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**DEAN**

**S.M.C.W.**

## 1. INTRODUCTION:

### 1.1 Objective of Student Council Committees

- To **empower students** by providing them with opportunities to lead, organize, and represent their peers.
- To **promote student engagement** in cultural, academic, social, and institutional development.
- To serve as a **platform for student voices**, fostering dialogue between the student body and the administration.
- To develop **leadership, responsibility, and teamwork skills** among students.

### 1.2 Scope and Significance

- **Scope:**
  - Covers a broad range of areas including cultural activities, sports, academics, welfare, health, discipline, and literary pursuits.
  - Open to students across all programs and years, based on interest and capability.
  - Encourages collaboration across departments and with external organizations.
- **Significance:**
  - Enhances the **overall student experience** through active participation and inclusive initiatives.
  - Builds a **vibrant campus culture** rooted in student initiative and creativity.
  - Strengthens **institutional values** like inclusivity, service, excellence, and leadership.
  - Provides students with real-world experience in **event planning, problem-solving, and governance**.

### 1.3 Governance Structure:

- **Oversight:** The Student Council functions under the guidance of the institution's **Dean or designated administrative authority**.
- **Structure:**
  - **Faculty Coordinators:** Assigned to each committee for guidance and compliance.
  - **Committee Heads & Secretaries:** Elected or appointed student leaders responsible for day-to-day committee functions.
  - **Committee Members:** Selected students who actively participate in organizing and executing activities.
  - **Student Council Core Committee:** May include overall council president, vice president, general secretary, etc., overseeing coordination among all committees.

## 2. COMMITTEE RECONSTITUTION NOTIFICATION:

### 2.1 Notification of Reconstitution

- An official **notice issued by the institution** to announce the reconstitution of student council committees.

- Includes:
  - Committees being restructured
  - Timeline for application and selection
  - Number and types of positions open
  - Relevant instructions or changes in policy
- Shared through:
  - Institutional website or portal
  - Notice boards
  - Email or student groups
  -

## 2.2 Eligibility Criteria

- Students must meet defined criteria to apply for committee roles.

### General eligibility may include:

- **Enrollment in a full-time academic program**
- **Good academic standing** (backlogs or CNG/TNG)
- **Satisfactory attendance** (e.g., 75% or above)
- **No history of disciplinary action**
- **Genuine interest or relevant experience** in the committee's area

Additional criteria may apply for leadership roles (e.g., final-year students, prior experience, teacher recommendations).

## 2.3 Selection and Appointment Process

- A transparent and merit-based process, typically involving:

### Step-by-step process:

1. **Application Submission**
  - Students fill out an application form with required details and documents.
2. **Initial Screening**
  - Faculty coordinators and current committee heads review applications based on eligibility and completeness.
3. **Interview or Interaction (Optional)**
  - Shortlisted candidates may be called for interviews or informal discussions to assess suitability.
4. **Final Selection**
  - Based on cumulative evaluation: form + past involvement + interview (if any).
5. **Appointment Notification**
  - Selected candidates receive formal appointment letters or announcements.
6. **Orientation/Induction**
  - Briefing session on roles, responsibilities, and expectations.

## 3. OVERVIEW OF COMMITTEES:



### STUDENTS ACADEMIC COMMITTEE

1. **Introduction:** The Students Academic Committee is responsible for imbibing the best practices to provide an improved academic system for the present and future students.
2. **Objectives:** The primary objectives are -
  - a) Ensuring academic progress through regular self and peer monitoring.
  - b) Ensuring timely resolution of all relevant concerns raised by the student community.
  - c) Enhancing the reputation of the college through involvement in the academic activities through intra and inter institutional medical community.
3. **Functions:** The committee performs several key functions, including -
  - a) Ensures the implementation of academic policies.
  - b) Represents the student interests and queries raised to the concerned authorities.
  - c) Peer monitoring and assessments the quality of learning and clinical practice within the college.
  - d) Coordinates with other committees to conduct knowledge sessions and open-houses for fulfilling student-related academic objectives.
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** Quarterly
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.
  - e) **No business transaction will be done during the proceedings of the committee meetings.**

#### Composition of Committee:

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Col. (Dr.) Hitender Singh Batra	Deputy Dean Administration & UG Academics	Biochemistry	Faculty In charge
2	Ms. Madhura Bhosale	Assistant Professor	Pharmacology	Faculty Member
3	Ms. Sreelakshmi Pullanikkat	Student Representative	2021-2027	Student Member
4	Ms. Kratee Jadaun	Student Representative	2022-2028	Student Member
5	Ms. Smrutirupa Minaketan Routray	Student Representative	2023-2029	Student Secretary
6	Ms. Jasmin Kaur	Student Representative	2024-2030	Student Member

