



20.08.2021

STUDENTS WELFARE COMMITTEE

This is to inform all that Students Welfare Committee for the academic year 2021 – 2022 of Sri Venkateshwaraa Dental College, Puducherry is constituted with the following members listed below. Requesting all members to support and contribute to the Cause.

Members:

Sl.No.	Name	Designation	Signature
1.	Dr. S. Senthilnathan Principal, SVDC	Chairperson	
2.	Dr. R. Sudhakar Vice- Principal, Academics, SVDC	Member Secretary	
3.	Dr. Varsha Vice- Principal – PG Studies, SVDC	Member Faculty	
4.	Dr. Gayathri Reader, SVDC	Member Faculty	
5.	Madou	Student Member	
6.	Lokeshkumar	Student Member	
7.	Sivasakthi. A	Student Member	
8.	Subashree	Student Member	

COMMITTEE
MEMBER SECRETARY



Principal

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STUDENT WELFARE COMMITTEE POLICY DOCUMENT

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Policy	The Student Welfare Committee seeks to provide support to the educational process to advance the students' academic and personal abilities. It aims at enabling them to face problems that hinder their academic success or the academic process, with the idea of qualifying them professionally.
Purpose	Implementing procedures for the academic support of below-average (slow learners) students. Boosting social and sports activities Honoring outstanding students in social and sports activities. Developing the skills of academically outstanding students.
Scope	The Student Welfare Committee abides with the programs set by the University to provide a unique academic environment based on positive interaction among the students and the college, and to help the students overcome all personal, social, and academic hindrances.
Objectives	The Student Welfare Committee aims at achieving numerous objectives for improving the academic process: 1. The Student Welfare Committee helps the students understand their unique personal abilities and tendencies through interactions and assessment by their mentors.


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	<p>2. It also helps students with psychological issues achieve reconciliation with the self and the other.</p> <p>3. In cooperation with the Faculty, Administration, the Student Welfare Committee fosters the gifted and below-average students as well as students with special needs and helps solve their academic, social, and psychological problems.</p> <p>4. It supervises student admissions.</p> <p>5. It helps overcome educational difficulties in languages and suggest appropriate solutions.</p> <p>6. It helps develop the students' interactive skills, such as translation, communication, and teaching skills.</p> <p>7. It fosters discovering and boosting the students' skills through the proper social, sports, and cultural activities, which help:</p> <ul style="list-style-type: none">- Maintain a strong relationship among the student and his/her colleagues on the one hand, and among the student and the faculty, staff, and administrative members on the other.- Boost the students' individuality, autonomy, and self-dependence through giving them the freedom to choose, maintain, and organize their activities of interest.- Boost the students' desire to learn, qualifying them to face various educational situations and interact with the Faculty services offered.
Procedure	<p>The Student Welfare Committee is activated at the beginning of each new academic year in accordance with the following: <i>The resolution of the organizational structure formulations is approved and documented by the</i></p>

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	<p><i>principal of institute as follows:</i></p> <p>Chairman of the committee: Principal</p> <p>Member secretary: 1 post(professor)</p> <p>Committee faculty members: 2 (one for pre clinical year and one for clinical years)</p> <p>Student representatives from various academic years: 4 (one for each year)</p> <p>2. The announcement of the names of the academic coordinators for the four academic years in the Faculty at the beginning of each new academic year.</p> <p>3. The preparation of a plan for academic sustained development and the designated tasks of the academic councilors/members.</p> <p>4. The preparation of a handbook for the various academic programs.</p> <p>5. The preparation of a policy and the procedures concerning the implementation and follow-up actions of an effective academic and social advising in a way that helps achieve the academic criteria and boost the student's academic and personal skills.</p> <p>6. The preparation of the procedures for the academic advising of fresh students.</p>
Procedures for Student Advising	<p>1. Members of the Committee shall offer guidance and consultations.</p> <p>2. Staff members shall be present in their departments during the office hours designated in their schedules to offer academic guidance for the students who fail to find proper solution for any difficulties they may encounter.</p>

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	<p>3. Additional hours in addition to the office hours could be designated for skilled or below-average students.</p> <p>Procedures for the recognition of outstanding and below-average students and students with special needs:</p> <p>The academic advisor for the four levels.</p> <p>Course reports, general assessments of the students, and various statistics.</p> <p>Individual meetings and direct contact with students and faculty members.</p> <p>Electronic communication with the students via Facebook groups and e-mails to know the suggestions and demands of the students with the cooperation of a representative member of the academic department through the Student Welfare Committee.</p> <p>Regarding students with special needs, the disability is recognized to overcome its negative effects that hinder the required academic level of the student. In cooperation with the faculty members, this is done through investigating each case individually in an attempt to reach the most appropriate academic, social and psychological circumstances needed for the student</p>
<p>Procedures for Fostering Outstanding Students</p>	<p>In accordance with the Faculty assessment for outstanding students, who represent a bright front for the Faculty, the Faculty works on fostering academically outstanding students who get excellent grades in all academic courses and need support and motivation to maintain their academic level.</p>

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Procedures for fostering outstanding students include:

1. Addressing the in charge of every academic year to compile and arrange the names of the most outstanding students by the end of each academic year by the time of announcing the results and submitting their names to be fostered by the academic counselors who shall continuously supervise their academic level.
2. Fostering and encouraging them to maintain their academic excellence, and recommending the following actions:
3. Announcing the names of the top students of each academic year on the Faculty boards.
4. Announcing the names of the top students and publishing their photos on the Faculty website on the internet.
5. Honoring the top students of each academic year and granting them honorary certificates and prizes in a celebration held by the Faculty or in the yearly academic activity of the departments to encourage them to pursue further academic excellence.
6. Recommending their invitation to the graduation celebration that the Faculty holds every year.
7. Encouraging the faculty members to provide them with the needed academic support, boost their skills and develop their abilities in order to sustain their excellence through partaking in various activities that meet their needs and tendencies.
8. Letting them participate in the academic seminars, Quality Assurance Unit tasks, and various committees.


