

Department of Student Welfare

Department of Student Welfare encompasses everything that the institute undertakes to meet the personal and social needs of students and enhance their wellbeing. It involves recognizing, valuing and developing each student as a total and unique person in the context of society. The Student Welfare Program is the sum total of all the policies, structures and activities which are planned and implemented by the institute to promote student welfare. Asian Law College endeavors to create an environment in which students are safe, secure and feel cared for.

Department of Student Welfare at Asian Law College undertakes concern inreference to:

- ✓ Students Code of Conduct
- ✓ Attendance Norms and Rules and Regulation for availing Leaves
- ✓ Regulations / Directive for Banning ragging & Anti-ragging measures
- ✓ Non-Academic Student Grievance Policy & Academic Grievance Policy

1. Student Code of Conduct

- a) Codes of conduct are already stated above in the handbook and adherence to the same is compulsory. Noncompliance may lead to the formation of ad-hoc discipline committee followed by the presentment of student involved in indiscipline behavior to show cause his/her act and justifying the act to the committee members.
- b) The decision taken by the ad-hoc discipline committee will be subject to the approval of Department of Student Welfare and the Management.
- c) The students involved in indiscipline act need to adhere to the decision taken thereupon.



2. Attendance Norms and Rules and Regulation for availing Leaves

Asian Law College regards student's participation in class as essential to the learning process. Therefore, regular class attendance is required by all students in each course, failing which the students will be debarred from the examinations.

All students are expected to attend classes regularly and maintain at least 75% of attendance as per the CCS University norms. Leaves (unplanned/planned) with prior approval will be permitted up to 25% of total classes per subject, pre and post internal examinations. Further, in case of any emergency or critical situation, 10% of additional reserved leaves may be approved/ granted as per the discretion of Head-ALC & Dean-Department of Student Welfare. As a disciplinary measure, any student will not be allowed inside the lecture room after 5 minutes of commencement of lecture. Entry is solely at discretion of the concerned faculty.

Guidelines for Availing Leaves:

- a) In case of Planned Leave, student is supposed to fill the prescribed leave application form and submit the same to the Head -ALC at least 48hrs before the date of planned leave.
- b) Planned leaves without prior information and approval will not be sanctioned.
- c) In case of any unplanned Absence, student is supposed to inform Coordinator-ALC or call at board number on the very first day of Absence followed by a written application or e-mail within 48 hours of joining college back.
- d) Any application received after 48hrs i.e. after 2 days will be cancelled straight away irrespective of any excuse.
- e) Also in case of leaving college early due to ill health or coming late in morning, application is mandatory and it requires approval on the same day. Student has to ensure that this kind of application will be in rare cases and hence not be made a regular affair.
- f) No leaves will be sanctioned on the day of any Academic or CRC Event.
- g) In case of any Medical Leave Medical Prescription along with Medical Certificates and Copy of Reports is to be submitted.
- h) Any application not approved/ On Hold, will be send to Academic Coordinator and students need to check the status of their application and contact HEAD-ALC



to discuss the same within one week from the date of Not approved/ On Hold leaves, to avoid last minute confusion, if any.

- i) For any further clarification and additional leaves, the student may seek advice of Head - ALC and act accordingly.

3. Anti-Ragging Measures

The aim of the regulations is to root out ragging in all its forms from the Institute by instituting stringent anti-ragging measures and provisions for strict punishments to defaulters.

Ragging within the Institute Campus including its School / Departments and Hostels is strictly prohibited. Ragging in any form is prohibited and same is applicable also in the private lodges/buildings where the Institute's students may be staying. No person including students / staff / faculty shall participate or abet or propagate ragging in any form.

The Institution has formed an "**Anti-Ragging Committee**" headed by Dean Department of Student Welfare. It will comprise of select faculty members, students from the fresher category as well as seniors and a selected lot of non-teaching staff.

This Committee is fully and totally responsible to ensure that no incidence of ragging as given in these regulations takes place and will also monitor and ensure that the instructions of these regulations are followed fully at all times. The Committee also maintains alert vigil at all times and ensure that the Anti-Ragging Squads/Anti-Ragging Control Cell of the Institution carry out their functions properly.

4. Grievance Redressal Cell

Students' Grievance Redressal Cell (GRC) works under the Department of Student Welfare with the aim to redress the grievances and complaints of students of Asian Law College.



The purpose of the Grievance Redressal Cell is to maintain the healthy working atmosphere amongst staff, students & management of the Institute. This cell will help students to record their complaints and solve their problems related to academics, resources and personal grievance.

The cell will resolve their problems / complaints promptly and judiciously and shall also redress their grievances as and when required. As a result of this system, the Institute will have pleasant ambient atmosphere and good work culture with in-built goodwill and mutual understanding among the students.

The idea behind the working of the Cell is to uphold the dignity of the Institute by ensuring Strife free atmosphere in the Campus by promoting cordial Student to Student relationship and Student to Teacher relationship that acts as a bridge to develop a responsive and accountable attitude among all the students in order to maintain a harmonious educational atmosphere in the Institute.

The Cell will encourage the students to express their grievances / problems freely without any fear. As a bridge between the students and the staff / management, it will advise students to respect the right and dignity of one another and show utmost restraint and patience under all circumstances. The possible issues can be in reference to academic or non-academic reasons as mentioned below.

Academics Related	Non Academics Related
Time table scheduling	Service matters
Examination related issues	Maintenance issues
IT services	General Admin
Syllabus review	Any other issue
Library Related	



Process for reporting Grievance:

Any grievance related to academic or nonacademic issue needs to be reported to Department of Student Welfare in a form of written application addressing the Dean Department of Student Welfare mentioning

- ✓ Name of the Student
- ✓ Batch Details
- ✓ Complaint against whom
- ✓ Reason of Grievance
- ✓ Brief of the Grievance
- ✓ Supporting document, if any.

Within 48 hours of receiving the application, Student Affairs Department will arrange for pre hearing of the issue or will decide to form a committee/adhoc committee to discuss on the grievance and further come to a solution updating student about the same.

Principal ALC

