

STUDENTS COUNSELLING COMMITTEE

Introduction:

The Students counseling committee attempts to address the day to day issues of concern relating to academics and routine activities.

Objectives:

- ❖ To provide a support system for the students to address the major academic related issues.
- ❖ To initiate proactive measures to solve the issues of students concern.
- ❖ To analyze the grievances of students and to take corrective action with the appropriate authorities for redressal.
- ❖ To get suggestions regularly from the students for improvement.

Procedure:

- ❖ Students are encouraged to meet the counseling committee regularly to address their suggestions and grievances.
 1. The students can explain their problems to the counseling committee as and when required.
 2. The counseling committee interacts with the students regarding their nature of problems.
 3. If any grievance was found the same was recorded in the register and addressed.
- ❖ They may also approach their respective mentors or any of their other teachers as is comfortable to them.
- ❖ Students may also express their problems related to attendance, discipline to the committee.
- ❖ The Students Counseling committee will enquire the grievances and recommend the final course of action to be initiated at the institutional level for the redressal of the same.
- ❖ Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic matters and the committee will take up necessary action.

Note:

1. Students are requested to note that they have to take the remedial measures serious and try to adopt it.
2. At the same time, the college assures students that it would provide all support to overcome their problems and maintain confidentiality.

Responsibilities:		
<ul style="list-style-type: none"> ❖ The grievances at departmental level are governed by the concerned mentors, class Coordinators and Department Heads then and there. ❖ Unresolved grievances at the departmental level are referred to the Students counseling committee of the institution. 		
Frequency of Meetings:		
Every fourth week of July, October, December, March		
Committee Membership Details		
Committee Role	Designation	
Chairperson	Director	
Convener	Director / Professor / Associate Professor (Academics/Administration)	
Members	2 Associate Professors 2 Assistant Professor 1 Non teaching clerical staff	
Students Counseling Committee Members:		
Name	Designation	Committee Role
Dr.D.Nisar Ahmed	Director	Chairperson
Dr.Major.Zahid Hussain	Additional Director(Admin)	Convener
Dr.S.G.Balaji	Associate Professor(Academics)	Member
Dr.B.Saipriya	Assistant Professor	Member