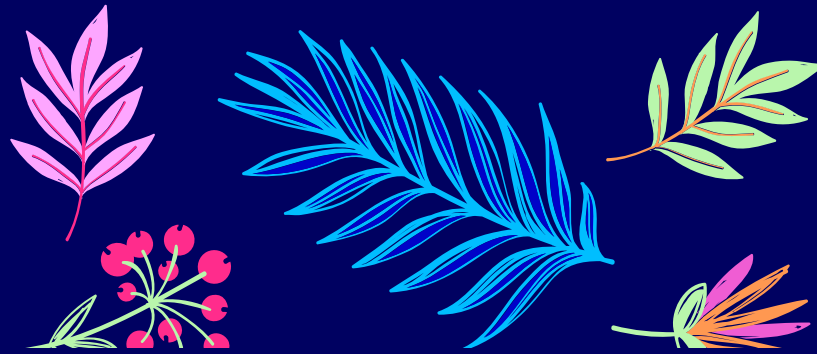


# LITTLE FLOWER DEGREE COLLEGE

(Affiliated to Osmania University)



Uppal, Hyderabad

Managed by Brothers of St. Gabriel Educational Society



# STUDENT WELFARE POLICY

## Preface

LFDC recognises the importance of fostering an environment that supports the holistic development and well-being of students. Every student regardless of background, identity or ability deserves equal access to resources and support. LFDC believes in identifying and addressing student needs and fostering a proactive approach through student welfare.

## Objectives

The student welfare policy aims to promote the overall well-being and success of students in various aspects of their college life,

- Ensuring the physical, mental and emotional well-being of students by providing access to healthcare services counselling and mental health support.
- Supporting students in achieving academic excellence by offering academic advising, mentoring services, social activities and resources tailored to their individual needs.
- Providing financial assistance, and scholarships to alleviate financial burdens and ensure equitable access to education for deserving students.
- Creating an inclusive campus environment that celebrates diversity and promotes equity.
- Encouraging compliance with the high standard of behaviour while discouraging any misconduct.
- Establishing an atmosphere where students reaffirm their obligation to treat Faculty, staff and peers with courtesy, respect and compassion.
- Little Flower counselling centre, job placement assistance, and internships to students about their future careers.

## Policy Provisions

### 1. Code of Conduct

#### a. Zero tolerance:

- Bullying
- Sexual Harassment
- Smoking
- Drugs and Alcohol

## **b. Creating an Integrative Campus:**

- Safety Measures
- Commitment to Learning
- Mutual Respect
- Community service
- Respect for diversity
- Uniformity in dress code
- Responsible use of technology
- Environmental Responsibility
- Respect for college property

## **2. Students Concession**

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

Fee concessions are provided to students facing financial difficulties such as:

- i) Grant fee concessions to students who have single-parent mother
- ii) Fee waiver/concession to Orphaned students.
- iii) Fee Concession for economically backward students.
- iv) Fee concession for students whose parents suffer chronic illness.
- v) Fee concession for students who excel in sports at state and national levels.
- vi) Fee concession for students ordained as brothers.
- vii) Fee concession to students based on their academic merit in semester exams.
- viii) Fee concession for differently abled students.

### **Procedure:**

- i) Submit a written letter for fee concession along with the admission application.
- ii) Renewal for the third year is done only if the students have cleared the college and university examinations and have a minimum attendance of 80%.
- iii) Besides academic performance and regularity, discipline and conduct of such students on campus are also taken into consideration for deciding to grant concession.
- iv) Student Scholarships are provided on a merit basis to select students based on the available sponsors for the year.

### 3. Student Counselling

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 hence:

- Counselling services are aimed at helping students use their existing problem-solving skills more effectively or develop new or better coping skills.
- Regular mentoring sessions are conducted on the campus with a ratio of 1 mentor to 30 students.
- Department of Psychology along with a counsellor provides professional and one-to-one counselling sessions (s). (Refer – SOP for Mentor-mentee and Counselling Cell)

### 4. 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:

- 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 and implement their plans for progression.