**The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.**



DEAN  
SMCW & SUHRC

**CULTURAL COMMITTEE**

1. **Introduction:** The Students Cultural Committee is responsible to organise and promote all intra and inter-institutional cultural events to nurture the talents of the students in performing arts.
2. **Objectives:** The primary objectives are -
  - a) Creating cultured ambience atmosphere in terms of behaviour, attitude and presentation aspects.
  - b) Facilitating the conducive environment for students for active involvement in all the celebrations.
3. **Functions:** The committee performs several key functions, including-
  - a) Constructively and creatively participate in planning, organizing, executing and controlling of all the events and activities as decided and assigned and allotted in the committee.
  - b) Strictly adheres to the instructions of the Convene.
  - c) Coordinates the activities of various students and faculties
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** As per the schedule and gravity of event
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.
  - e) **No business transaction will be done during the proceedings of the committee meetings.**

**Composition of Committee:**

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Brig (Dr.) Ramakrishnan Narayanaswamy	Professor & HOD	ENT	Faculty In charge
2	Dr. Suresh Babu K	Associate Professor	Biochemistry	Faculty Member
3	Dr. Amruta Ashokrao Barhate	Associate Professor	Community Medicine	Faculty Member
4	Ms. Alka Shrivastava	Student Representative	2021-2027	Student Member
5	Ms. Rishita Srivastava	Student Representative	2022-2028	Student Member
6	Ms. Khushi Chawla	Student Representative	2023-2029	Student Secretary
7	Ms. Mariyum Khan	Student Representative	2024-2030	Student Member

**The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.**

### STUDENTS SPORT COMMITTEE

1. **Introduction:** The Students Sports Committee is responsible for organisation and promotion of all intra and inter-institutional sport events.
2. **Objectives:** The primary objectives are -
  - a) Organising and promoting all intra and inter-institutional sport events.
  - b) Facilitating the conducive environment for students for active involvement in all the sport events.
3. **Functions:** The committee performs several key functions, including-
  - a) Constructively and creatively participate in planning, organizing, executing and controlling of all the sport events and activities as decided and assigned and allotted in the committee.
  - b) responsibility of security of all sport equipment and resources.
  - c) Coordinates the activities of various students and faculties.
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** As per the schedule and gravity of event
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.

The Sport Committee has been reconstituted at SMCW & SUHRC according to SIU Notification No. SIU/ U-28/985 dated 26/09/2020bw.e.f. 03/04/2024.

  - f) **No business transaction will be done during the proceedings of the committee meetings.**

#### Composition of Committee:

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Dr. V K Sashindran	Dean (SMCW)	dean@smcw.siu.edu .in	Director
2	Dr. Bharati Pankaj Deokar Sharma	Professor & HOD	Orthopaedics	Faculty In charge
3	Dr. Suresh Babu K.	Associate Professor	Biochemistry	Member
4	Col R B Mandavkar (Retd)	Campus Administrator	Hill Base Campus, Lavale	Member
5	Dr. Sathi Pal	Sports Officer	DSRW, SIU	Member
6	Ms. Manjusha Bilaskar	Senior In-Charge RWC	RWC, SIU	Member
7	Ms. Aishani Bardhan	Student Representative	2021-2027	Student Member
8	Ms. Utpreksha Sharma	Student Representative	2022-2028	Student Member
9	Ms. Avishi Agnihotri	Student Representative	2023-2029	Student Secretary
10	Ms. Sneha Shekhar	Student Representative	2024-2030	Student Member

The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.

**STUDENTS LITERATURE COMMITTEE**

1. **Introduction:** The Students Literature Committee is responsible to organise and promote all intra and inter-institutional literature events to nurture the talents of the students.
2. **Objectives:** The primary objectives are -
  - a) Creating cultured ambience atmosphere in terms of behaviour, attitude and presentation aspects.
  - b) Facilitating the conducive environment for students for active involvement in all the literature events.
3. **Functions:** The committee performs several key functions, including-
  - a) Constructively and creatively participate in planning, organizing, executing and controlling of all the sport events and activities as decided and assigned and allotted in the committee.
  - b) Strictly adheres to the instructions of the Convener.
  - c) Coordinates the activities of various students and faculties.
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** Biannual
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.

The Students Literature Committee has been reconstituted at SMCW & SUHRC according to SIU Notification No. SIU/ U-28/985 dated 26/09/2020 w.e.f. 03/04/2024.

