



# SARASWATI

## COLLEGE OF PHARMACY

Mohali, Punjab

## HEALTH AND WELL-BEING POLICY



NH 05, Chandigarh - Ludhiana Road, Gharuan, Mohali - 140413, Punjab, India



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**Mohali, Punjab**

### **HEALTH AND WELL-BEING POLICY**

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### 1. Introduction

Saraswati College of Pharmacy is deeply committed to fostering a healthy, safe, inclusive, and sustainable campus environment that promotes the holistic well-being of its students, faculty, and staff. The institution recognizes that health is a multidimensional concept encompassing physical, mental, emotional, social, environmental, and occupational dimensions. A healthy campus culture not only enhances academic excellence but also strengthens professional competence, ethical responsibility, and community engagement.

This Health and Well-Being Policy is designed to create a structured framework for promoting preventive healthcare, mental health awareness, stress management, environmental sustainability, and social harmony within the campus community. The college acknowledges that students pursuing pharmacy education often face academic pressure, clinical responsibilities, and performance expectations. Therefore, the institution prioritizes supportive systems that enhance resilience, emotional intelligence, work-life balance, and positive interpersonal relationships. The policy integrates institutional best practices with national regulatory standards and aligns with the quality benchmarks of the National Assessment and Accreditation Council

### 2. Vision

To create a safe, health-promoting, and environmentally responsible campus that nurtures holistic well-being for all stakeholders. Through this holistic vision, Saraswati College of Pharmacy seeks to produce not only competent pharmacy professionals but also socially responsible citizens who uphold health promotion, environmental stewardship, and community well-being as core professional values.

### 3. Mission

- Promote a pollution-free and non-toxic campus.
- Provide accessible health and counselling services.
- Integrate safety and hygiene into academic and laboratory practices.
- Encourage physical fitness, yoga, and stress management.
- Ensure food safety and nutrition within campus facilities.



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#### 4. Objectives

- a) To maintain a clean, green, pollution-free, and safe campus environment that supports the overall well-being of students and staff.
- b) To ensure timely access to basic health care facilities, first aid, emergency response, and regular health check-ups within the campus.
- c) To provide structured, confidential, and professional counselling services that promote emotional resilience and psychological well-being.
- d) To encourage regular physical activity, sports participation, yoga, and wellness programs that enhance physical fitness and reduce lifestyle-related health risks.
- e) To ensure high standards of cleanliness, sanitation, safe drinking water, and hygienic food practices across the campus.
- f) To establish systematic monitoring, review, and feedback mechanisms to continuously improve health and well-being initiatives.

#### 5. Scope

This Health and Well-Being Policy is applicable to all stakeholders associated with Saraswati College of Pharmacy and extends to every functional and operational area of the institution. The scope of the policy ensures inclusivity, accountability, and uniform implementation across the campus.

##### ✧ **The policy applies to:**

**Students:** All undergraduate and diploma students enrolled in the institution, including day scholars and hostel residents. The policy covers their physical health, mental well-being, safety, hygiene, academic stress management, and participation in wellness and sustainability initiatives.

**Teaching Faculty:** All permanent, contractual, visiting, and adjunct faculty members. The policy supports occupational health, stress management, work-life balance, and professional well-being.

**Non-Teaching and Administrative Staff:** All technical, laboratory, clerical, maintenance, security, and support staff. The policy ensures a safe working environment, access to health services, and adherence to hygiene and safety standards.

**Hostel Residents:** Students residing in hostels are covered under additional provisions related to residential safety, sanitation, food hygiene, mental health support, recreation, and emergency preparedness.



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### 6. Institutional Framework

#### 6.1 MindEase – Counselling & Wellness Centre

**MindEase – Counselling & Wellness Centre** is a dedicated initiative committed to promoting mental health, emotional resilience, and overall well-being among students, faculty, and staff. The Centre provides a safe, confidential, and supportive environment where individuals can seek guidance for personal, academic, emotional, and psychological concerns.

The Centre focuses on early identification of stress, anxiety, adjustment difficulties, and other mental health challenges, offering professional counselling services, wellness programs, and preventive mental health initiatives. Through workshops, awareness campaigns, life skills training, and stress management sessions, MindEase aims to foster a culture of empathy, balance, and holistic development within the campus community.

Aligned with institutional values and quality standards, MindEase strives to create a stigma-free environment where mental well-being is prioritized as an essential component of academic success and personal growth.

