DASWANI DENTAL COLLEGE & RESEARCH CENTRE, KOTA

IPB-19, Institutional Area, RIICO, Ranpur, Kota – 325003, Rajasthan
Affiliated to Rajasthan University of Health Sciences (RUHS), Jaipur
Website: www.daswanidentalcollege.com | **Email:**apvmskota@gmail.com | **Contact:** 9001822638

Ref. No. : Gen/2026/--- Date :

Policies and Procedures

Daswani Dental College & Research Centre, Kota, using the designations and committee heads provided in the attached Institutional Leadership and Contact Information document. The document identifies Dr.Guljot Singh as Principal and Head of the Institution, and lists the designated heads of the Anti-Ragging Committee, Internal Complaints Committee, Student Grievance Redressal Committee, Research Committee, Academic Committee, and administrative sections.

Institutional Policy on Admissions

Objective

Daswani Dental College & Research Centre, Kota, admissions regulated manner in accordance with the applicable rules and regulations of the National Dental Commission (NDC), Rajasthan University of Health Sciences (RUHS), Jaipur, Government of Rajasthan, and the competent admission and counselling authorities.

Scope

This policy applies to admissions to the following academic programmes offered by the college:

1. **Bachelor of Dental Surgery (BDS):** 100 seats per academic year.
2. **Master of Dental Surgery (MDS):** 20 seats per academic year across the approved specialities.

The approved intake remain subject to recognition, permission, and approval by the competent regulatory authorities for the respective academic session.

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Policy Statement

All admissions to the BDS and MDS programmes at Daswani Dental College & Research Centre be conducted exclusively through the respective competent admission and counselling authorities of Rajasthan, as per the applicable regulations and counselling guidelines.

- **BDS Admissions (100 Seats):** All admissions be made through the NEET UG Medical and Dental Admission/Counselling Board, Jaipur, Rajasthan, on the basis of NEET-UG merit, eligibility criteria, seat availability, reservation provisions, and the prescribed counselling procedure.
- **MDS Admissions (20 Seats):** All admissions be made through the NEET MDS Admission/Counselling Board, Jaipur, Rajasthan, on the basis of NEET-MDS merit, eligibility criteria, seat availability, and the prescribed counselling procedure.

The college not independently admit any student outside the authorised counselling and seat-allotment process.

Admission Fee Structure

The tuition fees for BDS and MDS programmes be charged strictly in accordance with the fee structure approved by the competent Fee Regulatory Committee, Rajasthan, for private dental colleges, as applicable to the relevant academic session.

The college :

1. Charge tuition fees only as prescribed or approved by the competent Fee Regulatory Committee, Rajasthan, and applicable government authorities.
2. Follow the fee structure and payment schedule notified for the relevant course, category, and academic session.

3. Not demand any unauthorised donation, capitation fee, or additional consideration for admission.
4. Issue official receipts for all fees and other authorised payments received from students.
5. Process fee refunds, withdrawals, and cancellations in accordance with the applicable government and counselling guidelines.

Admission Procedure

1. **Counselling notification:** Admission notifications, eligibility criteria, counselling schedules, seat matrices, and other relevant instructions be issued by the competent admission and counselling authorities.
2. **Online registration:**Candidates register and participate in the applicable NEET-based counselling process in accordance with the notified guidelines.
3. **Merit and seat allotment:**Seats be allotted by the competent counselling authority on the basis of merit, candidate preferences, eligibility, applicable reservation rules, seat availability, and the prescribed counselling procedure.
4. **Document verification:**Candidates submit the prescribed documents, including entrance examination details, educational certificates, identity proof, category certificates wherever applicable, and the official seat-allotment letter.
5. **Fee deposition:**Candidates deposit the prescribed fees within the stipulated period and through the authorised payment modes.
6. **Reporting and joining:** Candidates allotted seats at the college report within the prescribed timeline and complete the required admission formalities.
7. **Admission confirmation:** The college verify eligibility and documents, complete institutional reporting formalities, and maintain admission records in accordance with the applicable regulations.

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8. **Cancellation and withdrawal:** Any cancellation, resignation, withdrawal, or refund be processed strictly in accordance with the applicable counselling rules and fee-refund guidelines.
9. **Orientation:** Admitted students be informed about academic regulations, attendance requirements, anti-ragging measures, student welfare facilities, grievance redressal mechanisms, and other institutional policies.

