



MATA GUJRI COLLEGE

FATEHGARH SAHIB 140406 (Pb)

An Autonomous College

Reaccredited with 'A' Grade by NAAC

Covered under 'Star College Scheme' of DBT, GOI

Approved by AICTE New Delhi for MBA & MCA Courses

Affiliated to Punjab University, Patiala

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Mata Gujri College, Fatehgarh Sahib

Students' Welfare Policy

1. POLICY PREAMBLE

Appropriate support mechanism is needed in institutes to ensure welfare of students. This mechanism is vital in achieving the institutional visions and goals. Mata Gujri College constantly puts efforts in this direction to provide high value support to students so that students are safe, have unhindered learning and realize their full potential. The support mechanism is continually monitored to achieves it intended purpose. The outcomes of learning and welfare are inseparable. The college endorses discipline and good behavior of students so a code of conduct is in place to guide the students.

1.1. Objectives

An outline is provided by this policy to fulfill the collective welfare needs of students. It also illuminates the path to have a harmonious work environment where students can achieve their learning outcomes peacefully. The policy is helpful in preparing responsible citizens who are aware of their rights and duties. The policy also guides to redress any problems arising out of behavior and actions not in line with the code of conduct rules.

The policy aims at fulfilling needs of students and addressing any issues of students they might experience during their learning period at the campus. The main objectives of the policy are:

- a. Ensuring that students follow Students Code of Conduct and behave accordingly.
- b. Providing an environment which is conducive for highest quality of learning

- c. Providing necessary instruments so that students realize their full potential
- d. Making students behave with the faculty and fellow students with respect and courtesy.
- e. Encouraging actions which display highest standards of conduct.
- f. Making the students aware of criteria of getting fee concession and various scholarship schemes.

1.2. Regulatory Framework

Policy is formulated in the light of following policies of the Government, UGC, University and college

- Constitution and Child Right policy of India
- University Policy
- UGC & College Anti ragging Policy
- Students welfare policy
- Guidelines from Directorate of Education S.G.P.C.

The student welfare policy of Mata Gujri College is in line with the guidelines of the above-mentioned regulatory bodies.

2. POLICY PROVISIONS

2.1. The Code of Conduct

2.1.1 DISCIPLINE

It is mandatory for all the students to observe and strictly follow the disciplinary rules and regulations of the college. Students may attract punishment in case they fail to observe the following rules:

- Any violation of Regulations, Policies and Code of Conduct for Students of Mata Gujri College as may be prescribed and be prevalent from time to time.
- Breach of an Undertaking or Declaration and/or refusal to obey the directions/instructions of the HOD and/or Director-Principal.

- Damage/defacement/theft to college property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Misbehavior with a fellow student, faculty or staff or any person in the College.
- Violent, indecent, disorderly, threatening, intimidating or offensive behavior or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means).
- Shouting, whistling, use of verbal/written abuses, derogatory or un-parliamentary language/ terms against any officer, academic staff, administrative staff, other employee or student of the College.
- Distribution or publication of a poster, notice, sign or any publication including audio-visual material, blog or webpage, which is offensive, intimidating, threatening or illegal.
- Any kind of betting/gambling.
- Possession, use or threat to use of banned substances/materials (Tobacco/Narcotics/Alcohol Products/Weapons/Firearms/Chemicals and Pornographic Materials) in the College Campus, College Hostels and College Transport/Buses. This is a serious violation and stringent disciplinary action will be taken against the errant student which includes immediate suspension from the College till the completion of enquiry by the Disciplinary Committee. The guilty student(s) may be expelled from the College on the recommendations of the Disciplinary Committee.
- Any act of malpractice related to any examination/test/evaluation-process conducted by the College.
- Mass Bunking of classes and other College activities. Causing disruption in any manner in the functioning of the College.
- Physical assault or threat to use physical-force against any officer, academic staff, administrative staff, other employee or student of the College, and /or causing injury to any person within or outside the College Campus, including Hostels and Transport facility, for any reason whatsoever.
- Violation of status, dignity and honor of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride/degrade them or tarnish their reputation.
- Any violation of provisions of the Protection of Civil Rights Act, 1955.

