



Dr. Vithalrao Vikhe Patil Foundation's
COLLEGE OF PHYSIOTHERAPY

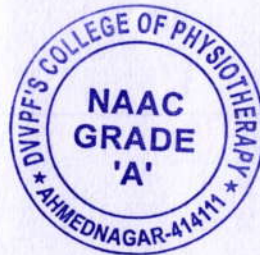
Opp. Govt. Milk Dairy, M.I.D.C., Ahmednagar-414111

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2.	Committee 2021-22, 2021-22
3.	Schedule of meetings





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Standard Operating Procedure

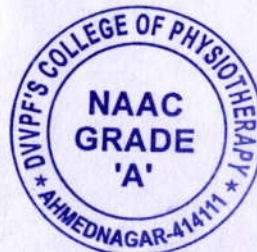
The Student Council is formed to represent the issues faced by students, raise voice of the students, promote their ideas and advocate their views and interests. It is a fundamentally democratic and non-political institution, with all students given equal opportunity to participate. Its main purpose 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 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.

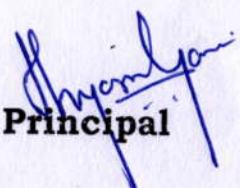
Responsibilities of other council members :-

- 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 batch mates 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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Student Council Meeting


Tentative list of Meeting Dates

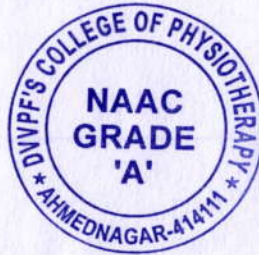
Sr. No.	Month	Date of Meeting
1.	July 2021	6 July 2021
2.	August 2021	10 August 2021
3.	September 2021	7 September 2021
4.	October 2021	6 th October 2021
5.	November 2021	11 th November 2021
6.	December 2021	8 th December 2021
7.	January 2022	5 th January 2022
8.	February 2022	9 th February 2022
9.	March 2022	8 th March 2022
10.	April 2022	6 th April 2022
11.	May 2022	4 th may 2022
12.	June 2022	8 th June 2022


Time : 12 noon

Venue – Students Guidance unit

It is compulsory for all members to attend the meeting. In case of genuine reason, Absence may be granted if prior information is given to the Principal. If a member remains absent for 3 consecutive meetings, without giving any information, he/she will be removed from the council.


Secretary
Student Council




Principal
Principal
Dr. Vithalrao Vikhe Patil Foundation's
College of Physiotherapy
Ahmednagar-414111

Copy to:

1. Office File
2. All the Members.



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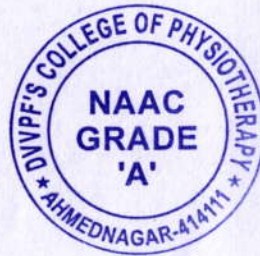
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STUDENT COUNCIL COMMITTEE

Academic Year 2021-22

Sr. No.	Name	Designation
1	Dr. Shyam Ganvir	Principal (Chairman)
2	Dr. Deepak Anap	Principal Nominee
3	Dr. Surendra Wani	Program officer of NSS
4	Mr. Kiran Aher	Director , Sports
5	Dr. Maheshwari Harishandre	Cultural Program Officer
6	Dr. Suvarna Ganvir	Invitee
7	Dr. Husale Rudalee Nitin	PG Representative
8	Dr. Agrawal Sheetal Tarachand	Intern Representative
9	Miss. Singh Ankita Brijesh	IV BPTH Representative
10	Mr. Shah Neil Virag	III BPTH Representative
11	Miss. Bhambarkar Vaishnavi Vijay	II BPTH Representative
12	Mr. Parab Senthil Santosh	Sports Representative
13	Miss. Lalwani Divya Deepakkumar	NSS Representative
14	Miss. Kulkarni Srushti Rajendra	Cultural Representative
15	Miss Joshi Akansha Arvind	Research Representative
16	Miss. Rajput Payal Pratapsingh	Principal Nominee
17	Miss. Suroshe Roshni Gajanan	Principal Nominee
18	Mr. Rohan Birajdar	I BPTH Representative
19	<u>Mr. Parab Senthil Santosh</u>	<u>General Secretary</u>




