

# SHIVALIK INSTITUTE OF AYURVED AND RESEARCH

## COMMITTEES

### 1. COLLEGE COUNCIL:-

<u>S. No.</u>	<u>NAME</u>	<u>RESPONSIBILITIES</u>	<u>SIGN</u>
1	Dr. (Mrs.) Simran	All College & Hospital Activities	
2	Dr. Satendra Kumar	All College Activities	
3	Dr. Rajeev Sharma	All College Activities	
4	Dr. Sanandan Thapliyal	Academic & Hospital Activities	
5	Dr. Jyotsana	Working of College and Hospital	
6	Dr. Shivi Saxena	New Projections	

<u>S. No.</u>	<u>Name</u>	<u>Detailed Duties</u>
1	Dr. (Mrs.) Simran	Monitoring all college Hospital & activities
2	Dr. Satendra Kumar	Monitoring all new construction related work
3	Dr. Rajeev Sharma	Monitoring all college activities
4	Dr. Sanandan Thapliyal	Monitoring all maintainance realted
5	Dr. Jyotsana	Working and bridging of College and Hospital; implementing all the new policies formulated during College Council meet
6	Dr. Shivi Saxena	Presenting new projections in the form of Power point presentations which should include the rough outlines (advantages and disadvantages of project, assets required for project, manpower, etc..

### 2. ADMISSION COUNCIL/COMMITTEE:-

<u>S. No.</u>	<u>NAME</u>	<u>RESPONSIBILITIES</u>	<u>SIGN</u>
1	Dr. Satendra Kumar	Monitoring all Admission Activities	
2	Dr. Suneel Pal Singh	Document Verification	
3	Mr. Vijay Dangwal	File preparation and Consultation Fee Record	

### 3. FEE COMMITTEE

<u>S. No.</u>	<u>NAME</u>	<u>RESPONSIBILITIES</u>	<u>SIGN</u>
1	Dr. Shivani Sundriyal	Fine Imposition	
2	Mr. Vijay Dangwal Mr. Surendra Arya	Fee and Fine Notification	
3	Mr. Ravindra Dwivedi	Exam NOC	
4	Mr. Guru Prasad Nautiyal	Fee Record Keeping	

S. No.	Name	Detailed Duties
1	Dr. Shivani Sundriyal	Any sort of fine implemented by your or by any other Committee on any student should be imposed EXCEPT FOR FINE ON LATE FEE i.e. informed in writing to Mr. Vijay Dangwal.
2	Mr. Vijay Dangwal Mr. Surendra Arya	Fee and Fine Notification to Parents and communication after getting approval and collection of the same.
3	Mr. Ravindra Dwivedi	No Objection Slips to be collected from at the time of Examination to be checked and only then Exam Forms to be issued.
4	Mr. Guru Prasad Nautiyal	Record keeping of Fee and Fines received for all students.

#### 4. DISCIPLINARY COMMITTEE

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Anumeha Joshi	Behaviour and settlement of disputes among students	
2	Dr. Savita Pawar	Home Tests and Examination	
3	Dr. Jyoti Negi	Leave Records	
4	Dr. Shivi Saxena	Regular Absentees	
5	Mr. Ravindra Dwivedi	Uniform	
6	Mr. Vijay Dangwal	Use of Phones	
7	Mr. Surendra Arya	Behaviour and settlement of disputes among students	

S. No.	Name	Detailed Duties
1	Dr. Anumeha Joshi	To keep the behaviour of students in check with seniors and staff members and to settle any dispute among students. Also, submitting the names of students to Dr. Savita Pawar
2	Dr. Savita Pawar	Formulation of Policy for Class Tests on the basic rule of maximum 2 Class Tests per batch every week. Formulation of Policy on the basic rule of minimum 2 Home Examination per batch every year.
3	Dr. Jyoti Negi	Maintaining the Leave Records of students of all batches. Only 3 informed Leaves could be marked as present in a month. In case of Duty leaves, communicating with the subject teachers.
4	Dr. Shivi Saxena	Taking note of Uninformed Leave for more than 3 days of all students and submitting the names in writing to Ms. Akanksha, Office Staff and Dr. Savita Pawar
5	Mr. Ravindra Dwivedi	Submitting names along with fine for students who are not in proper uniform and submitting to Dr. Savita Pawar in writing. Can make surprise visits to class.