- Creating ill-will or intolerance on religious or communal grounds. Distribution of literature/propaganda material, in print or electronic form, pertaining to his/her religion, political views and group views (based on caste, creed and place of residence) within the College Campus.
- Accessing banned sites and/or pornographic sites and/or material in the College Campus, including Hostels.
- Any data storage device or hardware attachments for software/hardware operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy/theft.
- Any behavior which could constitute or be construed as discrimination or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion, disability or age of any student or member of staff of the College, or any visitor to the College.
- Fraud or deception in relation to the College or its staff, students or visitors.
- Indulging in any act either singly or with others that creates disturbance within any part of the Campus/class-rooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus.
- Indulging or promoting any business or trading activity within the College Campus, including Hostels and Transport Facility.
- Raising any slogans or indulging in any violent activity in pursuance of any demands or issues.
- Any other act of commission or omission, which constitutes indiscipline in the view of the Disciplinary Committee.
- Bribery or attempted bribery including but not limited to offering or giving money, gifts or any other advantage to any student or employee of the College, or any visitor to the College with the intention of inducing that person to perform his/her role improperly or of rewarding that person for performing his/her role improperly.
- Breach of any law and order may result in the matter to be reported to police.

Students should also observe/take care of following points:

- If a student does not submit the required documents in the college, he/she will be responsible for his/her loss resulting out of it.

- While attending college function, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.
- Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the college.
- Students are forbidden from entering the college office and staff-rooms during unspecified hours.
- Gathering in groups at roads, entrance, exit and pathways is strictly prohibited.
- The students should themselves be present for taking the required certificates, mark-sheets in the college.
- It is the right of the Director-Principal to occasionally organize or not to organize the Annual Social Gathering and the Annual Prize Distribution Ceremony in the college.
- Students must help keep the institute neat and clean. Eatables/beverages are not allowed inside the study areas including labs and library. Students should have their tiffin inside the canteen.
- No visitor should meet the Student directly and they should enquire in the office before doing so.
- Students are advised to use bins for disposing of the waste materials.
- Students must work towards conservation of electricity and water. They should switch off lights and fans when they leave the class-rooms and laboratories.
- Students have to park their vehicles in the prescribed parking zones only. Students are not allowed to bring the four wheelers.
- Students are not allowed to involve in anti-social/anti-college/anti-national/political activities.
- No guests/visitors shall be allowed with the students in the class/lab/library.
- Industrial trips/educational tours will be planned by the concerned departments and will be accompanied by faculty members.
- The students are required to submit a clearance certificate (No-Dues) from the concerned authorities to get roll number for each semester examination.
- The students are expected to read notices displayed on the college Notice-Board/College Website. Ignorance of not reading any notice thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.

2.1.2 DRESS-CODE

Personal grooming and dress code is very essential for self-esteem, sense of belonging, fellowship and preparedness for corporate/professional careers. Students must adhere to the dress code of the college. Students should wear prescribed college uniform (as notified on Notice-Board) once in week or as required. It is mandatory to wear prescribed dress during college functions.

Students are also expected to wear formal dress in the college on other working days. Boys must come in trousers and shirts tucked-in. Half pants, T-shirts and caps with slogans are not permitted in the college. The girl students should wear decent dress. For sikh boys, wearing turban is compulsory. Wearing of Patkas and Kurta-Pyjama is not allowed in the institute premises. Trimming of beard and hair by Sikh boys is considered as an act of disobedience of sikh tenets.

2.1.3 STUDENTS IDENTITY CARD

All the students shall wear their identity cards at all times in the college campus. Any teaching staff and non-teaching staff shall have the right to check it. The students can collect their I-cards and Library Cards from the library after a week of their admission.

- A student will not be allowed into the College Campus without the Identity Card.
- A student must produce the Identity Card to use any College facility like Library, Canteen, Laboratories etc.
- A student must return the Identity Card to the College Office at the time of passing out/withdrawal/expulsion or when asked for. In case of failure to do so, Security Deposits, if any, will be forfeited and Certificates will not be issued.
- Every student should preserve the Identity Card and not give it to any other student or outsider for any purpose. Any misuse of the College Identity Card (self or others) will lead to disciplinary action against the student, including expulsion from the College.
- The College reserves the right to ask the students to surrender their Identity Card without assigning any reason.
- In case a student loses the Identity Card, she/he should apply for a fresh Identity Card along with a penalty fee prescribed by the College.

2.1.4 ATTENDANCE

To maintain high standards of academics, the college exhorts every student to attend every Lecture, Tutorial, Practical Classes and other Co-Curricular activities mandated by the Program Regulations and Curriculum of the concerned Program. Every student must attend every class scheduled in the Time-Table notified by the Department/College. The student coming late shall not be allowed to enter the class. Student should be regular in attendance for all his/her lectures during the day. As per university rules 75% attendance in all the subjects is mandatory to appear in semester-end examination. Irregularity in attendance may cause disciplinary action and such students are not permitted to appear in semester examination due to shortage of attendance. Such students will have to go through the process of re-admission in the corresponding subsequent semester by paying tuition fee and other charges as fixed by the management.

