

Student Welfare Policy

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1. POLICY STATEMENT:

Dhanalakshmi Srinivasan University is committed to identify and meet the needs of the students through a carefully devised Students' Welfare Policy. The University believes that addressing the needs of the students in a systematic manner would go a long way in helping the students achieve their educational goals. Towards this goal it is our policy to provide a safe student environment in the campus eliminating the barriers of learning by providing a fitting care, guidance and support to our students. The University believes that the Students' Welfare and Academics are not mutually exclusive. While we provide a high quality education we also foster the students and promote discipline and ensure that they follow a code of conduct to suit the persona of the University.

1.1 Purpose:

The purpose of this policy is to have a substructure to address the individual students' welfare requirements. The policy ensures that the needs and welfare of the students are met with in a student friendly environment. At the same time the policy values the codes and conducts of the University in this process. The policy would view the student behavior inappropriate to the University seriously. The policy has its roots in non-discriminatory approach towards the students irrespective of their diverse backgrounds (Gender, Caste, Religion, Language, Color and Nationality). The policy ensures that the student enjoys a peaceful, harmonious learning environment in the campus.

1.2 Policy Objectives:

- To provide a fair and high standard educational environment to students
- To understand the needs and requirements of students from diverse backgrounds
- To ensure that the students follow the codes and conducts of the University throughout their learning process

- To take appropriate actions guided by a set of guidelines against any form of student misconduct
- To provide objectives for a fair process of applying, evaluating, approving and disbursing of benevolent funds
- To provide eligibility requirements and criteria for receiving assistance for concession

1.3 Legal and Regulatory Framework:

The policy is structured based on the guidelines of the Government, University Grants Commission, Dhanalakshmi Srinivasan University policies.

These include

1. UGC & College Anti Ragging Policy
2. Dhanalakshmi Srinivasan University Students Rules and Regulations Policy
3. Dhanalakshmi Srinivasan University Statutes and Personal policy
4. Constitution and Child Right policy of India
5. Dhanalakshmi Srinivasan University Library policy
6. Dhanalakshmi Srinivasan University Social Media Policy
7. Dhanalakshmi Srinivasan University Sexual Harassment Policy
8. Dhanalakshmi Srinivasan University Gender Policy
9. Individual schools (under Dhanalakshmi Srinivasan University) Laboratory policy

2. POLICY MACHINERY:

2.1 Preamble:

The University will treat by fair means the diversity, inclusivity and human rights of the students. There will be non-discrimination of the students based on Gender (Male/Female/Transgender), Caste, Religion, Language, Color and Nationality.

2.2 The Code of Conduct:

The code of conduct is provided to the students in the form of a Hand book and Calendar. The code of conduct as prescribed in the book addresses the following areas:

- a) Responsibility for Learning
- b) Esteem
- c) Bullying
- d) Gender harassment
- e) Safety
- f) Rules on attire (dress code)
- g) Sickness rules

h) Smoking, Drugs and Alcohol

2.3 Students Concession:

The University realizes the needs of the socio-economically poor students and provides financial concessions who are in need. The following guidelines are followed in deciding about the financial concessions:

- a. Details about the concession facilities are provided to the students at the time of admission
- b. Special fee concession are allocated to the students from SAARC and developing countries
- c. Eligible students are to submit filled in application forms with proof of parent's income certificate at the time of admission to the Dean, Students' Affairs. The renewal requests of these concessions (in the subsequent year of study) are to be applied one month prior to the Dean, Students' Affairs
- d. The eligibility criteria for applying concessions and available benevolent funds, application forms for the same, list of documents to be provided are available in the University website under students' affairs section
- e. Renewal of student concession needs that the student has academically performed (minimum pass in all subjects) and attendance of 80%
- f. Discipline and conduct of students in the camps will also be taken into consideration for deciding concessions. Students who have been proven to have involved in misconducts will be automatically disqualified for such concessions
- g. Student scholarships are provided on merit basis. The decision will be taken based on a pre-formed committee