Roles and Responsibilities

Designation / Section	Responsibility
Principal – Dr.Guljot Singh	Overall supervision of admissions and compliance with applicable regulatory requirements.
Academic Section – Dr. Abhishek Mehta	Verification of eligibility, academic documents, allotment letters, and maintenance of admission records.
Administrative Office: Dr. Shaleen Daswani	Administrative coordination, reporting formalities, and maintenance of official records.
Accounts Section – Mr. Lokesh Sharma	Verification and recording of fee payments and issuance of official receipts.
IT / Website Administration : Mr. Mohit	Publication and updating of authorised admission notices, approved fee information, and relevant institutional policies on the college website.

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Transparency and Equal Opportunity

- All eligible candidates be treated fairly and without unlawful discrimination.
- Admissions be based on the prescribed merit, eligibility, and counselling procedures.
- The college not make unauthorised admissions or alter the seat allotment made by the competent counselling authority.
- No unauthorised donation, capitation fee, or consideration be demanded from any candidate.
- Admission-related grievances be addressed through the institutional grievance mechanism and, wherever necessary, referred to the competent admission or regulatory authority.
- Candidates' personal information and admission documents be maintained confidentially and handled in accordance with applicable requirements.

Records and Documentation

The college maintain the following records for each academic session:

- Official counselling notifications and approved seat matrices.
- NEET-UG and NEET-MDS seat-allotment letters.
- Candidate application and eligibility documents.
- Document verification and joining records.
- Course-wise and category-wise admission details, wherever applicable.
- Fee receipts and relevant payment records.
- Admission cancellation, withdrawal, and refund records.
- Reports and correspondence submitted to the competent authorities.

These records be made available to the competent authorities during inspections, audits, or other authorised reviews.

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Review and Monitoring

The Principal periodically review the admission process, fee compliance, maintenance of records, and adherence to applicable regulatory and counselling requirements.

Approval and Implementation

This policy implemented by Daswani Dental College & Research Centre, Kota, for admissions to its BDS and MDS programmes and be reviewed whenever required due to changes in applicable regulations, government notifications, counselling procedures, approved intake, or fee orders.

Principal: _____

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Anti-Ragging Policy

Objective

To maintain a safe, respectful, and inclusive campus free from ragging, intimidation, harassment, humiliation, bullying, and any activity that adversely affects the dignity, physical safety, or mental well-being of students.

Policy Statement

Daswani Dental College & Research Centre maintain zero tolerance towards ragging. The policy apply to all students, including freshers and senior students, in classrooms, laboratories, clinics, hostels, transport facilities, college events, and any other activity associated with the institution.

Prohibited Activities

Ragging includes, as defined under the applicable regulations:

- Physical or verbal abuse, threats, intimidation, or humiliation.
- Compelling students to perform unwanted or degrading acts.
- Harassment based on caste, religion, gender, language, disability, region, or socioeconomic background.
- Forcing students to participate in inappropriate activities or disclose personal information.
- Cyberbullying, abusive messaging, circulation of humiliating content, or online harassment.
- Any conduct falling within the definition of ragging under the applicable anti-ragging regulations.

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Institutional Mechanism

The college implement the following measures, subject to applicable regulatory requirements:

1. Establish and maintain the Anti-Ragging Committee and any required anti-ragging squad or monitoring mechanism.
2. Display anti-ragging rules, reporting contacts, and consequences at prominent locations and on the institutional website.
3. Obtain anti-ragging undertakings from students and parents or guardians wherever prescribed.
4. Conduct orientation and awareness programmes for freshers, senior students, faculty members, and staff.
5. Monitor vulnerable areas and student interactions, including hostel premises and other locations under institutional control.
6. Provide confidential and accessible channels for reporting suspected ragging.
7. Ensure that complaints are promptly forwarded to the appropriate institutional and statutory authorities.

Complaint Procedure

- A student, parent, guardian, faculty member, or other concerned person may report an incident to the Anti-Ragging Committee, the Principal, or the competent anti-ragging authority.
- The college acknowledge and record the complaint and take immediate protective measures where necessary.
- The complaint examined promptly, fairly, and confidentially, subject to due process and applicable regulations.