### 7. Policy Areas & Implementation Framework

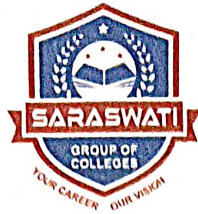
#### 7.1 Environmental Health & Low-Pollution Practices

**Objective:** To promote a healthy, eco-friendly, and pollution-free campus environment.

##### Evaluation Parameters

- a. Waste Management (Solid waste segregation (biodegradable / non-biodegradable), E-waste disposal mechanism, Biomedical waste management and Composting practices)
- b. Air Quality & Smoke Control (Smoke-free campus policy, No waste burning practices, Green cover and tree plantation drives and Indoor air ventilation systems)
- c. Chemical & Hazardous Substance Control (Safe storage of laboratory chemicals, Use of eco-friendly cleaning agents and Proper disposal of hazardous materials)
- d. Noise Pollution Reduction (Noise-free academic zones, Regulation of loudspeakers and Awareness on noise control)
- e. Documentation Required (Policy documents, Photographic evidence, Green audit reports, Waste management records, Circulars and notices)

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### 7.2 Promotion of Walking, Cycling & Safe Mobility

**Objective:** To encourage sustainable transport and reduce carbon footprint while promoting physical and mental well-being.

#### Evaluation Parameters

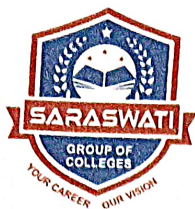
- Safe Pedestrian Pathways (Dedicated walking tracks, Barrier-free access (ramps, handrails, Proper lighting, Safety signage and CCTV surveillance for security)
- Shaded Walkways (Tree-lined pathways, Covered corridors and Heat-reduction initiatives)
- Cycling Encouragement (Bicycle stands and parking, and Awareness campaigns on eco-friendly transport)
- Traffic Calming Measures (Speed breakers inside campus, Speed limit signboards and Restricted vehicle entry during peak hours)
- Documentation Required (Campus layout map, Photographs and Policy on sustainable mobility)

### 7.3 Health Promotion & Wellness Initiatives

**Objective:** To organize regular health awareness programs, screening camps, and wellness drives.

#### Evaluation Parameters

- Physical Health Support (Annual health check-up camps, Medical room with first aid facilities, Tie-ups with nearby hospitals and Emergency response system)
- Mental Health & Stress Management (Mental Health & Counselling Services, Designated Counsellor / Counselling Cell, Confidential consultation system, Mental health awareness programs and Referral system for advanced care)
- Yoga and meditation sessions (Regular Yoga & Meditation Sessions, Celebration of International Yoga Day and Stress management workshops)
- Hygiene & Sanitation (Clean drinking water, Separate washrooms for staff and students, Sanitary napkin vending machines and Regular sanitation audits)



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## 7.4 Physical Activity

**Objective:** To encourage regular participation in sports, yoga, and fitness activities.

### Evaluation Parameters

- Infrastructure & Facilities (The institution provides adequate sports grounds, indoor game facilities, and dedicated spaces for yoga and fitness activities to promote active participation)
- Structured Physical Activity Programs (Regular sports events, yoga sessions, fitness drives, and annual sports competitions are organized to ensure systematic engagement in physical activities)
- Curriculum Integration (Physical education, yoga, and health-related activities are integrated into the academic curriculum to promote lifelong healthy habits)
- Safety & Risk Management (Proper safety guidelines, supervision, first aid support, and risk management protocols are implemented to ensure safe participation in all physical activities)

## 8 Capacity building and training

### 8.1 Faculty Development

- The institution organizes regular Faculty Development Programmes (FDPs) to enhance knowledge on health promotion, mental well-being, and inclusive practices.
- Continuous professional development ensures faculty members integrate health, safety, and wellness principles into teaching and mentoring processes.

### 8.2 Staff Training

- Administrative and support staff are provided with periodic training on workplace safety, emergency response, hygiene standards, and stress management.
- Capacity-building initiatives strengthen staff competency in maintaining a safe, healthy, and supportive campus environment.



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### 8.3 Student Empowerment

- Students are encouraged to actively participate in health awareness campaigns, peer-support initiatives, and wellness programs.
- The institution promotes self-care, resilience, and leadership skills to enable students to take responsibility for their physical and mental well-being.

### 8.4 Collaboration

- The institution collaborates with healthcare organizations, NGOs, and community stakeholders to promote comprehensive health initiatives.
- Partnerships with reputed bodies, such as the National Assessment and Accreditation Council guidelines, ensure quality-driven, sustainable health and well-being practices.

### 9. Inclusive and Safe Environment

- The institution is committed to fostering an inclusive campus environment that respects diversity, equity, and dignity for all students and staff, irrespective of gender, caste, religion, or ability.
- A zero-tolerance policy towards discrimination, harassment, and bullying is strictly enforced through the Internal Complaints Committee (ICC) and Anti-Ragging Cell, ensuring prompt and confidential redressal of grievances.
- **MindEase – Counselling & Wellness Centre** plays a vital role in creating a psychologically safe and emotionally supportive environment by providing confidential counselling, stress management sessions, and mental health awareness programs.
- The Centre promotes inclusivity by offering non-judgmental support, crisis intervention, and referral services, ensuring that every student and staff member feels heard, valued, and supported.
- Through regular sensitization workshops, peer-support initiatives, and accessible facilities, the institution strengthens a culture of empathy, safety, and holistic well-being.

