



**SHRI DHANWANTRY AYURVEDIC COLLEGE&HOSPITAL
SECTOR 46-B, CHANDIGARH, 160047**

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**Standard Operating Procedure (SOP) for
Students Council Committee**

Shri Dhanwantry Ayurvedic College & Hospital, Chandigarh

1. Purpose

The Students Council Committee (SCC) aims to:

- ✓ Represent student interests and concerns to the college administration.
- ✓ Promote academic, cultural, and extracurricular activities.
- ✓ Foster leadership, discipline, and teamwork among students.
- ✓ Ensure smooth communication between students, faculty, and management.

2. Scope

This SOP applies to all elected and nominated members of the Students Council Committee, faculty coordinator, and student participants in council activities.

3. Composition of the Students Council Committee

The committee shall consist of:

- ✓ Chairman
- ✓ Student Welfare Officer
- ✓ Vice Chairman
- ✓ General Secretary
- ✓ Ladies Representative
- ✓ Sports Secretary
- ✓ Cultural Secretary
- ✓ Literary Secretary
- ✓ Magazine Secretary
- ✓ Hostel Secretary
- ✓ NSS & Red cross secretary
- ✓ Class Representatives (One from each year)
- ✓ Sports Coordinator (One from each year)

- ✓ Cultural Coordinator (One from each year)
- ✓ Literary and Magazine Coordinator (One from each year)
- ✓ Faculty Coordinator (Appointed by the college)

4. Roles and Responsibilities

4.1 Chairman

- Presides over all council meetings.
- Ensures smooth functioning of the council.

4.2 Student Welfare Officer

- Assists the President.
- Takes charge in the President's absence.

4.3 General Secretary

- Maintains records of meetings and activities.
- Coordinates between council members and faculty.

4.4 Ladies Representative

- Handles the issues related to females

4.6 Cultural Secretary

- Organizes cultural events, festivals, and competitions.
- Promotes traditional Ayurvedic cultural activities.

4.7 Sports Secretary

- Coordinates sports events and wellness activities.
- Encourages participation in yoga and physical fitness programs.

4.8 Literary Secretary

- Addresses academic concerns of students.
- Organizes seminars, workshops, and guest lectures.

4.9 Magazine Secretary

- Ensures active participation of students in college magazine

4.10 Class Representatives

- Acts as a liaison between students and the council.
- Communicates class-specific issues.

4.11 Faculty Coordinator

- Guides and supervises council activities.
- Ensures adherence to college policies.

5. Election & Tenure

- Members are either elected or nominated
- Only students with 75%+ attendance and no disciplinary issues are eligible.
- Tenure: One academic year. (can be extended as per the performance)

6. Meetings

Yearly 2 meetings (or as required).

Emergency meetings can be called by the Chairman or Student welfare officer

Quorum: Minimum 50% members must be present.

8. Code of Conduct

Members must maintain discipline and professionalism.

Any misconduct may lead to suspension or removal from the council.

9. Amendments

Any changes to the SOP require approval from the Faculty Coordinator and Principal.

10. Approval & Implementation

This SOP is approved by the College Administration and shall be effective from 19/12/2023

Principal's Signature

Principal
Shri Dhanwantry Ayurvedic College
& Hospital, Sec. 46-B, Chandigarh

Faculty Coordinator's Signature

Students Council President's Signature