SIENA COLLEGE OF PROFESSIONAL STUDIES

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STUDENT SUPPORT POLICY

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Purpose

The purpose of the Student Support Policy is to set out the nature and scope of support services available to all students of Siena College of Professional Studies. This policy outlines the support services designed for a diverse cohort of students to enable student progression, student achievement of learning outcomes and ultimately enable student success.

Scope

This Policy applies to all enrolled students in any course in Siena College of Professional Studies.

Student Support Services

1. Student Induction Programme

   • Student Induction Programme is organized for newly admitted students of I UG in the beginning of every academic year.

   • Orientation is provided for the fresher's of UG on the Vision and Mission of the institution, the academic environment and availability of infrastructure, the internal and external academic evaluation system, the duties and responsibilities of the students including anti-ragging awareness, discipline, code of conduct, and awareness on the use of the library and laboratory resources.

2. Bridge Course

   • Bridge course is conducted for newly admitted students for 10 hours to bridge the gap between school and college education. It helps the students to have a smooth transition from school to college.

3. Learning Services

   • A well-organized tutoring system is in place to provide tutorial classes and individualized learning.

   • Tutor-ward system is followed that helps the students to overcome difficulties in learning. A tutor advises, encourages and acts as a confidante to the students.

   • The learning level of students is assessed and is categorized as per the marks secured in Continuous Internal Assessment.

   • Additional coaching is provided to the slow learners, realizing the academic difficulties in learning the programme.

   • Guest lectures, seminars and conferences are regularly organised to expose advanced learners to additional perspectives on topics pertaining to their courses.

   • Remedial courses are conducted for the students who fall short of marks in previous University Semester Examinations, to whom additional contact hours and learning materials are provided.

   • Adequate library, lab, ICT and language support services are provided to students to progress successfully through each course.

4. Scholarships and Endowment Awards
- Adequate measures are taken to help the students avail the Central and the State Government scholarships and e-grants offered to the students of socially and economically backward communities.
- Merit holders from each batch are awarded certificates and endowment prizes.

5. Mentoring and Counselling
- Each student shall be assigned a mentor from the faculty. Mentor shall render academic and personal support to the mentee to promote self-realization. Confidential report on mentoring shall be kept by the mentor.
- The institution aims to provide independent and confidential counselling to students to enhance their well-being.

6. Other Support Services
- The institution has an active Career Guidance and Placement Cell that takes care of the career requirements of the students.
- The institute promotes Higher Education of outgoing students by providing them with LOR(Letter of Recommendation).
- There is a grievance redressal cell and anti-ragging committee and many welfare measures functioning in the institution.
- Students are encouraged to participate in social immersion activities, cultural and sports activities through NSS and various clubs/cells in the college.

Conclusion

The policy underscores the commitment of our college to provide a supporting and nurturing environment to all students to succeed academically and personally. The policy also ensures to mould a dynamic and socially responsible student community.