Students seeking leave will have to submit Regular/Medical-leave application in advance, duly sanctioned by HOD and class-incharge. Medical leave has to be submitted along with valid medical certificate. Any student who is found absent from class without prior permission (without sanctioned leave) will be imposed a fine as applicable.

Any mass bunk will be treated as an act of gross indiscipline and will invite special fine as decided by college management.

2.1.5 RAGGING

In pursuance of the decision of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16.5.2007, the Ragging is totally Prohibited in the Institutions, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the Regulations as framed by the University Grants Commission vide Gazette Notification No. F.1-16/2007 (CPP-II) dated 17.6.2009 of the Govt. of India and other Regulating Councils as well as under the provisions of any penal law for the time being in force.

The following are the relevant clauses of UGC Regulations-2009:

Clause 3 - What constitutes Ragging,

Clause 7 - Action to be taken by the Head of the Institution,

Clause 9 - Administrative action in the event of ragging

Clause 3

What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
- j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender

(including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

- k) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Clause 7

7. Action to be taken by the Head of the institution: -

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him on his behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above-mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above-mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

Clause 9

9. Administrative action in the event of ragging: -

9.1 The institution shall punish a student found guilty of ragging after following procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/ expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
- ii. in case of an order of a University, to its Chancellor.
- iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

Being a bonafide student of this college, it is the moral duty of a student to desist from doing anything, with or against your will, even if ordered to by the senior students, and that any attempt of ragging shall be promptly reported to the college functionaries, or to the Convener of Anti Ragging Committee, Anti Ragging Squad or to the Warden or to the Head of the Institution, as the case may be. Any student subjected to any form of ragging can also approach any of functionaries of the college including the Director/Principal, Convener of Anti Ragging Committee. You can also approach UGC toll free number 1800-180-5522 for help and guidance for various purposes.

While no leniency will be shown to any student involved in ragging, all the students are advised to note and co-operate in keeping the college free from ragging. If need be, UGC Regulations/detailed Instructions on Ragging received from various Regulating Councils can be seen by the students and/or their parents in the office of the Dean, Students Welfare of the college.

Ragging is considered as crime and is strictly prohibited inside or outside the premises of the college. It is punishable as per rule of the Government/UGC. All students and Parents/Guardians are required to submit a signed declaration at the time of admission that they would not indulge in any form of ragging.

2.1.6 EXAMINATION

Candidates must reach in the examination hall at least half an hour before the commencement of the examination. Students must carry Roll Number slips (for Semester Examination) and Identity Card (for Mid-Semester Examination) with them, failing which they will not be allowed to sit for the exam. Use of mobile phones/modern means of communications is strictly prohibited in the exam hall during the examination. Any kind of cheating may result in UMC. Students shall place their stuff brought by him/her on the desk during the exam. Attendance is compulsory in mid-semester and final examinations. The student will be entirely responsible for any loss/fine resulting out of such absence.

2.1.7 MOBILE PHONE

The students should switch off their mobile phones while in the classroom, Laboratory, Library or in any other academic activity. Bringing of any device in the college premises will be at student's own risk.

2.1.8 GENERAL

Students are expected to be honest and also to be attentive in all academic/non-academic activities. Loud/abusive language is not appreciated.

2.2. Scholarships and Fee Concession for students

The College recognizes that every student has the right to education irrespective of economic background, gender, religion and cast. India has students belonging to different economic strata and many students seek monetary help for their studies. College has a strong sense of responsibility towards such students and maintains a pool of funds to give concession to students.

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

- i) Students who are deserving and eligible to avail concessions have to submit an application by parents at the time of admission to the Director-Principal.
- ii) Academic performance, regularity, discipline and conduct of such students in the campus is also taken into consideration for deciding to grant concession in the next session.
- iii) Student Scholarships are provided on merit basis to select students based on the available sponsors for the year.
- iv) Fee concession can be continued only if benefitting student attends lectures and shows satisfactory performance in examination. If a student is found to be irregular in classes or is involved in indiscipline his/her fee concession can be withdrawn.

2.2.1 Concession for meritorious students

Meritorious students are honored with special fee concessions applicable at the time of admission.

