



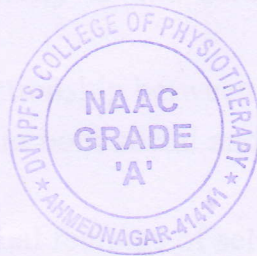
Dr. Vithalrao Vikhe Patil Foudation's
COLLEGE OF PHYSIOTHERAPY

Opp. Govt. Milk Dairy, M.I.D.C., Ahmednagar-414111
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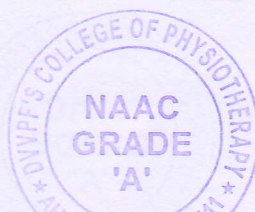
Date:-12/07/2022

Standard Operating Procedure

The Student Council is formed to represent the issues faced by students, raise voice of the students, promote their ideas and advocate their views and interests. It is a fundamentally democratic and non-political institution, with all students given equal opportunity to participate. Its main purpose is to facilitate the institute to serve its students as effectively as possible by being the participative stakeholder rather than the mere recipient.

Functions of Student Council

1. To represent student feelings, opinions, and issues faced by them.
2. To give opportunity to students to have a share in decision making.
3. To promote development of potential leaders through leadership
4. To help students understand and accept their role in institutional governance
5. To develop within individuals a sense of responsibility for their own conductor behavior.
6. To develop understanding, respect, and appreciation for cultural differences or similarities.
7. To develop a sensitivity to and awareness of the needs and problems of others
8. To create a good relationship between faculty and students.
9. To involve students in both social and organizational problem solving in the institute.
10. To develop individual feelings of self-confidence and social maturity.

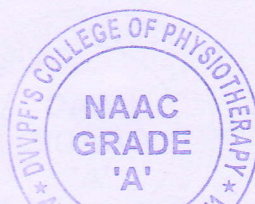


Constitution of Council

The council is formed in accordance with the regulations of Parent University with additional members for fair representation from all batches. It has Principal as chairperson, teacher nominees and representative from each professional year, interns, sports, research and cultural categories. Institute has further added representatives from first year undergraduate and Post graduate students. Each year the committee is formed with fresh student members and one student is selected as a secretary.

Responsibilities of General Secretary:-

- Prepare a yearly schedule of meetings.
- Ask any issues and concerns about college , hostel of all ug and PG students and put it in Agenda of the meeting every month.
- To make agenda (what to discuss in meeting) 2days before meeting of every month and take a print , Agenda should be checked by all the committee members (staff and Students)and should be signed by principal sir.
- In a meeting, according to agenda present all the issues i.e. points mentioned in agenda to Principal sir and other committee members and take a note of what is discussed.
- To check whether everyone is present in a meeting or not and mark the attendance, every member should do the signature in attendance register.
- After the meeting of every month, Minutes i.e Document with record of attendance presentee and absentee with reason and detailed discussion about every point discussed in a meeting. And this should be signed by Principal sir within 2 days after meeting.
- Compliance i.e document with what to do in a month according to issues and discussion in a meeting and this document should be signed by Principal sir within 2 days.
- GS should give the responsibilities of work allotted to every member of council and follow up of progress of work should be taken until the work is done. Also take a signature of the member whom the responsibility is given.
- In the next meeting Secretary should present the compliance details.

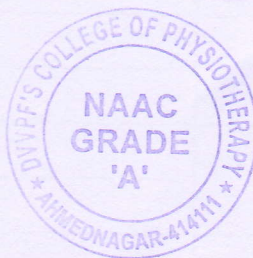


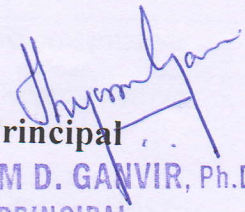
Responsibilities of other council members :-

- To be present in every meeting in a month
- Participate in discussion and share your views and ready to take responsibility if asked.
- Complete the task in given time if any responsibility of work is given and keep update to Secretary,
- Ask issues to your batchmates according to year representative and inform the secretary.
- Besides this , Each member is given the Administrative responsibilities such as:-
 1. Preparation of venue of the meeting.
 2. Noting down the points discussed in a meeting.
 3. File Updation.
 4. Attendance Register maintenance.
 5. Calculation of meeting attendance percentage of each member.
 6. Preparation of appreciation certificate.

Frequency of meeting

It is conducted once in a month preferably in the first week of each month. It is compulsory for all members to attend it and inform the secretary in advance in case if someone is not able to attend it due to genuine reasons.




