



SMCW-SUHRC/Committee/ 114/2025

Date- 21st Aug 2025

OFFICE ORDER

1. Re-Constitution of the College Council Committee at Symbiosis Medical College for Women and Symbiosis University Hospital and Research Centre.

2. Key Information.

Key Information	
Title	Re-Constitution of the College Council Committee at Symbiosis Medical College for Women and Symbiosis University Hospital and Research Centre
Policy Owner	Dean, SMCW & SUHRC
Responsible Department	Department of Dean Office , SMCW & SUHRC
Approved by	Dean, SMCW & SUHRC
Date of Approval	21 st Aug 2025
Effective date	21 st Aug 2025
Version number	Ver 3.0 supersedes previous version of 08 th Feb 2025
Policy Drafter	Dean, SMCW & SUHRC
Stakeholders consulted	Dean, SMCW & SUHRC; HoDs; Members and Administrative Staff
Frequency of review	Every year

3. Index of Contents of ibid Office Order

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4. Introduction. The college committee is a dedicated group of faculty and student representatives responsible for organizing, coordinating, and overseeing various academic, cultural, and administrative activities on campus. It plays a key role in enhancing student engagement, ensuring smooth operations, and fostering a vibrant college environment.

5. Purpose The purpose of the College Council Committee is to provide strategic guidance and make key decisions on academic, administrative, and student-related matters. It aims to ensure the smooth functioning of the college while promoting excellence in education and student development.

6. Scope and Applicability. The scope of the College Council Committee includes overseeing academic policies, student welfare, and extracurricular activities to ensure a well-rounded educational experience. It is applicable to all departments and stakeholders within the college, fostering collaboration and effective decision-making across the institution.

7. Objectives. The objectives of the College Council Committee are to enhance academic standards, support student welfare, and promote a collaborative environment among faculty, staff, and students. It strives to ensure transparent governance and continuous improvement in institutional performance.

- (a) To foster a collaborative environment between students, faculty, and administration for the overall development of the college.
- (b) To support and promote academic, cultural, and extracurricular activities within the institution.
- (c) To provide a platform for students to voice their opinions and actively participate in college governance.
- (d) To enhance leadership skills and a sense of responsibility among student members.
- (e) To contribute to maintaining discipline, inclusivity, and a positive campus environment.

8. Definitions/Abbreviations/Glossary of Terms.

- (a) **Approving Authority:** The Dean, SMCW shall serve as the approving authority for the College Council Committee.
- (b) **Rules:** Refer to the established guidelines and regulations of the SIU set forth to govern the conduct, behaviour, and responsibilities of individuals within a specific environment. These rules are designed to ensure order, safety, and discipline, and must be adhered to by all members of the community. Compliance with these rules is mandatory, and violations may result in disciplinary actions as determined by the governing authority.
- (c) **Code: Code** means a set or specific directives / instructions that

outline the expected behaviour/ activity of a stakeholder within and outside the premises. It is prescriptive in nature and is to be complied with by all stakeholders. There are codes of conduct prescribed for every section/ stakeholder of the SIU.

(d) **Guidelines: Guidelines** means a broad set or directives outlined to offer well thought - through procedures and practices on particular functions by the organization/ institution. They guide employees through a process or a task and give general recommendations or how to perform a task, or how to proceed in a situation. They usually provide a good overview of how to act in a situation where there's no specific policy or standard. Institutions derive their Rules, Policies and Procedures based on Guidelines.

(e) **Policy Drafter: Policy Drafter** means the Department /Committee /Individual who is assigned the task of drafting of a policy and manages the various stages or its development and subsequent modifications and revisions.

(f) **Procedure: Procedure** means detailed set or operational steps prescribed to conduct any activity in a standard manner in the institution. It is a step-by-step process followed to conduct the activity.

(g) **University: University** means Symbiosis International (Deemed University) established under Section 3 of the University Grants Commission Act. 1956.

(h) **Standard Operating Procedures (SOPs): University** means Symbiosis International (Deemed University) established under Section 3 of the University Grants Commission Act. 1956.

(i) **SMCW** - Symbiosis Medical College for Women.

(j) **SUHRC** - Symbiosis University Hospital & Research Centre

(k) **College Council Committee:** The College Council Committee is a composite governing body within Symbiosis Medical College for Women (SMCW) & Symbiosis University Hospital & Research Centre (SUHRC).