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	<p>9. Encouraging innovation, creativity, and self-development through helping the outstanding students direct their skills properly in the college and Faculty through partaking in various activities and in the Student Creativity Day and discussing their academic experiences.</p>
<p>Procedures for fostering below-average students</p>	<ol style="list-style-type: none">1. Addressing the incharge of every academic year to compile the names of the below-average and failed students in every year and record them in the designated record for continuous follow up and assessment.2. Categorizing those students according to the failed courses and addressing the head of their department to investigate their cases individually.3. Submitting the names to the academic coordinator of each academic year for follow up and providing the required guidance.4. Investigating the reasons for their academic hindrance, such as the lack of time management, refusal of submitting assignments, detest of the curriculum, or the presence of other reasons that keep the student away from studying, or others regarding the professor or the curriculum ..etc.5. Keeping up with the students in various courses through assessing the results for the periodical examinations, backing them with statistical data and graph charts to be analyzed, through informing the students with the results and supervising those with low grades, or through the direct supervision of the professor during lectures when the needed academic guidance can be offered.

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6. Allocating time for the academic coordinators to support the below-average students (the academic counseling schedule for each academic year).
7. Holding meetings with the below-average students to guide them to the best way to improve their academic level and addressing their parents in some cases to further understand some student-related issues in an attempt to solve them.
8. Organizing assisting lectures for the below-average students, encouraging the professors to partake in those lectures, and choosing the suitable time for holding them.
9. Organizing the student's leisure time and guiding him/her to ways to maintain an organized schedule and effective study.
10. Encouraging students who showed remarkable improvement in participation and academic involvement, or in examination results through giving them honorary certificates or encouraging them in public among their students urging them to maintain this improvement.
11. Raising the awareness of the faculty members and the teaching assistants to consider the importance of the individual differences between the students in solving their problems, using new teaching methods, and using particular methods in fostering students upon the academic and personal levels. These procedures can be handled in the Faculty meetings.
12. Coordinating between the Committee for Student Welfare, the faculty members, and the below-average students to provide the means

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	<p>for academic support (activities – lecture presentations – extra material and source - ...etc.)</p> <p>13. Free books are provided with the help alumni association</p> <p>14. Holding seminars and lectures and preparing brochures, panels, and wall magazines that encourage academic excellence and the importance of time management.</p>
<p>Procedures for Fostering Students with Special Needs</p>	<p>There are very few students with special needs in the four academic levels of the Faculty of Languages and Translation. Yet, in the presence of such a case, the Faculty follows special procedures to provide the needed support, through addressing the heads of the various departments in order to identify such students and work on providing the proper actions to help them follow their academic study easily. These procedures include:</p> <ol style="list-style-type: none">1. Providing special Dental operatory chairs for left-handed students.2. Providing special tables of a height that suite the physically disabled.3. Assisting the faculty members and the assistant faculty members in the language laboratories in accordance with the special needs of every case.4. Making alternative paths along with the stairs and providing elevators, Disabled friendly Wash Rooms5. Providing social and psychological support though the appropriate activating academic coordination between the faculty members.

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	<p>6. Providing the needed health care in the hospital and the accessibility of ambulances to transfer students to the hospital.</p> <p>7. Recommending the provision of a psychologist to help provide a psychological support to such cases.</p>
<p>Procedures for implementing academic, psychological, and social counseling and assessing the faculty, assisting faculty, and administrative members' awareness</p>	<p>Educational problems, including:</p> <p>In case that the student faces difficulties with a certain syllabus, he/she should meet with the faculty member during the latter's office hours for assistance..</p> <p>In case the student does not accord with the professor, the concerned mentor listens to student and a meeting is arranged between the professor and every individual student to reach reconciliation.</p> <p>In case the students object on the difficulty of the exam questions for not according with their academic level or the designated course plan, the concerned mentor files these complaints to the head of the department, who should in turn handle the situation.</p> <p>In case the students object on the examination marks, a grievance forum is filled and filed to the head of the department, where the grievance is subsequently filed to the Student grievance Committee. The Student grievance Committee later responds to the student.</p>

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Social and psychological problems, including:

A student is allowed to absent himself for a week in case of a personal loss. The student shall then submit his excuse along with a valid proof. The deficit in the student's attendance shall be cancelled out with the acknowledgement of the Vice President for Student Welfare.

Family disputes and divorce can also hinder a student academically and socially. Hence, the concerned mentor shall talk with the student in an attempt to overcome this dilemma. The mentor might also meet with the student's parents if necessary to explicate the downsides of family disputes and their effects upon the student.

In case of family illnesses, the concerned mentor talks with the student in an attempt to find a way to avoid the negative effects of this illness on the student. In case the student suffers from a psychological illness, such as anxiety or depression, he should be submitted to a specialized doctor immediately.

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Reconstitution of committee	Once a year
Related/Supportive Documents	Students academic performance report Students attendance report Other documents regarding grievances and conduct
Custodian	Member secretary of student welfare committee

Prepared by	Verified by	Approved by
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