Principal
DR. SHYAM D. GAVVIR, Ph.D.
PRINCIPAL
DVVPF's College of Physiotherapy
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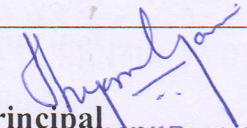
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Date:- 03/09/2021

COLLEGE STUDENT'S COUNCIL COMMITTEE
ACADEMIC YEAR 2021-22

Sr. No	Name of the Staff	Designation
1	Dr. Shyam D. Ganvir	Chairman
2	Dr. Suvarna Ganvir	Principal Nominee
3	Dr. Archana Nagargoje	Program Officer of NSS
4	Dr. Maheshwari Harishchandre	Officer in charge of Cultural activities
5	Mr. Kiran Aher	Director Sports/Physical Education Instructor

Sr. No	Name of the Students	Year /Batch
1	Miss. Mhase Vaishnavi N.	Secretary
2	Miss. Hanwate Jaya Y.	I B.P.Th Representative
3	Mr. Omi Dave	II B.P.Th Representative
4	Miss. Mhase Vaishnavi N.	III B.P.Th Representative
5	Miss. Lakhotiya Vaishnavi S.	IV B.P.Th Representative
6	Miss. Waghmare Prannavi P.	Intern Representative
7	Miss. Vasihnavi Lakhotiya	Intern Representative
8	Miss. Palavi Koranne	Sports Representative
9	Mr. Omi Dave	
10	Miss. Navnit Sehra	NSS Representative
11	Miss. Dhoot Apeksha	
12	Miss. Divya Deshpande	Cultural Representative
13	Miss. Patwari Shreya	
14	Dr. Prachi Bhagat	Research Representative
15	Miss. Prapti Vaidya	


Principal
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PRINCIPAL



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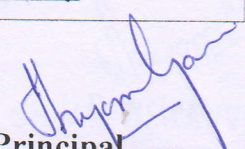
Ref No: DVVPF's/COPT/2022/1315

Date:- 05/09/2022

STUDENT COUNCIL COMMITTEE Academic Year 2022-23

Sr. No.	Name	Designation
1	Dr. Shyam Ganvir	Principal (Chairman)
2	Dr. Suvarna Ganvir	Principal Nominee
3	Dr. Archana Nagargoje	Program officer of NSS
4	Mr. Kiran Aher	Director , Sports
5	Dr. Maheshwari Harishandre	Cultural Program Officer
6	Dr. Kshipra Shastri	Research Representative
7	Mr. Vikram Dhade	Research Representative
8	Miss. Aishwarya Jain	Intern Representative
9	Miss. Rama Bordawekar	IV BPTTh Representative
10	Miss. Aishwarya Ghugarkar	III BPTTh Representative
11	Miss. Anjali Yadav	II BPTTh Representative
12	Miss. Vedika Patel	I BPTTh Representative
13	Miss. Nikita Wadhvani	NSS Representative
14	Miss. Arti Wable	NSS Representative
15	Mr Chaitanya Andure	Sports Representative
16	Miss. Sakshi Akare	Sports Representative
17	Miss. Hritika Malve	Cultural Representative
18	Miss Samrudhi Petkar	Cultural Representative
19	Miss Vaishnvi Mhase	Ex. Officio Member
20	<u>Miss. Disha Nanakram Nagwani</u>	<u>General Secretary</u>

Copy to: All Members


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Date:- 06/09/2022

STUDENT COUNCIL COMMITTEE (2022-23)

Work division

Sr No.	Name Of The Student	Nature of work
1.	Miss. Riddhi Wadke Miss. Kaveri Anarse Miss. Kalyani Borbane	Preparation of minutes of meeting.
2.	Miss. Siddhi Shinde Miss. Pratibha Wale	MUHS website update
3.	Miss. Illakshi Sikhchi Miss. Sakshi Baheti	Institute website update
4.	Miss. Tanvi Joshi Miss. Mahek Nirmal	E- Wall magazine
5.	Mr. Siddhant Kamble Dr. Gaurav Toshniwal	Extra-curricular activity updates
6.	Miss Roshni Tayade Miss Akanksha Lunkad	Out of institute Curricular Activity updates
7.	Mr. Viraj Narwade Miss. Archie Patel	Natures club and Abhivyakti Event

Apart from the allotted work, as per the discussion in monthly meeting, members are expected to carry out the work and report to the concerned person in due time.

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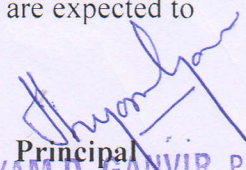
Date:- 06/09/2021

Student Council Committee 2021-22

Division of Work

Sr.	Work	Teacher In charge	Names of Students
01	File update & Attendance	Dr. Suvarna Ganvir	1. Disha Nagwani 2. Samrudhi Petkar 3. Vaishnavi Mhase
02	Agenda & Minutes	Dr. Suvarna Ganvir	1. Disha Nagwani 2. Samrudhi Petkar 3. Vaishnavi Mhase
03	Noting down points during meeting	Dr. Suvarna Ganvir	1. Vedika Patel 2. Samrudhi Petkar
04	Wall Magazine (Video & Website)	Dr. Maheshwari H	1. Dr. Kshipra Shashtri 2. Aishwarya Ghugarkar 3. Anjali Yadav
05	Updates from MUHS Website	Dr. Archana Nagargoje	1. Rama Bordwekar 2. Prajwal Joshi
06	Updates on College Website	Dr. Archana Nagargoje	1. Nikita Wadhvani 2. Arti Wable
07	Update about out of institute activities	Dr. Suvarna Ganvir	1. Dr. Kshipra Shastri 2. Sakshi Akare 3. Hritika Malve
08	Previous month activities review & next month activity plan	Dr. Maheshwari H	1. Vedika Patel 2. Chaitanya Andure 3. Vaishnavi Mhase
09	Regular Pictures with Geotag	Dr. Maheshwari H	1. Chaitanya Andure 2. Sakshi Akare
10	OPD Wall Magazine	Dr. Archana Nagargoje	1. Nikita Wadhvani 2. Samrudhi Petkar 3. Vikram Dhade

