

Salesian College Students' Welfare Policy

1. Policy Statement

Salesian College recognizes that all students have an entitlement to a coherent high quality student support and welfare offer that identifies concerns and puts in place appropriate support mechanism in order to facilitate the achievement of their goals. The College is committed to keeping students safe and removing the barriers to learning, ensuring that all students can achieve their full potential through the provision of appropriate care, guidance and support interventions that are recorded and monitored for effectiveness thereby living the mission and vision of the college. The college acknowledges that student welfare and student learning outcomes are inextricably linked. The College in supporting student welfare 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 treats behavioral problems in a manner that relates to the educational purposes of the College.

1.1. Purpose

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 college policies.

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

- Experience free intellectual enquiry
- Express themselves freely
- Feel that their rights and responsibilities are respected and their needs are met

1.2. 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.

1.3. Legal and Regulatory Framework

Policy is formulated within in the ambit of the following policies of the Government, UGC, University and the College policies

- Constitution and Child Right policy of India
- Salesian College Statutes & Personnel Policy
- Salesian College library policy
- Salesian College Social Media Policy
- Salesian College Sexual Harassment Policy
- Salesian College Gender Policy
- Student Rules and Regulations
- University Policy
- UGC & College Anti ragging Policy
- College Lab policy

2. POLICY PROVISIONS

2.1. 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

2.2. Students Concession

The College 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.

2.3. Students Representation

Salesian College 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. Student Council is a body of students to promote quality in student life within and outside the College. 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.

Objectives of the students' council:

- To inculcate among the students the vision and mission of the College.
- To identify, assess, evaluate and suggest the student perspectives in the development of Arts & Culture, Sports & Games, and other co-curricular activities.
- To identify and suggest methods of improving student life - conduct & discipline.
- To assess and improve the potential for student placements.
- To promote an environment for healthy and effective use of student facilities.
- To support and promote the different clubs and groups.
- To encourage and initiate inter-departmental projects.
- To encourage volunteerism as a movement in the College.
- To propagate and promote the 'alma mater movement'.

A Class Representative (CR) for each class will be nominated/elected at the beginning of the year. The CR will assist the Deans and Campus Coordinators, Vice-Principal and HoDs in their relations with the class in such matters as the collection and returning of daily attendance registers/sheets at lectures, written exercises, conveying of notices and helping in general to maintain the tone and discipline of the college. Their fellow students will give them the respect and obedience due to them and strive to help in fulfilling their duties.

The College has a number of avenues available through which students are actively involved in representative roles, and students already represent their fellow students on:

- IQAC
- Academic Council
- Educative Pastoral Council
- Student's Council
- Various Committees
- Clubs and Societies
- Class representation

2.4. Student Counselling

The College 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).

2.5. Students Career Guidance

The College 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:

- choose an appropriate course in the college
- realistically assess their likely achievements at the University and their potential progression after college
- investigate career opportunities
- investigate employment opportunities in different sectors

- implement their plans for progression

c) Career guidance is based on the needs of the individual in the recognition that students will have different aspirations and previous experiences and whose progression plans will be responsive to their unique abilities.

d) The information, advice and guidance offered to students aim to provide a wide range of unbiased understanding of, the options open to them

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

2.6. Campus Ministry

Campus Ministry at Salesian College seeks to foster the integral growth of the entire academic community, but especially focuses on the personal, spiritual and moral development of its students, thereby complementing the work of other departments and divisions in pursuit of the College's overall mission. The three components of the Office of Campus Ministry are:

Service: The campus ministry team offers a variety of programs that center on a deep concern for the rights and dignity of every person, especially the poor and most vulnerable.

Spirituality: College is a time to search for meaning, to go beyond the face value of daily events. Campus ministry encourages students to make time for this reflective journey. Such events and experiences as retreats, days of recollection, spiritual direction/counseling and religious worship assist students in their journey.

Social: Campus Ministry hosts various activities that build life-giving relationships. Social events with Campus Ministry encourage students to come together and build friendships with people of varying backgrounds and interests.

The services under chaplaincy include; conducting regular value education classes, worship services, organizing annual interfaith services, Galilee Trail, life orientation program for the outgoing students, meditation, thanks giving and coordinating other spiritual activities in the college.

Two well-furnished and serene prayer rooms are available in the campus(es) for the said purpose

2.7. Accommodation Services

The College runs hostel for men and women. They have limited number of bed spaces that are given out competitively on a first come first served basis. A few slots are set aside for those who are from poor and marginalized areas.

2.8. 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.

2.9. Sports and games facilities

The College's Sports and Games Department offers members of the College sporting and gaming services to live active and meaningful lives while on campus. The Department offers diverse recreational sporting facilities that are located conveniently throughout the campus with a wide range of operating hours and amenities. Practices (Sports and Cultural activities) are held as per the following timing in the college premises

Summer: 2.30 pm 6.00 pm

Winter: 2.30 pm to 5.00 pm

2.10. Health care Services

The College'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. MoU is signed with Nayak Nursing home Siliguri in case of emergencies. Following facilities are provided as part of health care services

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

2.11. 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.

2.12. CLUBS AND MOVEMENTS

Clubs and Movements are integral part of Don Bosco System of Education. Active participation in any one of the Youth Groups and Movements is highly recommended. These give the students opportunities for overall personality development. The college has the following groups/clubs and are noted in the handbook and calendar:

- National Cadet Corps (NCC)
- National Service Scheme (NSS)
- Entrepreneurship Development Cell (EDC)
- Salesian College Commerce Association (SCCA)
- Salesian college association of Professionals (SCAP)
- Salesian College Sports Association
- Salesian College Media Club / Salesian Community/Campus Radio
- Salesian College Music Club
- Pinazzi Literary and Cultural Society
- Jesus Youth / Film Society / Photography Club /
- Friends Club / Rua/F&M : Louis/Music : Bosco/Harmony :Mazzarello/Fine Art
- Savio/Nature Club : Rinaldi/Literary : Albera/Sports : Mickey/Computer

The students can apply for membership for any of the clubs and the selection will be done by the animators of the each club/ movements after due formalities coordinated by the concerned Dean.

2.13. Student Entertainment

The College 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, Exurge, *Innovision*, Ethnic Day, Calibre, Hay Fever etc .

3. Policy Implementation and monitoring strategies

- a) The mandate of implementation of this policy shall be through the College Students Welfare Committee and Students redressal system that shall be chaired by the Principal/ Vice Principal or his nominee and duly constituted to provide for representation.
- 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.

Student Welfare Committee (Dean & Coordinators)

SCSC

Mr. Patrick Johnson
Mr. Peter Lepcha
Mr. Dhirodutta Subha
Ms. Ganga Parajuli
Ms. Yadika Prasad
Mr. Anirban Ghosh
CS Chandan Gupta

SCS

Dr Terence Mukhia
Mr Bryan Kerr
Ms Sradha Pradhan
Mr Pawan Rai
Ms Prayana Subba
Mr Rakesh Saibo
Mr Manoresh Thapa

Student's Council (2019-2020)

SCSC

Awaneesh Baibhav President
Pratham Agarwal Vice President
Sachin Harijan Vice President
Rhea Agarwal Treasurer
Manavi Goyal Joint Treasurer
Ayesha Ahmed Joint Treasurer
Vineet Marodia Secretary
Vidya Khatwal Joint Secretary
Pushpa Chettri Joint Secretary

SCS

Bikash Agarwal
Risha Rajak
Bhasker Rai
Swikriti Pradhan
Peter Gomes
Suchitra Gurung

s/d

The Principal

Salesian College, Sonada-Siliguri