2.4 Underrepresented Groups:

The underrepresented groups include minorities, low income students, lateral entries, female, transgender, refugees and differently abled students. The following supports are provided to these group:

- a. Mentoring Programs: Student Mentor Groups are formed. The mentors help the underrepresented groups in Career guidance, Profile building, Skill development, Mindfulness and Wellness
- b. Counselling: A counselling facility with qualified counsellors are available to the underrepresented student groups. These counsellors are experienced in helping these group of students to live peacefully and harmoniously in the University campus. They also provide support for poor academic performers
- c. Peer-support Groups: The senior students are encouraged to form

peer-groups with their underrepresented junior students as well as with the fellow students

- d. Applications from underrepresented groups are tracked and followed up by a separate clerk in the students admission sections and is intimated to the Dean, Students' Affairs for appropriate actions
- e. A separate section is available in the University website for easy access of information, application and tracking

2.5 Support for Differently abled students:

Differently abled is described in terms of lack of normal functioning of physical, mental or psychological processes. It is also defined as learning difficulties or difficulties in adjusting socially, which interfaces with a person's normal growth and development. The following supports are provided to the differently abled students:

- a. Fee concession: A medical certificate proving differently able status is to be provided at the time of admission to the Dean, Students' Affairs. Concession of fee/ mess bill waiver/accommodation fee waiver will be decided by a committee appointed by the Dean. Due recommendations will be sent by the committee to the Dean, who will recommend the Management to provide the concession.
- b. Differently abled students will be given a 10% allocation in college student committees
- c. In case of differently able students with speech and upper limb disabilities a personal assistant/interpreter /scribe will be provided during examinations, who will be helping the student under the direct supervision and guidance of the Controller of Examinations to write their examinations. Malpractices during this process will be viewed strictly
- d. The differently abled students are provided with ramp and lift facilities for mobility inside the campus. A separate washroom facility is also provided for such students

2.6 Students Representation:

The University allows fair and equitable representation by the students in matters of real concern. The students can represent through student council. The council gives the freedom to students to represent their concerns, suggestions through a proper and efficient process. This council will help the students to have a quality life within and outside the University. This council will function in coalition with the respective departments/clubs/groups of the respective colleges under faculty guidance and support. The Deans will be the officers in charge of such student councils.

2.7 Objectives of the Student Council:

- a. Help the students in accordance to the vision and mission of the University
- b. To encourage harmonious participation of students in sports, academic, club and Co-curricular activities
- c. To identify and suggest methods of improving student life – conduct and discipline
- d. To initiate and develop various student clubs
- e. To encourage research involving interdisciplinary approach
- f. To encourage students to utilize the facilities of the University in a prudent manner
- g. To develop student alumni movement

2.8 Student Career Guidance:

The University provides the following student career guidance:

- a. Choosing appropriate courses
- b. Career opportunities
- c. Monitoring the students by training and placement cell

2.9 Accommodation Services:

The University provides hostel rooms separately for the male female and trans-gender students. The hostel rooms provide beds, cots, cupboards and a table and a chair separately for each student. There will be a reservation for the students belonging to underrepresented groups and students who are differently abled. Separate hostel blocks are allocated to the International students with Pantry facility.

2.10 Mess facility:

The University provides food and refreshment facilities through University mess and canteens. These are paid services. Fee concession/ waiver is as per the policies of the student affairs' department.

2.11 Sports and Games facilities:

Separate ground facilities are available for both girls and boys. Outdoor sports equipment and outdoor gymnasium is available. There is a separate Physical Education Department with qualified PED's who take care of the physical wellness of the students. The students are allowed to utilize the sports facilities between 6:30 am to 7:30 am in the mornings and 4:00 pm to 6:00 pm in the evenings. The timings may change based on the local climatic conditions

2.12 Health Care Services:

One of the constituent colleges of the University is the Srinivasan Medical College and Hospital. The students are provided with health insurance policies. They can avail curative, promotive, preventive, referrals and dispensing of drug services from the Medical College. Following facilities are provided as part of health care services:

- a. Sick room
- b. Sanitizer vending machines
- c. Rooms for differently abled students
- d. Ramp
- e. Lift provisions in the hospital

2.13 Student Security:

The University campus is provided with closed circuit television monitoring and fire and disaster management facilities. The security officers and physical education instructors constantly patrol the campus and report the student offences to the authorities for proper investigation and action. There is a separate security department functioning under a chief security officer throughout the day and night.

