	<h1>Dental College HITEC-Institute Of Medical Sciences</h1>	
	<h2>SOP of Students Record</h2>	
	DOCUMENT #: SA-SOP-20	ISSUE # 01

Student records encompass all type records, i.e. files, documents, and other materials that contain information directly related to the students and are maintained by the Dental College.

Dental college responsibility regarding records

It is the responsibility of Students affairs department to safe guard the confidentiality of student records.

It is required to obtain parental written consent before sharing student's any identifiable information.

Policy for Access to Academic record

Students are allowed to access and review their own academic records, and are allowed to request release of such records in accordance with the policy of Dental College HITEC-IMS.

PURPOSE


Students have the right to access and review their own academic records. Apart from that Faculty, staff and administrators can also review the academic record of students (with their permission) for any of the following purposes.

- For evaluations or recommendations
- For any internal or external action or proceedings affecting the student or the institution with respect to the student, including proceedings to amend or correct an education record

The following parties with legitimate educational purposes may access student's academic records without prior permission from the student:

- Head of Student Affairs Department
- Academic Counselor (Mentor)
- A duly appointed grievance appeal officer, or a duly appointed committee on student performance, promotion or retention.
- Parents and guardians

Students Information or records will not be released to any individual or agency without the student's written permission.

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Any request for such information received without such written permission will not be honored and will be returned with a request for a written release from the student.

PROCEDURE

1. All the attendance records and results of class tests, term, send up and professional exams will be displayed on college notice boards.
2. Students can access and view their record during office hours by contacting the Head of student Affairs Department.
3. The students are required to provide written application before the record is released to them.
4. The student can review their student record only in a designated area at the Office of Student Affairs.
5. Copies of information can be made on site by students by submitting a separate written request approved by the Principal.
6. Students must give written permission to let others view the contents of their files (e.g., faculty for the purpose of writing letters of recommendation).
7. The person who is receiving the document in behalf of any student shall submit the ID Card copy, and authorized letter from the student.

Access to Medical Record of students

The Student Affairs Department is designated for keeping students health record of students. Medical record includes the information regarding the screening and immunization status of students.

Student's medical record will not be released to any individual or agency without the student's or their guardian written permission. Otherwise student health records will only be available to the students.