9. The **Terms of Reference (ToR)** College Council Committee is established to ensure cohesive institutional governance that embraces the diverse perspectives of faculty, administrative staff, and students. The Committee is tasked with making informed decisions on academic policies, curriculum development, budget planning, and overall institutional management in compliance with the guidelines set forth by the regulatory authorities.

10. **Statutory Composition:** The College Council Committee of SMCW & SUHRC shall consist of:

(a) Chairperson of the Committee: Dean, SMCW & SUHRC.

(b) Member Secretary: One HoD nominated by the Dean, SMCW & SUHRC.

(c) Members: All Dy Deans; All Heads of Academic (Teaching)

Departments; Medical Superintendent, SUHRC; Nursing Superintendent, SUHRC; Administrative Officer, SMCW.

(d) Co-Opted Members: Additional members may be co-opted for certain meetings on the directions of the Chairperson and communicated by the Member Secretary.

11. Current Composition

Sr. No.	Name	Designation	Role
(a)	Dr. V. K. Sashindran	Dean	Chairman
(b)	Dr. Prasad L. Bhanap	Medical Superintendent	Member
(c)	Dr. Ashwini Namdeorao Patil	Professor & Head, Department of Physiology	Member Secretary
(d)	Dr. Mandar Vilas Ambike	Dy Dean Student Welfare, Professor & Head, Department of Anatomy	Member
(e)	Col (Dr.) Hitender Singh Batra (Retd)	Dy Dean Admin, Professor & Head, Department of Biochemistry	Member
(f)	Brig. (Dr.) Ramakrishnan Narayanaswamy (Retd)	Dy Dean Academics (PG), Professor & Head, Department of Otorhinolaryngology	Member
(g)	Dr. Anjali Milind Kher	Dy Dean Research, Professor & Head, Department of Pediatrics	Member
(h)	Vacant	Dy Dean Academics (UG)	Member
(i)	Dr. Shruti Saurabh Kumar	Professor & Head, Department of Pathology	Member
(j)	Dr. Kalpana Mohan Angadi	Professor & Head, Department of Microbiology	Member
(k)	Dr. Shraddha Yadav	Professor & Head, Department of Pharmacology	Member
(l)	Dr. Pradeep Gangadhar Dixit	Professor & Head, Department of FMT	Member
(m)	Dr. Reshma Sudhir Patil	Professor & Head, Department of Community Medicine	Member
(n)	Dr. Priti Dave	Professor & Head, Department of General Medicine	Member

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Sr. No.	Name	Designation	Role
(o)	Dr. Meenakshi Nikhil Bhakare	Assoc. Professor & IC Head, Department of TB & Chest	Member
(p)	Dr. Neeta Rajendra Gokhale	Professor & Head, Department of Dermatology	Member
(q)	Dr. Kshirod Kumar Mishra	Professor & Head, Department of Psychiatry	Member
(r)	Dr. Pankaj Harish Bansode	Professor & Head, Department of General Surgery	Member
(s)	Dr. Abhijeet Sudhir Shroff	Professor & Head, Department of Orthopedics	Member
(t)	Dr. Prajakta Pradip Sambarey	Professor & Head, Department of Ophthalmology	Member
(u)	Dr. Indrani Hemantkumar Chincholi	Professor & Head, Department of Anesthesiology	Member
(v)	Dr. Meenal Milind Patvekar	Professor & Head, Department of OB & GY	Member
(w)	Dr. Amol Gautam	Professor & Head, Department of Radiology	Member
(x)	Dr. Tulsi Subramaniam	Professor & Head, Department of Dentistry	Member
(y)	Col (Dr.) M. R. Arun Iyengar (Retd)	Administrative Officer, SMCW	Member
(z)	Ms. Jessy Bhide	Nursing Superintendent, SMCW & SUHRC	Member

12. Roles & Responsibilities

S. No	Role Name/Title	Appointment Criteria	Role in Process
(a)	Chairperson	Dean, SMCW & SUHRC	(i) Provide leadership and direction to the Committee to ensure its effective functioning and adherence to its objectives. Maintain transparency, integrity, and accountability in all council activities. (ii) Plan, schedule, and preside over

