Student Welfare Committee / Student Support Cell – Policy

Annoor Dental College & Hospital, Muvattupuzha

Annexure 1 Sr No: 11

1. Preamble

Annoor Dental College & Hospital is committed to the academic success, health, safety and personal growth of every student. The Student Welfare Committee, also called the Student Support Cell, is the college's single point of contact for student needs that go beyond the classroom. This policy sets out its purpose, structure, services and working procedure.

2. Objectives

- To provide a safe, respectful and inclusive environment for all students.
- To give students timely academic, personal and financial guidance.
- To offer a confidential channel for concerns, complaints and suggestions.
- To support the physical and mental well-being of students.
- To promote co-curricular, cultural, sports and community activities.

3. Scope

This policy applies to all students of the college: BDS students, interns, MDS (postgraduate) students and students on supplementary or repeat batches.

4. Constitution of the Committee

- **Head:** Dr. John Joseph Methipara, Professor.
- **Members:** faculty representatives from the clinical and pre-clinical departments, a woman faculty member, a postgraduate representative, an intern representative and student representatives from each batch.

- **Nomination:** members are nominated by the Principal on the recommendation of the Head, and the list is displayed on the college notice board.
- **Term:** one academic year; members may be renominated.

5. Functions and Responsibilities

1. **Mentoring:** assign every student a faculty mentor and hold regular mentor–mentee meetings.
2. **Academic support:** identify students who are struggling and arrange remedial classes, study guidance or peer help.
3. **Counselling:** provide access to a trained counsellor for stress, anxiety, adjustment and personal issues, with referral to a mental-health professional when needed.
4. **Health and safety:** coordinate with the college hospital for basic care and first-aid awareness, and report safety concerns to the management.
5. **Anti-ragging:** work with the Anti-Ragging Committee to prevent ragging and to act on complaints under the UGC anti-ragging regulations.
6. **Prevention of harassment:** direct complaints of harassment or discrimination to the appropriate internal committee and support the complainant throughout.
7. **Financial and scholarship help:** guide eligible students to scholarships, fee concessions and welfare schemes.
8. **Career guidance:** organise sessions on higher studies, entrance examinations, internship and practice opportunities.
9. **Inclusion:** make reasonable arrangements for students with disabilities, those from other states or countries, and students from disadvantaged backgrounds.
10. **Extra-curricular activities:** support cultural, sports, arts and community-service programs.

6. Grievance Procedure

1. A student may approach the Head or any member in person, by phone or email, or by dropping a written note in the complaint box.
2. The Cell acknowledges the concern promptly and records it in the grievance register.

3. The Cell investigates the matter, hears the student and anyone else concerned, and tries to resolve it at the earliest.
4. If the matter cannot be resolved at the Cell's level, or involves a serious offence, it is referred to the Principal or the relevant statutory committee.
5. The student is told the outcome and may appeal to the Principal if not satisfied.

7. Reporting to the University

All matters regarding students are reported to the university, including any untoward event.

1. The Head of the Cell reports student matters to the university through the Principal.
2. Any untoward event involving a student, such as an accident, injury, ragging, harassment, serious misconduct, or a health emergency, is reported to the university without delay.
3. A copy of each report is kept in the Cell's records.

8. Confidentiality and Non-Retaliation

All complaints and personal information are handled in confidence and shared only with those who need to know. No student will face any penalty or disadvantage for raising a concern in good faith.

9. Meetings and Records

- The Committee meets at least once every term, and more often when needed.
- Minutes, the grievance register, and counselling records are kept securely by the Head.
- An annual report of activities and outcomes is submitted to the Principal.

10. Review of the Policy

This policy is reviewed every year by the Committee, and changes take effect once approved by the Principal.

11. Contact

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