- e) **No business transaction will be done during the proceedings of the committee meetings.**

**Composition of Committee:**

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Dr. Supriya Methé Patil	Professor	Anatomy	Faculty In charge
2	Dr. Trupti Avinash Borulkar	Associate Professor	Physiology	Faculty Member
3	Ms. Prerna Mittal	Student Representative	2021-2027	Student Member
4	Ms. Aaryaa Sharma	Student Representative	2022-2028	Student Member
5	Ms. Prachi Sharma	Student Representative	2023-2029	Student Secretary
6	Ms. Koyal Das	Student Representative	2024-2030	Student Member

The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.

### STUDENT COUNCIL COMMITTEE

1. **Introduction:** The Students Council Committee is responsible to provide a means for student expression and assistance in institutional affairs and activities, give opportunities for student experience in leadership and encourage student, faculty, community relations.
2. **Objectives:** The primary objectives are -
  - a) Initiating, implementing and completing projects and activities which nurtures curricular and extra-curricular growth of every student at intra and inter-institutional levels.
  - b) Providing opportunity to every student to contribute to the educational experiences. To promote respect for law and order and the general welfare of the school and community.
  - c) Providing a viable means for student expression and an increasing amount of self-direction.
  - d) Monitoring and coordinating with other student committees and authorized faculty members.
3. **Functions:** The committee performs several key functions, including -
  - a) Provides a forum for student opinions, interests and desires so these may be understood by the entire student body, faculty, administration and community.
  - b) Honestly reflects and interprets the student viewpoint to authorized faculties and vice versa.
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** Quarterly
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.
  - e) **No business transaction will be done during the proceedings of the committee meetings.**

#### **Composition of Committee:**

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Dr. Mandar Vilas Ambike	Professor & HOD & Deputy Dean (Student Welfare)	Anatomy	Faculty In charge
2	Ms. Priyal Kapoor	Student Representative	2021-2027	Student Member
3	Ms. Mitiksha Kumar	Student Representative	2022-2028	Student Member
4	Ms. Sarthki Vishal Masulkar	Student Representative	2023-2029	Student Secretary
5	Ms. Anavy Mishra	Student Representative	2024-2030	Student Member

The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.

### STUDENTS RESEARCH COMMITTEE

1. **Introduction:** The Students Research Committee is responsible to encourage, enable and promote research environment amongst the students through various intra and inter-institutional programs, workshops and seminars.
2. **Objectives:** The primary objectives are -
  - a) Creating a conducive environment for promotion of Research & Innovation activities amongst the students.
  - b) Encouraging students to apply for Major, Minor Research Projects.
  - c) Coordinating with authorized faculties for smooth functioning and effective Management of Research & Innovation activities at the institute.
  - d) Promoting collaborative research.
3. **Functions:** The committee performs several key functions, including-
  - a) Constructively and creatively participate in planning, organizing, executing and controlling of all the sport events and activities as decided and assigned and allotted in the committee.
  - b) responsibility of security of all sport equipments and resources.
  - c) Coordinates the activities of various students and faculties.
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** as per the schedules of the IEC and calls for research proposals.
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty in charge will be responsible to maintain and circulate the MoM as per approved format.

The Students Research Committee have been reconstituted at SMCW & SUHRC according to SIU Notification No. SIU/ U-28/985 dated 26/09/2020 w.e.f. 03/04/2024.

- g) **No business transaction will be done during the proceedings of the committee meetings.**

#### **Composition of Committee:**

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Dr. Anjali Kher	Professor & Head Deputy Dean (Research)	Paediatrics	Faculty In charge
2	Dr. Shruti Saurabh Kumar	Professor & HOD	Pathology	Member
3	Dr. Pratiksha Nawal	Assistant Professor	Pathology	Member
4	Ms. Gautmi Sharma	Student Representative	2021-2027	Student Member
5	Ms. Smriti Sujitkumar Mishra	Student Representative	2022-2028	Student Member
6	Ms. Simone Nayyar	Student Representative	2023-2029	Student Secretary
7	Ms. Chetanshi Singh	Student Representative	2024-2030	Student Member

The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.