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Student Council Meeting

List of Meeting Dates

Sr. No.	Month	Date of Meeting
1.	July 2022	06/07/2022
2.	August 2022	10/08/2022
3.	September 2022	06/09/2022
4.	October 2022	06/10/2022
5.	November 2022	23/11/2022
6.	December 2022	15/12/2022
7.	January 2023	10/01/2023
8.	February 2023	08/02/2023
9.	March 2023	08/03/2023
10.	April 2023	05/04/2023
11.	May 2023	03/05/2023
12.	June 2023	21/06/2023

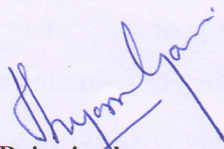
Time : 12 noon , Venue : Conference Hall


Secretary

Student Council

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2. All the members.


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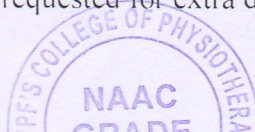
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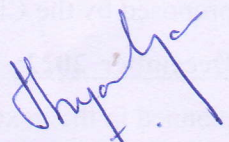
Reports on student council activities- July 2022- June 2023

Student Council Report (2022-23)

1. **July 2022** : Scrubs as a Dress Code in the Internship Program for students interested will be started from the current final year batch. Punching Attendance System for First Year Students was started. Abhivyahti Event is conducted batch-wise from this month. Certificates to the participants and organizers are also given for the event.
2. **August 2022** : Newspapers in Marathi and English were kept in the reading corner in the library from this month. Common Room for Students and lockers for day scholars was made available in the college. As per request from students Terminal Examination practical will be taken by the respective subject teacher from now for them. A joint letter with other colleges regarding request for stipend to First Year PGs has been prepared and sent to the higher concerned authorities.
3. **September 2022** : It was decided to postpone PG preliminary exam on their request. A Conference has been planned next month and students had requested for waiver in the registration fees. It was granted by chairman.
4. **October 2022** : A Concept of OPD Wall Magazine was introduced in order to spread awareness about the role of physiotherapy in various diseases among the patients and visitors in the Marathi Language. Every month different students were given responsibility to update the OPD Wall Magazine.
5. **November 2022** : NSS T-Shirts were distributed to all the students. Final Year Students were given a gap between Departmental and Common Case Presentation Journal Submissions. An idea of preparing a video of OPD Wall Magazine and circulating it in college groups was proposed by the Chairman.
6. **December 2022**: Interns had requested for an educational tour at AIIPMR Mumbai. It is planned in the next month. PGs had requested for extra days as preparatory leave as in the



7. Last month because of conference they had done extra duty. E-wall magazine is getting the momentum and more students are submitting the entries.
8. **January 2023** : An educational tour was planned for Final Year Students at the IAP Conference , Gujarat. Abhivyakti Event was restarted and all the UGs , PGs and PhDs were given an opportunity to participate. Students were taken to Ahmednagar Fort and Chandbibi Mahal as a part of NSS Activity under the banner Swachh Bharat Abhiyaan. Special lectures on Radiological Findings were scheduled for Final Year Students.
9. **February 2023** : Genesis for Outdoor and Indoor Games were planned separately for two days each. A proposal for Student Council Committee Member Badge was approved by the Chairman. Countryside Club was started in which students can explore the beauty of the campus , click pictures and submit it and the idea of designating the best click as the Picture of the Month was approved. Dates for College Cultural and Alumni Activity were finalized.
10. **March 2023** : The design for the Student Council Committee Member Badge was approved and finalised. Library Hour to issue and return books was scheduled for Final Year Students twice a week. House Allotment for First Year Students was done.
11. **April 2023** : Batch Representatives from recently joined First Year PG and UG were included in the Council Committee. A virtual informative lecture on Course Orientation, Career Opportunities and Clinical Practice was arranged for 3rd Year Students.
12. **May 2023** : First Year Students were educated about the functioning of the Student Council , Role of Council Members and their questions regarding the same by the Secretary. Every batch from First Year to Final Year was designated with a name. Photos of students participating and winning in different events outside the college have started being displayed on the Notice Board.
13. **June 2023** : First Year Students were provided a gap of 5 minutes in between their out department lectures by conducting a meeting with the respective departments. 'No Phone Day' has started to be observed every last Saturday of the month for students as well as staff. Phones must be submitted in the Student Section at 9:00 a.m. and must be collected after the college. Three Lucky Draw Winners will be taken out every month and participants will be provided certificates for the same by the Council Members.


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