



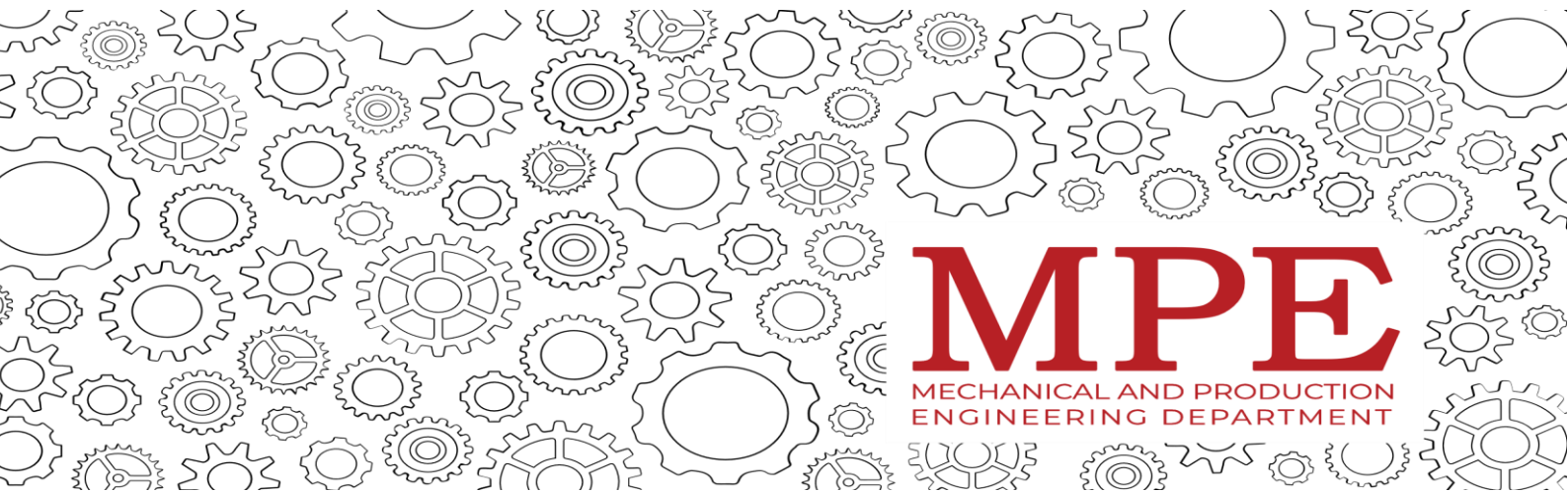
Islamic University of Technology (IUT)
The Organization of Islamic Cooperation (OIC)



MECHANICAL & PRODUCTION ENGINEERING
DEPARTMENT (MPE)

Policy Guidebook

MPE Students Counseling Policy and Support



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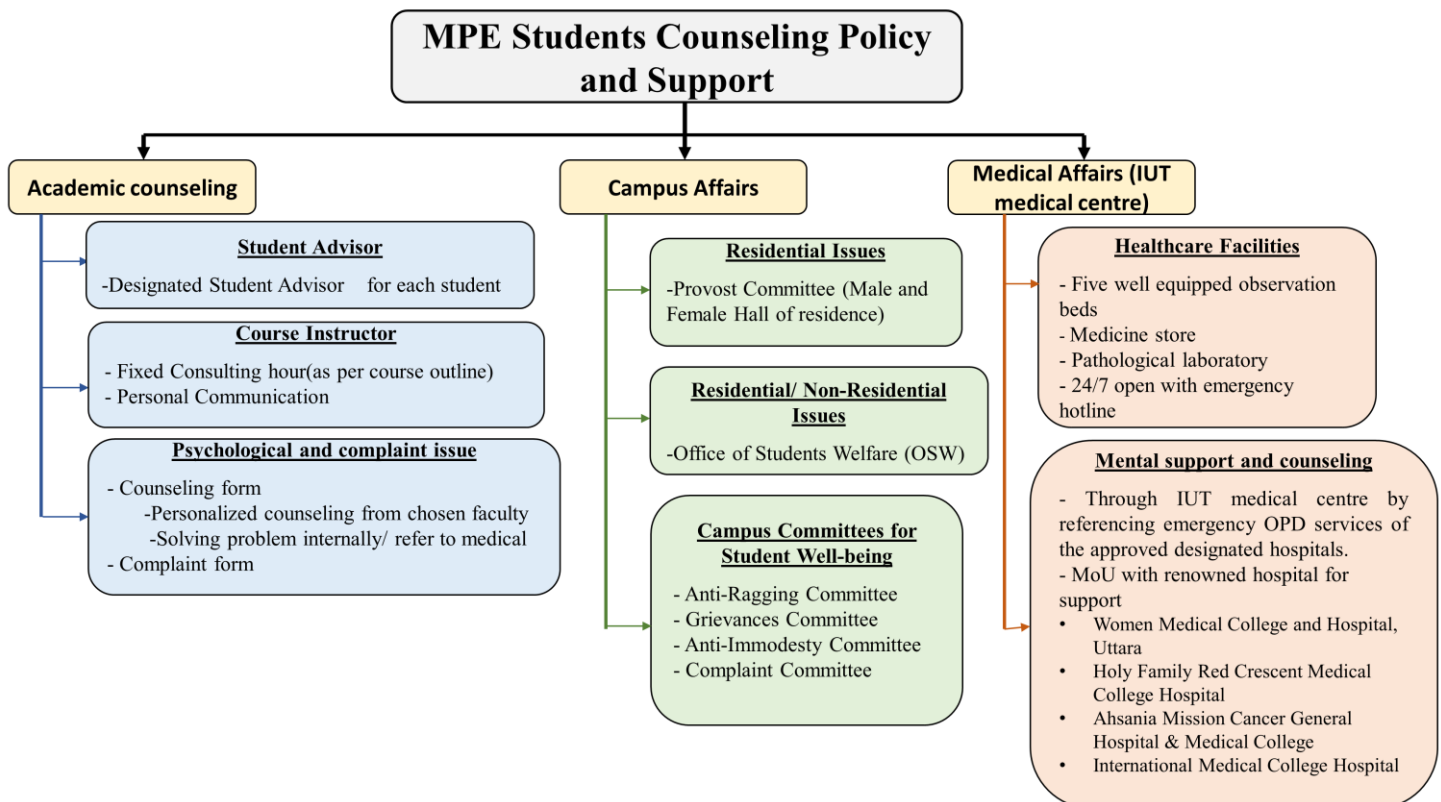
الجامعة الإسلامية للتكنولوجيا
UNIVERSITE ISLAMIQUE DE TECHNOLOGIE
ISLAMIC UNIVERSITY OF TECHNOLOGY
DHAKA, BANGLADESH
ORGANISATION OF ISLAMIC COOPERATION



MECHANICAL & PRODUCTION ENGINEERING DEPARTMENT (MPE)

MPE STUDENTS COUNSELING POLICY AND SUPPORT

The MPE Department has implemented a structured student counseling policy to address the varied needs of students, ensuring their academic success, mental well-being, and overall welfare. This policy serves as a testament to the institution's commitment to create a nurturing and supportive environment for its students.



Academic Counseling

- **Student Advisors:** Each MPE student is allocated a designated Student Advisor to guide them through their academic journey.
- **Course Instructors:** The course teacher provides fixed consulting hours as outlined in the course syllabus, facilitating personal communication and support. Additional modes of communication are also provided by the instructor to facilitate smooth interaction.

Psychological and Complaint Issues

- **Counseling Services:** The policy includes a counseling form for personalized counseling from a chosen faculty member, ensuring that students receive the support they need for any challenges. Problems are either solved internally or referred to medical professionals if necessary. Form Link: [Student Counseling Form of MPE Department \(google.com\)](#)
- **Constructive Feedback through Complaint Form:** The department has introduced a Complaint Form allowing for systematic documentation and addressing of any issues or complaints from students or faculty. This proactive approach ensures all departmental operations are subject to scrutiny and continuous improvement. Form Link: [Complaint Form of MPE Department \(google.com\)](#)



Campus Affairs

- **Residential Issues:** The Provost Committee of the university oversees the welfare of students residing in both male and female Halls of Residence.
- **Non-Residential Issues:** Office of Student Welfare (OSW) of the university addresses the concerns of both residential and non-residential students regarding different aspects.

Campus Committees for Student Well-being

- **Committees for a Safe Environment:** These include the Anti-Ragging Committee, Grievances Committee, Anti-Immodesty Committee, and Complaint Committee of the university, all dedicated to maintaining a secure and respectful campus culture.

Medical Affairs

- **Healthcare Facilities:** The medical centre of IUT features well-equipped medical facilities, including observation beds, a medicine store, a pathological laboratory, and 24/7 medical services.
- **Mental Support and Counseling:** Additional mental support related services offered to the students through IUT medical center by referencing emergency OPD services of the approved designated hospital.
- **Hospital Collaborations:** Memorandums of Understanding with renowned hospitals like Women Medical College and Hospital Uttara, Holy Family Red Crescent Medical College Hospital, Ahsania Mission Cancer General Hospital & Medical College, and International Medical College Hospital extend additional medical support to students.