



DIGBOI COLLEGE, DIGBOI

STUDENTS SUPPORT POLICY (SSP)

1.0 CONTEXT OF SSP:

Digboi College believes that a comprehensive and coordinated student support services is of great importance for the all-round development of the students and the creation of an academic climate that is conducive to high standards of academic achievement. Besides, student support services can foster a positive relationship between the teachers and students, and serves as an essential link between students and the society as a whole.

Keeping the above circumstances in mind, the institution has chalked out the Student Support Policy (SSP) of Digboi College which will serve as a document for providing support services to the students of Digboi College. This policy reflects the obligations of the college towards the student-community. It deals with the support processes, mechanisms and services designed for the welfare of the students to enable their progression, better learning outcomes and ultimately enable the students to reach the greater heights .

2.0 OBJECTIVES OF SSP:

The SSP of Digboi College intends to serve the student-community with the following objectives –

- 1) To provide financial assistance and freeship to the students of Digboi college as per specified norms .
- 2) To facilitate the students to avail the opportunity for scholarship from government and other agencies.
- 3) To initiate intensive activities for skill enhancement in students.
- 4) To evolve a transparent mechanism for timely redressal of student grievances.
- 5) To ensure students' representation and engagement in various administrative, co-curricular and extracurricular activities.
- 6) To encourage the participation of students in sports and cultural




Principal
Digboi College, Digboi

28/12/2019

events/competitions.

- 7) To evolve mentoring activities in a structured manner.

3.0 RESPONSIBILITIES

While students' support and progression is a shared responsibility of all the teachers of the college; the responsibility of implementation of the SSP will rest on the Students Support and Progression Sub-committee of the college; subject to approval of the Governing Body (GB). The committee will consist of the following-

- a) Chairperson: Principal
- b) Convener: A senior faculty member of the college
- c) Members: i) 5-10 faculty members
 - ii) Office staff-1
 - iii) General Secretary, Digboi College Students' Union

4.0 SCOPE OF THE POLICY

The SSP of Digboi College covers the following areas -

4.01 Financial Assistance and Freeship: The SSP of Digboi College advocates financial assistance and freeship to the needy students of Digboi College. The Policy states that the Students' Aid Fund ought to be accessible to students and operated for providing financial assistance and freeship to the poor and needy deserving students.

4.02: Career Counseling: The SSP makes provision for providing guidance for competitive examinations and career counseling in a structured manner. The College needs to strengthen the Career counseling Cell addressing the diverse issues relating to equity of access and placement opportunities through availability of appropriate institutional support system. The policy believes that availability of relevant and accessible information coupled with professional guidance to utilize the same can result in better career achievements and a healthy progression of students. The Policy believes that counseling should address both the academic and the career concerns and opportunities.

4.03 Capacity Building and Skills Enhancement: The College needs to take initiatives for capacity building and skill enhancement among the students. The policy advocates that the Colleges need to take steps for Soft skills, Language and communication skills, Life skills (Yoga, physical fitness, health and hygiene), ICT/computing skills through the concerned committee/sub-committees.




Principal
Digboi College, Digboi

4.04: Redressal of Grievances: The SSP of Digboi College has made provision for a transparent mechanism for timely redressal of students' grievances including sexual harassment and ragging cases. The College needs to make arrangements for implementation of the guidelines of the statutory/regulatory bodies such as Directorate of Higher Education (DHE), Assam, Governing Body (GB); organization of awareness on the policies with zero tolerance; mechanisms for submission of online/offline students' grievances; timely redressal of the grievances through appropriate committees etc. The Grievance Redressal Cell needs to look after all the matters relating to grievances of the students.

4.05: Students' Representation and Engagement: The institution needs to facilitate the students to represent and engage in various administrative, co-curricular and extracurricular activities in addition to representation in the students Union. Besides, they should have proper representation on various bodies such as IQAC, Students Grievance and Redressal Cell, Discipline Committee etc. as per established processes and norms.

4.06: Sports and Cultural events/competitions: The SSP makes provision for different types of sports and cultural events/competitions in which students of the institution can take part. The college needs to organize sports and cultural events/competitions as well as facilitate the students to participate in such events/competitions organized by other institutions.

4.07: Mentoring: The SSP makes provision for mentoring of the students in both academic and non-academic areas. The college needs to organize mentoring programmes in a structured manner to utilize the resourcefulness of the faculty members in solving the problems of the students. The SSP advocates formation of small group of students per teacher and thereby organization of mentoring sessions on a particular day of the week or as and when the necessity of such sessions arise.

*Approved by The Digboi College Governing Body
meeting held on 28/3/2019*



[Signature] 28/3/2019

Dr. Dip Saikia

Principal
Digboi College, Digboi

Date: