

**6.2.1 The Institutional has well defined organizational structure, Statutory Bodies/committees of the College with relevant rules, norms and guidelines along with Strategic Plan effectively deployed.**

The institution has created important, incredible plans and policies to achieve the goal and mission of the college.

1. Management is the strategy-making and strategy implementing mechanism of the college.
2. The college management discusses various aspects in detail and makes strategies to keep up the quality of ayurved education and hospital management in the institution.
3. The principal brings to the notice of the management about the functioning of the institution.
4. The principal ensures that the institution follows all regulations of CCIM and provisions of the MUHS University.
- 5 Meetings of the principal and all head of the department are held regularly for academic and other administrative work.
6. By consulting with all committees principal executes all academic policies.
7. The principal supervises the day to day administration of the college and hospital.
8. Several committees are formed in the college namely Research committee, student council committee, Anti-ragging committee, woman empowerment cell, NSS committee, sports and cultural committee. Regular meetings are conducted by these committee members and initiatives are taken to improve academic performance
9. Performance of the teaching and non-teaching staff is supervised by principal and administrative head.
10. The institute provides essential infrastructure to the teaching, non-teaching staff and the students to maintain an environment beneficial for academic purpose and also for hospital management.



*General*  
Principal  
B. S. Govindji Raol Ayurved  
College, Solapur, Solapur.

# Seth Govindji Raoji Ayurved College, Solapur

## STANDARD OPERATING PROCEDURE (SOP) FOR VISHAKHACOMMITTEE

### Vision:

- To create a favorable environment to women for understanding of their potential by initiating the values of honesty, integrity and professionalism.

### Mission:

- To provide a safe environment for the girl students as well as female staff of the institute.
- To impart confidence in women so that they can face any situation coming in their way and prove themselves to be strong in the society.

### Commitment

- Our SGR Ayurved College is devoted to providing a work environment in which every woman employee is treated with dignity and respect, and is treated fairly.
- SGR Ayurved College is also devoted to fostering a work environment that promotes professional development and equality of opportunity for its female employees.
- SGR Ayurved College will not tolerate sexual harassment and is committed to taking all necessary actions to guarantee that its female employees are not harassed in any way.

### Scope

- This policy applies to all types of employees at the college & hospital, including permanent, temporary workers, trainees, and contract workers at our workplace. Any sort of Sexual harassment shall not be tolerated by the company.
- The workplace includes:
  - College and hospital
  - All college and hospital related activities carried out at any other location.

### Definition

- Sexual harassment can refer to a single incident or a series of occurrences including uninvited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical sexual activity.
- Sexual harassment in the workplace includes:
  - Unwelcome sexual advances (verbal, written, or physical),
  - Demand or request for sexual favours,
  - Any other type of sexually-oriented conduct,
  - Sex-oriented verbal abuse or 'joking,'
  - Any conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment, and/or submission to such conduct is either explicit or implicit.



*General*

### **Responsibilities regarding sexual harassment.**

- All the employees of college and hospital bear personal responsibility for ensuring that their actions do not violate this policy.
- All employees are encouraged to underline the importance of a sexually harassment-free workplace.

### **Complaint mechanism:**

- Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism in the form of “**Complaints Committee**” has been created in the college for time-bound redressal of the complaint made by the victim.

### **Complaint committee (Vishakha Committee)**

- The college has a Complaints Committee (Vishakha Committee) for redressal of sexual harassing complaint (made by the victim) and for guaranteeing time bound treatment of such complaints.
- Vishakha Committee consist of chairmen and followed by 9 members. Chairmen of the committee is a lady who is head of the department and Associate Professor. Other members are administrative officer of trust, two senior faculty out of which one is lady, residential medical officer from hospital side, two members from non-teaching staff out of which one is female staff and others 3 members are the postgraduate students.
- The Complaints Committee is capable for:
  - Investigating each formal composed complaint of sexual badgering
  - Taking fitting medicinal measures to reply to any substantiated charges of sexual harassment
  - Discouraging and anticipating employment-related sexual badgering.

### **Function:**

- To receive complaints, if any, from the lady staff and lady students who have been subject to sexual harassment
- To keep all records intact and in proper order of the complaints received.
- To enquire into such complaints and establish the facts.
- To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.

### **Frequency of meeting:**

- There shall meet at least thrice in a year.
- In case of exigency, the member secretary can call a meeting.
- There shall be a notice for the requisition of meeting.

### **Minutes of meeting**

- Minutes of meetings should be written for review within one week of the meeting.
- Copies must be preserved and handed over to the principal whenever they will ask for the same.



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Principal  
Raoji Ayurved  
Soliapur.

**Seth Govindji Raoji Ayurved College, Solapur**  
**STANDARD OPERATING PROCEDURE (SOP)**  
**FOR COLLEGE COUNCIL COMMITTEE**

**Vision:**

Nurturing students education and achievement by providing brilliance in instructional programmes, facilities and support the goals of students pursuing basic skill and career.

**Objective:**

- To offer an environment for personal and professional development to students.
- Investigate ways to articulate student's success that represent the diverse range of our student's goals and retain strong academic integrity and high academic standards.
- Provide essential support service through collaborative actions.
- Create a framework for faculty and student to learn and share ideas.
- Plan action strategies for student welfare

**Constitution:**

College council formed by the dean of the college and he/she will be the chairmen of college council. All the head of the departments will be the members of the college council.

**Activity (Meeting):**

Council meets thrice a year to discuss matters pertaining to the academic mission of the college or call by the chairmen whenever it required other than these.

**Functions:**

- Prepares institutional calendar of events to implement curricular and co-curricular activities
- Planning, development, implementation, and evaluation of curriculum
- Maintenance and monitoring of academic standards
- Encourage conducting academic research, coordinate research activities between the departments of the college or institute, and undertake its publication.
- Propose examination schedules and make arrangements for conducting the exams.
- Propose the extracurricular activities plan for the college
- Resolve issues related to students that are within its jurisdiction, and forward others to the management.

College Council members have a role in decision-making, and therefore, any member may propose an item for an agenda. Effective discussions require that appropriate documentation be sent out with the agenda or in advance.



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 Mahavidyalaya, Solapur.



**Seth Govindji Raoji Ayurved College, Solapur.**

**College Student's Council**

Students have great potential and energy. To channelize this energy and to promote all round development of the students, institute has well organized student council as per norms laid by MUHS. Student council is made up of faculty members and students under the chairmanship of the principal.

**Formation of student council §**

१.	Chairman of the council	Principal of the institute
२.	Member	One teacher nominated by the principal (Coordinator/ head of the council)
३.	Member	NSS program officer
४.	Member	Director § sports/ physical education
५.	Member	Officer in charge of cultural activities
६.	Member § (Class representative) -४	One student from each class having highest number of marks nominated by the principal from first to final year
७.	Member -४	Two male and two female students nominated by the principal having outstanding performance in one of sports, NSS, Cultural activities, Research or extracurricular activities. ( One male and one female student out of four shall be belonging from the scheduled



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		castes/schedules tribes/vimukta jati/ nomadic tribes/ OBC
८	Student secretary	Elected by student council members

Selection of students - student is selected on the basis of merit and as per the norms of university.

### Cessation of membership of the member of college student's council §

The membership of any member of the College Student's Council shall be ceased by the

Principal under the following circumstances §

१. Who is/ are alleged to have participated in any political activity.
२. In-disciplined behavior inside or outside the campus.
३. Who has been punished for unfair means in the examinations.
४. Who has been participated in ragging activities.
५. Who has been convicted for any offence.

### Objectives -

१. Student's council represents the students & provides a good way of interaction & communication with the principal.
२. To strive for personality development of the students
३. To co-ordinate the extra-curricular and welfare activities of the students.
४. Encourage students to participate in various inter college competitions, quiz
५. Promote students to organize various extra-curricular and welfare activities like gathering, sport events, NSS activities.
६. Students are given various responsibilities which helps in building confidence, team spirit, leadership & self-esteem.
७. To train students for democratic process for better corporate life and to be a better citizen.

### Obligations §

Student council shall have following obligations §



*Yamsh*  
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Seth Govindji Raoji Ayurved  
Mahavidyalaya, Solapur.

१. Student's council should not participate in any political activities or protest against the government in or outside the campus.
२. Student's council shall play constructive and positive role in overall academic, welfare and other extracurricular activities of the college.
३. Members of student's council shall behave in decent and disciplined manner and also set an example for other students.

#### Functioning of the student council §

१. The dean / principal shall be responsible for covering at least two meetings of the council during one academic year for carrying out all activities.
२. The term of the college student council shall be one year
३. Secretary of the council shall be elected at first meeting of members of student council. Student secretary should be amongst the members other than the students of first year and internees.
४. Student council members shall meet with nominated respective faculties to prepare schedule and plan of work.
५. Before organizing any program student must take permission from the principal through nominated teacher.
६. All activities of student council should be pre planned and meeting for planning should be arranged.
७. Meeting minutes should be written in the student's council register by teacher nominated by the principal.
८. Activity report of each activity should be submitted by secretary of student council to the teacher nominated by the principal.
९. Activity program of sports should be submitted to the sport teacher
१०. Budget for any program should be pre-approved from the principal.



*[Signature]*  
I/C. Principal  
Seth Govindji Raoji Ayurved  
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**Seth Govindji Raoji Ayurved College, Solapur**  
**Local Management Committee**  
**Formation and SOP**

Local Management Committee is the policy making body which monitors the entire academic and administrative functioning of the college on behalf of Managing Committee.

**Formation –**

Formation of the local management committee is as follows –

Sr.No		
1	Chair person	President or chairman of the management
2	Secretary of management	Secretary of the management or secretary's nominee
3	Three local members representing different fields of the area nominated by the management	
4	Three teacher representatives elected by the teachers of the college	
5	One non- teaching employee elected by the non -teaching employees of the college	
6	Member secretary	Principal

Members elected or nominated shall have a term of five years

**FUNCTIONS**

- To consider and plan budget of college for forthcoming academic year and to sanction expenditure of the previous year.
- Formulate proposals of new expenditure not provided for the college budget.
- To recommend the creation of the teaching and other posts to the management
- To review academic performance of teachers.
- To approve appointments of teachers on regular basis.
- To consider time-bound promotions of teaching and non-teaching staffs.
- To consider and approve development plans of the college
- Confirmation of teaching and non-teaching staff after probationary period.
- Approval of teachers by the University.
- Starting of new certificate courses/ value added courses.
- Evaluation of academic and administrative governance.
- Training for academic and administrative staff.
- To advice principal regarding - preparation of time tables, distribution of available teaching work load, discipline in the campus
- Allocation of work to members.



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- Welfare of teaching and non-teaching staff.
- Consider and make recommendations on the inspection report if any

SOP for local management committee –

1. The college is governed and steered by the Principal, who is the ultimate authority for all affairs. She is assisted by the vice principal, Deputy Medical Superintendent, Chief administrative officer and the Heads of various Departments and other Staff consisting of Registrar, General Administrative and Accounts officer, Accountant and clerks, etc.
2. Every member of the staff has access to the Principal. For any major decision or in respect of any policy change or formation of policy, common meetings between the staff and principal are held and the decisions are taken in a democratic way.



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Mahavidyalaya, Solapur.

Administration is decentralized to a greater extent. The heads of the departments look after their departments independently. Also various committees are governed by different faculties. All above mentioned dignitaries meet the Principal on various occasions and then the decisions are taken. Sometimes, either a notice is circulated to convey the programmes or telephonic messages are sent depending on the urgency of matter or issue.

**Frequency of Meeting:**

- There shall be a meet once in a month.
- In case of exigency, the member secretary can call a meeting.
- There shall be a notice for the requisition of meeting.

**Minutes of the meeting:**

- The minutes are usually completed by the Convener, but can be assigned to someone else.
- Minutes of meetings should be written for review within one week of the meeting.
- Copies must be preserved and handed over to the next member student at the end of the term.



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फॅक्स (०२१७) २७२८३८५  
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## FORMATION OF A LIBRARY COMMITTEE

A library committee is a group of individuals who are responsible for overseeing and managing the library's operations. The committee is responsible for ensuring that the library runs smoothly and efficiently and that its resources are used to their fullest potential.

### **PURPOSE OF A LIBRARY COMMITTEE:**

The primary purpose of a library committee is to ensure that the library is meeting the needs of its users.

This includes:

- Ensuring that the library has the resources and facilities necessary to meet the needs of its users.
- Ensuring that the library is staffed with knowledgeable and helpful personnel.
- Ensuring that the library's collection is relevant and up-to-date.
- Ensuring that the library is accessible to all users, including those with disabilities.

### **COMPOSITION OF A LIBRARY COMMITTEE:**

The composition of a library committee will depend on the size and scope of the library. In general, however, a library committee should include the following:

- **A chairperson:** The chairperson is responsible for leading the committee and ensuring that its goals are met.
- **Academic representatives:** If the library serves an academic community, it may be beneficial to include representatives from academic departments or programs. Members from each Academic Year preferably 2 from non-clinical side and 2 from clinical side
- **PG Co-ordinator:** For requirement of PG curriculum
- **A librarian:** The librarian is responsible for managing the library's operations, including its staff and collection.
- **Student representatives:** If the library serves a student population, it may be beneficial to include student representatives. UG – one student from each academic year, PG – one student
- **Duration for the committee -** The Committee is generally formed for Two years.



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■ महाविद्यालय

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## RESPONSIBILITIES OF A LIBRARY COMMITTEE:

The responsibilities of a library committee can include the following:

- **Developing policies and procedures:** The library committee is responsible for developing policies and procedures that govern the library's operations. This includes policies related to borrowing materials, accessing the library's resources, and using the library's facilities.
- **Allocating resources:** The library committee is responsible for allocating resources, including funding, to ensure that the library has the resources necessary to meet the needs of its users.
- **Overseeing library operations:** The library committee is responsible for overseeing the library's operations, including its staff and collection. This includes ensuring that the library is staffed with knowledgeable and helpful personnel and that its collection is relevant and up-to-date.
- **Developing outreach programs:** The library committee is responsible for developing outreach programs to promote the library's services and resources. This can include hosting events, creating social media campaigns, and partnering with other community organizations.
- **Evaluating the library's effectiveness:** The library committee is responsible for evaluating the library's effectiveness in meeting the needs of its users. This can include gathering feedback from users, analyzing usage data, and conducting surveys.
- **Feedback Form for Library:** Year wise After Completion of Academic Year



*Govinda*  
I/C. Principal  
Seth Govindji RAOJI Ayurved  
Mahavidyalaya, Solapur.





शासित अनुदासित जैन अल्पसंख्याक संस्था  
शेठ मख्खाराम नेमचंद जैन आयुर्वेदालय ट्रस्ट संचालित  
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## STANDARD OPERATING PROCEDURE FOR LIBRARY

The library provides access to an extensive range of informative resources like books, ebooks, journals, e-journals, magazines, newspapers, question banks and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

### Library Committees Meeting:

The Library Committee is comprised of experienced members of the Staff who have sound academic knowledge. They keep a track of the activities of the Library and also have a record of the books and journals available in the library. The Committee upgrades the library based on the requirements of the Staff and the Students.

### Library Working Hours

Monday to Saturday	9:30 AM to 05:30 PM
Circulation (Issues & Returns)	9:30 AM to 1.30 PM
Reading Section	7:00 AM to 9.00 PM
The Reading Section will be open on Sundays and Government Holidays as well	

### Issuing of Books:

1. Two books can be issued to a student for a period of Seven days.
2. Three books can be issued to the teaching staff for a period of Fifteen days.
3. All entry of the books and the students name is done through the bar-code reader setup in the library.
4. Books for Departmental Library also issued from central library.
5. Book Bank Scheme



*General*  
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Mahavidyalaya, Solapur.

### **Purchase of Library Books:**

1. The teachers of the department submit the list of books to be purchase for the department to the Librarians.
2. Submitted lists are verified and checked by the Librarian for duplicate, availability of the books, etc.
3. Approval from library committee is taken for the recommendation by the librarian.
4. Finally, the list is brought before the principal for further proceeding.

### **Order Placement:**

1. Order of books sent to the vendors with the authority signature of the principal.
2. Purchased books are either sent by the vendors or the college may pick up from the delivery counter.
3. Physical verification of the received books by the librarian against the order.

### **Processing of the bills:**

1. The librarian after the verification of the books submits the bills to the Principal.
2. The principal then send the verified bills to the account section for further process through the administrative officer of the college.

### **Technical Process:**

1. Technical processing of the Books including classification and cataloguing is done.
2. Processing of the books includes pasting of the property slips and the issuing slips, placing the barcoded tags and stamping the books.
3. The books are then display in the new arrival shelf kept in the reading room and later placed in the shelves according to their classification number by the library staff.
4. Once available in the shelf, the students can access the books.

### **Noting of Accession Number :**

1. Check card are issued to librarians for writing of accession number on them.
2. While noting the accession numbers, a book is physically checked and if the book is damaged beyond repair is taken out of the shelf.
3. The library staff will also go through the book lists that are available in the department and submit the number of books with the names of the books to the principal. Any missing books are informed to the department.

### **Stock Verification of books**

Verification of books is done on 2 yearly basis.

Accession number is noted in excel sheet

Department -wise book verification is done by assigned team.

Missing books are noted.

The list of missing books is displayed on notice board of library.

Verification is repeated if necessary.

Final list is submitted to the principal

Library committee governs the total procedure.



*Yeshu*  
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## FORMATION OF A LIBRARY COMMITTEE

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### **PURPOSE OF A LIBRARY COMMITTEE:**

The primary purpose of a library committee is to ensure that the library is meeting the needs of its users.

This includes:

- Ensuring that the library has the resources and facilities necessary to meet the needs of its users.
- Ensuring that the library is staffed with knowledgeable and helpful personnel.
- Ensuring that the library's collection is relevant and up-to-date.
- Ensuring that the library is accessible to all users, including those with disabilities.

### **COMPOSITION OF A LIBRARY COMMITTEE:**

The composition of a library committee will depend on the size and scope of the library. In general, however, a library committee should include the following:

- **A chairperson:** The chairperson is responsible for leading the committee and ensuring that its goals are met.
- **Academic representatives:** If the library serves an academic community, it may be beneficial to include representatives from academic departments or programs. Members from each Academic Year preferably 2 from non-clinical side and 2 from clinical side
- **PG Co-ordinator:** For requirement of PG curriculum
- **A librarian:** The librarian is responsible for managing the library's operations, including its staff and collection.
- **Student representatives:** If the library serves a student population, it may be beneficial to include student representatives. UG – one student from each academic year, PG – one student
- **Duration for the committee -** The Committee is generally formed for Two years.



*Ganesh*  
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Seth Gorindji Rajji Ayurved  
Mahavidyalaya, Solapur.



शामन अनुदानित जैन अल्पसंख्याक मन्था  
शेठ सख्वागम नेमचंद जैन आयुर्विद्यालय ट्रस्ट मंचलित  
**शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय**  
संगम  
शेठ सख्वागम नेमचंद जैन आयुर्वेद रुग्णालय



■ महाविद्यालय

२१ - अ - १३, बुधवार पेठ,  
सफाट चौक, सोलापूर - ४१३ ००२  
फोन (०२१७) २३२४७३३,  
E-mail - principal@sgrayurved.edu.in

■ रुग्णालय

११८ / ११२, जुनी फौजदार चावडीजकळ,  
शुक्रवार पेठ, टिळक चौक, सोलापूर - २  
फोन (०२१७) २७२३६१८, २७२८३८५  
फॅक्स (०२१७) २७२८३८५  
Website - www.sgrayurved.edu.in

जावक क्र. \_\_\_\_\_

दिनांक \_\_\_\_\_ / \_\_\_\_\_ / २०\_\_\_\_\_

## RESPONSIBILITIES OF A LIBRARY COMMITTEE:

The responsibilities of a library committee can include the following:

- **Developing policies and procedures:** The library committee is responsible for developing policies and procedures that govern the library's operations. This includes policies related to borrowing materials, accessing the library's resources, and using the library's facilities.
- **Allocating resources:** The library committee is responsible for allocating resources, including funding, to ensure that the library has the resources necessary to meet the needs of its users.
- **Overseeing library operations:** The library committee is responsible for overseeing the library's operations, including its staff and collection. This includes ensuring that the library is staffed with knowledgeable and helpful personnel and that its collection is relevant and up-to-date.
- **Developing outreach programs:** The library committee is responsible for developing outreach programs to promote the library's services and resources. This can include hosting events, creating social media campaigns, and partnering with other community organizations.
- **Evaluating the library's effectiveness:** The library committee is responsible for evaluating the library's effectiveness in meeting the needs of its users. This can include gathering feedback from users, analyzing usage data, and conducting surveys.
- **Feedback Form for Library:** Year wise After Completion of Academic Year



*Principal*  
I/C. Principal  
Seth Govindji Rastogi Ayurved  
Mahavidyalaya, Solapur.





शासन अनुदानित जैन अल्पसंख्याक संस्था  
शेठ सखाराम नेमचंद जैन आयुर्विद्यालय ट्रस्ट संचालित  
**शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय**  
संगम  
शेठ सखाराम नेमचंद जैन आयुर्वेद कक्षालय



■ महाविद्यालय  
२१, अ/१३, बुधवार पेठ,  
सफाट चौक, सोलापूर - ४१३ ००२  
फोन (०२१७) २३२४७३५  
E-mail principal@sgrayurved.edu.in

■ कक्षालय  
११८/११९, जुनी फौजदार चावडीजवळ,  
शुक्रवार पेठ, टिळक चौक, सोलापूर - २  
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दिनांक / / २०

## STANDARD OPERATING PROCEDURE FOR LIBRARY

The library provides access to an extensive range of informative resources like books, ebooks, journals, e-journals, magazines, newspapers, question banks and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

### Library Committees Meeting:

The Library Committee is comprised of experienced members of the Staff who have sound academic knowledge. They keep a track of the activities of the Library and also have a record of the books and journals available in the library. The Committee upgrades the library based on the requirements of the Staff and the Students.

### Library Working Hours

Monday to Saturday	9:30 AM to 05:30 PM
Circulation (Issues & Returns)	9:30 AM to 1.30 PM
Reading Section	7:00 AM to 9.00 PM
The Reading Section will be open on Sundays and Government Holidays as well	

### Issuing of Books:

1. Two books can be issued to a student for a period of Seven days.
2. Three books can be issued to the teaching staff for a period of Fifteen days.
3. All entry of the books and the students name is done through the bar-code reader setup in the library.
4. Books for Departmental Library also issued from central library.
5. Book Bank Scheme



*Principal*  
**I/C. Principal**  
Seth Govindji Raoji Ayurved  
Maha Vidyalaya, Solapur.

### Purchase of Library Books:

1. The teachers of the department submit the list of books to be purchase for the department to the Librarians.
2. Submitted lists are verified and checked by the Librarian for duplicate, availability of the books, etc.
3. Approval from library committee is taken for the recommendation by the librarian.
4. Finally, the list is brought before the principal for further proceeding.

### **Order Placement:**

1. Order of books sent to the vendors with the authority signature of the principal.
2. Purchased books are either sent by the vendors or the college may pick up from the delivery counter.
3. Physical verification of the received books by the librarian against the order.

### **Processing of the bills:**

1. The librarian after the verification of the books submits the bills to the Principal.
2. The principal then send the verified bills to the account section for further process through the administrative officer of the college.

### **Technical Process:**

1. Technical processing of the Books including classification and cataloguing is done.
2. Processing of the books includes pasting of the property slips and the issuing slips, placing the barcoded tags and stamping the books.
3. The books are then display in the new arrival shelf kept in the reading room and later placed in the shelves according to their classification number by the library staff.
4. Once available in the shelf, the students can access the books.

### **Noting of Accession Number :**

1. Check card are issued to librarians for writing of accession number on them.
2. While noting the accession numbers, a book is physically checked and if the book is damaged beyond repair is taken out of the shelf.
3. The library staff will also go through the book lists that are available in the department and submit the number of books with the names of the books to the principal. Any missing books are informed to the department.

### Stock Verification of books

Verification of books is done on 2 yearly basis.

Accession number is noted in excel sheet

Department -wise book verification is done by assigned team.

Missing books are noted.

The list of missing books is displayed on notice board of library.

Verification is repeated if necessary.

Final list is submitted to the principal

Library committee governs the total procedure.



*[Signature]*  
I/C. Principal  
Seth Govindji Raoji Ayurved  
Mahavidyalaya, Solapur.

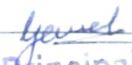
**Circulation policies and borrowing privileges for the students**

User	Resource	Quantity	Loan Period	Overdue/Fine	Renewal
UG Students	Books	2	7 Day	Rs. 5/- per day per book	Once if no reservation
	Journals				---
	Question Bank				---
	Book Bank		Within three days after the final examination of the University	Rs. 5/- per day per book	
PG Students	Books				Once if no reservation
	Journals				---
	Question Bank				---
	Thesis /Synopsis				
Interns Students	Books				

**Circulation policies and borrowing privileges for the staff members**

Staff	Resource	Quantity	Loan Period	Renewal
<b>HOD Departmental Library</b>	Books			Once if no reservation
	Journals			---
	Other			---
<b>Professor</b>	Books			---
	Journals			---
	Other			---
<b>Associate Professor</b>	Books			---
	Journals			---
	Other			---
<b>Assistant Professor</b>	Books			
	Journals			
	Other			
<b>Non Teaching Staff</b>	Books			
	Journals			
	Other			



  
**I.C. Principal**  
 Seth Govindji Raoji Ayurved  
 Mahavidyalaya, Solapur.



**Seth Govindji Raoji Ayurved College, Solapur  
Local Management Committee  
Formation and SOP**

Local Management Committee is the policy making body which monitors the entire academic and administrative functioning of the college on behalf of Managing Committee.

**Formation –**

**Formation of the local management committee is as follows –**

Sr.No		
1	Chair person	President or chairman of the management
2	Secretary of management	Secretary of the management or secretary's nominee
3	Three local members representing different fields of the area nominated by the management	
4	Three teacher representatives elected by the teachers of the college	
5	One non- teaching employee elected by the non -teaching employees of the college	
6	Member secretary	Principal

Members elected or nominated shall have a term of five years

**FUNCTIONS**

- To consider and plan budget of college for forthcoming academic year and to sanction expenditure of the previous year.
- Formulate proposals of new expenditure not provided for the college budget.
- To recommend the creation of the teaching and other posts to the management
- To review academic performance of teachers.
- To approve appointments of teachers on regular basis.
- To consider time-bound promotions of teaching and non-teaching staffs.
- To consider and approve development plans of the college
- Confirmation of teaching and non-teaching staff after probationary period.
- Approval of teachers by the University.
- Starting of new certificate courses/ value added courses.
- Evaluation of academic and administrative governance.
- Training for academic and administrative staff.
- To advice principal regarding - preparation of time tables, distribution of available teaching work load, discipline in the campus
- Allocation of work to members.



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M.C. Principal  
Seth Govindji Raoji Ayurved  
Maharajyashra, Solapur.



- Welfare of teaching and non-teaching staff.
- Consider and make recommendations on the inspection report if any

SOP for local management committee –

1. The college is governed and steered by the Principal, who is the ultimate authority for all affairs. She is assisted by the vice principal, Deputy Medical Superintendent, Chief administrative officer and the Heads of various Departments and other Staff consisting of Registrar, General Administrative and Accounts officer, Accountant and clerks, etc.
2. Every member of the staff has access to the Principal. For any major decision or in respect of any policy change or formation of policy, common meetings between the staff and principal are held and the decisions are taken in a democratic way.



*General*  
Principal  
10/10/2021

Administration is decentralized to a greater extent. The heads of the departments look after their departments independently. Also various committees are governed by different faculties. All above mentioned dignitaries meet the Principal on various occasions and then the decisions are taken. Sometimes, either a notice is circulated to convey the programmes or telephonic messages are sent depending on the urgency of matter or issue.

**Frequency of Meeting:**

- There shall be a meet once in a month.
- In case of exigency, the member secretary can call a meeting.
- There shall be a notice for the requisition of meeting.

**Minutes of the meeting:**

- The minutes are usually completed by the Convener, but can be assigned to someone else.
- Minutes of meetings should be written for review within one week of the meeting.
- Copies must be preserved and handed over to the next member student at the end of the term.



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I/C. Principal  
Seth Govindji Raoji Ayurved  
Mahavidyalaya, Solapur.

**Seth Govindji Raoji Ayurved College, Solapur.**

**College Student's Council**

Students have great potential and energy. To channelize this energy and to promote all round development of the students, institute has well organized student council as per norms laid by MUHS. Student council is made up of faculty members and students under the chairmanship of the principal.

**Formation of student council –**

1.	Chairman of the council	Principal of the institute
2.	Member	One teacher nominated by the principal (Coordinator/ head of the council)
3.	Member	NSS program officer
4.	Member	Director – sports/ physical education
5.	Member	Officer in charge of cultural activities
6.	Member – (Class representative) -4	One student from each class having highest number of marks nominated by the principal from first to final year
7.	Member -4	Two male and two female students nominated by the principal having outstanding performance in one of sports, NSS, Cultural activities, Research or extracurricular activities. ( One male and one female student out of four shall be belonging from the scheduled castes/schedules tribes/vimukta jati/ nomadic tribes/ OBC
8	Student secretary	Elected by student council members

Selection of students - student is selected on the basis of merit and as per the norms of university.

**Cessation of membership of the member of college student's council –**

The membership of any member of the College Student's Council shall be ceased by the Principal under the following circumstances –

1. Who is/ are alleged to have participated in any political activity.
2. In-disciplined behavior inside or outside the campus.
3. Who has been punished for unfair means in the examinations.



*Yashwanth*  
 H.C. Principal  
 Seth Govindji Raoji Ayurved  
 Solapur - 413007

4. Who has been participated in ragging activities.
5. Who has been convicted for any offence.

### **Objectives -**

1. Student's council represents the students & provides a good way of interaction & communication with the principal.
2. To strive for personality development of the students
3. To co-ordinate the extra-curricular and welfare activities of the students.
4. Encourage students to participate in various inter college competitions, quiz
5. Promote students to organize various extra-curricular and welfare activities like gathering, sport events, NSS activities.
6. Students are given various responsibilities which helps in building confidence, team spirit, leadership & self-esteem.
7. To train students for democratic process for better corporate life and to be a better citizen.

### **Obligations –**

Student council shall have following obligations –

1. Student's council should not participate in any political activities or protest against the government in or outside the campus.
2. Student's council shall play constructive and positive role in overall academic, welfare and other extracurricular activities of the college.
3. Members of student's council shall behave in decent and disciplined manner and also set an example for other students.

### **Functioning of the student council –**

1. The dean / principal shall be responsible for covering at least two meetings of the council during one academic year for carrying out all activities.
2. The term of the college student council shall be one year
3. Secretary of the council shall be elected at first meeting of members of student council. Student secretary should be amongst the members other than the students of first year and internees.
4. Student council members shall meet with nominated respective faculties to prepare schedule and plan of work.
5. Before organizing any program student must take permission from the principal through nominated teacher.
6. All activities of student council should be pre planned and meeting for planning should be arranged.
7. Meeting minutes should be written in the student's council register by teacher nominated by the principal.
8. Activity report of each activity should be submitted by secretary of student council to the teacher nominated by the principal.
9. Activity program of sports should be submitted to the sport teacher
10. Budget for any program should be pre-approved from the principal.

*Genode*



Standard Operating Procedure (SOP)  
For  
Institutional Ethics Committee  
S. G. R. Ayurved College, Solapur



*Gewale*  
HC. Principal  
Seth Govindji Raoji Ayurved  
Maharajyadaya, Solapur.

# **Standard Operating Procedures (SOP) for Institutional Ethics Committee (IEC)**

S G R Ayurved Mahavidyalaya, Solapur

SOP prepared by:

Approved by:

Contents:

1. Introduction
2. Objectives
3. Authority under which SGR Ayu-IEC is constituted
4. Composition
5. Role & Responsibilities of SGR Ayu-IEC
6. Quorum requirements
7. Convention and Conduct of SGR Ayu-IEC meetings
8. Application procedures

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9. Details of documents to be submitted for EC review
10. Details of documents to be included in the protocol
11. Review procedures
12. Review of research proposals involving vulnerable populations
13. Independent consultant/Invited subject experts
15. Decision-making & Communication of decision
16. Record keeping and archiving of documents
17. Terms of reference
18. Administration and management
19. Web page for SGR Ayu-IEC
20. Contact details

## 21. Annexures

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Annexure 2: template -Consent letter from a member

Annexure 3: Appointment order

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Annexure 5: Continuing review /Annual report format

Annexure 6: Application /notification for amendments

Annexure 7: Protocol violation/deviation reporting form

Annexure 8: Serious Adverse event format (Biomedical Health research)

Annexure 9: Premature termination/suspension/discontinuation of study report format

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Annexure 12: Study completion /Final report

Annexure 13: Participant information sheet (PIS)

Annexure 14: Informed consent

Annexure 15: Undertaking by the investigator



*Yashu*  
V.D. Principal  
Seth Govindji Raoji Ayurved  
Mahavidyalaya Solapur

## 1. Introduction:

S G R Ayurved Mahavidyalaya, Solapur is one of the Ayurvedic healthcare institutes established in 1917 by S S N J Aushadhalay Trust, Solapur with a mission to establish an excellence in Ayurved education and Ayurvedic practice training for students and patient-focused ayurvedic health care that is readily accessible, cost effective and meets the needs of the communities and offer scientific research opportunities.

Bio medical research involves a number of ethical issues that need to be addressed. The Institutional Ethics Committee (IEC) plays an important role in guiding researchers in the ethical aspects associated with the biomedical research. Apart from ethical issues, IEC will also review the research proposals for the scientific relevance and risk involved in research. IEC functions as per the ICMR National Ethical Guidelines for Biomedical and Health Research involving Human Participant-2017 (ICMR National Ethical Guidelines).

## 2. Objectives:

The objective of this SOP is to maintain effective functioning of the IEC and to ensure quality and technical excellence and consistent ethical review of all submitted biomedical research proposals and ongoing approved research studies involving human participants in accordance with the ICMR National Ethical Guidelines and New Drugs and Clinical Trials Rules 2019.

## 3. Authority under which IEC is constituted

SGR Ayu-IEC is an Institutional standing ethics committee which functions independently. The Principal of S G R Ayurved Mahavidyalaya, Solapur will appoint the Chairperson and all the committee members, based on their qualifications, competence and experience in reviewing and evaluating the scientific and ethical aspects of biomedical research proposals. The tenure/ period of IEC members will be for 3 years or till further orders.

## 4. Composition:

The number of members in an IEC may range from 7 to 15. The IEC will be multidisciplinary in

composition and independent. As per the ICMR National Ethical Guidelines 2017, S G R Ayurved Mahavidyalaya should have the following categories of members

Chairperson – Non affiliated

Member Secretary- Affiliated

Basic medical scientist-non-affiliated/affiliated

Clinicians -Non-affiliated/affiliated

Legal expert -Non-affiliated/affiliated

Social Scientist /representative of NGO/Philosopher/ethicist/theologian-non-affiliated/affiliated

Lay person from the community -Non-affiliated/affiliated



## 5. Responsibilities of SGR Ayu-IEC:

The main responsibility of SGR Ayu-IEC is to review all types of research proposals involving human participants with a view to safeguard the dignity, rights, safety and wellbeing of research participants before approving the research proposals. It should ascertain that all the ethical principles of research, informed Consent, Respect for Human Dignity, Respect for Vulnerable Persons, Respect for Privacy and Confidentiality and Justice are taken care of in planning, conducting and reporting of the proposed research. IEC will review each study proposal for its both scientific and ethical review. Members of IEC are expected to attend all IEC meetings and prior information should be provided if a member is unable to attend meeting.

### 5.1 Responsibilities of each member is mentioned below

Member	Responsibility
Chairperson	<ul style="list-style-type: none"><li>• Conduct EC meetings and ensure active participation of all members during meeting</li><li>• Ratify minutes of the previous meetings</li><li>• Seek COI declaration from members and ensure quorum and fair decision making.</li><li>• Handle complaints against researchers, EC members, conflict of interest issues and request for use of data, etc.</li></ul>
Member Secretary	<p>Organize an effective and efficient procedure for receiving, preparing, circulating and maintaining each proposal for review</p> <ul style="list-style-type: none"><li>• Schedule EC meetings, prepare the agenda and minutes</li><li>• Organize EC documentation, communication and archiving</li><li>• Ensure training of EC secretariat and EC members</li><li>• Ensure SOPs are updated as and when required &amp; adherence of EC functioning to the SOPs</li><li>• Prepare for and respond to audits and inspections</li><li>• Ensure completeness of documentation at the time of receipt and timely inclusion in agenda for EC review.</li><li>• Assess the need for expedited review/ exemption from review or full review.</li></ul> <p>Assess the need to obtain prior scientific review, invite independent consultant, patient or community representatives.</p> <ul style="list-style-type: none"><li>• Ensure quorum during the meeting and record discussions and decisions</li></ul>
Basic scientist	<p>Scientific and ethical review - emphasis on intervention, benefit-risk analysis, research design, methodology and statistics, continuing review process, SAE, protocol deviation, progress and completion report, drug safety and pharmacodynamics in case of clinical trials</p>

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I/C, Principal

Sri Govindji Shiksha Kendra  
Meharajpur, Bhopal

clinician	<p>Scientific review of protocols including review of the intervention, benefit-risk analysis, research design, methodology, sample size, site of study and statistics</p> <p>Ongoing review of the protocol (SAE, protocol deviation or violation, progress and completion report)</p> <p>Review medical care, facility and appropriateness of the principal investigator, provision for medical care, management and compensation.</p> <p>Thorough review of protocol, investigators brochure &amp; all other protocol details</p>
Legal expert	<p>Ethical review of the proposal, ICD along with translations, MoU, Clinical Trial Agreement (CTA), regulatory approval, insurance document, other site approvals,</p> <p>researcher's undertaking, protocol specific other permissions (NAC-SCRT, HMSC etc) compliance with guidelines etc.</p>
Social scientist/ philosopher/ ethicist/theologian	<p>Ethical review of the proposal, ICD along with the translations.</p> <p>Assess impact on community involvement, socio-cultural context, religious or philosophical context, if any</p> <p>Serve as a patient/participant/ societal / community representative and bring in ethical and societal concerns.</p>
Lay person	<p>Ethical review of the proposal, ICD along with translation(s).</p> <p>Evaluate benefits and risks from the participant's perspective and opine whether benefits justify the risks.</p> <p>Serve as a patient/participant/ community representative and bring in ethical and societal concerns.</p> <p>Assess on societal aspects if any.</p>

Members are expected to show their full commitment, responsibility, respect for divergent opinions, maintain confidentiality review proposals from bias and without any external influences.

All IEC members must be familiarized with guidelines related to research and ethics such as ICMR

National Ethical Guidelines 2017, New Drugs and Clinical Trials Rules 2019, ICH-GCP guidelines.

When there is any change in SOP the same will be communicated to the members and necessary training will be imparted. Record will be maintained regarding the training of members and change in the SOP/guidelines.

Members are expected to declare conflicts of interest, if any, before commencement of the meeting. IEC members should not take part in discussion or decision making on research proposals in which they are PI or Co –investigators or if there are any other conflicts of interest.

The IEC has the rights to revoke its approval accorded to scientific study/clinical study protocol, and

further, it has to record the reasons for doing so and communicate the same to the Investigator as well as to the Licensing Authority/ other relevant stakeholders.

IEC may review progress of the approved studies periodically till the completion of the study through periodic study progress report /internal audit reports.

The investigator is responsible for reporting all SAEs including hospitalization or prolongation of

hospitalization, clinical trial related injury or death, regardless of causal relationship to the EC within 24 hours of knowledge. Reporting of SAE may be done through email or fax communication (including on non-working days). A report on how the SAE was related to the research must also be submitted within 14 days. SAEs must be reported for all trials and if applicable timelines as specified by regulators to be followed (within 24 hours to the sponsor, EC and regulator, if applicable, followed by a due analysis report in 14 days).

The IEC shall forward the report on any SAE (including, death), after due analysis, along with

Its opinion on the financial compensation, if any, to be paid by the sponsor or his representative, to

the Chairman of the Expert Committee constituted by the Licensing Authority. The copy of the report has to be submitted the Licensing Authority within twenty-one calendar days of the occurrence of the SAE.

## **8. Convention and Conduct of IEC meetings**

The Chairperson will conduct all meetings of the SGR Ayu-IEC. In the absence of the Chairperson

an alternate Chairperson will be elected from the other members on the day of meeting (or Chairperson should nominate a committee member as Acting Chairperson for that meeting) by the

members present, who will conduct the meeting. The alternate or acting chairperson should have the powers of the chair person and should be non-affiliated person. The Member Secretary is responsible for organizing the meetings, maintaining the records and communicating with all concerned.

Member Secretary will prepare the minutes of the meetings and get it approved by the Chairperson

and all the members. In the absence of Member Secretary alternate Member Secretary among the

members, will organize the IEC meeting.

All proposals will be received at least 3 weeks before the meeting and after initial scrutiny by



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IEC, PRINCIPAL  
Seth Govindji Ashrafi  
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Member Secretary the proposals will be circulated to the IEC members.

The recommendations by the IEC will be communicated to all the PIs and guides/HODs in case of student's proposals. If required additional review meetings can also be conducted with a short notice period.

### **9. Application procedures**

All proposals should be submitted to IEC on any working day 3 weeks in advance of scheduled Meeting in the prescribed application form along with relevant documents.

Eight (8) hard Copies and soft copy of the proposal along with the application and documents in prescribed format duly signed by the Principal Investigator (PI) and Co-investigators/ Collaborators /should be submitted to IEC.

Principle Investigators shall be forwarded their application to the Chairperson IEC, through Member Secretary and the receipt of the application will be acknowledged by the IEC office.

Every application will be allotted an IEC registration number to be used for all future

Correspondence and reference. The date of IEC meeting will be intimated to the PI to attend the meeting and to make a brief presentation of the proposal and to clarify the points raised by the members. IEC can suggest for online meetings and virtual presentations of the investigators in special situations such as COVID-19 pandemic, etc.

If revision is to be made, the revised proposal in required number of copies should be submitted within a stipulated period of time as specified in the communication or before the next meeting.

All research proposals/clinical trials funded/sponsored by pharmaceutical companies,

Agencies, Multinationals etc. will be charged an administrative fee/ processing fee of 5% of their sanctioned budget. Waiver of these fees is permissible for non-funded studies, departmental studies, and studies funded by organizations like ICMR, UGC, DST Government of India, State Science & Technology Department, UNICEF, WHO, USAID, Non-Profitable Organizations etc.

### **10. Details of documents to be submitted for EC review**

- a) Cover letter to the Member Secretary
- b) Type of review requested
- c) Application form for initial review
- d) Permission of using copyrighted proforma/ questionnaire
- e) A complete protocol
- f) Approval of the project for Institute Scientific Committee
- g) The correct version of the informed consent document (ICD) in English and the local language(s).
- h) Case record form/questionnaire



- i) Recruitment procedures: advertisement, notices (if applicable)
- j) Patient instruction card, diary, etc. (if applicable)
- k) Investigator's brochure (as applicable for drug/biologicals/device trials)
- l) Details of funding agency/sponsor and fund allocation (if applicable)
- m) Brief curriculum vitae of all the study researchers
- n) A statement on COI, if any
- o) GCP training certificate (preferably within 5 years) of investigators (Sponsored clinical trials)
- p) Any other research ethics/other training evidence, if applicable as per EC SOP
- q) List of ongoing research studies undertaken by the principal investigator (if applicable)
- r) Undertaking with signatures of investigators
- s) Regulatory permissions (as applicable)
- t) Relevant administrative approvals (such as HMSC approval for international trials)
- u) Institutional Committee for Stem Cell Research (IC-SCR) approval (if applicable)
- v) MoU in case of studies involving collaboration with other institutions (if applicable)
- w) Clinical trial agreement between the sponsors, investigator and the head of the institution(s)

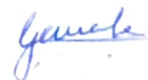
(If applicable)

- x) Insurance policy (if applicable)

#### 10. Details of documents to be included in the protocol

The protocol should include the following:

- A. The first page carrying the title of the proposal with signatures of the investigators;
- B. Brief summary/ lay summary of the protocol;
- C. Background with rationale of why a human study is needed to answer the research question;
- D. Justification of inclusion/exclusion of vulnerable populations;
- E. Clear research objectives and end points/ outcome;
- F. Eligibility criteria and participant recruitment procedures;
- G. Detailed description of the methodology of the proposed research, including sample size (With justification), type of study design (observational, experimental, pilot, randomized,



blinded, etc.), types of data collection, intended intervention, dosages of drugs, route of administration, duration of treatment and details of invasive procedures, if any;

H. Duration of the study;

I. Justification for use of placebo, benefit–risk assessment, plans to withdraw and rescue medication. If standard therapies are to be withheld,

J. Procedure for seeking and obtaining written informed consent with a sample of the patient/participant information sheet and informed consent forms in English and local languages. Informed consent for storage of samples; assent; re-consent

K. Plan for statistical analysis of the study;

L. Plan to maintain the privacy and confidentiality of the study participants;

M. For research involving more than minimal risk, an account of management of risk or injury;

Proposed compensation, reimbursement of incidental expenses and management of research related injury/illness during and after research period and insurance policy

N. Provision of ancillary care for unrelated illness during the duration of research;

O. An account of storage and maintenance of all data collected during the trial; and

P. Plans for publication of results – positive or negative – while maintaining confidentiality of personal information/identity.

Q. Ethical considerations and safeguards for protection of participants

11. Review procedures

I. The meeting of the IEC will be held periodically, unless otherwise specified by the member secretary. Additional review meetings can also be held with short notice as and when required. Meetings will be planned in accordance with the need of the work load.

II. The proposals should be sent to the IEC at least 3 weeks in advance of scheduled meeting.

III. The Member-Secretary with the support of the secretarial staff shall screen the proposals for

their completeness and depending on the risk involved categorize them into three types, namely, exemption from review, expedited review and full committee review.

IV. Decisions will be taken by consensus after discussion, and whenever needed voting will be done.

V. The PI / Research Scholar will then, present the proposal in person in the meeting. When the PI is not available due to unavoidable reasons the Co-PI will be allowed to present the

proposal. Researchers will be invited to offer clarifications on case-to-case basis, if needed

VI. The review discussions/ decisions will be charted down and the final minutes will be approved by the Chairperson.

VII. After the IEC meeting, the decision of the IEC members regarding the discussed proposals to be obtained on the same day of the meeting.

VIII. The proceedings of the meeting will be video recorded with prior permission from all the members attending the meeting.

IX. The type of EC review based on risk involved in the research, is categorized as follows

Type of risk	Definition/description
Less than minimal risk	Probability of harm or discomfort anticipated in the research is nil or not expected. Research on anonymous or non-identified data/samples, data available in the public domain, meta-analysis, etc
Minimal risk	Probability of harm or discomfort anticipated in the research is not greater than that ordinarily encountered in routine daily life activities of an average healthy individual or general population or during the performance of routine tests where occurrence of serious harm or an adverse event (AE) is unlikely. Research involving routine questioning or history taking, observing, physical examination, chest X-ray, obtaining body fluids without invasive intervention, such as hair, saliva or urine samples, etc.
Minor increase over minimal risk or Low risk	Increment in probability of harm or discomfort is only a little more than the minimal risk threshold. <ul style="list-style-type: none"><li>• Routine research on children and adolescents; Research on persons incapable of giving consent</li><li>• Delaying or withholding a proven intervention or standard of care in a control or placebo group during randomized trials;</li><li>• Use of minimally invasive procedures that might cause no more than brief pain or tenderness, small bruises or scars, or very slight, temporary distress, such as drawing a small sample of blood for testing;</li><li>• Trying a new diagnostic technique in pregnant and breastfeeding women etc.</li><li>• Research should have a social value. Use of personal identifiable data in research also imposes indirect risks.</li><li>• Social risks, psychological harm and discomfort may also fall in this category.</li></ul>
More than minimal risk or High risk	Probability of harm or discomfort anticipated in the research is invasive and greater than minimal risk. Examples include research involving any interventional study using a drug, device or invasive procedure such as lumbar puncture, lung or liver biopsy, endoscopic procedure, intravenous sedation for diagnostic procedures



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Seth Gurbachan Singh Memorial Hospital  
Ludhiana



## IX. Types of reviews

11.1 Exemption from review Proposals which present “less than minimal risk” fall under this category Following situations may come under this “less than minimal risk” category:

Research on educational practices such as instructional strategies or effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

Exceptions:

1. When research on use of educational tests, survey or interview procedures, or observation of public behaviour can identify the human participant directly or through identifiers, and the disclosure of information outside research could subject the participant to the risk of civil or criminal or financial liability or psychosocial harm.

