

**Sona College of Technology**

(An Autonomous Institution)

**SONA COLLEGE OF  
TECHNOLOGY**  
*Learning is a Celebration!*

**Students' Welfare Policy and Schemes**

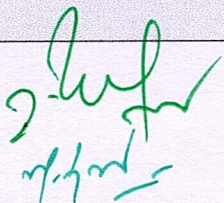

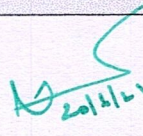
**SCT/IQAC/PS/2019-20/24**

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**Sona College of Technology**  
**(Autonomous)**

Document Number : SCT/IQAC/PS/2019-20/24

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<b>Original Release</b>		
<b>Date:</b> 05-06-2019	<b>Date:</b> 11-06-2019	<b>Date:</b> 18-06-2019
<b>Revision 2.0</b>		
<b>Date:</b> 10-06-2021	<b>Date:</b> 15-06-2021	<b>Date:</b> 20-06-2021

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## **Students' Welfare Policy**

### **1. Preamble**

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. Sona College of Technology is committed to keeping students safe by removing the barriers of learning and assures that all students can achieve their full potential with genuine care, guidance and support interventions from the institute. The 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 behavior 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.

### **2. 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 offer aid 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.

### **3. Purpose of the Policy**

This policy aims at addressing the students' needs and behavioral issues at the college by:

- Ensuring that the students behave within the standards set out in the Students Code of Conduct.
- Promoting an equitable, quality learning environment in which students are able to perform to the best of their ability.
- Creating an environment where students relive their commitment to treat staff and fellow students with courtesy, respect and care.
- Promoting adherence to the highest standards of behavior and discouraging all forms of 'misconduct'.
- Establishing and outlining an objective, unbiased process for the application, evaluation, approval and disbursement of the benevolent assistance.
- Providing the eligibility requirements and criteria for receiving assistance for concession.
- To give maximum benefits to the students through various activities organised by the college authorities.

### **4. Composition of the committee**

1. Principal – Chair Person
2. Dean - Student affairs
3. Heads of the department
4. Two Faculty Members.
5. Student Counselor

### **5. Policy statement**

The Student Discipline and Welfare committee endeavours to support the students' educational process and aid them in enhancing their academic as well as personal abilities. The objective of this committee is to implement the strategies designed to promote and encourage good student behaviour. It reviews the Institution's rules for student behaviour and prescribes practices in relation to maintaining discipline within the college premises. This committee monitors the Students Code of Conduct within the institution. It targets at avoiding the hindrances that may come in the path of the students' learning process so that they can

succeed professionally at national and international levels. This committee ceaselessly works to facilitate a positive academic environment for the students and helps them to proceed in their career without obstruction. To sum up, this committee is responsible for the well-being and holistic development of the students.

## **6. Roles and Responsibilities**

The members are committed to,

- Address various issues of the student community and resolve amicably.
- Facilitate the selection of Student Council and monitor the activities of Student Council regularly.
- Ensure that the First Year students enroll in Co-curricular activities.
- Coordinate with the Office for issuing ID cards, Bus Pass, Admission numbers of First Year students.
- Act as a liaison between students and parents concerning their health issues, especially, when students are seriously ill, to admit them to the hospital.
- To coordinate with the library regularly for Book Bank and facilitate collection of books from donors of I, II & III year students of all programmes and hand them over to Book Bank.

## **7. 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

## 8. Scholarship Assistance to Students

The Students Welfare Committee collaborates with the college Scholarship Committee to ensure that the students get the benefits of scholarships offered by various Government sectors and private organisations.

Constitution of Scholarship Committee:

The Scholarship Committee is duly constituted by the institution's Chairman to oversee the award of Scholarship besides recommending waiver/concession in the fee. The responsibility of the Committee includes publicising and receiving applications culminating in final decisions based on the responses provided by the prospective applicants. The Committee is responsible for distribution of scholarships, follow up besides all process concerned with the application, delivery and fair selection.

The committee comprises of 13 members with the college Principal as its chairman and two senior Heads of the Departments as chief co-ordinators.

### Types of Scholarships

Besides administering various scholarship schemes given by the government and private organisations, the college management provides the students with various scholarships and loan every year.