- Where a prima facie case exists, the matter be referred to the competent authority for appropriate action.
- Serious incidents involving immediate danger or a suspected criminal offence be referred to the appropriate law-enforcement or emergency authority, as required.
- Retaliation against a complainant or witness acting in good faith not be tolerated.

Committee and Responsibilities

Designation	Responsibility
Principal – Dr.Guljot Singh	Overall institutional oversight and implementation of anti-ragging measures
Anti-Ragging Committee Head – Dr.Guljot Singh	Coordination of awareness, complaint monitoring, and committee proceedings
Heads of Departments	Department-level awareness, observation, and reporting of incidents
Faculty and Staff	Prevention, timely reporting, and cooperation with authorised inquiries
Students	Compliance with the anti-ragging policy and reporting of violations

Disciplinary Action

Depending on the facts and the applicable regulations, action may include a warning, written apology, suspension, restriction from institutional activities, cancellation of admission, expulsion, or other prescribed penalties. Criminal matters referred to the appropriate authorities where required. No disciplinary action taken arbitrarily or contrary to applicable procedure.

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Principal

Policy on Student Welfare

Objective

To promote the academic progress, physical health, emotional well-being, professional development, safety, and overall welfare of students enrolled at Daswani Dental College & Research Centre, Kota.

Scope

This policy applies to all BDS and MDS students and, wherever relevant, students enrolled in other approved programmes of the institution.

Policy Statement

The college endeavour to provide a supportive learning environment in which students can pursue academic and clinical training, access appropriate support services, participate in extracurricular activities, and raise concerns without fear of discrimination or retaliation.

Areas of Student Welfare

A. Academic support

- Orientation for newly admitted students.
- Academic mentoring and guidance by faculty members.
- Remedial teaching and additional academic support for students who require it.
- Information regarding attendance, internal assessment, examinations, clinical postings, and university regulations.

- Guidance concerning academic difficulties and professional development.

B. Health and well-being

- Access to appropriate healthcare and referral facilities available through the college and its associated hospital services.
- Awareness programmes relating to physical health, hygiene, nutrition, stress management, and healthy lifestyles.
- Appropriate referral to qualified professionals when specialised support is required.
- Promotion of a safe and hygienic campus environment.

C. Financial and social support

- Information about applicable scholarships, fee concessions, and government welfare schemes.
- Assistance with prescribed applications and supporting documentation.
- Support for students facing genuine difficulties, subject to institutional rules and the availability of approved schemes.

D. Hostel and campus welfare

- Maintenance of hygienic and safe hostel accommodation wherever provided.
- Access to drinking water, sanitation, electricity, and other essential facilities.
- Communication of hostel rules, security procedures, and emergency contacts.
- Appropriate arrangements for reporting hostel-related grievances.

E. Extracurricular and professional development

- Encouragement of participation in seminars, conferences, cultural activities, sports, community outreach, and dental health awareness programmes.

- Opportunities for leadership, teamwork, communication, and professional ethics development.
- Promotion of community dental health activities under the relevant departments.

F. Equal opportunity and inclusion

- Fair treatment irrespective of gender, caste, religion, socioeconomic background, or disability.
- Reasonable support for students with disabilities, in accordance with applicable requirements.
- Protection from ragging, sexual harassment, bullying, and other forms of discrimination.

Student Welfare Responsibilities

Designation / Section	Responsibility
Principal – Dr.Guljot Singh	Overall supervision of student welfare and institutional support mechanisms
Academic Committee Head – Dr. Y. S. Hada	Academic guidance, coordination of academic support, and review of academic concerns
Student Grievance Redressal Committee Head – Dr. Ankit Galav	Receiving and addressing student grievances within the committee's jurisdiction
Internal Complaints Committee Head – Dr.NeeralBarthunia	Handling complaints falling within the jurisdiction of the Internal Complaints Committee
Hospital Administration – Dr.Kanta Daswani	Coordination of hospital-related administrative matters relevant to student welfare
Office Superintendent – Dr. Shaleen Daswani	Administrative assistance and maintenance of relevant institutional records

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Student Participation and Feedback

The college encourage students to communicate their needs through appropriate feedback mechanisms, mentoring interactions, departmental meetings, and the grievance redressal system. Suggestions be reviewed by the competent authority, and feasible improvements be implemented.

