

Altamash Institute of Dental Medicine

Department of Medical Education

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| Name of Policy | Co-Curricular |
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1. Purpose

This Co-Curricular Policy for Students is intended to offer rules and a structure for participating in worthwhile and varied co-curricular activities that support the academic curriculum. The purpose of extracurricular activities is to advance students' general development, leadership potential, cohesiveness, and personal progress.

2. Scope

The scope of this policy:

All students enrolled in Altamash Institute of Dental Medicine are subject to this policy. A wide range of extracurricular activities, as per availability of the coach / instructor will be offered every year. Co-curricular activities are inclusive and accessible to all students, regardless of their background, abilities, or interests.

3. Policy statement

The development of well-rounded medical professionals who are not only academically proficient but also socially responsible, culturally aware, and capable of effective communication and leadership depends heavily on co-curricular activities. Students are encouraged to explore a variety of interests, work with peers, and benefit the community by participating in co-curricular activities.

3.1. Participation Criteria: The Criteria include good academic standing i.e. >80% scores in the latest exam, behavior (i.e. never breached code of conduct), and attendance requirements i.e. 75% attendance.

3.2. Supervision and Coordination: The system for supervision and coordination typically involves the following components

3.3. Administrative Body or Committee: These committees are responsible for setting policies, guidelines, and objectives for co-curricular activities and ensure that co-curricular activities contribute to students' holistic development and also get approval on the budget and align with resource allocation team for various activities.

3.4 Co-curricular Coordinator: Oversees entire co-curricular program and ensures its smooth functioning along activity-specific faculty advisors and mentors and also plans and schedules activities throughout the academic year.

3.5. Faculty Advisors/Mentors: members are identified on their expertise and interest and assigned them to a particular extracurricular activities based on their area of expertise. Mentors will assist students who are engaging in the activity by offering them direction, mentoring, and supervision. Selected mentors will make sure the activity supports the institution's values and educational objectives.

3.6. Student Leaders/Champions: Students' leaders will plan and carry out activities in coincidence with the academic mentors and contributes a good communication between participants and organizers.

3.7. Activity-specific Teams: Designed for each extracurricular activity which includes debating club, sports etc. required any support workers as well as mentors, students, and faculty advisers they are accountable for the activity's organization, planning, and execution.

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3.8. Resource Allocation Team: make sure that the appropriate resources (money, locations, and equipment) are allotted to the activity also organize the necessary transportation, resources, and logistics for events

3.9. Communication and Promotion Team: controls the flow of information to the community, parents, and students. They use social media, newsletters, notice boards, class announcements and other effective tools to advertise events.

3.10. Evaluation and Feedback Team: observe the development and results of extracurricular activities and will gather participant and stakeholder feedback for ongoing improvement. This team evaluates how activities affect kids' growth .They also ensure that extracurricular activities are in line with learning goals and encourages cooperation between the academic and extracurricular departments

3.11. Points to Ensure Well-Organized and Safe Activities

3.11.1. Risk Assessment: if there are any potential risks related to any action , the team of co-curricular activities assigned at the time create measures for mitigating those risks.

3.11.2. Emergency Protocols:

3.11.2.1. An Emergency Action Plan will be developed specifically for the sports day event.

3.11.2.2. There will be a first aid stations with trained medical personnel equipped to handle minor injuries and medical emergencies.

3.11.2.3. Team will ensure to have walkie-talkies and mobile phones, to quickly communicate between event organizers, medical staff, security, and other relevant personnel.

3.11.2.4. Every participant will have access of up-to-date emergency contact list with phone numbers for local emergency services, event organizers, medical staff, and other key personnel.

3.11.2.5. Clear security protocols to handle potential security threats and ensure the safety of everyone present will be provided.

3.11.2.6. A lost and found area and designate personnel to handle lost children or belongings during the event will be managed by a team member

3.11.2.7. A process for reporting injuries or incidents during the sports day, ensuring that they are documented and properly addressed will be made for each sports day

3.11.2.8 There will be availability of an emergency transportation to nearby medical facilities if necessary.

3.11.2.9 After the sports day, Team will conduct a debriefing session to review how emergency protocols were executed and identify areas for improvement

3.12. Schedule and Timings: A schedule will be provided for co-curricular activities, taking into account the regular academic timetable to avoid conflicts.

3.13. Assessment and Recognition:

We will assess the students by checking via checklist and scoring sheets made at the time of

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meetings held before the event. Experts will be asked to make the checklist and scoring sheets.

We will ask assigned mentors about the participant's engagement and progress in activity also the quality and impact of the project on performances or any tangible outcome which help committee to for the continuous improvement on the activity.

3.14 Rewards:

Certificates and badges for acknowledging students participation. The awards or prizes at the end of the activity will be provided to the students for encouragement.

The publications will be by the news letters, social media post and all announcement of the event will be displayed on the website like: achievements of the students providing public recognitions and encouragement to participate more.

3.15 Collaboration with External Partners:

To achieve the external partners the mentor or coordinator will make communications with external channels through meetings, emails and phone calls. The external opportunities will benefits students to learn through their workshops, lectures, demonstration , sports event, visits, practical exposures and hand-on experiences which connects students to the real Invite external partners to be guest speakers, mentors, or coaches.

4. Standard Operating Procedures for co-curricular activity approval:

4.1. Activity Proposal and Approval: The designated Co-Curricular Committee will receive a proposal from students interested in planning or taking part in co-curricular activities that includes information on the activity's goals, anticipated results, budget, and schedule. Based on how well they fit with the institution's goals and values, the committee will evaluate and approve activities.

4.2. Recognition and Records: Students' involvement in extracurricular activities will be included in their records, demonstrating their dedication to overall development. On official record accomplishments, leadership responsibilities, and noteworthy achievements will be noted.

4.3. Code of Conduct: Throughout all co-curricular activities, participants are expected to uphold the institution's code of conduct and ethical standards. The proper disciplinary measures may be taken in response to any wrongdoing or breach.

4.4. Review and Evaluation: Feedback from students, teachers, and other stakeholders will be taken and improvement will be done on the basis of the feedback

4.5. Reporting and Documentation: All co-curricular activities, including participant information, accomplishments, and results, will be documented by the co-curricular committee. Periodic reports on the impact of co-curricular initiatives will be shared with relevant stakeholders.

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5. Linked/Referenced Documents:

- Code of conduct

6. Responsibilities:

The policy ownership lies with the Department of Medical Education and administration

7. Revision/Modification History & frequency:

7.1. Review Policy

The policy will be reviewed every three years. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.


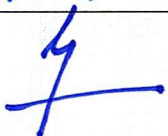
7.2. Custodian of the policy

A formal approval will be required if a policy is revised more than 25%. Director DME would determine the percentage of revision in consultation with the custodian of policy.

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