6	Mr. Vijay Dangwal	Making surprise visit once a week to each class for checking of phones and to check if any student is using phone within the Academic Block without permission of any Teaching Staff and submitting the names to Dr. Savita Pawar
7	Mr. Surendra Arya	To keep the behaviour of students in check with seniors and staff members and to settle any dispute among students. Also, submitting the names of students to Dr. Savita Pawar

#### 5. EXTRA CURRICULAR ACTIVITIES

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Yogesh Kumar	Educational & Liesure Trips	
2	Dr. Amita Chauhan	Orientation Program	
3	Dr. Anjali Pant	Sports	
4	Dr. Aradhna Saklani	Farewell & Fresher Parties Orientation Program	
5	Mr. Ganesh Joshi	Managing the needs of every Event	
6	Mr. Surendra Arya	Managing the needs of every Event	

S. No.	Name	Detailed Duties
1	Dr. Yogesh Kumar	Planning the Educational and Leisure trips for students including schedule and activities to be conducted at the destination. Also, formation of requirement list and providing the same to Mr. Surendra Arya after approval from concerned authorities.
2	Dr. Amita Chauhan	Preparing the schedule for Orientation Program every year. Inviting the Guest Lecturers. Also, formation of requirement list and providing the same to Mr. Surendra Arya after approval from concerned authorities.
3	Dr. Anjali Pant	Preparing the schedule for Sports every year along with Prize Distribution. Also, formation of requirement list and providing the same to Mr. Surendra Arya after approval from concerned authorities.
4	Dr. Aradhna Saklani	Supervising the requirements of Farewell and Freshers Parties. Formation of requirement list and providing the same to Mr. Surendra Arya after approval from concerned authorities. Also, making sure that the parties remain hassle free.
5	Mr. Surendra Arya	Collecting list of requirements for any sort of event in the Institute and providing the articles or services required from any vendor within the given deadline.

6	Mr. Ganesh Joshi	Collecting list of requirements for any sort of event in the Institute and providing the articles or services required from any vendor within the given deadline.
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#### 6. ACADEMIC COMMITTEE

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Shalini Uniyal	Time Table Follow up; Unit Exam Question Paper	
2	Dr. Shivi Saxena	Time Table Follow up; Unit Exam Question Paper	
3	Dr. Devanshu Sharma	Department Maintainance	
4	Dr. Rakesh Singh		
5	Mr. Ravindra Dwivedi	Syllabus/Practical Completion; Workshops/Seminars/CME's; Articals for magazines from Faculty & Students; Information to all for Article/Essay Writing; Record keeping of workshps and other events	
6	Mr. Surendra Arya	Attendacne Compilation	

S. No.	Name	Detailed Duties
1	Dr. Shalini Uniyal	Time Table to be formulated as per CCIM norms and adjusting it time to time as per requirement of any particular subject regarding syllabus (only). Setting up Question papers for Home Examination.
2	Dr. Shivi Saxena	Time Table to be formulated as per CCIM norms and adjusting it time to time as per requirement of any particular subject regarding syllabus (only). Setting up Question papers for Home Examination.
3	Dr. Devanshu Sharma	Any sort of Medical related equipments need repair or need to be added in any of the 14 Departments
4	Dr. Rakesh Singh	
5	Mr. Ravindra Dwivedi	Syllabus and Practical completion on time as per the lectures/hours allotted in NCISM norms. Workshops/Seminars/CME's information to be provided to the Principal and hence implementing further orders. Articles entry in different magazines from students and faculty thus providing information for article, essay and abtrct submission. Record keeping all the Workshps/Seminars/CME's attended by any Faculty or student.
6	Mr. Surendra Arya	Attendance compilation and displaying at various platforms.

**7. AYUSH/NCISM/UNIVERSITY CORRESPONDANCE COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Sanandan Thapliyal	Finding solution for the issues faced at Ministry of AYUSH, NCISM and Uttarakhand Ayurved University offices as per requirement at different levels.	
2	Dr. Yogesh Kumar		
3	Dr. Anjali Pant		
4	Mr.Ravindra Dwivedi		

**8. INSPECTION/VISITATION COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr.Sunita Goyal	Collection of Documents & Stock Registers	
2	Dr. Archana Kamle		
3	Dr. Aradhana Saklani		
4	Mr.Ravindra Dwivedi	Inspection related Documents	
5	Mr. Surendra Arya	Food and Stay of Visiting Faculty; Patients for OPD's & IPD's; Refreshment	

S. No.	Name	Detailed Duties
1	Dr.Sunita Goyal	Collection of Departmental Documents that have to prepared before the Inspection and Stock Registers
2	Dr. Archana Kamle	
3	Dr. Aradhana Saklani	
4	Mr.Ravindra Dwivedi	Documents other than Departmental Documents and Stock Registers have to prepared and submission to be made to Inspection Team. Visitation Performa Part-I to be submitted within the given deadline by the concerned Government authority.
5	Mr.Surendra Arya	Fooding and Stay facilities to be arranged for visiting faculties after approval from authorities. Patients to be arranged for OPD's and IPD's at the time of Inspection. Refreshment for Inspection Team and Staff members (If required) to be a arranged.