Confidentiality and Non-Retaliation

Student welfare concerns be handled sensitively. Personal information be shared only with authorised persons where necessary for resolving the matter or meeting a legal or regulatory obligation.

Monitoring and Review

The Principal periodically review the effectiveness of student welfare initiatives, consider feedback and complaints, and initiate corrective action wherever necessary.

Principal

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Policy on Grievance Redressal

Objective

To establish a transparent, accessible, impartial, and time-bound mechanism for receiving, examining, and resolving grievances of students at Daswani Dental College & Research Centre, Kota.

Scope

This policy covers grievances relating to:

- Admission-related procedures and academic administration.
- Teaching, learning, mentoring, attendance, and internal assessment.
- Examinations and academic records, subject to the jurisdiction of the competent university authority.
- Discrimination, unfair treatment, or denial of eligible student facilities.
- Hostel, library, laboratory, clinical training, and campus facilities.
- Fees, receipts, and other administrative matters.
- Harassment, intimidation, ragging, or misconduct, whichreferred to the appropriate specialised committee when required.
- Any other student-related matter falling within the college's authority.

Policy Statement

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Every student have the right to submit a genuine grievance without fear of victimisation. The college provide appropriate channels for submission, ensure fair consideration, maintain records, and communicate the outcome in accordance with the applicable regulations.

Grievance Redressal Authority

The attached institutional leadership document identifies Dr. Ankit Galav as the Head of the Student Grievance Redressal Committee. The Principal, Dr.Guljot Singh, is the Head of the Institution.

Procedure for Filing a Grievance

1. Submission: The student may submit a written grievance to the Student Grievance Redressal Committee through the prescribed institutional channel, official email, or designated office.
2. Acknowledgement: The grievance be recorded and acknowledged, wherever contact details are available.
3. Preliminary examination: The Committee determine whether the matter falls within its jurisdiction and whether additional information is required.
4. Referral: Matters falling under a specialised committee or an external authority be referred to the appropriate forum, without unnecessary delay.
5. Examination: The Committee may obtain written explanations, examine relevant records, and hear the concerned parties where appropriate.
6. Recommendation: The Committee record its findings and recommend suitable action to the competent authority.
7. Decision and communication: The competent authority consider the recommendation and communicate the decision to the concerned student, subject to applicable rules.
8. Closure and recordkeeping: The complaint, action taken, decision, and closure status be recorded securely.

9. Escalation: Where a grievance remains unresolved, the student may approach the competent university, statutory body, or other authority in accordance with the applicable procedure.

Indicative Timelines

Stage	Suggested Timeline
Acknowledgement of complaint	Within 3 working days
Preliminary examination	Within 7 working days
Resolution or recommendation	Normally within 30 days of receipt
Communication of decision	As soon as practicable after the decision

These are proposed internal service timelines, not a substitute for any mandatory statutory or regulatory deadlines. Urgent matters involving safety, harassment, ragging, or risk of harm addressed immediately through the appropriate mechanism.

Confidentiality and Fairness

- Complaints handled impartially and on the basis of relevant information.
- The complainant and the person against whom a complaint is madetreated fairly.
- Personal information protected to the extent permitted by law.
- No person penalised merely for filing a genuine complaint in good faith.
- Knowingly false allegations, if established through a fair process, may be dealt with under applicable rules.

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Responsibilities

Designation	Responsibility
Principal – Dr.Guljot Singh	Overall oversight and consideration of recommendations within institutional authority
Student Grievance Redressal Committee Head – Dr. Ankit Galav	Registration, examination, follow-up, and documentation of grievances
Heads of Departments	Resolution of departmental matters and referral of unresolved complaints
Academic Section – Dr. Abhishek Mehta	Assistance with academic records and documentation
Office Superintendent – Dr. Shaleen Daswani	Administrative assistance and secure maintenance of records

Monitoring

The Committee periodically review the number and nature of grievances, disposal status, recurring issues, and corrective measures. A suitable anonymised summary may be included in institutional reports, subject to confidentiality requirements.

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Principal

Policy on Gender Sensitization

Objective

To create a respectful, inclusive, and gender-sensitive academic and clinical environment that promotes equality, dignity, safety, and professional conduct at Daswani Dental College & Research Centre, Kota.