They are as follows:

S. No.	Description
1	<b><u>Management Scholarship</u></b> Merit cum Means Sports Special Category – I,II & III
2	<b><u>Chairman's Special Scholarship</u></b>
3	<b><u>Returnable Loan Scheme*</u></b>

**Government Scholarship for BC/MBC students**

- For Government Quota students only

**Government Scholarship SC/ST**

- For Government Quota and Management Quota students only

**Minority Scholarship**

- For Christians, Muslims and Jains, etc., (Minority Religion)

**AICTE Pragati Scheme**

- For girl students only

**AICTE Saksham Scheme**

- Male and Female students with disability only

**Scholarships offered by other organisations:**

To find private companies that grant scholarships to our students, the Sona College of Technology Scholarship Committee conducts extensive search through a wide range of sources. They carefully evaluate this data to make sure it fits our college students' requirements and qualifications. To raise awareness among our students, the committee then works to publicise this information across the students. In addition, they actively motivate and urge students to apply for these scholarships so they may take advantage of the advantages these chances provide.

Following are the scholarships offered by other organisations and availed by the students of Sona College of Technology:

S.No	Name of the Scholarships
1.	Central Sector Scheme of Scholarship for College & University Students
2.	Construction Labours
3.	Ex-Serviceman Scholarship
4.	Farmer Scholarship



5.	First Graduate Scheme
6.	JSW Uddan Scholarship
7.	Labour Welfare Association
8.	LIC Scholarship
9.	Magalir Suyauthavi Kuzhu
10.	Nagaram Welfare Trust (Devakottai)
11.	Nagaram/Chettiyar Welfare Trust
12.	Neyveli Lignite Corpor.,
13.	Oil & Natural Gas Corporation Ltd.,
14.	Physically Challenged Scholarship
15.	Police Department
16.	Power Loom Weavers Scheme
17.	Prime Minister's Scholarship Scheme For RPF/RPSF
18.	Railway Scholarship
19.	Rolls Roys Scholarship
20.	Community Trust Scholarship
21.	Sri Vijayalakshmi Trust
22.	Tailor Scholarship Scheme (State Government)
23.	Tamilnadu Educational Trust, Chennai
24.	Titan Scholarship
25.	Transport Labour Association
26.	Weavers Scholarship

## 9. Students Representation

- The Institute ascertains that the students needs are addressed equitably and fairly through an independent and accountable organisation and that every student contributes to the enhancement of his/her programme and the 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 the 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.
- The Institute has several avenues available through which students are actively involved in representative roles, and as organisers and members in various clubs and committees functioning in the Institute.
- Counselling services are aimed at helping students to use their existing problem-solving skills more effectively or to develop new or better coping skills.
- Counselling sessions provide an opportunity for the students to express their feelings and problems and to reach decisions and actions that are based on informed choices.
- Regular mentoring sessions are held for the students in the college campus.

#### **10. Student council**

The Institute has a student council constituted with academically strong students as its body. It operates with a sense of responsibility in dealing with the student concerned activities. The Institute also encourages participation of student representatives in various decisions making, academic and administrative committees, this enable them in acquiring better academic environment. Student opinions and suggestions are considered to take measures in view of students' perception.

Beginning of every academic year, a circular is sent to all heads of the department to nominate student members for the student council. The heads of the department will select the students based on the guidelines. The students who have won prizes in the previous academic year in the field of studies, research, games and sports, extracurricular activities and extension work will be given priority. The students, who had ever been involved in any notorious activity, on conduct probation, act of indiscipline or in any unfair means will never be entertained for the council. The nominated students list will be scrutinized by Dean Students affair and recommended to the head of the institution for the appointment of office bearer of the student council. Finally the head of the institution will approve the list of office bearers of

student council. The Dean of student affairs should convene the first meeting of each newly formed Council. The Council will work along with different sub-committees (viz., sports and games council, cultural committee etc.) related with student activities throughout the year.

Objective:

- To make students to be part of the development of the institution.
- To enhance communication between students, management, staff and parents.
- To promote an environment conducive to educational and personal development.
- To represent the views of the students on matters of general concern to them
- To develop their personality, organizational skills through interactive programs with the faculty, administration & society.
- To promote the team spirit social responsibility and value formation
- To create a sense of ownership of the college and its activities among the student population.

#### **11. Capacity enhancement programs**

The institute is committed to develop the young minds of today into humanistic, efficient and bright leaders of tomorrow. The Career Development Cell (CDC) is established for an effective, countable and transparent framework for managing New Generations and nurturing humanistic and futuristic leaders with the objective to make all the students' job ready by enhancing the employability skills for students and providing continuous support to them to achieve their future goals. With all the details including its objective, purpose, focused domains and all processes to be followed for providing all support for Career Counseling, Skill enhancement, Competitive Guidance for the students, a separate policy document is available titled as "**Policy on Training, Development, Career Counseling**".