**STUDENTS MAGAZINE COMMITTEE**

1. **Introduction:** The Students Magazine Committee is responsible to provide a platform for students to express themselves through various forms of writing.
2. **Objectives:** The primary objectives are -
  - a) Encouraging students for the freedom of expression.
  - b) Providing a medium for exchange of thoughts and information.
3. **Functions:** The committee performs several key functions, including-
  - a) Collection of articles from the students.
  - b) Help the faculty for the scrutiny and selection of articles.
  - c) Help the faculty to oversee the layout, appearance and content of feature articles
  - d) Oversee the artwork, design and photography for the features section of the magazine
  - e) Collection of departmental reports, photographs of toppers, outstanding achievers etc.
  - f) Proofread all pages before printing
  - g) Networking and assisting students to meet their deadlines
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** As per the schedule and gravity of event
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.

This is to inform you that the following Sport Committee have been reconstituted at SMCW & SUHRC According to SIU Notification No. SIU/ U-28/985 dated 26/09/2020 w.e.f. 03/04/2024.

- e) **No business transaction will be done during the proceedings of the committee meetings.**

**Composition of Committee:**

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Dr. Shruti Saurabh Kumar	Professor & HOD	Pathology	Faculty In charge
2	Dr. Shraddha Yadav	Professor & HOD	Pharmacology	Faculty Member
3	Dr. Vijayakumar K.	Assistant Professor	Anatomy	Faculty Member
4	Ms. Prachitee Onkar Borkar	Assistant Professor	Pharmacology	Faculty Member
5	Ms. Prachi	Student Representative	2021-2027	Student Member

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
6	Ms. Lakshita Tiwari	Student Representative	2022-2028	Student Member
7	Ms. Akanksha Trivedi	Student Representative	2023-2029	Student Secretary
8	Ms. SK Esha Ahmed	Student Representative	2024-2030	Student Member

**The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.**

### HOSTEL COMMITTEE

1. **Introduction:** The Students Hostel Committee is responsible to supervise all facilities / amenities and their up keep, receive complaints from students, redress of grievances through authorized faculties.
2. **Objectives:** The primary objectives are -
  - a) Creating a sense of responsibility and to inculcate discipline amongst students.
  - b) Creating an atmosphere of harmony and co-operation amongst students.
  - c) Ensuring a peaceful and calm environment to enable them excel in every aspect of their personality development.
3. **Functions:** The committee performs several key functions by helping the campus administration, including.
  - a) To provide good accommodation and hostel facilities.
  - b) To ensure the premises are maintained clean, neat and hygienic.
  - c) To maintain a complaint book and action is taken is maintained in the complaint register.
  - d) Helps authorized personnel to ensure that health awareness and health care facilities are provided to the entire college.
  - e) To ensure safety, medical first-aid-box, the ambulance is maintained.
  - f) To provide a ragging free and disciplined environment for the students
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** Quarterly
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.
  - e) **No business transaction will be done during the proceedings of the committee meetings.**

**Composition of Committee:**



Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Dr. Prachee Harishchandra Nirmale	Assistant Professor	Biochemistry	Faculty In charge
2	Dr. Ankita Mohanty	Assistant Professor	Microbiology	Faculty Member
3	Col. (Dr.) Arun Iyengar	Administrative Officer	SMCW	Faculty Member
4	Ms. Deepshree Jaiswal	Student Representative	2021-2027	Student Member
5	Ms. Tanishka Kalra	Student Representative	2022-2028	Student Member
6	Ms. Manya Choudhary	Student Representative	2023-2029	Student Secretary
7	Ms. Shruti Mani	Student Representative	2024-2030	Student Member

**The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.**

#### MESS COMMITTEE

1. **Introduction:** The Students Mess Committee is responsible to control every aspect of the mess functioning, including choosing the menu, purchasing, budgeting, financing, managing personnel and inventory.
2. **Objectives:** The primary objectives are -
  - a) Facilitating the grievance redressal of students and communicating the same to the authorities at earliest.
  - b) Keeping a check on the daily issues regarding the Dining infrastructure, the housekeeping issues, mess facilities, etc.
3. **Functions:** The committee performs several key functions by helping the campus administration, including.
  - a) Acts as a bridge between the administration, hostel authorities on one side and the students on the other.
  - b) Facilitates the grievance redressal of students and communicates the same to the concerned authorities.
  - c) Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, mess facilities, etc.
  - d) Coordinates with other committees for the successful conduct of various events.
4. **Terms of Reference:** The Terms of Reference for the College Council include:
  - a) **Composition:** The composition is as given in the Table below.
  - b) **Meeting Frequency:** Quarterly
  - c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
  - d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.

- e) No business transaction will be done during the proceedings of the committee meetings.

