



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

(Approved by AICTE, New Delhi, and affiliated to Pondicherry University)

STUDENT WELFARE POLICY

Approved in the Governing body meeting held on 12th March, 2015

Preface

Manakula Vinayagar Institute of Technology ensures that all students should get high quality support and welfare in the Learning Environment with an appropriate support mechanism to facilitate the achievement of their goals. The College is committed to keep students safe by removing the barriers of learning and assures that all students can achieve their full potential with the appropriate care, guidance and support interventions from the institute. Those procedures are recorded and monitored for its effectiveness, in providing benefits to the students. The Institute acknowledges that student welfare and student learning outcomes are inextricably linked. The Institute promotes high standard of discipline and behaviour of students by ensuring that they follow a code of conduct that fosters and maintains a positive image of the college. The code of conduct committee treats behavioral problems in a manner that relates to the educational purposes and supports student welfare in the Institute. The Policy has been framed and instituted to ensure the Welfare of the Students and promote their involvement in the Learning Activities.

Contents

1. Purpose of the Policy
2. Policy Objectives
3. **Policy Provisions**
 - 3.1. **The Code of Conduct**
 - 3.2. **Students Concession**
 - 3.3. The Institute recognizes
 - 3.4. Students Representation
 - 3.5. Student Counseling
 - 3.6. **Students Career Guidance**
 - 3.7. Accommodation Services
 - 3.8. **Catering services**
 - 3.9. **Sports and games facilities**
 - 3.10. **Health care Services**
 - 3.11. **Security**
 - 3.12. **Student Entertainment**
4. **Policy Implementation and monitoring strategies**
5. **Incentives / Other Welfare Measuresto Students**

Students Welfare Policy

1. Purpose of the Policy

The main purpose of this policy is to provide a framework for attending to students' welfare needs individually and collectively by creating an environment in the college in which all can live, work, and learn together in peace and harmony. The policy is designed to provide assistance and guidance that develops students into good and honest citizens while at the same time dealing with behavior or actions that may be inconsistent with Institute rules and regulations.

Through this policy the Institute seeks to provide an environment where students can:

- Experience hassle-free Environment to learn and develop their intellectual abilities.
- Express themselves freely
- Feel that their rights and responsibilities are respected and their needs are met.

2. Policy Objectives

This Policy aims at addressing students' needs and behavioral issues at the College by:

- a) Ensuring that students behave within the standards set out in the Students Code of Conduct.
- b) Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- c) Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.
- d) Promoting adherence to the highest standards of behavioural and discouraging all forms of "misconduct".
- e) Establishing and outline an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- f) Providing eligibility requirements and criteria for receiving assistance for concession.

3. Policy Provisions

3.1. The Code of Conduct

A detailed account of code of conduct is provided to students in the Handbook and Calendar concerning following areas

- Commitment to Learning
- Respect
- Bullying
- Sexual Harassment
- Safety
- Dress Code
- Illnesses
- Smoking

- Drugs and Alcohol

3.2. Students Concession

The Institute recognizes that no individual in the student community can concentrate in their studies and excel without the basic needs of life e.g. food, shelter and clothing. Given that Students will often seek for help from the College when they are in need, the College provides concession to students who are in need.

The following principles shall assist in determining a student's need and eligibility for assistance.

- i) Students who are deserving and eligible to avail concessions have to submit income certificate and an application by parents at the time of admission to the Rector and renew the same one month prior to the academic session for the second /third year respectively.
- ii) Renewal for third year is done only if the students cleared the college and university examinations and has minimum attendance of 80 per cent.
- iii) Besides academic performance and regularity, discipline and conduct of such students in the campus is also taken into consideration for deciding to grant concession.
- iv) Student Scholarships are provided on merit basis to select students based on the available sponsors for the year.

3.3. Students Representation

The Institute acknowledges that students need to be represented equitably and fairly through an independent and accountable organization, and that every student can contribute to the enhancement of their programme and learning experience. The primary aim of student representation at the college is to provide students with an opportunity to voice their views, suggestions and concerns through a proper and efficient process.

The Institute has the Student Council with the body of students to promote quality in student life within and outside the Institute. It is a democratic support system for holistic development of the students and will work in consonance with the respective departments/clubs /groups of the College with their faculty support. The Student Council will report to and will function with the general supervision of the principal or his nominee. (*Refer – Student Council Policy*)

The Institute has a number of avenues available through which students are actively involved in representative roles, and students already represent their fellow students in various Clubs and Committees functioning in the Institute.

3.4. Student Counseling

The Institute recognizes that a student may experience problems in coping with issues in their personal lives and in the environment where they live and learn. Counselling services are aimed at helping students use their existing problem-solving skills more effectively or to develop new or better coping skills. Counselling also promotes and facilitates positive mental,

psychological health and emotional wellbeing of students and enhances the students' academic and personal functioning. Counselling sessions provide an opportunity for the student to describe their feelings and problems for themselves and then to reach decisions and actions that are based on informed choices.

Regular mentoring sessions are held for the students in the college campus. In addition to mentoring faculty members the Department of Psychology along with Rector provides professional and one to one counselling session(s). (*Refer – SOP for Mentoring and Counseling*)

3.5. Students Career Guidance

The Institute is committed to career guidance for all students to prepare them for progression to employment and/or higher education courses. The College strives to put students at the heart of its strategic development and planning to ensure their needs come first.