## **12. Career Guidance**

The Institute has an exclusive Career Guidance Cell.

The Objectives of the cell are to

- Arrange for awareness lectures for GATE, Civil services, GRE, ToEFL, IELTS and International admissions.
- Motivate and guide the students to take up Competitive Examinations.
- Arrange training to the students for GATE, Civil Service Examinations.
- Facilitate the students to get admissions in foreign universities under scholarship schemes through our college International Admission cell. Career Guidance is monitored by training and placement cell of the College.

## **13. Accommodation Services**

- The College runs hostel for both men and women. The Institute has a Hostel Committee to look into the following activities with exclusive resident tutors for both the genders:
  - Allocation of rooms to the hostel students.
  - Maintaining the details of hostel students like communication address, contact numbers of their parents and the records like in-out record, fee payment record, visitors record and leave record
  - Arranging for maintenance as and when it is required.

## **14. Maintaining discipline inside the hostel.**

The committee allots faculty members to monitor the students during study hours and arranging for special coaching for the hostel students to improve their academic performance.

## **15. Catering services**

The college provides catering services through canteen. The catering service requires students to pay for their meals in cash.

## **16. Sports and games facilities**

- The Institute offers diverse recreational sporting facilities that are located conveniently throughout the integrated campus. The college has a functioning Sports Committee with a Physical Director who involves actively in the following activities:
- Arranging 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.

## **17. Health care Services**

- The Institute's Health Unit provides both preventive care to students. Specifically, the facility offers the following services; curative, promotive, preventive, referrals, and youth friendly services. The students of the institute are also provided with the following facilities as part of health care services.
- Sick room
- Room for differently abled persons
- Ramp for differently abled students
- Lift provision
- 

## **18. Safe and secured environment**

This institution believes that a safe, secure and cohesive learning climate is an ineluctable precondition to quality education. It should be the prime concern to ensure that students are safeguarded against attacks, threats and accidents, both man-made and natural. Various committees have been formulated and are vigilant to secure the learning environment. As per the UGC guidelines the following committees have been constituted and the guidelines of these committees are separately given.

- Anti ragging committee
- Prevention of sexual harassment committee
- Grievance redressal committee

## **19. Security**

The College takes the security of its students and staff very seriously. The Security Department 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.

## **20. Policy Implementation and monitoring strategies**

- The mandate of implementation of this policy shall be monitored by all the HoDs headed by the Principal.
- The committee shall be responsible for ensuring integrity in the execution of the policy.
- 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.
- The committee shall develop relevant rules, regulations and forms anchored in this policy to direct the actualisation of the policy provisions.
- This policy will be monitored and reviewed in line with the process outlined in the Legal and Regulatory Framework. The Principal, the Deans and HoDs and the Coordinators are responsible for ensuring that the students understand and adhere to this policy in their day-to-day work and learning. Where compliance issues surface, the College will address the issues promptly.
- This policy shall be reviewed after 3 years. However, a review can be done earlier if the need arises.

## **21. Yoga and Mental Well-being Program**

The students counseling cell aims to create a comfortable, welcoming, empathetic and non-judgmental space for the students. It ensures safety and trustworthy environment where the student's feel heard and understood. It focuses on the diverse needs of

students such as stress, guidance or any mental health concerns personally or academically.

The discipline committee members, Head of the Department and faculty members of the respective departments identify the students who may benefit from counseling and encourage them to take up their counseling sessions without fail. The students have the freedom to approach the Counselor on their own as well.

The counseling is carried on one-on-one basis or as a group therapy if required. The counselor develops personalized therapy plans depending on each student's needs. Individual specific therapy exercises are given in the one-to-one sessions which motivate students to work towards their personal and academic growth. The follow-up sessions are conducted to track the progress of the students, their well-being and also to address any on-going issues. Students counseling provides continuous support for the needy students throughout their academic journey and encourages them to proactively seek support when it is necessary.

- Yoga and wellness Schemes for students play a crucial role in handling stress during exam preparation. Yoga tips and Asanas for the students help them to improve concentration and memory to perform better in examination. Hence the Yoga practice is included in the student time table itself.
- We conduct motivational sessions for all the students every month on the fourth week Saturday by Sri Sri Sri Jayendra Puri Mahaswamiji to ensure a holistic development of the students community at Sona.