2.2.2 Sponsored Scholarships

Besides the general scholarship schemes of the central and state government college also

provides scholarships offered/sponsored by various organizations/individuals. More than 30 organizations/individuals sponsor these scholarships and students have to fulfill the eligibility condition for each such scholarship to get the benefit.

2.2.3 Special Concession

Old students of the college who have passed their under-graduation course are offered a 10% of fee concession on the basic fee of first year of PG course if they enroll for Post-graduation in the college.

The college also considers it a responsibility to give students special concessions in case of extra-ordinary situations arising out of natural calamities/pandemic etc.

Note: A student can get benefit only under one Govt. scholarship scheme. Legal action will be taken if a student is found not to adhere to this.

2.3. Students Representation/Student Council

The primary aim of student representation at the college is to provide students with an opportunity to voice their views, suggestions and concerns efficiently. A Class Representative (CR) for each class will be nominated/elected at the beginning of the year. The CR will assist the Deans, Vice-Principal and HoDs in their relations with the class in conveying of notices and helping in general to maintain the tone and discipline of the college. They also provide a channel to redress any issues faced by the fellow students.

The College has a number of avenues available through which students are actively involved in representative roles and students already represent their fellow students on:

- Various Committees
- Clubs and Societies
- Class representation

The college has Student Council that ensures the participation of the students from all sections of society. In 1980s the state government had banned the student union elections in the state due to militancy and disorder in Punjab. Therefore, elections aren't held to elect Student Council but has nominated members only.

2.4. Student Counselling

Students experience many issues in their lives and here the role of counselling services becomes very important. Psychological health and emotional wellbeing of students are taken care of through counselling services. These services help the students to cope with their concerns and issues and help to develop their life skills. It fosters positive outlook towards life and helps in increasing the academic learning outcomes. These sessions equip students with skills to deal with the stress issues in life as well

2.5. Students Training and Career Guidance Cell

Career guidance is provided to students to equip them for pursuing further studies or employment. The curriculum is planned to enhance the employability of students. Career guidance includes helping students to choose an appropriate course in the college, discover career opportunities and employment opportunities in different areas. The guidance makes students understand all the options open for them. Career Guidance is monitored by a prolific and proactive training and placement cell of the College. Information about various employment opportunities is also sent by e-mail to students. The cell also makes consistent efforts for On-campus placements of the students. Students can also visit college website at <https://www.matagujricollege.org/> to have more updates on placement drives/events.

2.6. College Magazine

To give students a platform to express their creative skills College publishes a magazine 'Fatehgarh' which gives students opportunity to explore their inner talent, bring their creations/thoughts forward and get a chance to get it published. The magazine has different sections like Languages, Social Sciences, Commerce, Science, Computer Science, Environment and Photography and each section has a student-editor under the guidance of Teacher-editor.

2.7. Research Journal

To promote awareness about research and new findings college publishes 'Punjab Journal of Business Studies.'

2.8. Library

Library is an important entity in any educational institution. College boasts of an Air-conditioned library which houses 67000 (approx.) books, 52 journals, 64 magazines and 23

Punjabi, English or Hindi Newspapers. Library also provides free access to 5100 e-journals and 5100 e-books. There is a reading hall also for the convenience of students.

2.9. Book Bank

A book-bank is maintained in library for needy/intelligent/meritorious students and sportspersons where students are issued books for full academic session for the benefit of such students. Deserving students can take advantage of this facility. Pass out students can also donate their books for the book-bank. Many teaching departments of the college also maintain a book-bank/library of their own and students can get books from respective departments as well.

2.10. Catering services

College understands the nutritional needs of the students and hence the menu on college canteen and hostel mess is planned in consultation with the dietician. College provides catering services through canteen/hostel mess. The catering service requires students to pay for their meals.

2.11. Parking facility

College provides paid parking facility. Students are allowed to bring only two-wheelers. To encourage commuting on bicycle, students commuting on bicycle need not pay any parking fee.

2.12. Tech-support

Students get free Wi-fi in the campus and hostels. College provides students with login-ID and password at the time of admission which is written on their fee-receipt to access the student-portal on college website. Students and parents can access their information about fee, examination, admit cards etc. from this portal. College is having Hi-tech, well equipped, fully air-conditioned 10 computer labs including Apple iMAC Lab for the students. For facility of students college has Information-KIOSKS in all blocks of the college.

2.13. Hostel facility

College caters to the needs of the students residing at far-off places as well. For the

convenience of such students the college provides separate hostel facility to both boys and girls. Students can refer to hostel prospectus for further detailed information.