**Composition of Committee:**

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Dr. Nitin Lingayat	Assistant Professor	Paediatrics	Faculty In charge
2	Ms. Prachitee Onkar Borkar	Assistant Professor	Pharmacology	Faculty Member
3	Dr. Suraj Nimbalkar	Tutor	Pharmacology	Faculty Member
4	Ms. Tanisha Mandal	Student Representative	2021-2027	Student Member
5	Ms. Faiza	Student Representative	2022-2028	Student Member
6	Ms. Ishanvi Shalya	Student Representative	2023-2029	Student Secretary
7	Ms. Tarrnum Girdhar	Student Representative	2024-2030	Student Member

The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.

**SOCIAL MEDIA COMMITTEE**

- Introduction:** The SocialMedia Committee is responsible to produce and promote Internet-based materials and resources to better showcase the activities of the students to the public to foster community relations.
- Objectives:** The primary objectives are -
  - Media documentation of all intra and inter-institutional academic and extracurricular activities and achievements.
  - Providing the required information and records to the university's media department.
  - Preparing a newsletter that includes events, activities, and achievements and distributing them within the university.
- Functions:** The committee performs several key functions, including-
  - Prepares the electronic files as per the requirement.
  - Creates a database about the college's achievements.
  - Communicates with the media professionals and facilitate their work
  - Helps authorized faculties in the development of plans and communication programs that aim achieving the objectives without disturbing any social etiquette.
  - Helps authorized faculties in supervising the production of the college's media publications.
  - Helps authorized faculties in organizing press conferences for senior management
- Terms of Reference:** The Terms of Reference for the College Council include:
  - Composition:** The composition is as given in the Table below.
  - Meeting Frequency:** Quarterly

- c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
- d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.

The Social Media Committee has been reconstituted at SMCW & SUHRC According to SIU Notification No. SIU/ U-28/985 dated 26/09/2020 w.e.f. 03/04/2024.

- e) **No business transaction will be done during the proceedings of the committee meetings.**

**Composition of Committee:**

Sr. No.	Name	Designation	Position in the Committee
1	Dr. V K Sashindran	Dean	Chairman
2	Col. (Dr.) Hitender Singh Batra	Deputy Dean Administration & UG Academics	Co-Chairman
3	Dr. Avinash Kakade	Deputy Registrar, SIU & OSD, SMCW	Member
4	Ms. Shikha Kochhar	Head-PR & Communication	Member
5	Dr. Supriya Methe-Patil	Professor	Faculty Member Secretary
6	Mr. Arunprasad V K	Assistant Professor	Faculty Member
7	Ms. Madhura Bhosale	Assistant Professor	Faculty Member
8	Col. (Dr.) Arun Iyengar	Administrative Officer	Member
9	Ms. Patla Vatsa	Student Representative	2021-2027
10	Ms. Charu Rajput	Student Representative	2022-2028
11	Ms. Mahajan Nidhi Sandeep	Student Representative	2023-2029
12	Ms. Akem Kaur Sohal	Student Representative	2024-2030

**The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.**



**HEALTH & WELLBEING COMMITTEE**

- 1. Introduction:** The Students Health & Wellbeing Committee is responsible to promote a safe and healthy environment for the students.
- 2. Objectives:** The primary objectives are -
  - a) Spreading the health-awareness among the students.

- b) Maintaining a physically and emotionally healthy environment in and around the institution.
- c) Development of healthy attitudes and healthy behaviors by students.
3. **Functions:** The committee performs several key functions, including-
- a) Provides point of contact for emergency care for illness or injury.
- b) Helps authorized personnel in monitoring and controlling the spread of communicable diseases.
- c) Helps authorized personnel to provide education and counselling in a variety of and wellness topics
- d) Helps authorized personnel to ensure that health awareness and health care facilities are provided to the entire college
4. **Terms of Reference:** The Terms of Reference for the College Council include:
- a) **Composition:** The composition is as given in the Table below.
- b) **Meeting Frequency:** As per the schedule and gravity of event
- c) **Quorum:** Quorum of 60% is necessary for the committee to meet. If the quorum is not met, the meeting shall be adjourned and rescheduled even at a short notice. For important matters, a quorum is not necessary for such rescheduled meetings.
- d) **Minutes of Meetings (MoM):** The Student Secretary under the guidance of Faculty In charge will be responsible to maintain and circulate the MoM as per approved format.
- e) **No business transaction will be done during the proceedings of the committee meetings.**
- Composition of Committee:**

Sr. No.	Name	Designation	Department / Batch	Position in the Committee
1	Dr. Reshma Patil	Professor & Head	Community Medicine	Faculty In charge
2	Dr. Priya Kulkarni	Professor	Community Medicine	Faculty Member
3	Ms. Kraleti Sai Priyanka	Student Representative	2021-2027	Student Member
4	Ms. Shilpi Kumari	Student Representative	2022-2028	Student Member
5	Ms. Garima Bhardwaj	Student Representative	2023-2029	Student Secretary
6	Ms. Malekar Sanskruti Pravin	Student Representative	2024-2030	Student Member

**The said committee is constituted for a period of 1 year. The committee will functional with immediate effect.**

#### 4. ROLES AND RESPONSIBILITIES:

##### 4.1 Committee Members

- Students selected or nominated to be part of specific committees.

