



**Shri Dhanwantry Ayurvedic College & Hospital
Community Outreach Programme (COP)
Standard Operating Procedure (SOP)**

Document No: SDACH/

Effective Date: 20th March 2026

1. Purpose

To ensure systematic planning, execution, documentation, and reporting of National/International Day celebrations and community outreach programmes in schools, villages, and urban localities as per institutional guidelines and accreditation requirements.

2. Scope

This SOP applies to all Heads of Departments (HODs), faculty members, students and Community Outreach Cell (COC) participating in outreach programmes, and the Community Outreach Coordination Team.

3. Community Outreach Committee (COC)

Sr. No.	Designation	Name
1	Chairperson	Dr. Janardhan Mishra
2	Coordinator	Dr. Ravinder Kaur
3	Member	Dr. Shiksha Kumari
4	Member	Dr. Kanika Aggarwal
5	Member	Dr. Oorvi Kulkarni (P.O.C)
6	Member	Dr. Arun Kaushal
7	Member	Dr. Resmi K P
8	Member	Dr. Aditi
9	Member	Dr. Avatar Singh chauhan
10	Member	Dr. Abhishek
11	Member	Dr. Hima Mol V
12	Member	Dr. Kanika Mehata (DMS)



4. Roles and Responsibilities

Chairperson:

- Provide overall leadership and approval
- Monitor outreach strategy and impact
- Approve annual outreach calendar

Co-ordinator and POC:

- Plan and coordinate meetings of the committee.
- Ensure timely submission of reports.
- Ensure proper documentation, of MOM, ATR.
- Maintain centralized records.

Members (Faculty):

- Organize and execute assigned activities.

5. Key Functions

- Health Awareness Programmes
- Medical Camps, Village adoption
- Yoga & Lifestyle Education
- School Health Programmes

6. Operating Procedure

6.1 Assignment of Activities

Each department will be assigned specific National/International Days for celebration in schools, villages, and urban communities.

6.2 Pre-Programme Preparation

- Select the location (school/village/urban locality).
- Send a permission letter to the concerned authority.
- Prepare educational material such as posters, banners, and pamphlets.
- Plan awareness activities, lectures, yoga demonstrations, or health camps.

6.3 Conduct of Programme

- Maintain a camp attendance register.
- Ensure the register is certified, signed, and sealed.



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- Conduct awareness lectures, health education, demonstrations, and interactive sessions.

6.4 Documentation

The following documents must be collected:

- Circular
- Permission letter
- Activity report / brief report
- 2–3 geo-tagged photographs
- Detailed beneficiary list
- 10-second video of the programme
- Banner or poster copy
- Camp attendance register (signed and sealed)

6.5 Report Submission

All documents must be submitted within one week of the programme to:

communityoutreach@sdach.ac.in Both soft copy and hard copy should be submitted.

7. Record Maintenance

Each department must maintain programme reports, photographs, videos, beneficiary lists, and attendance registers for audit and accreditation purposes..

8. Compliance

Participation in outreach programmes is mandatory for every department. Delay in submission of reports may affect institutional documentation and accreditation records.

9. Innovative Approach

Encourage interdepartmental collaboration model for outreach activities.

Instead of individual celebration in the department the activity can be merged with other departments and celebrated.

For example: World Kidney Day – celebrated by Rog Nidana 2nd prof.

ROLE OF DIFFERENT DEPARTMENTS:

- a. Kayachikitsa department- will talk about chikitsa sidhannt of kidney disease.
- b. Dravyaguna department – will talk about herbs used in kidney disease
- c. Swasthavritta department- will talk about diet and yoga in kidney disease
- d. Rog nidana department- will talk about diagnostics in kidney disease
- e. Agad department- will talk about kidney toxicity



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- f. Samhita department- will talk about references and explanation of kidney disease in Samhitas.
- g. Ras Shastra department- will talk about different Herbo mineral departments.

11. Confidentiality

Maintain patient privacy and ethical standards.

12. Review of SOP

Annual review of SOP.

Note: It is requested to the departments to conduct more and more activities outside the campus justifying outreach programme especially for those like world environment day, earth day, Sushruta Jayanti, Charak Jayanti etc.

13. Approval

Prepared By:

Dr. Oorvi Kulkarni

Committee Members,
(POC)COP

Signature:

Date: 20.03.2026

Reviewed By:

Dr. Ravinder Kaur

Co-Ordinator, COP

Signature:

Date: 20.03.2026

Approved By :

Dr. Janardhan Mishra Chairperson COP

Signature:

Date: 20.03.2026