisal supports individual growth and encourages accountability within the team. Constructive feedback will be shared during feedback sessions or individual reviews.

9.3 Committee Appraisal

Each SWO committee will submit a detailed semester-end report outlining goals achieved, activities conducted, participation levels, and impact assessments. These reports serve as the primary tool for evaluating the overall functioning and productivity of each committee. They also form the basis for discussion in review meetings.

9.4 Appraisal by Faculty Coordinators

Faculty coordinators focus primarily on mentoring and evaluating the committee heads and the head of heads. Their role is to observe how effectively each head leads their team, manages responsibilities, communicates, and aligns the committee's work with the broader vision of SWO. This appraisal helps guide the development of strong, student-led leadership and ensures the committees are functioning with purpose and direction.



**LET'S GO
SWO!!!**