#### 4.2 Faculty Coordinators

- Faculty members assigned to oversee each committee.
- Provide guidance, mentorship, and administrative support.
- Ensure that committee activities align with institutional policies and values.
- Help facilitate communication between students and the institution.

#### 4.3 Committee Heads and Secretaries:

- **Committee Heads:**
  - Student leaders responsible for the overall functioning of the committee.
  - Lead meetings, delegate tasks, and ensure goals are met.
  - Represent the committee in official functions and meetings.
- **Secretaries:**
  - Support the Head by managing documentation and communication.
  - Maintain records of meetings, events, and decisions.
  - Ensure smooth coordination within the committee.

### 5. COMPOSITION OF COMMITTEES:

#### 5.1 List of Members (By Committee)

- See Section 3 ante.

#### 5.2 Contact Information

- Basic contact details provided for:
  - Committee Heads and Secretaries
  - Faculty Coordinators
- Typically includes:
  - Email addresses
  - Phone numbers (optional, depending on privacy policy)
  - Office hours or availability (for faculty)

#### 5.3 Tenure of Appointment

- Specifies the duration each member serves in their role.
- Generally fixed for:
  - One academic year (common in student-led bodies)
  - Or until the next official reconstitution of the committee
- Includes start and end dates of appointment for record-keeping and accountability.

### 6. CALENDAR OF ACTIVITIES:

#### 6.1 Planned Events and Initiatives

- Each committee outlines a list of upcoming activities, programs, and initiatives aligned with its objectives.
- Examples include:
  - **Cultural Committee:** Annual cultural fest, talent shows, ethnic day.

- **Sports Committee:** Intra-college tournaments, fitness challenges, sports day.
- **Literary Committee:** Essay competitions, debates, creative writing workshops.
- **Social Welfare Committee:** Blood donation camps, cleanliness drives, awareness campaigns.
- **Academic Committee:** Guest lectures, peer-learning sessions, academic competitions.
- **Health & Wellness Committee:** Yoga day, mental health awareness week, wellness workshops.

## 6.2 Proposed Timeline

- Annual/ month-wise or semester-wise schedule of planned events.
- Helps ensure proper preparation, avoid overlap between committees, and maximize participation.
- Typical components include:
  - **Event Name**
  - **Organizing Committee**
  - **Tentative Date/Month**
  - **Objective or Focus Area**
- Aids in review and approval by administration and timely execution.

## 7. Reporting and Documentation:

### 7.1 Meeting Schedule and Minutes

- **Meeting Schedule:**
  - Predefined schedule for regular committee meetings (monthly, quarterly, or as needed).
  - Shared with all members in advance to ensure availability and participation.
  - Includes date, time, venue/online link, and agenda.
- **Minutes of Meetings:**
  - Documented summary of discussions, decisions made, and action points.
  - Maintained by the Committee Secretary.
  - Shared with all members and stored for official records and accountability.
- **Includes:**
  - Date & time of the meeting
  - Attendees
  - Key discussions and resolutions
  - Assigned tasks and deadlines
  -

### 7.2 Activity Reports and Feedback Mechanism

- **Activity Reports:**
  - Prepared after each event or initiative.
  - Includes:
    - Objectives of the activity
    - Execution summary



- Participation details
  - Outcomes and observations
  - Photographs (if applicable)
- **Feedback Mechanism:**
    - System for collecting feedback from participants, attendees, and stakeholders.
    - Methods may include:
      - Online forms or surveys
      - Suggestion boxes
      - Post-event debrief sessions
    - Helps evaluate impact and improve future activities.

## 8. Code of Conduct:

### 8.1 Expectations and Responsibilities:

- All committee members are expected to:
  - **Actively participate** in meetings, planning, and execution of events.
  - **Maintain professionalism** and represent the committee positively.
  - **Collaborate effectively** with peers, faculty coordinators, and other committees.
  - **Meet deadlines** and complete assigned tasks with accountability.
  - **Uphold institutional values** of inclusivity, respect, and service.
- Specific responsibilities may vary by role:
  - **Heads:** Leadership, decision-making, delegation, representation.
  - **Secretaries:** Communication, documentation, logistics.
  - **General Members:** Execution support, idea contribution, outreach.