Policy Statement

The college promote gender equality and prevent discrimination, harassment, intimidation, and inappropriate conduct. All students, faculty members, non-teaching staff, and other persons associated with the institution are expected to maintain respectful professional relationships.

Key Principles

- Equal opportunity in education, clinical training, employment, and participation in institutional activities.
- Respect for individual dignity, privacy, and personal boundaries.
- Prevention of gender-based discrimination and harassment.
- Fair access to academic resources, leadership opportunities, and student support.
- Respectful conduct in classrooms, laboratories, clinics, hostels, and online institutional platforms.
- Appropriate and confidential handling of complaints.

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Gender Sensitization Activities

The college organise appropriate activities, including:

1. Orientation sessions on gender equality, dignity, professional boundaries, and respectful behaviour.
2. Awareness programmes concerning sexual harassment and the rights and responsibilities of students and employees.
3. Workshops on workplace and clinical ethics, communication, and prevention of discriminatory conduct.
4. Display and circulation of relevant policies, complaint procedures, and contact details.
5. Training for faculty members, students, and staff on identifying and reporting inappropriate conduct.
6. Periodic review of student feedback and gender-related concerns.

Internal Complaints Committee

The attached document lists Dr.NeeralBarthunia as the Head of the Internal Complaints Committee and identifies Dr. Bhavna Barthuniya as the Head of the Sexual Harassment Committee.

The college ensure that the appropriate committee is constituted and functions in accordance with applicable law, including the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the relevant rules, wherever applicable.

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The committee operate within its legally defined jurisdiction and follow prescribed procedures for receiving, examining, and resolving complaints.

Complaint Handling

- Complaints received through the designated committee or other competent channel.
- The complainantinformed of the applicable procedure and available support.
- Proceedings conducted confidentially and impartially, in accordance with law.
- The committee follow the prescribed process for inquiry, recommendations, and communication of outcomes.
- Protection against retaliation maintained in accordance with applicable requirements.
- Matters outside the committee's jurisdiction referred to the competent authority.

Responsibilities

Designation / Committee	Responsibility
Principal – Dr.Guljot Singh	Institutional oversight and implementation of approved gender-sensitization measures
Internal Complaints Committee Head – Dr.NeeralBarthunia	Coordination of matters within the Committee's jurisdiction
Sexual Harassment Committee Head – Dr. Bhavna Barthuniya	Handling matters assigned to the Sexual Harassment Committee, subject to the approved committee structure
Heads of Departments	Departmental awareness and promotion of respectful conduct
Faculty and Staff	Compliance with institutional conduct requirements

	and reporting of concerns
Students	Respectful behaviour and cooperation with awareness initiatives

Monitoring and Review

The college maintain records of awareness programmes and committee activities as appropriate. The Principal review implementation periodically and arrange corrective measures where required.

Principal

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Policy on Research Ethics

Objective

To promote ethical, responsible, scientifically sound, and transparent research practices at Daswani Dental College & Research Centre, Kota, while protecting the rights, dignity, safety, privacy, and welfare of research participants.

Scope

This policy applies to:

- Undergraduate and postgraduate dental students undertaking research projects.
- Faculty members and research supervisors.
- Researchers and collaborators associated with the institution.
- Research involving human participants, patient records, biological samples, clinical procedures, surveys, and other relevant research activities.
- Laboratory-based and other research activities, wherever applicable.

Policy Statement

All research undertaken under the name or authority of the college comply with applicable ethical guidelines, institutional requirements, and relevant regulatory provisions. Research be

conducted honestly, with appropriate supervision, necessary approvals, accurate documentation, and respect for the rights of participants.

Fundamental Principles of Research Ethics

A. Scientific integrity

Researchers maintain accuracy and honesty throughout research planning, data collection, analysis, interpretation, and publication. Fabrication, falsification, plagiarism, and other forms of research misconduct not be tolerated.

B. Protection of human participants

Research involving human participants be undertaken only after obtaining the required ethical approval and other regulatory permissions. Researchers minimise foreseeable risks and ensure that potential benefits and risks are appropriately assessed.

C. Informed consent

Informed consentobtained from participants before enrolment, wherever required. Information provided in understandable language and explain the purpose, procedures, foreseeable risks, benefits, confidentiality arrangements, and voluntary nature of participation.

