



Dr. Vithalrao Vikhe Patil
Foundation
Ahilyanagar

**Dr. Vithalrao Vikhe Patil Foundation's
College of Physiotherapy**

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Ref. No.: DVVPF's/COPT/2025/ 1257

Date: 24/07/2025

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[Signature]
Principal

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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 is 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

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Dates: 24/07/2025

Student Council Meeting

List of Meeting Dates

Sr. No.	Month	Date of Meeting
1.	September 2024	06/09/2024
2.	October 2024	09/10/2024
3.	November 2024	13/11/2024
4.	December 2024	11/12/2024
5.	January 2025	08/01/2025
6.	February 2025	05/02/2025
7.	March 2025	05/03/2025
8.	April 2025	02/04/2025
9.	May 2025	07/05/2025
10.	June 2025	09/06/2025
11.	July 2025	02/07/2025

Time: 12.00pm

Venue: Conference Hall


Secretary
Student Council


Principal

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Copy to:

1. Office File
2. All the members.



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Reports on student council activities- August 2024- July 2025 Student Council Report (2024-25)

Month	Action Taken
August 2024	The In time for hostel no 09 was increased till 9:30pm. Abhivyakti event was planned for 1st, 2nd and 3rd year batch on the respective topics given to them.
September 2024	National Service Scheme Day was observed with Dr. Saqib Syed as the resource person. Falls Prevention Awareness Day was conducted with an e-poster competition, webinar, and awareness programs. Additionally, the IAP Women's Cell & Physio Manthan organized a study on the Assessment of Quality of Life among Postpartum Women in Rural Population, coordinated with the Constitution Club of India, Delhi.
October 2024	The in-time for interns residing in the hostel was extended to 9:30 pm considering their clinical postings and study hours. Awareness material for "No Mobile Day" was designed and circulated. Important MUHS circulars and updates were communicated through official student groups. An <i>Abhivyakti</i> activity for the 1st year batch was conducted to encourage confidence and communication skills. Newspaper reading sessions were introduced for the 3rd year batch to enhance extra-curricular engagement.
November 2024	Newspaper reading activity was initiated for the 1st year batch to improve general knowledge. Collection of entries for the OPD Wall Magazine was completed, and the compiled E-Wall Magazine (Jan-Dec) was uploaded on the official website. Volunteers from the 3rd year batch were shortlisted for participation in a Physical Disability NGO health camp. An Offline EMG-NCV Hands-on Workshop was organized by the Neuro Department for PG Batches 2022, 2023, and 2024 on 29th November 2024.
December 2024	The Student Council coordinated various academic and co-curricular activities during the month of December to promote student participation and community awareness. Intern tapping sessions and skill-enhancement activities for interns continued as per schedule. Newly admitted UG and PG students were formally included into Student Council. The College of Physiotherapy conducted various awareness activities on the occasion of World Disability Day. The programme included disability awareness sessions, community interaction, and basic physiotherapy screening for people with special needs.
January 2025	In January 2025, the 1st Year PG students participated in the Basic Research Methodology Workshop held from 21st to 23rd January at DVVPP's COPT, Ahmednagar. The workshop provided essential guidance on research processes and scientific writing. On 29th January 2025, the students attended the Synopsis Writing Workshop as delegates to strengthen their skills in preparing and presenting research synopses.
February 2025	In February 2025, the 1st Year MPT students participated in the 62nd IAP National Conference held at Nashik on 15th & 16th February, where they attended as delegates

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	and also presented papers. Additionally, 1st and 2nd year MPT students took part in a 1-day Workshop on Constraint Induced Movement Therapy (CIMT) conducted by Dr. Rahul Bisen (PT) on 1st February at DVVPF's COPT. Cultural activities for the month included Chatrapati Shivaji Maharaj Jayanti, observed on 19th February with a recitation of his life events, and Marathi Bhasha Gaurav Diwas on 27th February, marked by a Marathi handwriting competition.
March 2025	International Women's Day was celebrated with flag hoisting and interactive activities. Orientation programs were organized for IV, III, and II Year BPT students (Winter-25) to brief them about academic and clinical responsibilities. An IEC Presentation was conducted for 1st Year MPT students, where PGs from all departments delivered structured PPT sessions.
April 2025	Students attended an online IPR & Patent Designs Workshop organized by Bharati Vidyapith, Pune and Physionova, Sangli. Ms. Rutuja Nikam won 2nd prize in Rangoli and Ms. Aditi Kulkarni won 2nd prize in Collage Making. The Student Council organized International Dance Day celebrations.
May 2025	The Student Council conducted an Online Poster Presentation. Vijaya Badhe was awarded Student of the Month for her contribution to World Art Day, creating a Knee Clay Model that won 2nd place. Faculty participated in Integrated Geriatric Fellowship, and 1st and 2nd year MPT students joined the Pravara Sports Connect program. The NSS unit organized a Blood Donation Camp with 16 students donating blood. Additionally, Final Year BPT students attended a Basic Research and Methodology Workshop to enhance research skills and academic knowledge.
June 2025	In June 2025, World Music Day was celebrated with solo singing, "Guess the Beat," and a lyrics memory challenge. The Meet the Physio Expert session featured Dr. Minakshi Wankhede, including an interactive session, virtual tour, and expert guidance. Online sessions on Interdisciplinary Approaches in Palliative Care were also conducted for students at DVVPF's College of Physiotherapy.
July 2025	Orientation Program on Observational Clinical Practice for 1st Year BPT students (2024-25), giving them early clinical exposure, patient interaction opportunities, and an introduction to various clinical settings and extension activities. The Late Padmabhushan Balasaheb Vikhe Patil Academic Trophy 2025 was organized with multidisciplinary competitions at DVVPF's COPT, Ahmednagar. On World Brain Day, a Brain Clay Model Competition was conducted for undergraduate students by the Department of Neurophysiotherapy at the college.


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