DOW UNIVERSITY OF HEALTH SCIENCES

STANDARD OPERATING PROCEDURE

Policy for Women's Access, Admission and Participation

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DISTRIBUTION LIST

The following personnel are on the controlled distribution list:

- Vice Chancellor
- Pro-Vice Chancellor(s)
- Registrar
- Director Admissions
- Director, Quality Enhancement Cell (QEC)
- Director Finance
- Deans
- Principals and Directors of constituent colleges/institutes/schools
- Student Affairs / Student Counselling
- Financial Aid Office
- Heads of Relevant Administrative and Data-Reporting Units

TERMS AND DEFINITION

TERMS	DEFINITION
Access	Fair opportunity to apply for, enter and benefit from DUHS academic programs, subject to published eligibility and merit requirements.
Application rate	The number of women applicants divided by the total number of applicants for the relevant program and admission cycle, expressed as a percentage.
Acceptance / entry rate	For monitoring purposes, the proportion of women applicants offered admission and/or enrolled, reported with the numerator and denominator clearly specified. Offer rate and enrolment yield shall be reported separately.
Participation	Women's enrolment, continuation, engagement in academic and co-curricular activities, representation in student bodies, and access to student support.
Completion / graduation rate	The percentage of a defined entry cohort that completes its program within the University's approved timeframe or a stated monitoring window. Cohort and timeframe must be specified.
Disaggregated data	Data separated by sex and, where lawful, appropriate and available, by program, level, campus, admission route, financial-aid status and other relevant factors.
Reasonable support	Appropriate information, counselling, mentoring, financial assistance, referral or other support intended to address barriers without compromising academic standards or lawful admission criteria.

LIST OF ABBREVIATIONS

DUHS – Dow University of Health Sciences

QEC – Quality Enhancement Cell

SOP – Standard Operating Procedure

1 PURPOSE:

This Policy establishes a University-wide framework to promote, monitor and support women's equitable access to admission, entry, participation, continuation and completion at DUHS. It operationalizes the open-access and non-discrimination principle in section 5(1) of the Dow University of Health Sciences Act, 2004, as amended, which provides that academically qualified persons shall not be denied admission on the grounds specified in the Act. Admission remains subject to approved eligibility criteria, merit, available seats and applicable laws and regulations.

2 SCOPE:

This Policy applies to all academic programs at undergraduate and postgraduate levels offered at DUHS constituent colleges/institutes/schools, and to the offices responsible for admissions, student support, scholarships, academic records and quality assurance. Where data are available for affiliated entities, reporting arrangements shall be defined in accordance with the University's authority and applicable agreements.

3 RESPONSIBILITIES:

The Academic Council shall frame or review admission policies in accordance with the DUHS Act, applicable Government guidelines and relevant principles, and consider systemic issues identified through monitoring for referral to the competent authority.

3.1 The Registrar shall coordinate policy notification and institutional circulation and place the Policy before competent statutory authorities where approval or amendment is required.

3.2 The Director Admissions / Admissions Offices shall maintain accurate admission-cycle data, including women applicants, eligible applicants (where recorded), admission offers, acceptances and actual enrolments by program and admission route, and ensure consistent implementation of published eligibility criteria and admission procedures.

3.3 Deans, Principals, Directors and Program Heads shall review program-level trends relating to women's access, participation and completion, identify potential barriers and propose appropriate academic or student-support measures.

3.4 The Quality Enhancement Cell (QEC) shall define reporting templates and indicator definitions, analyze trends, validate annual summaries, include findings in institutional quality reports and recommend improvement actions.

3.5 Student Affairs, Counselling and Financial Aid Offices shall provide information and referrals regarding available mentoring, counselling, welfare and scholarship services

and maintain appropriate records of support offered and its uptake.

3.6 The Director Finance / Financial Aid and Scholarship Office shall provide aggregate information on relevant scholarships, financial assistance and awards by gender, where lawfully available.

3.7 All relevant offices and academic units shall ensure timely collection, review, validation and reporting of relevant information and implement approved improvement measures within their respective areas of responsibility.

4 PROCEDURE:

4.1 Annual access and admission monitoring

4.1.1 After each admission cycle, Admissions shall compile program-level counts of total applicants and women applicants, offers made to women, total offers, women who accept offers, and women who enroll. Where available, eligible-applicant data shall also be captured.

4.1.2 The University shall report both counts and rates, with numerators and denominators clearly defined.

4.1.3 At minimum, the annual report shall include: (a) women's application rate; (b) women's offer/admission rate; (c) women's entry/enrolment rate; and (d) comparison with prior admission cycles. Data shall be disaggregated by program and level where sample sizes and privacy considerations permit.

4.1.4 QEC shall coordinate validation with Admissions and relevant academic units and prepare an annual summary for the competent University authorities and required external reporting channels.

4.2 Participation, continuation and completion

4.2.1 Academic units and relevant student-record offices shall monitor women's enrolment, continuation/retention, withdrawals, academic progression and graduation/completion rates using consistent cohort definitions.

4.2.2 Participation indicators may include access to mentoring, counselling, scholarships or financial assistance, student societies, leadership roles, clinical/practical placements and other educational opportunities, where reliable data are available.

4.2.3 Graduation rates shall identify the entry cohort and completion timeframe. Where a program has a different standard duration, results shall be interpreted against that program's approved duration and applicable regulatory requirements.

4.3 Communication and complaints

Admission criteria and procedures shall be made publicly available through official DUHS channels. Applicants and students may raise concerns through the University's approved grievance, counselling or complaint mechanisms. Complaints shall be handled under applicable University policies and legal requirements, with confidentiality and protection against retaliation.

4.4 Data protection and reporting

Access to identifiable records shall be limited to authorized personnel. Reports for committees, external stakeholders and public communication should use aggregate data and suppress small cells where necessary to protect privacy. Data shall be retained and disposed of under applicable DUHS record-management requirements.

5 RELATED DOCUMENTS:

5.1 Dow University of Health Sciences Act, 2004, as amended, particularly section 5(1) (University open to all) and section 5(2) concerning admission policy.

5.2 DUHS Student Grievance Policy and Policy for Student Counseling.

5.3 DUHS policies on equality, diversity and inclusion, financial aid/scholarships, student welfare, and protection against harassment, as applicable.

6 RELATED RECORDS:

6.1 Annual Women's Application Rate and Acceptance/Entry Rate report, by program and admission cycle.

ANNEXURE A: ANNUAL REPORTING TEMPLATE

College/ Institute/ School	Program	Number of Applicants (Male)	Number of Applicants (Female)	Number of Students Succeeded in Getting Admission (Male)	Number of Students Succeeded in Getting Admission (Female)	Women's Applicants Rate	Women's Acceptance Rate