For participants who cannot legally provide consent independently, consent or permission obtained from the legally authorised representative as required by applicable rules. Assent also be obtained from children wherever appropriate and required.

D. Confidentiality and privacy

- Patient and participant information accessed only for authorised purposes.
- Identifiable information protected against unauthorised disclosure.
- Research datasets stored securely with appropriate access restrictions.
- Photographs, clinical images, radiographs, and case details used for research or publication only with the necessary permissions and safeguards.
- Data retained and disposed of according to applicable institutional and regulatory requirements.

E. Responsible publication

Researchers ensure that publications accurately represent the work conducted. Authorshipreflectgenuine scholarly contributions. Duplicate publication, plagiarism, undisclosed conflicts of interest, and misleading reporting avoided.

Ethical Approval and Research Oversight

1. Research proposals requiring ethical review submitted to the duly constituted and competent Institutional Ethics Committee before commencement.
2. Research not begin until the required approvals and permissions have been obtained.
3. Researchers comply with approved protocols and seek approval for amendments wherever required.
4. Serious adverse events, unexpected risks, or significant deviationsreported to the appropriate authority in accordance with applicable requirements.
5. Clinical trials and other regulated research obtain additional approvals or registrations wherever prescribed.
6. Research involving animals, biological materials, or other specially regulated activities obtain the relevant approvals and comply with applicable regulations.

7. Student research conducted under the guidance and supervision of appropriately qualified faculty members.

Research Misconduct

Suspected research misconduct be reported to the appropriate institutional authority. The matter be examined fairly, with confidentiality and an opportunity for the concerned persons to respond.

Where misconduct is established, action may be taken according to applicable institutional rules, university regulations, funding conditions, and legal requirements.

Responsibilities

Designation / Authority	Responsibility
Principal – Dr.Guljot Singh	Overall institutional oversight of research governance and compliance
Research Committee Head – Dr. Aashish Pandey	Coordination of research activities, academic guidance, and monitoring of research documentation
Faculty Research Supervisors	Guidance on study design, research methodology, ethical compliance, data management, and publication
Student Researchers	Compliance with approved protocols, accurate data recording, confidentiality, and ethical research conduct
Competent Institutional Ethics Committee, where constituted	Independent ethical review, approval, monitoring, and other functions within its authorised scope

Research Records and Monitoring

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The college maintain appropriate records of research proposals, approvals, student projects, publications, presentations, and other research activities. Records be made available to authorised inspecting bodies in accordance with applicable requirements.

Review

The Research Committee periodically review research activities and recommend improvements in research quality, ethical awareness, supervision, and publication practices.

Principal

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Disability Support and Accessibility

7.1 Objective

To provide an inclusive, accessible, and equitable learning environment for students, faculty members, staff, patients, and visitors with disabilities at Daswani Dental College & Research Centre, Kota.

7.2 Scope

This policy applies to academic activities, clinical training, examinations, institutional buildings, laboratories, libraries, hostels, administrative offices, digital platforms, and other facilities under the control of the college.

7.3 Policy Statement

The college endeavour to prevent disability-based discrimination and provide reasonable accommodation and appropriate support in accordance with applicable law, regulatory requirements, and the individual needs of the person concerned.

No student be unfairly denied access to educational opportunities solely on the basis of disability. Academic, clinical, and professional requirements be addressed in accordance with applicable regulations, essential competency standards, and reasonable accommodation provisions.

7.4 Accessibility Measures

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Website: www.daswanidentalcollege.com | **Email:**apvmskota@gmail.com | **Contact:** 9001822638

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A. Physical accessibility

The college periodically assess the accessibility of its premises and, subject to applicable requirements and feasibility, provide or improve:

- Accessible routes and entrances.
- Ramps, handrails, and lifts where required.
- Accessible toilets and washroom facilities.
- Appropriate signage and wayfinding.
- Accessible seating and learning spaces.
- Safe evacuation and emergency assistance arrangements.
- Access to the library, laboratories, clinics, and administrative areas.

B. Academic support

- Provision of accessible learning materials in suitable formats wherever feasible.
- Appropriate seating and classroom arrangements.
- Reasonable flexibility or accommodations in learning activities, where permitted.
- Assistance in accessing educational resources and institutional information.
- Coordination with the university regarding examination accommodations, scribes, extra time, or other concessions wherever permitted by applicable rules.