2. When interviews involve direct approach or access to private papers

11.2 Expedited Review The proposals presenting “no more than minimal risk” to research participants may be subjected to expedited review. The Member- Secretary and the Chairperson of the IEC or designated member of the Committee or Subcommittee of the IEC may do expedited review only if the protocols involve 1. Minor deviations from originally approved research protocol during the period of approval. 2. Revised proposal previously approved through full review by the IEC or continuing review of approved proposals where there is no additional risk or activity is limited to data analysis. 3. Research activities that involve only procedures listed in one or more of the following categories

- Clinical studies of drugs and medical devices only when –

(1). Research is on already approved drugs except when studying drug interaction or conducting trial on vulnerable population or

(2). Adverse Event (AE) or unexpected Adverse Drug Reaction (ADR) of minor nature is reported.

(3). Research involving clinical materials (data, documents, records, or specimens) that have been collected for non-research (clinical) purposes.

(4). When in emergency situations like serious outbreaks or disasters a full review of the research is not possible, prior written permission of IEC may be taken before use of the test intervention. Such research can only be approved for pilot study or preliminary work to study the safety and efficacy of the intervention and the same participants should not be included in the clinical trial that may be initiated later based on the findings of the pilot study.

a. Research on interventions in emergency situation When proven prophylactic, diagnostic, and therapeutic methods do not exist or have been ineffective, physicians may use new intervention as investigational drug (IND) / devices / vaccine to provide emergency medical care to their patients in life threatening conditions. Research in such instance of medical care could be allowed in patients –

i. When consent of person/ patient/ responsible relative or custodian/ team of designated doctors for such an event is not possible. However, information about the intervention be given to the relative/ legal guardian when available later;



ii. When the intervention has undergone testing for safety prior to its use in emergency situations and sponsor has obtained prior approval of DCGI;

iii. Only if the local IEC reviews the protocol since institutional responsibility is of paramount importance in such instances.

iv. If Data Safety Monitoring Board (DSMB) is constituted to review the data; b. Research on disaster management It may also be unethical sometimes not to do research during disaster. Disasters create vulnerable persons and groups in society, particularly so in disadvantaged communities, and therefore, the following points need to be considered when reviewing such research:

i. Research planned to be conducted after a disaster should be essential, culturally sensitive and specific in nature with possible application in future disaster situations.

ii. Disaster-affected community participation before and during the research is essential and its representatives or advocates must be identified.

iii. Extra care must be taken to protect the privacy and confidentiality of participants and communities.

iv. Protection must be ensured so that only minimal additional risk is imposed.

v. The research undertaken should provide direct or indirect benefits to the participants, the disease affected community or future disease- affected population and a priori agreement should be reached on this, whenever possible, between the community and the researcher.

(5). Expedited review may also be taken up for nationally relevant proposals requiring urgent review.

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### 11.3 Full Review

All research presenting with “more than minimal risk”, proposals/ protocols which do not qualify for exempted or expedited review and projects shall be subjected to full review by all the members.

a) Research involving vulnerable populations, even if the risk is minimal;

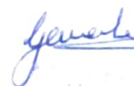
b) Research with minor increase over minimal risk

c) Studies involving deception of participants;

d) Research proposals that have received exemption from review, or have undergone expedited review/undergone subcommittee review should be ratified by the full committee, which has the right to reverse/or modify any decision taken by the subcommittee or expedited committee;

e) Amendments of proposals/related documents (including but not limited to informed consent documents, investigator’s brochure, advertisements, recruitment methods, case record forms etc.) involving an altered risk;

f) Major deviations and violations in the protocol;



g) Any new information that emerges during the course of the research for deciding whether or not to terminate the study in view of the altered benefit–risk assessment;

h) Research during emergencies and disasters either through an expedited review/ scheduled or unscheduled full committee meetings. This may be decided by Member Secretary depending on the urgency and need;

i) Prior approval of research on predictable emergencies or disasters before the actual crisis occurs for implementation later when the actual emergency or disaster occurs.

12. Review of research proposals involving vulnerable population Vulnerable persons are those individuals who are relatively or absolutely incapable of protecting their own interests and providing valid informed consent. Include economically and socially disadvantaged; children (up to 18 years); women in special situations; tribals and marginalized communities; refugees, migrants, homeless, persons or populations in conflict zones, riot areas or disaster situations; afflicted with mental illness and cognitively impaired individuals, differently abled –mentally and physically disabled; terminally ill or are in search of new interventions having exhausted all therapies; suffering from stigmatizing or rare diseases; or have diminished autonomy due to dependency or being under a hierarchical system and unduly influenced either by the expectation of benefits or fear of retaliation in case of refusal to participate which may lead them to give consent. IECs should carefully determine the benefits and risks of the study and examine the justification provided and risk minimization strategies. Additional safety measures should be strictly reviewed and approved by the IECs. IEC must ensure that the informed consent process should be well documented and recording of assent in case of research studies involving children aged 7 to 18 years and re-consent, when applicable. Informed consent from vulnerable populations may be obtained from LAR (Legally authorized representative) in presence of impartial witness after thorough explanation of risks and benefits.

13. Review of multicentric research Multicentre research is conducted at more than one centre by different researchers usually following a common protocol.

- All sites are required to obtain approval from their respective ECs, which would consider the local needs and requirements of the populations being researched and safeguard the dignity, rights, safety and well-being of the participants.
- The ECs/Secretariats of all participating sites should establish communication with one another
- If any EC does not grant approval for a study at a site the reasons must be shared with other ECs and deliberated upon.
- The EC can suggest site-specific protocols and informed consent modifications as per local needs.
- Separate review may be requested for studies with a higher degree of risk, clinical trials or intervention studies where conduct may vary depending on the site or any other reason which requires closer review and attention

- Common review for all participating sites in multicentric research - In order to save time, prevent duplication of effort and streamline the review process, the ECs can decide to have one designated main EC, the decisions of which may be acceptable to other ECs.
- Common review process may be applied to research involving low or minimal risk, survey or multicentric studies using anonymized samples or data or those that are public health research studies determined to have low or minimal risk.
- The common review is applicable only for ECs in India. In case of international collaboration for research and approval by a foreign institution, the local participating sites would be required to obtain local ethical approval

14. Independent consultant/Invited subject experts. Subject experts will be called to provide special review for selected research proposals, if required. They can give their opinion/specialized views but they do not take part during decision making by IEC members.

#### 15. Decision-making & Communication of decision

- Members will discuss the various issues before arriving at a consensus decision. When consensus is not arrived at, the decision will be made by voting procedure.
  - A member should withdraw from the meeting during the decision procedure concerning an application where a conflict of interest arises and the same should be conveyed to the Chairperson prior to the review of the application and recorded in the minutes.
  - Decision will be made only in meetings where quorum is complete.
  - Only the members can make the decisions. The expert consultants (subject experts) will only offer their opinions.
- 
- Decision may be to approve, reject, or revise the proposals. Specific suggestions for modifications and reasons for modifications and reasons for rejection will be given.
  - In cases of conditional decisions, clear suggestions for revision and the procedure for having the application revised will be specified.
  - Modified proposals will be reviewed by an expedited review through identified members.
  - Decision taken on the proposals will be communicated by the Member Secretary/secretariat in writing to the PI / Research Scholar within two weeks after the meeting at which the decision was taken in the specified format
  - IEC approval will be valid for one year or for the duration of the project whichever is less. Investigator has to get his or her project re- approved after one year, where required.
  - The communication of the decision will include:
    - Name and address of IEC.
    - The date, place and time of decision.
    - The name and designation of the applicant.
    - Title of the research proposal reviewed.



