



# GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

## Standard Operating Procedure (SOP) for Ayurvedic College's Student Council

### 1. Purpose

This SOP provides a structured framework for the functioning of the **Student Council** at an Ayurvedic college. It is designed to ensure effective governance, promote student welfare, and uphold the principles of Ayurveda in all student activities, encouraging holistic development and well-being.

### 2. Scope

The SOP applies to all members of the Student Council, including the President, Vice President, Secretary, Treasurer, and any other student representatives, as well as committees formed under the Council. The procedures outlined aim to ensure smooth and transparent management of student affairs, events, and initiatives in line with Ayurvedic philosophy.

### 3. Definitions

- **Student Council:** A student body elected to represent the interests of the student community, manage extracurricular activities, and promote the overall well-being of students.
- **Council Members:** Elected or appointed individuals who serve in various roles within the Student Council.
- **Committees:** Groups formed to handle specific tasks, such as event management, health and wellness activities, academic support, etc.
- **SOP (Standard Operating Procedure):** A set of written guidelines for maintaining consistency, transparency, and efficiency in council activities.

### 4. Roles and Responsibilities

#### 4.1 President

- Acts as the leader and representative of the Student Council.
- Oversees the execution of the council's activities and initiatives, ensuring alignment with Ayurvedic values like balance, integrity, and harmony.
- Chairs all council meetings, sets agendas, and provides direction for council activities.
- Liaises with the administration, faculty, and external bodies.
- Ensures the council maintains a holistic focus on student welfare, health, and personal development.

Administrative Office :  
Gangaputra Bhawan, Railway Road, Jind  
E-mail : gamcjind@gmail.com  
01681-297239, 90538-90538, 90539-90539

... हर जान कीमती



# GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

## 4.2 Vice President

- Assists the President in all aspects of council activities and steps in as acting President when required.
- Coordinates the internal affairs of the Student Council and manages member relations.
- Oversees wellness programs and initiatives that promote Ayurvedic lifestyle practices, such as yoga, meditation, and healthy nutrition.

## 4.3 Secretary

- Keeps accurate minutes of council meetings and communicates key outcomes to members.
- Distributes agendas and meeting minutes to the student body and council members.
- Manages correspondence, both within the council and with external organizations.
- Coordinates communication about student welfare initiatives, academic events, and wellness programs.

## 4.4 Treasurer

- Manages the financial operations of the Student Council, ensuring accountability and transparency.
- Prepares an annual budget for the council, allocates funds for activities, and oversees financial transactions.
- Reports on the financial status of the council at regular intervals and ensures that expenditures are in line with the council's objectives.
- Ensures that funds are used responsibly, especially when organizing wellness-related events or community activities in line with Ayurvedic practices.

## 4.5 Wellness Coordinator

- Focuses on promoting physical, mental, and emotional well-being of students, incorporating Ayurvedic principles.
- Organizes workshops on Ayurveda, nutrition, yoga, meditation, and other wellness activities.
- Coordinates health awareness programs, such as free health checks, Ayurveda consultations, and stress management workshops.

Administrative Office :  
Gangaputra Bhawan, Railway Road, Jind  
E-mail : gamcjind@gmail.com  
01681-297239, 90538-90538, 90539-90539

... हर जान कीमती



# GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

- Acts as a liaison between students and the college health services to integrate Ayurvedic practices into the health system.

## 4.6 Cultural and Events Coordinator

- Organizes cultural, academic, and recreational events that promote student engagement and Ayurvedic values.
- Plans wellness camps, cultural festivals, health awareness days, and other extracurricular activities.
- Ensures that events foster balance, creativity, and community participation, reflecting Ayurvedic principles of harmony and holistic living.

## 4.7 General Council Members

- Serve on committees, assisting in organizing events and activities for student welfare.
- Represent the interests of their peers during council meetings.
- Take active roles in the promotion and execution of wellness programs, social initiatives, and academic support activities.
- Actively participate in discussions and decision-making processes.