C. Digital accessibility

The college endeavour to make its website, online notices, admission information, academic materials, and other digital services accessible to persons with disabilities. This may include readable documents, appropriate text alternatives for images, accessible navigation, and compatible digital formats.

D. Clinical and practical training

The college consider reasonable accommodations during clinical postings, laboratory sessions, and practical training while maintaining applicable patient-safety requirements, professional standards, and essential competencies. Individual needs be assessed appropriately rather than addressed through blanket assumptions.

E. Disability awareness

The institution promote awareness among faculty members, students, administrative personnel, and clinical staff regarding disability rights, respectful communication, accessibility, and reasonable accommodation.

7.5 Procedure for Requesting Support

1. A student or staff member requiring support may submit a request to the Principal or the designated institutional office.
2. The request may identify the accommodation required and provide supporting documentation where reasonably necessary under applicable rules.
3. The college assess the request individually, considering accessibility, educational requirements, safety, feasibility, and applicable legal obligations.
4. The matter be referred to the appropriate academic, administrative, or facilities authority for implementation.
5. The person concerned be informed of the decision and the available arrangements.
6. If the requested accommodation cannot be provided in the proposed form, the college consider suitable alternatives consistent with applicable requirements.
7. Any disagreement or unresolved concern may be submitted through the Student Grievance Redressal Committee or the appropriate competent authority.

DASWANI DENTAL COLLEGE & RESEARCH CENTRE, KOTA

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7.6 Responsibilities

Designation / Section	Responsibility
Principal – Dr.Guljot Singh	Overall supervision of disability inclusion and institutional compliance
Academic Section – Dr. Abhishek Mehta	Coordination of academic support and examination-related accommodation requests
Office Superintendent – Dr. Shaleen Daswani	Administrative assistance and maintenance of relevant records
IT / Website Administration – Mr. Mohit	Support for digital accessibility and accessible publication of institutional information
Heads of Departments	Identification of academic or clinical barriers and coordination of appropriate support
Relevant Facilities / Administrative Personnel	Assistance with physical accessibility, signage, and other infrastructure-related requirements

The listed designations are based on the attached institutional leadership document. The document does not identify a separate Disability Support Committee or Disability Coordinator; these may be formally designated by the Principal if required.

intitutional_leadership.doc

7.7 Confidentiality and Non-Discrimination

Information relating to disability be handled confidentially and shared only with authorised persons where necessary to arrange support or comply with legal requirements. Students and staff seeking disability-related support be treated with dignity and not be subjected to harassment or retaliation.

7.8 Monitoring and Review

The college periodically review accessibility barriers, accommodation requests, student feedback, and the effectiveness of support arrangements. Identified deficiencies be addressed in accordance with applicable requirements and within the prescribed timelines.

8. Institutional Policy Administration and Review

The following common provisions apply to the above policies.

Particular	Institutional Provision
Name of Institution	Daswani Dental College & Research Centre, Kota
Head of Institution	Dr.Guljot Singh, Principal
Policy implementation	Principal, designated committee heads, Heads of Departments, and relevant administrative sections
Policy approval	Competent institutional authority, in accordance with the governing body's delegated powers
Publication	Official college website and other authorised institutional channels
Record maintenance	Relevant committee, Academic Section, or Administrative Office, according to the subject matter
Review	Periodically and whenever regulatory requirements or institutional circumstances necessitate revision
Amendment	Through the approved institutional process
Compliance	Applicable legislation, university regulations, and directions of competent statutory and regulatory authorities

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Recommended institutional approval format

APPROVAL AND ADOPTION OF INSTITUTIONAL POLICIES

The above Institutional Policies on Admissions, Anti-Ragging, Student Welfare, Grievance Redressal, Gender Sensitization, Research Ethics, and Disability Support are submitted for consideration and approval by the competent authority of Daswani Dental College & Research Centre, Kota.

Upon approval, the policies be communicated to students, faculty members, non-teaching staff, and other relevant stakeholders through appropriate institutional channels. The designated committees and administrative sections be responsible for implementation, monitoring, documentation, and periodic review within their respective jurisdictions.

Principal
Dr.Guljot Singh
Daswani Dental College & Research Centre, Kota

Date: _____

Approved by the Competent Authority: _____

Designation: _____

Signature and Seal: _____