2.14. Mentoring system

To strengthen the teacher-student relationship all students are divided into small mentoring groups. Each group is assigned to one teacher. Students can share their academic/personal grievances with the teacher(mentor) who tries to resolve these grievances. Every second Friday of a month is reserved for this mentoring session.

2.15. Women Cell

There is a women cell for the girl students of the college where they can share their grievances. All girl students are welcome to approach Dean, Women Cell in case of any emergency.

2.16. Sports and games facilities

Sports Department of the college offers diverse recreational sporting facilities including international standard stadium with cinder track, football, hockey, cricket, volleyball playgrounds, cemented basketball court, lawn tennis and badminton courts. Indoor games like table tennis, chess, carrom board, fencing etc. are also available. All these sporting facilities are located conveniently throughout the campus with a wide range of operating hours and amenities.

2.17. Health care Services

The College's Health Unit provides both preventive and curative care to students and staff. Specifically, the facility offers the following services; curative, promotive, preventive, referrals, dispensing of drugs and youth friendly Services. Following facilities are provided as part of health care services

- Medical-Centre
- Ambulance facility
- Sanitizer vending machines
- Sanitary napkin vending machine
- Ramp for differently abled persons

- Lift provision in the Life-Sciences block
- Facility of health club with 16 station Gym separate for boys and girls
- Tie-up with multinational insurance company for group insurance of students

2.18. Security

The College takes the security of its students and staff very seriously. The security personnel patrol the college. 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. College has 24 hrs. uninterrupted power back-up system.

2.19. Clubs and Movements

Clubs and Movements are integral part of Mata Gujri College. Active participation in any one of the Youth Groups and Movements is highly recommended. These give the students opportunities for overall personality development. The college has the following groups/clubs and are noted in the handbook and calendar:

- National Cadet Corps (NCC)
- National Service Scheme (NSS)
- The Bharat Scouts and Guides
- Mata Gujri Study Circle
- Youth Club
- Red Cross

The students can apply for membership for any of the clubs and the selection will be done by the faculty of each club after due formalities coordinated by the concerned Dean.

2.20. Dean Students' Welfare

The office of the DSW works for the welfare of students of the campus. It encourages and monitors the extra-curricular activities of the students and arranges inter-disciplinary student activities. The main duties of the office of the Dean, Students Welfare include

- To arrange for friendly living environment in the campus including Hostels for the students

- To promote gender-neutral environment so that the students from transgender community feel safe, secure and at par with students of other genders in terms of treatment and opportunities provided.
- To promote equal participation and general conduct for students irrespective of whether they belong to Scheduled-Cast/Scheduled-Tribe/Backward Class or any other section of the society.
- To arrange and monitor for essential support required for academic and co-curricular activities of students
- To prepare plan and execute programmes for holistic development of the students
- To enable students to participate effectively in the management of Hostels and also in organization of the students related activities
- To work with the Dean Sports, Hostel Wardens, Dean Cultural activities for all matters related to students' Welfare
- To arrange to depute students to participate in events/programmes outside the college

Associate Dean, Students' Welfare and Associate Dean, Students' Welfare (Residential) work with the Dean Students' Welfare in coordinating the activities of the office.

2.21. Student Entertainment

The College holds entertainment events from time to time to keep students entertained and relaxed. The college organizes 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, etc.

3. POLICY IMPLEMENTATION AND MONITORING STRATEGIES

- a) The College Students Welfare Committee will implement the policy that shall be chaired by the Principal/Vice-Principal or his nominee.
- b) The committee shall be responsible for ensuring honesty/truthfulness in the execution of the policy.

- c) A student who has dissatisfaction or disagreement with a staff member, another student, which is unresolved, has the right to file a written complaint with the College.
- d) The student counsellor shall oversee the provision of counselling.
- e) The College will ensure that the students are sensitized on the provisions of the policy during the orientation programs/induction programs.
- f) This policy will be monitored and reviewed in line with the process outlined in Regulatory Framework.
- g) The Principal, Vice Principal, the Deans and the HODs are responsible for ensuring that students understand and adhere to this policy in their day-to-day work and learning.
- h) The College will address the compliance issues of the policy promptly.
- i) This policy shall be reviewed as and when need arises.

To know about the Deans/Coordinators/members on various committees/clubs etc. students can refer to college prospectus or visit college website at <https://www.matagujricollege.org/>



**Principal
Mata Gujri College,
Fatehgarh Sahib (Pb.)**