S. No	Role Name/Title	Appointment Criteria	Role in Process
			<p>council meetings. Ensure meetings are productive, inclusive, and within time constraints.</p> <p>(iii) Facilitate discussion to reach consensus on important issues. Monitor implementation of decisions taken by the council. Serve as the official representative of the council at internal and external events. Act as a liaison between the college administration and council members.</p> <p>(iv) Support other committee members in fulfilling their duties. Encourage participation from all stakeholders, including students and faculty.</p> <p>(v) Ensure proper documentation of meetings, proposals, and outcomes. Review and sign official reports, proposals, and recommendations before submission.</p>
(b)	Member Secretary	Head of Department nominated by the Dean, SMCW & SUHRC	<p>(i) Prepare and circulate the agenda in consultation with the Chairperson. Record accurate minutes of meetings and circulate them to all members</p> <p>(ii) Maintain all official records, files, and documentation related to the council. Keep track of council resolutions, actions taken, and pending matters.</p> <p>(iii) Act as the communication link between the council and college departments, faculty, and students. Relay decisions and instructions from the council to the concerned stakeholders.</p> <p>(iv) Ensure the implementation of council decisions in coordination with relevant departments. Monitor progress and report on the status of action items.</p> <p>(v) Assist the Chairperson in planning and executing council functions. Provide necessary</p>

S. No	Role Name/Title	Appointment Criteria	Role in Process
			background information, reports, or data for informed decision-making. (vi) Ensure that council procedures comply with institutional policies and regulatory guidelines. Help in drafting policy proposals and reports as required by the council.
(c)	Member	As defined in Para 10 above	(i) Serve as the representative voice for their department/stakeholder group. (ii) Actively engage in policy formulation and strategic decision-making. (iii) Oversee curricular and financial matters with an eye for institutional excellence. (iv) Maintain high standards of transparency, accountability and regulatory compliance. (v) Contribute effectively to the continuous improvement of academic quality and institutional governance.

13. Meeting Frequency: Monthly. The meetings will be scheduled on the third (03rd) Friday of the month and notified by the Member Secretary after ascertaining availability of Chairperson. Additional meetings may be convened on an ad hoc basis whenever a situation demands immediate intervention. The schedule of the meetings and the agenda shall be communicated well in advance to all members, with provisions made for extraordinary sessions in the event of urgent cases.

14. Quorum: A quorum of 60% is necessary for the committee to meet.

15. Minutes of Meetings (MoM): The Member Secretary will be responsible for maintaining, uploading in the link of SMCW & SUHRC **Minutes of Meetings (MoM)**, and circulating the MoM in the approved format.

16. Action Taken Report (ATR): The member secretary will update, upload in the link of SMCW & SUHRC **Minutes of Meetings (MoM)**, and circulate the ATR before the commencement of the next meeting.

17. No business transaction will be done during the proceedings of the committee meetings.

18. Conclusion: In view of the directives and outlined guidelines, the SMCW-SUHRC/DO/Committee/_____/ 2025 - Re-Constitution of the College Council Committee at Symbiosis Medical College for Women and Symbiosis University Hospital and Research Centre.

reconstituted College Council Committee is hereby convened with immediate effect. All members are expected to actively contribute to the decision-making process in alignment with the institution's academic and administrative goals. The dedicated cooperation of all members and prompt action in implementing the committee's mandates will further strengthen the governance and strategic planning of SMCW & SUHRC.

Afa Ci
21/08/2025

Member Secretary



V.K. Sashindran
21/8/25

Dr. V. K. Sashindran
Dean
SMCW & SUHRC

Copy to: -

Office of the Hon'ble Provost, FoMHS | Medical Superintendent, SUHRC |
Head Operations, SUHRC | All HODs | All Faculty Members |
Deputy Chief Administration, Arogyadham | Head Hospital Admin, SMCW &
SUHRC | HR Head, FoMHS | Head Finance, SUHRC | Head Nursing, SUHRC
| Head Quality, SUHRC | Head IT, FoMHS | NMC Cell | IT Support Team,
SMCW | MEU | Student Section | Website Committee | Administrative
Officer SMCW | PA to Dean, SMCW

Dean
Symbiosis Medical College for Women
Gram-Lavale, Tal-Mulshi, Dist-Pune-412115.

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