### 8.2 Disciplinary Guidelines:

- To ensure proper conduct and a respectful environment, the following apply:
  - **Punctuality and regular attendance** in committee activities is mandatory.
  - **Misconduct, negligence, or disruptive behavior** may lead to warnings or removal from the committee.
  - **Violation of institutional rules**, including academic dishonesty or harassment, will result in disciplinary action per college policy.
  - **Escalation Process:**
    - First warning (verbal or written)
    - Review by Discipline Committee
    - Possible suspension or replacement
- Members must acknowledge and agree to these terms upon joining.

## 9. Acknowledgements:

### 9.1 Faculty Advisors

- **Role & Responsibilities:**
  - Provide **guidance, mentorship, and oversight** for each committee.
  - Ensure that all activities align with **institutional goals and policies**.
  - Offer **advice on planning, execution, and conflict resolution**.
  - Review and approve **event proposals, budgets, and reports**.
  - Serve as a **point of contact** between the administration and student committees.



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- **Engagement:**
  - Attend key meetings and major events.
  - Offer constructive feedback and support for student-led initiatives.
  - Promote a collaborative and learning-focused environment.

## 9.2 Student Contributors

- **Definition:**
  - Students who contribute to committee activities without holding formal roles like Head or Secretary.
  - May assist on a **project/event basis** or as **volunteers**.
- **Responsibilities:**
  - Support logistics, publicity, participation drives, or documentation.
  - Bring in **creative ideas, technical skills, or community outreach** support.
  - May be **recognized in reports or certificates** for active contributions.
- **Value:**
  - Encourages **broad student involvement**.
  - Builds leadership and teamwork experience.
  - Acts as a **talent pool** for future committee roles.

## 10. Annexures:

### 10.1 Application Form Template

A standardized form used to invite student participation in committees.

#### Typical fields include:

- Full Name
- Roll Number / Student ID
- Program & Year
- Committee(s) Applying For
- Preferred Role (Member / Head / Secretary / Contributor)
- Statement of Purpose (Why you want to join)
- Relevant Skills or Experience
- Availability for Committee Work
- Contact Details (Email & Phone)
- Small write up by the Student / applicant (100 words)

**Optional:** Attach résumé, certificates, or portfolio links.

### 10.2 Evaluation Criteria

Used by faculty coordinators and current committee heads to assess applicants.

#### Criteria may include:

- **Interest and motivation** (as reflected in Statement of Purpose)
- **Relevant skills and experience** (e.g., organizing, writing, public speaking, sports)
- **Academic performance and attendance record**
- **Communication and teamwork abilities**
- **Past contributions to events or college activities**
- **Interview performance** (if applicable)

Scoring rubrics or selection checklists can help maintain transparency and fairness.



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### 10.3 Recording and Showcasing Events

Used to showcase past achievements and inspire applicants.

#### 1. Planning & Preparation

##### Define Objectives and Metrics

- **Goals:** Clearly define what you want to capture for every event. Objectives could include increasing participation, winning awards, spreading positive impact, or inspiring peer engagement.
- **Key Metrics:** Identify and standardize the data to be recorded for all events:
  - **Event Summary:** Title, date, venue, and brief description.
  - **Participation Numbers:** Total attendees, breakdown by student level/department if applicable.
  - **Outcomes:** Achievements, learning points, fund raised (if any), or follow-up actions.
  - **Awards/Recognitions:** Any accolades received or notable achievements.
  - **Student Feedback:** Surveys, direct testimonials, and impact stories.

##### Create Standardized Recording Tools

- **Templates & Forms:** Develop digital and/or paper-based templates for:
  - Pre-event registration
  - On-site attendance counters and checklists
  - Post-event feedback forms (with both quantitative and qualitative sections)
- **Consent Management:** Ensure guidelines are in place for obtaining consent for photographs and recording testimonials.

##### Assign Roles and Responsibilities

- **Data Collection Team:** Volunteers or designated committee members responsible for keeping records.
- **Media Team:** Subgroup to capture photographs and video snippets during the event.
- **Editorial Team:** Responsible for compiling testimonials, editing impact stories, and finalizing the event report.

#### 2. Pre-Event Phase

##### Announcements and Registrations

- **Promotions:** Utilize college bulletin boards, email newsletters, social media, and campus apps.
- **Registration Data:** Have an online sign-up system that also gauges expected participation. This early data helps tailor resource allocation.