Principal

Principal

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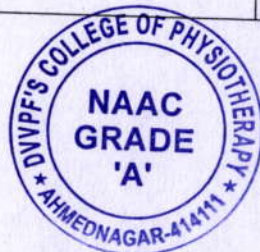
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COLLEGE STUDENT'S COUNCIL COMMITTEE
ACADEMIC YEAR 2021-22

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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Ref.No.DVVPF's/COPT/2021 846(A)

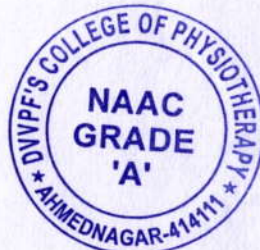
Date:06/10/2021

Reports on student council activities- July 2021- June 2022

1. **July 2021-** Details of preliminary examination were informed to the students. Small gate near the sports complex was made open for easy entry in the campus.
2. **August 2021-** It was informed that practical exams will be conducted offline as the hands-on skills needs to be practiced, assessed and refined.
3. **September 2021-** Review of physiotherapy week suggested that students suggested for more hours for observance of days.

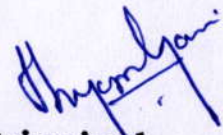
New committee took over

4. **October 2021-** Regular timings of first year students were modified considering the rush at lunch time in mess. Concession forms for train and bus travel were once again provided to students.
5. **November 2021-** Concept of House system was proposed. Students are divided into different houses for more healthy competitive spirit and better interaction among batches.
6. **December 2021-** Issue of practical kits for first year students was discussed. It was suggested that assessment tools can also be added in it along with electrotherapy tools.
7. **January 2022-** T-shirt for sports activity and NSS was proposed. The design and quantity was approved.



8. **February 2022-** Wall magazine videos are being uploaded on the institute website regularly. Students are being made more aware about it and attempt is being made to get more numbers of views and likes.
9. **March 2022-** Genesis dates were finalized and discussions regarding educational tour was done. Revision practical classes were scheduled for first year students.
10. **April 2022-** Fun and food event was planned on similar lines as for previous years. Essay competition winners' essays were proposed to be included in wall magazine.
11. **May 2022-** Interns convocation is scheduled next month on demand from students. New first UG and PG students to be added in the houses.
12. **June 2022-** Preparatory leave for final years students was requested from students. It was proposed to organize Vikhe Patil Trophy, and inter collegiate academic competition.


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Student Council


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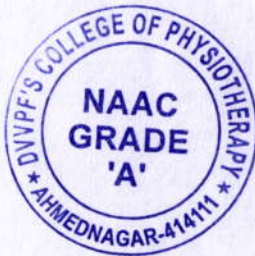
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Date:06/10 /2021

WORK DIVISION

Sr. No	Name of the Students	Work allotted
1	Vaishnavi Mhase	Preparation of agenda and minutes
2	Shreya Patwari Jaya Hanwate	Noting down the points raised during meeting
3	Prapti Vaidya	Maintain file of SCM
4	Apeksha Dhoot Navnit Sehara	Wall Magazine
5	Omi Dave Divya Deshpande	Venue arrangement and Communication with members & teachers
6	Vaishnavi Mhase	Preparing a yearly report of Student Council and update information on website
7	Prachi Bhagat Ruchita Rao	Information regarding the student related out of institute activities information about conference and workshop
8	Omi Dave Divya Deshpande	MUHS website and Institute Website update


Secretary
Student Council




principal
Principal
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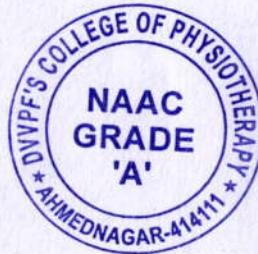
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Date:06/10 /2021

WORK DIVISION

Sr. No	Name of the Students	Work allotted
1	Senthil Parab	Preparation of agenda and minutes
2	Shruti Kulkarni Vaishnavi Bhambarkar	Noting down the points raised during meeting
3	Ankita Singh Sethil Parab	Maintain file of SCM
4	Sheetal Agrawal Rudalee Husale	Wall Magazine
5	Neil Shah Akanksha Joshi	Venue arrangement and Communication with members & teachers
6	Divya Lalwani Roshani Suroshe	Preparing a yearly report of Student Council and update information on website
7	Rudalee Husale Chaitanya Bhale	Information regarding the student related out of institute activities

R. M. Huse
Secretary
Student Council



Shyamgan
principal
Principal

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