LFDC has higher education cell functioning with the following objectives:

- Organise promotion and awareness sessions for GATE, Civil services, GRE, TOEFL, IELTS and International admissions.
- Motivating and guiding the students to take up the Competitive Examinations.
- Arranging training for the students for GATE, Civil Service Examinations.
- Career guidance is tailored to individual needs, acknowledging that students possess diverse aspirations and backgrounds, and their advancement plans are designed to accommodate their distinct abilities.
- The guidance and advice provided to students aimed to offer a comprehensive and impartial understanding of the various options available to them. The college's training and placement cell oversees career guidance.

## 5. Canteen Services

The college provides canteen service to students and staff offering convenient access to healthy, hygienic food which is accessible for everyone.

The College has a canteen committee which involves in

- Maintaining high standard of Cleanliness and Food safety to ensure the well-being of students and staff
- Requirement of Food Safety Certificate
- Offering friendly and efficient service addressing complaints and suggestions from students and staff
- Implement practices that reduces waste, promote recycle and support sustainability
- Maintain security through cameras & vigilance by coordinators.

## 6. 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 would be involved actively in the following activities. Arranging for sports and games practices for our students.
- Arranging for inter-college and Intra sports competitions.
- Procuring sports and games items required and taking care of its maintenance.
- Maintaining records of sports events attended by our students.

## 7. Healthcare Services

LFDC provides both preventive and curative care to students through free medical camps.

LFDC also provides the following facilities as part of health care services.

- First-aid
- Sick room
- Ramp
- Lift provision

## 8. Security

The College takes the security of its students and staff very seriously:

- Reported offences are forwarded to the lawful authorities for investigation and appropriate action.
- The campus is fully equipped with CCTV cameras and has fire safety measures in place.

## 9. Student-centric activities

The Institute holds entertainment events from time to time to keep students entertained and relaxed:

- The college organizes college fest, ethnic day, food stalls, exhibitions, and 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, Badminton, etc...,

## Policy Implementation and monitoring strategies

1. The mandate of implementation of this policy shall be monitored by HoDs Committee chaired by the principal.
2. The committee shall be responsible for ensuring integrity in the execution of the policy.
3. A student who has dissatisfaction or an unresolved disagreement with a staff member, another student or a student organization has the right to file a written complaint without compromising his/her status with the College.
4. The committee shall develop relevant rules, regulations and forms anchored in this policy to direct the actualization of the policy provisions.
5. The student counsellor shall oversee the provision of counselling services and student-led mental health or peer counselling.
6. The college will ensure that the students are aware of the existence and provisions of the policy during the orientation programmes.
7. This policy will be monitored and reviewed in line with the process outlined in the Legal and Regulatory Framework. The Principal, Vice Principal, the HoDs 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.
8. This policy shall be reviewed after 3 years. However, a review can be done earlier if the need arises.

## 10. Incentives / Other Welfare Measures

LFDC offers varied incentives to motivate students to exhibit excellent performance in all their Curricular, Co-Curricular and Extension Activities. Cash prizes are awarded with mementoes and certificates.

Categories	Incentives
Topper in odd semesters across all streams.	Rs. 5000/-
Topper of the College	Rs. 5000/-
100% Result in Semester exams	Rs. 3000/-
100% Attendance	Rs. 3000/-
Best Student: Academics,	Rs. 3000/-
Best Student: Cultural	Rs. 3000/-
Best Student: Literary	Rs. 3000/-
Best Student: Sports	Rs. 3000/-
Best Student: Volunteer	Rs. 3000/-
Best Student: All rounder	Rs. 3000/-
Best Student: NCC	Rs. 3000/-
Best Student: NSS	Rs. 3000/-
Excelling in various co-curricular and extra-curricular activities.	Rs. 3000/-

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