## 5. Election Procedures

- Elections are held annually to elect council members.
- Nomination forms will be made available to students, and candidates will submit a manifesto outlining their vision and goals.
- Elections will be conducted transparently, ensuring that every student has the opportunity to vote.
- Candidates must uphold the principles of Ayurveda, promoting wellness, ethics, and balance in all their proposals.
- Voting will be held through a secure and accessible process, and results will be announced promptly.

Administrative Office :  
Gangaputra Bhawan, Railway Road, Jind  
E-mail : gamcjind@gmail.com  
01681-297239, 90538-90538, 90539-90539

... हर जान कीमती



# GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

## 6. Meetings

- The Student Council will meet at least once a month. Special meetings may be called if necessary.
- A quorum of at least **50% of the members** is required for decision-making.
- Decisions will be made by consensus or majority vote, with the President holding the casting vote if necessary.
- Minutes of the meetings will be recorded, shared with council members, and made available to the student body.

## 7. Committees

- The Student Council can form various committees based on the needs of the student body, including but not limited to:
  - **Academic Support Committee:** To address academic concerns, tutoring, and study groups.
  - **Health and Wellness Committee:** To organize wellness-related activities and workshops.
  - **Cultural and Recreational Committee:** To plan and manage extracurricular and cultural events.
- Each committee will have a chairperson and a team of members.
- Committees must report progress to the council on a regular basis and ensure their activities are in line with Ayurvedic principles of balance and holistic health.

## 8. Budget and Financial Management

- The Treasurer is responsible for preparing an annual budget, which is to be approved by the Student Council.
- The budget should cover expenses for events, wellness programs, academic support activities, and student welfare initiatives.
- All financial transactions must be recorded and reported regularly to the council.
- Fundraising activities may be conducted to support student initiatives, ensuring they align with the principles of fairness, transparency, and community involvement.

Administrative Office :  
Gangaputra Bhawan, Railway Road, Jind  
E-mail : gamcjind@gmail.com  
01681-297239, 90538-90538, 90539-90539

... हर जान कीमती



# GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

## 9. Code of Conduct

- All council members are expected to act with integrity, respect, and responsibility.
- Council members must uphold the principles of Ayurveda, including promoting physical, mental, and emotional well-being.
- Conflicts of interest must be avoided, and decisions must be made in the best interest of the student body.
- Council members should encourage inclusivity, equality, and non-discrimination in all activities.
- Disputes or issues within the council should be resolved through peaceful, respectful dialogue in line with Ayurvedic values of balance and harmony.

## 10. Accountability and Reporting

- The Student Council is accountable to the student body and will provide regular updates on council activities, financial reports, and upcoming events.
- At the end of the academic year, the council will present a comprehensive report to the students summarizing its activities, achievements, and financial standing.
- Feedback from students will be actively sought and incorporated to improve future council activities.

## 11. Conflict Resolution

- In the case of internal conflicts or disputes, the council will aim to resolve issues through discussion, mediation, and consensus-building.
- If necessary, a neutral third-party mediator, such as a senior faculty member, may be consulted to facilitate conflict resolution.
- All conflicts should be handled respectfully, focusing on maintaining harmony and promoting positive relationships among council members and the student body.

Administrative Office :  
Gangaputra Bhawan, Railway Road, Jind  
E-mail : gamcjind@gmail.com  
01681-297239, 90538-90538, 90539-90539

...हर जान कीमती



# GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

## 12. Review and Amendments

- The Student Council will review this SOP annually to ensure that it remains relevant and effective.
- Any amendments or changes to the SOP must be proposed, discussed, and approved by a majority of the council members.
- Once approved, the updated SOP will be shared with the student body for transparency.



Administrative Office :  
Gangaputra Bhawan, Railway Road, Jind  
E-mail : gamcjind@gmail.com  
01681-297239, 90538-90538, 90539-90539

... हर जान कीमती