



GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

Standard Operating Procedure (SOP) for Ayurvedic College Council

1. Purpose

The purpose of this SOP is to define the operational guidelines, responsibilities, and processes of the Ayurvedic College Council to effectively represent the students, promote holistic development, and facilitate academic, cultural, and extracurricular activities in alignment with the principles of Ayurveda.

2. Scope

This SOP applies to all members of the Ayurvedic College Council, including elected representatives and appointed student members. It covers roles, responsibilities, election processes, council meetings, financial management, and event coordination, all with a focus on Ayurveda's principles of balance, health, and well-being.

3. Definitions

- **Ayurvedic College Council:** A governing body composed of elected student representatives from the Ayurvedic college responsible for managing student affairs and promoting student welfare.
- **Council Members:** Students elected or appointed to serve in the council, responsible for fulfilling specific roles.
- **Committees:** Specialized groups within the council formed for specific tasks (e.g., cultural events, academic support, wellness programs).
- **SOP:** Standard Operating Procedure, a document outlining the operational framework of the council.

4. Roles and Responsibilities

4.1 President

- Leads and represents the council, ensuring it aligns with the values of Ayurveda (holistic well-being, harmony, and ethical conduct).
- Chairs the council meetings, setting the agenda and overseeing the execution of the council's initiatives.

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- Acts as the liaison between students and faculty or administration.
- Coordinates the activities of all committees and ensures they are aligned with the Ayurvedic philosophy of promoting health and balance.

4.2 Vice President

- Supports the President in executing council duties.
- Takes on the role of acting President in the President's absence.
- Works to ensure smooth internal communication among members and committees.
- Promotes wellness initiatives and integrates Ayurvedic health principles into student activities.

4.3 Secretary

- Records and maintains accurate minutes of council meetings.
- Distributes council meeting agendas and minutes to all council members and other relevant stakeholders.
- Coordinates internal communication and manages administrative tasks related to council functions.
- Ensures that activities align with Ayurvedic practices of clear communication and mindfulness.

4.4 Treasurer

- Manages the council's finances, ensuring that funds are allocated in a transparent manner for events and student welfare activities.
- Prepares the annual budget and ensures that financial decisions adhere to principles of fairness and equity.
- Provides regular financial reports to the council, ensuring financial transparency and accountability.

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4.5 Wellness Coordinator

- Promotes student wellness programs, integrating Ayurvedic principles of health and well-being into daily college life.
- Organizes workshops on Ayurvedic health practices, stress management, and nutrition.
- Coordinates with health professionals to offer Ayurvedic therapies, yoga, and meditation sessions to students.

4.6 Cultural and Events Coordinator

- Organizes cultural and extracurricular events that reflect the holistic nature of Ayurveda, promoting creativity, physical well-being, and mental health.
- Works with other council members to plan and execute events such as Ayurveda awareness days, cultural festivals, health camps, etc.
- Ensures events encourage unity, balance, and personal development.

4.7 General Council Members

- Participate in meetings and support the execution of council initiatives.
- Represent their peers in various committees and contribute to the decision-making process.
- Help organize and promote student-driven events and wellness programs.

5. Election Procedures

- Elections for the Ayurvedic College Council are held annually at the start of the academic year.
- Candidates must submit a nomination form with their manifesto detailing their plans for student welfare and college activities.
- The election process will be conducted in a fair and transparent manner, with voting open to all students.
- The candidates must embody the ethical standards of Ayurveda, promoting balance, integrity, and well-being.

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6. Meetings

- Council meetings will be held once a month, and special meetings can be convened as required.
- A quorum of at least **50% of the council members** is required for meetings to be considered valid.
- Decisions will be made based on a majority vote, with all members having equal input into the discussion and decision-making process.
- Minutes of each meeting will be recorded and shared with the entire student body, ensuring transparency.

7. Committees

- Various committees may be formed under the council to handle specific areas like academics, events, health and wellness, etc.
- Each committee will have a chairperson and a team of members. The chairperson will report on the progress during the council meetings.
- Committees must plan and execute their tasks while maintaining Ayurvedic values like mindfulness, balance, and holistic development.
- Wellness programs, yoga classes, and Ayurvedic lectures will be central to committee activities.

8. Budget and Financial Management

- The Treasurer will prepare an annual budget that includes provisions for academic activities, wellness programs, cultural events, and student welfare.
- All expenditures must align with the holistic values of Ayurveda, ensuring that funds are used responsibly for the benefit of students.
- The council will provide financial transparency, reporting to the student body regularly about the allocation and usage of funds.

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9. Code of Conduct

- All council members must uphold the ethical principles of Ayurveda, demonstrating respect for self and others, maintaining harmony, and ensuring integrity in all actions.
- Council members should adhere to professional conduct and serve as role models for the student body.
- Conflict resolution should be approached with understanding and empathy, reflecting Ayurvedic practices of balanced judgment.

10. Accountability and Reporting

- The council is accountable to the entire student body, and members must regularly update students about council activities, events, and financial status.
- At the end of the academic year, a comprehensive report will be presented to the student body, summarizing the council's activities, financial status, and achievements.

11. Conflict Resolution

- In case of conflicts among council members or between students and the council, the council will seek a resolution based on the Ayurvedic principle of "Sattva" (balance) and harmonious communication.
- Disputes will first be addressed within the council; if unresolved, a neutral committee consisting of faculty members and senior students may be formed to mediate the issue.

12. Review and Amendments

- This SOP will be reviewed annually to ensure it is relevant and effective.
- Any changes or amendments to the SOP must be proposed, discussed, and voted on by the majority of the council members.

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