

No. : DSW/ 2015/

Date : 04 /09/2015

To,
The Principal / Directors
All Affiliated and Conducted Colleges &
The Heads, All PG Depts.

Sub :-- Appointment of Students' Welfare Officer

Respected Sir/Madam,

I wish to bring to your notice that the University has many Schemes for the welfare of the students. But many times a complaint is received that the students do not come to know about such schemes.

You are requested to nominate a teacher of senior college of your esteemed college/institution/Department as Students Welfare Officer. He must be assigned the task of bringing the welfare schemes into the notice of all the students. The officer will be responsible for the implementation and execution of the policies and programme sent by this office. Moreover, a Students' Welfare Committee must be constituted to ensure systematic and proper functioning. One student from each class must be nominated by the Principal/Director/Head as member of the committee so that the students can be instrumental in giving publicity to the welfare Schemes and other programmes.

The Principal/ Director/ Head will act as the chairman of the committee. The Students' Welfare Officer will be the Member Secretary. Some teachers may be appointed as members.

You are requested to send the details of Students' Welfare Officer in the given format by 25th September, 2015.

Name of the College : ----

Complete Address with Pin code : -----

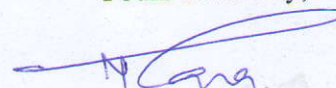
Sr. No.	Name of Students' Welfare Officer	Mobile-No.	Email id

Signature of the Principal

Your cooperation is highly solicited

Thanking you in anticipation.

Yours faithfully,



(Dr. Neehal R. Sheikh)

Director,

Students' Welfare Dept.

R.T.M. Nagpur University, Nagpur