2.14 Student Clubs:

The following student clubs are functioning in the University which are formulated with proper objectives, student officials and Dean, Student Affairs as the ex-officio.

- a. The environment club – The Organics
- b. The photography club - Cliqs
- c. The Scientific club - Brainiacs
- d. The English Literary Association
- e. The Tamil Ilakkiya Mandram
- f. The fine arts club
- g. The Music club
- h. The Dance club
- i. The Friends Club
- j. Movie Club
- k. Sports Club
- l. Youth Red Cross

2.15 Entertainment for Students:

The University organizes various club activities in the form of competitions, workshops, exhibitions, painting, singing, dancing, art, quiz, essay writing, elocutions etc. The University also holds intramural sports competitions in various sports like – cricket, volley ball, foot-ball, kabaddi, chess, carom, table tennis, badminton, athletics, kho-kho etc.

2.16 Policy on improving women/trans-gender graduation rate:

The University aims to boost the women/trans-gender graduation rate. The following government programs are utilized for the same:

- a. Post graduate Indira Gandhi Scholarship for Single Girl Child
- b. UGC special schemes for promotion of women hostels in universities and day care center.
- c. PRAGATI scholarship

2.17 Protection policy for those reporting discrimination from educational disadvantage:

The following measures would be taken:

- a. A student who has dissatisfaction or an unresolved disagreement with a staff member has the right to file a written complaint without compromising his/her status with the College
- b. The identity of the reporting student would be kept concealed
- c. Strict confidentiality will be maintained
- d. Such complaints would be dealt with by Dean, Students' Affairs personally and will be accountable for his/her actions
- e. Escalation of the complaints would be based on the merits of the complaints
- f. Committees if formed for enquiry into the complaint will not involve the persons with conflicts of interests

2.18 Students Grievance Redressal Committee:

The function of the cell is to address the complaints lodged by students and judge its merits. Matters of harassment can also be complained to this cell. Students with complaints can lodge the complaint to their respective mentors in the first step. Unresolved complaints may be escalated to the Head of the Departments at a next level and finally to the Dean of the college as a last step.

2.19 Policy on promotion of women / transgender / differently abled students in University activities

There will be a 15% allocation to the above special categories during formation of student council. This will be monitored by the Dean, Students Affairs. Special

competition / sports and cultural activities will be conducted separately for the above mentioned special categories.

2.20 POLICY ON MATERNITY & PATERNITY

Laws & policies must support mothers in pursuing their education so that woman are not forced to choose between family and career. Dhanalakshmi Srinivasan University follows the guidelines of the draft UGC regulations, 2022 to recognize maternity leave /child care leave to women candidates for upto 180 days once in the entire duration of the Ph.D program.

3. IMPLEMENTATION AND MONITORING OF THE POLICY:

- 3.1** The mandate of implementation of this policy shall be through the Students' Affairs Department and Students redressal system that shall be chaired by the Dean/Associate Dean, Students' Affairs or his nominee and duly constituted to provide for representation
- 3.2** The committee shall be responsible for ensuring integrity in the execution of the policy
- 3.3** The committee shall develop relevant rules, regulations as and when required
- 3.4** The University shall ensure that the students are aware of this policy at the time of orientation program
- 3.5** This policy will be monitored and reviewed in line with the process outlined in the Legal and Regulatory Framework. The Dean, Students' Affairs, Associate Dean, Students' Affairs and Coordinators are responsible for ensuring that students understand and adhere to this policy in their day-to-day work and learning. Where compliance issues arise, the Vice-Chancellor/Registrar of the University will address these issues promptly
- 3.6** The policy shall be reviewed after 3 years. A review can be done earlier if need be.