



Office of the Dean Student Affair

Ref. ACET/DSA/SWC/2020/001

Dated: 15-02-2020

Circular Student Welfare Committee

This is to inform all the members of the Student Welfare Committee that a meeting is to be held on 18-02-2020 at 3:30 pm in the DSA Office. All the members are requested to be present for the meeting.

Agenda:

1. COVID-19 Awareness & Safety Preparedness
2. Review of cleanliness and hygiene facilities on campus.
3. Academic Support for Limited Attendance Students.
4. Strengthening communication channels between administration and students.

Dean Student Affairs



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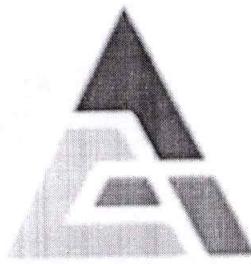
Attendance

Student Welfare Committee

Meeting of Student Welfare Committee held on 18-02-2020 at 3:30 pm in the DSA Office.

Attendees	Absentees
Aarav Sharma	Rohan Gupta
Meera Iyer	Kunal Patel
Tanvi Deshmukh	Simran Kaur
Siddharth Reddy	
Ananya Verma	
Ishita Nair	
Pranav Singh	

Dean Student Affairs



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Office of the Dean Student Affair

Minutes of Meeting Student Welfare Committee

Minutes of Meeting of Student Welfare Committee held on 18-10-2020 at 3:30 pm in the DSA Office.

S. N.	Agenda	Discussion	Responsibility
1.	COVID-19 Awareness & Safety Preparedness	<ol style="list-style-type: none">1. The committee discussed rising COVID cases in India and its potential impact on students.2. Decision made to start awareness briefings in classrooms regarding symptoms, hygiene, and social distancing.3. Hand sanitizers to be placed in major blocks including library, admin office, labs, and cafeterias.4. Students advised to avoid large gatherings; cultural practices and club events temporarily paused.5. Proposal submitted to prepare for a possible shift towards short-term suspension of physical classes if government mandates.	All Members
2.	Review of cleanliness and hygiene facilities on campus.	<p>Planning</p> <ul style="list-style-type: none">• Reviewed the current status of cleanliness and hygiene across classrooms, laboratories, hostels, corridors, washrooms, and common areas.• Considered COVID-19 safety protocols including sanitization, social distancing, mask usage, and hand hygiene stations. <p>Evaluation</p> <ul style="list-style-type: none">• Identified gaps in frequent sanitization of high-touch surfaces, hand sanitizing stations, and proper disposal of waste.• Noted areas where social distancing	All Members

		<p>guidelines were not fully maintained due to crowding in corridors or common areas.</p> <p>Proposal</p> <ul style="list-style-type: none"> • Increase the frequency of cleaning and disinfection of classrooms, labs, hostels, and common areas. • Ensure availability of hand sanitizers, soap, and PPE in all public spaces. • Display awareness posters about hygiene practices and COVID-19 precautions. • Assign dedicated staff and volunteers to monitor hygiene compliance regularly. 	
3.	Academic Support for Limited Attendance Students	<ol style="list-style-type: none"> 1. Some students expressed difficulty attending classes regularly due to health concerns. 2. Faculty requested to upload lecture notes on the college portal. 3. Proposal to create a “Missing Classes Support Folder” containing notes, assignments, and important announcements. 	All Members
4.	Strengthening communication channels between administration and students	<p>Current Situation:</p> <p>In March 2020, the emerging COVID-19 situation created uncertainty among students regarding class schedules, safety precautions, examinations, transport availability, and hostel rules.</p> <p>Problem Identified:</p> <p>The major issue was the lack of a centralized, official, and immediate communication system that could reach every student at the same time. Students relied on unofficial WhatsApp groups, which often circulated unverified or incomplete information, increasing confusion and anxiety, especially regarding potential class suspensions or changes in academic plans.</p> <p>Action Plan:</p> <ul style="list-style-type: none"> • Form official SWC digital groups for all departments. • Add class representatives, faculty coordinators, SWC members, and key administrative staff. • Allow only authorized personnel (Dean SWC / Registrar / Principal’s office) to post announcements. • Upload all important notices in both text and PDF formats for easy sharing. 	All Members

	<p>Expected Benefit:</p> <p>The new communication structure will greatly reduce misinformation, ensure that all students receive verified updates instantly, and minimize confusion during rapidly changing circumstances. It will also reduce administrative workload, improve transparency, support smoother academic continuity, and strengthen trust between students and the institution during the uncertain COVID period.</p>	
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