Career guidance includes helping students to:

- a) choose an appropriate course in the college
- b) realistically assess their likely achievements at the University and their potential progression after college
- c) investigate career opportunities
- d) investigate employment opportunities in different sectors implement their plans for progression

The Institute has the exclusive Career Guidance Cell (*Refer – Career Guidance Policy*) functioning with following objectives

- a) Arranging for awareness lecture for GATE, Civil services, GRE, ToEFL, IELTS and International admissions.
- b) Motivating and guiding the students to take up the Competitive Examinations.
- c) Arranging training to the students for GATE, Civil Service Examinations.
- d) Facilitating the students to get admissions in foreign universities under scholarship schemes through International Admissions Office.

Career Guidance is monitored by training and placement cell of the College.

3.6. Accommodation Services

The College runs hostel for men and women. The Institute has the functioning Hostel Committee to look upon the following activities with exclusive resident tutors for both the Genders.

- a) Allocation of rooms to the hostel admitted students.
- b) Maintaining the details of hostel students, communication address, contact numbers of their parents and the records like in-out record, fee payment record, visitors record and leave record.
- c) Arranging for maintenance as and when it is required.

d) Maintaining discipline inside the hostel.

e) Monitoring the students during study hours and arranging for special coaching for the hostel students to improve their academic performance.

3.7. Catering services

College provides catering services through canteen. The catering service requires students to pay for their meals in cash i.e. Pay As You Eat.

3.8. Sports and games facilities

The Institute offers diverse recreational sporting facilities that are located conveniently throughout the Integrated campus. The College has the functioning Sports Committee with a Physical director, that would involve actively in the following activities

- Arranging for sports and games practices for our students.
- Arranging for Inter College and Intramural sports competitions.
- Procuring sports and games items required and taking care of its maintenance.
- Maintaining records of sports events attended by our students.

3.9. Health care Services

The Institute's Health Unit provides both preventive and curative care to students and staff. Specifically, the facility offers the following services; curative, promotive, preventive, referrals, dispensing of drugs and youth friendly Services. The Students of the Institute would get the required medical care / Emergency Treatment from the Hospital "Sri Manakula Vinayagar Medical College and Hospital" run by the Trust, located within the Integrated Campus. The Institute also provides the following facilities as part of health care services.

- Sick room
- Sanitizer vending machines
- Room for differently abled persons
- Ramp
- Lift provision in the new block

3.10. Security

The College takes the security of its students and staff very seriously. The Security Department under the Administrator is committed to protecting life and property of the College community. The security personnel patrol the college on a 24 hour basis. Reported offences are forwarded to the lawful authorities for investigation and appropriate action. Campus is fully equipped with CCTV cameras and has fire safety measures in place.

3.11. Student Entertainment

The Institute holds entertainment events from time to time to keep students entertained and relaxed. The college organizes various co-curricular activities such as debate, speech competition, essay writing contest, letter writing contest, elocution, painting, singing, music, drawing, quiz, cricket, football, basketball, volleyball, table tennis, exhibition, Badminton, etc .

4. Policy Implementation and monitoring strategies

- a) The mandate of implementation of this policy shall be monitored by HoDs Committee chaired by the Principal.
- b) The committee shall be responsible for ensuring integrity in the execution of the policy.
- c) A student who has dissatisfaction or an unresolved disagreement with a staff member, another student or student organization has the right to file a written complaint without compromising his/her status with the College.
- d) The committee shall develop relevant rules, regulations and forms anchored in this policy to direct the actualization of the policy provisions.
- e) The student counsellor shall oversee the provision of counselling services and student- led mental health or peer counseling.
- f) The College will ensure that the students are sensitized on the existence and provisions of the policy during the orientation programmes
- g) This policy will be monitored and reviewed in line with the process outlined in the Legal and Regulatory Framework. The Principal, Vice Principal, the Deans and the Coordinators are responsible for ensuring that students understand and adhere to this policy in their day-to-day work and learning. Where compliance issues are surfaced, the College will address these issues promptly.
- h) This policy shall be reviewed after 3 years. However, a review can be done earlier if the need arises.

5. Incentives / Other Welfare Measures to Students

The Management of the Institute offers varied incentives in order to motivate students for exhibition excellent performance in all their Curricular, Co-Curricular and Extension Activities.

- Our Management awards 3- sovereigns (I rank), 2- sovereigns (II rank) and 1- sovereign (III rank), Rs.10000/- (IV & V rank), Rs. 5000/- (VI to X ranks) for University Rank Holders.
- Cash award of Rs.2000, Rs.1500 for the top two Students of each class every year along with Merit Certificate.
- Tuition Fee Concession for economically backward students.
- Special memento and certificates presented to students who excel in various co-curricular and extra-curricular activities.
- Equal contribution from management is provided to the students who won the prizes in the various events conducted by other colleges.
- Free Medical treatment for students.
- Group Medical Insurance for all the students.
- Reimbursement of entire fees paid by the students who have passed away during his/her studies at our institute to their parents.



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