**9. EXAM/PRACTICAL COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Shalini Uniyal	Supervising Examination and Practical arrangements (e.g. Seat Arrangement)	
2	Dr. Yogesh Kumar		
3	Dr. Akanksha Chauhan		
4	Mr. Ravindra Dwivedi Mr. Vijay Dangwal Mr. Surendra Arya	All documentation related to Theory and Practical Examination	

### 10. CAMPUS MAINTANANCE COMMITTEE

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Mr. Sandeep Rawat	Supervising the maintance of Campus	
2	Mr.Ravindra Dwivedi	Implementing the needs of Campus	
3	Mr. Ashish Kumar	Implementing the needs of Campus	

S. No.	Name	Detailed Duties
1	Mr. Sandeep Rawat	Supervising all the maintainance of Complete Premises and providing the list of the work to be done to Mr. Vinesh after approval from authorities (can consult Mr. Ravindra Dwivedi if required). Premises Includes Lawns, Passage, Drinking Water, Electricity, Name Palates of Department, Cleanliness of Block, Any Masson Works (if required).
2	Mr.Ravindra Dwivedi	Implementing all the maintainance work required from the worksheet provided by Mr. Sandeep Rawat within the provided deadline. Collecting quotations if required.
3	Mr. Ashish Kumar	Implementing all the maintainance work required from the worksheet provided by Mr. Sandeep Rawat within the provided deadline. Collecting quotations if required.

### 11. WOMEN CELL

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Anjali Pant	Looking after the safety of all Female staff and students and settling disputes if required penalizing the guilty.	
2	Dr. Jyoti Negi		
3	Dr. Pooja Bisht		

### 12. ANTI-RAGGING CELL

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Rakesh Singh	To stop all the Ragging activities among students at all times. Greeting shall be the maximum respect a senior student is allowed to have that too without compulsion. If any incident takes place analyzing it and punishing the guilty.	
2	Dr. Akanksha Chauhan		
3	Mr. Ravindra Dwivedi		
4	Mr. Vijay Dangwal		

### 13. FIRST-AID CELL

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Shivi Saxena	Looking after if there is any medical need to a student or staff member.	
2	Dr. Rakesh Singh		

#### 14. SOCIAL MEDIA COMMITTEE

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Aradhana Salkani	Reporting from College	
2	Dr. Sakshi Chauhan	Reporting from Hospital	
3	Mr. Ravindra Dwivedi		
4	Mr. Surendra Arya		

#### 15. IMPORTANT DAYS COMMITTEE

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Anjali Pant	Reporting from Hospital	
2	Dr. Akanksha Chauhan	Reporting from College	
3	Mr. Ravindra Dwivedi	Providing all the documents to uploaded to	
4	Mr. Surendra Arya	Providing the written reports to Mr. Ravindra Dwivedi and collecting 2 best photographs to uploaded along with any article. Follow up from Website vendor. Managing Facebook and Instagram Pages of the Institute along with Mr. Ravindra Dwivedi.	

#### 16. STAFF WELFARE

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Mrs. Aanchal Pandey	Provisions of everyday refreshment for staff and getting the bills approved of the same from the authorities.	

#### 17. PRINTING AND STATIONARY COMMITTEE

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Mr. Ravindra Dwivedi	Providing the requirements of office documents and other stationary to Mrs. Aanchal Pandey and managing stock register of Stationary.	
2	Mrs. Aanchal Pandey	Looking after Printing and Stationary material approval and dealing with vendor telephonically. Providing the list to Mr. Surendra for collecting any printing and stationary articles from the market.	
3	Mr. Surendra Arya	Getting pre-approved list from Mrs. Aanchal Pandey and collecting printing and stationary articles from the market.	

**18. NABH COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr.Sanandan Thapliyal	To conduct NABH work & correspondance for the same	
2	Dr. Shalini Uniyal		
3	Dr. Shivani Sundriyal		
4	Dr.Yogesh		

**19. Accounts COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Mr.Guru Prasad Nautiyal	Fee & Fine Collection, EPF/TDS/ESIC account statement of staff Audit of Shivalik Society C.A	
2	Mr.Pankaj	Salary of All College & Hospital Staff	

**20. Research COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr.Sanandan Thapliyal	To Conduct Research Work Correspondance with Ayush department related To Research	
2	Dr. Shalini Uniyal		
3	Dr. Akanksha Chauhan		
4	Dr.Aradhana Saklani		



**21. CME/WORK SHOP/ SEMINAR COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr.Sanandan Thapliyal	To conduct Seminarys, CME, Workshop. -- All arrangements to be made related to above	
2	Dr. Anjali Pant		
3	Dr. Versha		
4	Dr. Rakesh Singh		
5	Dr. Shivani Sundriyal		

**22. NEWS LETTER COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr.Sanandan Thapliyal	Compilation of articles, day to day activities conducted in shivalik Institute of Ayurved & Research. -Printing /Editing Work	
2	Dr.Akanksha Chauhan		
3	Dr. Aradhna Saklani		

**23. Orientation Programmes COMMITTEE**

S. No.	NAME	RESPONSIBILITIES	SIGN
1	Dr. Savita Pawar	To Plan and Excution of Orientation/Induction for new batch	
2	Dr. Jyoti Negi		
3	Mr. Ravindra Dwivedi		
4	Mr. Surendra Arya		