### 10. Data Protection and Ethical Standards

- The institution ensures strict confidentiality and secure handling of personal, academic, and health-related information of students and staff.
- All records related to counselling, medical reports, and grievance redressal are maintained with restricted access and used solely for institutional and welfare purposes.
- Ethical standards are upheld through informed consent, transparency, and compliance with institutional guidelines to protect individual privacy and dignity.

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- The institution promotes responsible data management practices in alignment with NAAC quality assurance and professional ethical norms.

## 11. Key Performance Indicators (KPIs)

Area	KPI Indicator	Target
Environmental Health	Proper waste segregation rate	≥ 90%
Wellness Programs	Programs conducted per year	≥ 6
Mental Health	Counselling utilization awareness	Annual increase
Physical Activity	Student participation rate	≥ 70%
Satisfaction	Positive feedback score	≥ 80%

## 12. Governance Structure

✧ Health & Well-Being Committee:

Designation	Responsibilities
Principal – Chairperson	Provides overall leadership, vision, and strategic direction for health and well-being initiatives.
IQAC Coordinator – Member Secretary	Ensures integration of health and well-being initiatives with quality assurance frameworks
Senior Faculty – Member	Provides academic and mentoring support related to student wellbeing and assists in planning health awareness programs, workshops, and training sessions.
Medical Officer / Counsellor – Member	Offers professional guidance on physical and mental health matters.
Administrative Officer – Member	Oversees logistical arrangements and infrastructure related to health and safety.
Student Representative – Member	Represents student perspectives, concerns, and suggestions.



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### 13. Monitoring & Evaluation

- Annual Health & Wellness Audit
- Green & Safety Audit
- Feedback collection
- IQAC Review
- Corrective & Preventive Action (CAPA)

### 14. Grievance Redressal

Saraswati College of Pharmacy is committed to maintaining transparency, accountability, and fairness in addressing concerns related to health, safety, and well-being. A structured Grievance Redressal Mechanism is established to ensure that students and staff can raise issues without fear of retaliation or discrimination.

Students and staff may report concerns related to health facilities, medical support, food quality, sanitation, hygiene, hostel conditions, mental health services, or counselling support through the institutional **Grievance Redressal Cell**, suggestion boxes, or the official institutional email. Complaints may be submitted in writing or electronically, ensuring confidentiality and respect for privacy.

Upon receipt of a complaint:

- ✓ The grievance will be acknowledged within a specified timeframe (e.g., 2–3 working days).
- ✓ The matter will be reviewed by the designated committee or the concerned authority.
- ✓ Necessary inquiry or inspection will be conducted where applicable.
- ✓ Corrective and preventive actions will be initiated promptly.
- ✓ The complainant will be informed about the resolution within a defined timeline (normally within 7–15 working days, depending on the nature of the issue).
- ✓ Serious matters concerning safety, harassment, or health emergencies will be given priority and addressed immediately through appropriate institutional mechanisms.

This mechanism ensures that the campus remains responsive, student-centric, and committed to continuous improvement in health and well-being services.



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### **15. Funding, Resources and Review**

#### **15.1 Financial Allocations**

- The institution ensures adequate budgetary provision for health and well-being initiatives, including counselling services, medical facilities, training programs, and awareness campaigns.
- Funds are allocated annually based on needs assessment and are utilized transparently with proper monitoring and reporting mechanisms.

#### **15.2 Resource Development**

- The institution focuses on developing physical, human, and digital resources to strengthen health services and wellness infrastructure.
- Continuous upgrading of facilities, capacity-building of staff, and adoption of innovative tools enhance the effectiveness and sustainability of health programs.

#### **15.3 Partnership**

- Collaborations with hospitals, healthcare professionals, NGOs, community organizations and government schemes such as TELE MANAS are encouraged to expand the scope of health services and outreach activities.

#### **15.4 Review and Revision**

- The Health & Well-Being Policy is reviewed every three years or earlier in response to new UGC guidelines or emerging mental health needs.
- Feedback from students, faculty, and stakeholders is incorporated to revise and strengthen the policy for continuous quality improvement.

Health and Well-Being Details

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7	Student and staff feedback on health and wellness facilities	Surveys and suggestion boxes	Semester-wise
8	Review meetings of the Health & Well-Being Committee	Meeting minutes and action plans	Quarterly
9	Grievance redressal related to health, hygiene, and safety	Complaint register and resolution records	As required
10	Preparation of annual health and well-being report	Institutional documentation	Annually

*P-11*  
Principal  
Principal  
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