##### Preparation Meeting

- **Kickoff Briefing:** Conduct a briefing session with the team to go over data collection tools, roles, and the importance of capturing every insightful detail—from numbers to nuanced feedback.

#### 3. During-Event Documentation

##### Real-Time Data Capture

##### Attendance & Participation Numbers:

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- Utilize digital check-in methods (QR codes or sign-in sheets).
- Use manual headcounts to reconcile digital records, if necessary.
- Event Records: Log the sequence of events, timings, and highlights throughout the day.

#### Photographs and Video Documentation

- Photography: Capture high-resolution images of key moments (such as group photos, speakers, interactive sessions).
- Video Clips: Short video testimonials or interviews on the spot add value for post-event storytelling.
- Consent: Make sure that the media team gets prior or on-site consent for capturing and later publishing photographs/testimonials.

#### In-the-Moment Testimonials and Feedback

- Live Interviews: Designate a sub-team to conduct quick interviews or record spontaneous student comments.
- Capturing Impact: Ask questions such as "What does this event mean to you?" to generate authentic impact stories.

### 4. Post-Event Review & Analysis

#### Data Consolidation

- Collate Data: Gather all attendance numbers, media files, and feedback forms. Use a central digital repository (like Google Drive or a shared network folder) with carefully labeled folders for each event.
- Review Team Meeting: Within a week of the event, arrange a debrief to compile preliminary outcomes, discuss student feedback, and note any awards or recognitions.

#### Reporting Template Development

- Event Summary Report: Create a standardized document that includes:
  - Overview: Brief summary and objectives of the event.
  - Participation Numbers: Detailed statistics possibly in a table.
  - Key Outcomes: Achievements, skills gained, and follow-up initiatives.
  - Media Gallery: Embed selected photographs and short video links.
  - Testimonials: Quotes from participants along with impact stories.
  - Awards/Recognitions: List any honours or special acknowledgments received.
- Example Table for Participation Numbers:

### 5. Reporting and Archiving

#### Regular Reports

- Monthly/Quarterly/Annual Reporting: Consolidate all events into a periodic report that highlights trends, highlights the most impactful events, and shows progression in participation and outcomes.
- Presentations: Create interactive dashboards or PowerPoint presentations for Student Council Meetings and college-wide communications, emphasizing key stories and visual evidence (photographs, video testimonials).

#### Digital Archive

- Central Repository: Organize all reports, images, and testimonials in a digital archive categorized by academic year or semester.



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- **Accessibility:** Ensure that the repository is accessible by all relevant parties (e.g., committee members, college administration) for transparency and historical reference.

#### 6. Feedback Loop & Continuous Improvement

##### Student Feedback Integration

- **Survey Analysis:** Regularly analyze survey feedback and individual testimonials to understand what aspects of the events were most impactful.
- **Impact Stories:** Develop detailed case studies or narratives based on student feedback that highlight the transformation or inspiration derived from the event.
- **Iterative Improvements:** Use this qualitative and quantitative data for planning improvements for future events.

##### Recognitions and Awards

- **Internal Celebration:** Recognize committee members who excel in organizing or have contributed significantly. Record and publish these recognitions alongside event reports.
- **External Awards:** If applicable, highlight any external awards or accolades the events have received, detailing the criteria and significance.

##### Additional Considerations

- **Technology Integration:** Consider adopting mobile event tracking apps that enable real-time data submission and even automated report generation.
- **Stakeholder Engagement:** Regularly share condensed versions of these reports with the larger student body and college administration to build transparency and celebrate collective achievements.
- **Feedback Forums:** Organize periodic open-forum sessions where students can directly share their impact stories, adding a dynamic layer to the static reports.

By following this roadmap, the Student Council Committees at SMCW can ensure a consistent, transparent, and engaging process for recording and reporting all important aspects of college events—from numbers and photographs to personal impact and awards. This process not only strengthens event planning and execution but also builds a rich historical archive that can inspire future events and committee members.



**Copy to: -**

Dr. V. K Sashindran  
Dean  
SMCW & SUHRC  
Simbilosis Medical College for Women  
Ground Floor, T. W. Mulshi, Dist-Pune-412115.

Hon'ble Provost, FoMHS | MS, SUHRC | Dy. Dean (Administration) | Dy. Dean (Student Welfare) | Dy. Dean (Academics) (UG) | All HODs| All Faculty Members| Deputy Chief Administration, Arogyadham | Officer In-charge Internship | Officer Incharge, Student Section | Administrative Officer, SMCW | PA to Dean | IT SMCW | Dean office.