



# S.A. COLLEGE OF EDUCATION

A Minority Institution, Run by Nalanda Minority Educational & Welfare Trust  
(Recognised by Govt of Bihar)

Ref. No. :

Date : 10/12/2023

## S A COLLEGE OF EDUCATION

First Aid, Medical and Counselling Facilities  
For BBA, BCA & MBA Courses

### 1. Introduction

The institution is committed to ensuring the **health, safety, and well-being** of all students enrolled in **BBA, BCA, and MBA programmes**. To achieve this, the institution provides structured **First Aid, Medical, and Counselling Facilities** to address emergencies, health concerns, and mental well-being.

These facilities aim to create a supportive and safe learning environment, in compliance with NAAC, UGC, and University guidelines.


### 2. Objectives

- To provide immediate first aid and medical assistance for accidents or sudden illnesses
- To ensure access to professional medical care when required
- To support students' mental health and emotional well-being
- To create awareness on health, hygiene, and preventive measures
- To maintain a safe and healthy campus environment

### 3. Scope

This policy applies to:

- All students of BBA, BCA, and MBA courses

  
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- Teaching and non-teaching staff involved in student support
- Campus areas including classrooms, labs, hostels, sports facilities, and events

#### 4. First Aid Facilities

- First aid kits available in classrooms, labs, sports areas, and administrative offices
- Designated staff trained in basic first aid and CPR
- Emergency contact numbers displayed at strategic locations
- Quick response protocol for minor injuries, burns, and accidents

#### 5. Medical Facilities

- Tie-up with local hospitals, clinics, and medical practitioners for emergencies
- Periodic health check-ups for students and staff
- Availability of medical insurance guidance for students
- Maintenance of medical records and documentation of incidents
- Awareness programs on hygiene, nutrition, and preventive healthcare

  
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## 6. Counselling Facilities

- Appointment of a qualified **Student Counselor**
- Individual and group counselling sessions for academic, emotional, or psychological issues
- Career guidance and mentoring support
- Referral to external professionals if required
- Confidentiality and ethical standards strictly maintained

## 7. Roles & Responsibilities

### 7.1 Institution

- Provide infrastructure, equipment, and trained personnel
- Ensure smooth coordination of medical and counselling services
- Promote health and wellness initiatives

### 7.2 Faculty & Staff

- Identify students in need of support
- Facilitate access to first aid, medical, and counselling services
- Assist in awareness and preventive programs

### 7.3 Students

- Follow safety and health guidelines
- Utilize counselling services proactively
- Report incidents and health issues promptly

  
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## 8. Emergency Protocol

- Immediate assistance provided in case of accidents or sudden illness
- Escalation to nearest hospital or medical facility when required
- Documentation and reporting of incidents to the Head of Institution

## 9. Awareness & Training


- First aid and CPR training workshops for staff and student volunteers
- Health awareness seminars on topics like stress management, nutrition, and hygiene
- Regular updates on medical facilities and emergency contacts

## 10. Monitoring & Documentation

- Maintenance of first aid and medical logs
- Records of counselling sessions (confidential)
- Periodic review by Student Welfare Committee / IQAC
- Annual report submission on health and counselling initiatives

## 11. Expected Outcomes

- Safe and supportive campus environment
- Improved physical and mental well-being of students

  
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- Awareness and preventive practices among students and staff
- Timely medical intervention and counselling support

## 12. Conclusion

The institution's **First Aid, Medical, and Counselling Facilities** ensure comprehensive care, safety, and well-being for all students of **BBA, BCA, and MBA programmes**, reflecting a commitment to holistic education and health-conscious campus culture.

*This policy is applicable to all stakeholders of BBA, BCA, and MBA courses.*

  
Secretary

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