

# **IPS ACADEMY**

## **INSTITUTE OF ENGINEERING & SCIENCE**

**Indore (M.P.)**



An Autonomous Institute under UGC, New Delhi  
Affiliated to



Rajiv Gandhi Pradyogiki Vishwavidyalaya Bhopal

**Dean Student Welfare**  
**(DSW)**



## **Vision**

The Institute will demonstrate graciousness and value so that issues related to students will be eliminated through ongoing training and education on behavioral standards and all the students will successfully accomplish their goals at Institute.

## **Mission**

To educate the students regarding the Institute's expectations and to protect student's privileges, and to assure fairness and to ensure that the student should touch new heights.



## **Goal**

- To promote cooperation and fellowship among students.
- To shape the students into social assets
- To make the students complete citizens and good human being alongside their academic accomplishments.

## **Responsibilities**

- All matters related to students' welfare, conduct and discipline except issues related to fees, endsem exams and short of attendance.
- Coordinating the policies and procedures of the admissions.
- Organizing and managing all matters related to students' welfare, conduct and discipline.
- Coordinating industrial training programmes and placement of all the registered students
- Liaison with parents/guardians of students with respect to their performance and conduct on a regular basis.
- Coordinating with student societies/clubs regarding the extra-curricular activities of the students.
- Monitor day-to-day essential support required for academic and co-curricular activities of students
- Arrange for special care for the weaker and needy sections of students



The efforts of the student welfare are intended to promote students' learning and a balanced development of their lives in general. The central objective is therefore to prevent various problems and to discover barriers to learning.

**Ways to improve both Student & Teacher wellbeing:**

- Model Self-regulation.
- Provide Student Voice.
- Give Students Choice.

Student wellbeing is defined as a sustainable state of positive mood and attitude, resilience, and satisfaction with self, relationships and experiences at Institute. Student wellbeing is described as pervasive in that it affects most aspects of a student's.



**The Student Counseling Centre (SCC)**

Student Counseling Centre (SCC) which will be located at the office of the DSW and function to make available the services free to all the students of the Institute.

The main objective of Student Counseling Centre (SCC) is to promote the wellbeing of all students, to improve their quality of life and create a learning environment that facilitates their individual development. The Student Counseling Centre will function at two levels- at the Departmental and Institute levels.

At the Departmental level, the Institute will appoint the Teacher Counselors who will act as the guardians of the students and remain in touch with the students allotted to them (batch of 20- 25 students) throughout the year to cater to their emotional and intellectual needs who will coordinate with the SCC at the Institute level.

At the Institute level, the SCC shall oversee the effective redressal of problems and challenges faced by the students. The team may offer a broad range of services including individual Counseling, group Counseling, assessment and management.

In addition to these, the team may provide a range of programmes to promote wellbeing, emotional wellness throughout the campus community. Our counselors may conduct orientation and interact with students during orientation, conduct sensitization programmes and theme-focused short-term group sessions in consultation with SCC at the Institute level and with faculties in every academic department of the Institute.

### **About Record Keeping**

All the communication with the students and a record of every session will be kept notes of, along with any other relevant correspondence concerning you (such as letters to us from counselor at the department and Institute levels etc.) These are kept in a confidential file (either on computer or in paper form) which is kept securely under the guidelines laid down by the Institute.

### **About the Students' Privacy**

The Centre wishes to uphold students' right to privacy and as a result the Centre will always give the students the opportunity to discuss the confidentiality framework with the Counselors. As a service the Centre is bound by certain Institute requirements and also by the law so it is not possible to offer complete confidentiality in all circumstances.

### **About the Students' Feedback**

The Centre is always happy to receive feedback about the services and students will be asked to complete an evaluation at the end of their work with the Centre. Information from the evaluation will be used to inform our practice and may be reproduced in our reporting to the Institute.

[.....talk to us](#)

