

BHARATI VIDYAPEETH (Deemed to be University)
DENTAL COLLEGE AND HOSPITAL PUNE

REF NO. BVU/DCH/

DATE:

To

All Teachers,

Subject- Teacher –ward system

All the staff members are here by informed that “teacher ward system” shall work as follows:

- 1) Each teacher shall be assigned 5-6 students for the purpose of counseling/academic progress/medical condition etc.
- 2) The assigned students shall continue with the same teacher till the completion of the course, including internship. If the currently allocated students graduate out, the respective teacher should inform the Teacher ward committee about the same. New set of students shall be assigned once the currently assigned graduate out.
- 3) Teachers are required to call the assigned students every two months for a meeting to enquire about their academic progress and personal/ social well being. A record is to be maintained of every such session in the form of minutes which shall include
 - a. Session date and location.
 - b. Name and signature of the students who attended the session.
 - c. The progress and problem reported by each student.
 - d. The advice given/ action taken to solve their problems if any.
 - e. Date of next session.
- 4) Personal data and communication information of every student is to be recorded at the first session itself. Data forms for this purpose are enclosed herewith.
- 5) Students reporting with any psychological problem may be sent for consultation to Bharati hospital

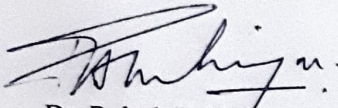
6) Serious academic issue and persistent failure to attend the session is to be submitted to the Principal if the student needs immediate attention.

7) A half yearly report should be submitted to the Teacher ward committee coordinator.


8) All teaching faculty should report their observations /suggestion /recommendations to parents of concern students.

9) Note- In case if any departmental staff is on Long leave, Retired, Resigned, Transferred, long absentees then it is responsibility of respective head of the department to assign staff from same department to perform the related teacher ward system work on temporary basis in current academic year until further instructions from the Principal.

Your compliance in this matter shall greatly assist in building a healthy academic and teacher student environment.


Dr. Rajesh Kshirsagar.

Principal


Dr. Anil Jambhande .
Teacher - ward Committee .

Format for recording -

Name of student	Progress Report	Problems reported	Action taken	Sign