*Yashwanth*  
 H.O. Principal  
 Seth Govind Ballabh Pant  
 Solapur



- e. The clear identification of protocol no., version no., date, amendment no., date.
- f. Along with protocol, other documents reviewed- Clear description of these documents along with Version No. and Date.
- g. List of EC members who attended the meeting- clear description of their role, affiliation and gender.
- h. A clear statement of decision reached.
- i. Any advice by the IEC to the applicant including the schedule / plan of ongoing review by the AIIMS IEC
- j. In case of conditional decision, any requirement by IEC, including suggestions for revision, and the procedure for having the application re-reviewed.
- k. In case of rejection of the proposal, reason(s) for the rejection will be clearly stated.
- l. Signature of the member secretary with date

16. Record keeping and archiving of documents All Research proposals (8 hard copies along with soft copy) along with the information and documents submitted will be dated and filed the documents will be archived for a minimum period of 3 years and for sponsored clinical trials for 5 years after completion/termination of the study. IEC members should not retain any documents with them after the meeting is over. List of documents to be filed and archived

1. Constitution of IEC

2. SOP

3. CV & consent of IEC members

4. IEC Registration

5. Honorarium details, Income and expenses

6. Agenda & minutes of the meetings

7. One copy of proposal

8. Copy of recommendations/decision communicated to applicant

9. Review reports, documents received during the follow up period and final reports of the study

17. Terms of reference Terms of reference will be maintained in the office of IEC. This includes

A. Membership Requirements

B. Terms of Appointment with reference to the duration of the term,

C. The policy for removal, replacement, resignation procedure,

D. Frequency of meetings, and



E. Payment of processing fee to the IEC for review, honorarium/ consultancy to the members/ invited experts etc.

The SOPs will be updated periodically based on the changing requirements. The term of appointment of members could be extended for another term and a defined percentage (35 to 50%) of members could be changed on regular basis. Preferably, IEC would appoint persons trained in bioethics or persons familiar with ethical guidelines and laws of the country.

18. Administration and management of S. G. R. Ayurved college, Solapur should have an office for the IEC which have adequate space, infrastructure and staff to the EC for maintaining full-time secretariat, safe archival of records and conduct of meeting. A reasonable fee for review may be charged by the IEC to cover the expenses related to optimal functioning in accordance to Institutional policies for industry sponsored projects/funded projects. There should be provision for allocating reasonable amount of funds for smooth functioning of the IEC. Honorarium of INR 5000/- to 10,000/- per sitting will be paid by the institute to the Non-affiliated members attending the meeting

19. Web page for IEC: A dedicated webpage will be created and maintained for IEC. Details of composition, SOP, registration details, circulars/notifications related to IEC meetings and status of submitted proposals and ongoing projects, submission forms, guidelines and contact details will be displayed on this page.



*Genole*  
H.C. Principal  
Sethi Govindji Rasji Ayurved  
Mahavidyalaya, Solapur.



शासन अंतर्गत जैन अध्ययनशाळा संस्था  
शेट गोविंदजी राजजी आयुर्वेद महाविद्यालय  
शेट सखाराम नेमचंद जैन आयुर्वेद रुग्णालय



पत्राविद्यालय  
२१/४/१३, बुधवार पेठ,  
सफाट लोक, सोलापूर - ४१३ ००२  
फोन : (०२१६) २३२४७३६  
E-mail : principal@sgrayurved.edu.in

रुग्णालय  
११८/१११, जूनी फौजदार बागडीजवाक,  
बुकवार पेठ, टिळक रोड, सोलापूर - २  
फोन : (०२१६) २१२३५१८, २१२८३८५  
फॅक्स : (०२१६) २१२८३८५  
Website : www.sgrayurved.edu.in

जाचक क्र. \_\_\_\_\_

दिनांक : 19/04/2023

## कार्यालयीन आदेश

आपणास या पत्राद्वारे आदेश देण्यात येतो की, Indian Council of Medical Research 2017 यांच्या National Ethical Guideline for Biomedical and Health Research involving Human Participants नुसार आपण सन २०२३-२४ पासून पुढील आदेश येईपर्यंत इथिकल समिती सदस्य (Ethical Committee) म्हणून काम पाहावे. तसेच वर्षभरात किमान चार किंवा त्यापेक्षा जास्त सभा आयोजित कराव्यात व त्या सभांचा अहवाल इथिकल समितीच्या रजिस्टर मध्ये वेळोवेळी लिहावा. तसेच समितीचे दस्तऐवज यांचे व्यवस्थित नियोजन करावे. शैक्षणिक वर्षभरात होणा-या पदवी, पदव्युत्तर व पीएचडी विद्यार्थ्यांचे शोधप्रबंधावावतीत सर्व नियोजन व इतर संबंधीत सर्व कामे जवाबदारीने पार पाडावीत व तसा अहवाल समिती रजिस्टर मध्ये लिहून वेळोवेळी प्राचार्य कार्यालयास सादर करावा.

प्रति,


Sr. No.	Name of a Member with designation	Position held in committee
1.	1. Dr. Anand H. Mehta (M.D. Kaumarbhritya)	Chairperson
2.	2. Dr. Vivek S. Chadurkar Professor, Kayachikitsa Dept.	Member Secretary
3.	3. Dr. Gayatri S. Deshpande Assistant Professor, Sanskrit Samhita Dept.	Basic Medical Scientist
	4. Dr. Ajitkumar S. Herwade Assistant Professor, Dravyaguna Dept.	Basic Medical Scientist
4.	5. Dr. Santosh Swami Asso. Professor, Kayachikitsa Dept.	Clinicians
	6. Dr. Satish S. Hadimani Assistant Professor Shalakyia Dept.	Clinicians
	7. Dr. Prashant Lande Assistant Professor, Panchakarma Dept.	Clinicians
	8. Dr. Pramod P. Ingale Assistant Professor, Kaumarbhritya Dept.	Clinicians Committee Coordinator
5.	9. Dr. Amit Joshi Project Leader, Parexel International, Hyderabad	Clinicians
	10. Dr. Manohar Gundeti CCRAS, Mumbai	Clinicians
6.	11. Adv. Prashant Mhetras	Legal Expert
7.	12. Dr. Mahaveer Shastri (Ph.D.) / Mr. Anoop A. Doshi	Philosopher / Ethicist
7.	13. Mr. Parag Shah / Mrs. Vidya Dhole	Lay Person

  
प्र. प्राचार्य

शेट गोविंदजी राजजी आयुर्वेद  
महाविद्यालय, सोलापूर

प्रत माहितीस्त्व : मा. अध्यक्ष/ सचिव शेट सखाराम नेमचंद जैन औषधालय ट्रस्ट, सोलापूर



  
I/C Principal  
Seth Govindji Rajaji Ayurved  
Mahavidyalaya, Solapur

### CONSTITUTION OF ANTIRAGGING COMMITTEE -

As per guidelines given in point 6.3 of UGC regulations on curbing the menace of ragging in higher educational institutions, 2009. (Under Section 26(1) (g) of the University Grants Commission Act, 1956) Anti-ragging committee is formed.

- Anti-ragging committee is nominated and headed by the Head of the institution.
- It consists of a) Representatives of civil administration  
 b) Representatives of police administration  
 c) Representatives of local media  
 d) Representatives of nongovernment organizations involved in youth activities  
 e) Representatives of faculty member  
 f) Representatives of parents  
 g) Representatives of students belonging to the freshers category as well as senior students  
 h) Representatives of nonteaching staff.

### CONSTITUTION OF ANTIRAGGING SQUADS -

As per guidelines given in point 6.3 of UGC regulations on curbing the menace of ragging in higher educational institutions, 2009. (Under Section 26(1) (g) of the University Grants Commission Act, 1956) Anti-ragging squad committee is formed.

- a) Anti-ragging squad is nominated by head of the institution.
- b) Anti-ragging squad has representation of various members of the campus community and have no outside representation.

### ROLES AND RESPONSIBILITIES OF ANTIRAGGING COMMITTEE -

1. It shall be the duty of Anti-ragging Committee to ensure compliance with the provisions of regulations as well as the provisions of any law for the time being in force concerning ragging.
2. It is the duty of Anti-ragging committee to monitor and oversee the performance of the Anti-ragging squad in prevention of ragging in institution.



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## ROLES AND RESPONSIBILITIES OF ANTIRAGGING SQUAD –

1. It shall be the duty of the Anti-ragging squad to be called upon to make surprise raids on hostels and other places vulnerable to incidents of and having the potential of ragging and shall be empowered to inspect such places.
2. It shall also be the duty of the Anti-ragging squad to conduct an on the spot enquiry into any incident of ragging to it.

## ACTION PROCEDURE (SOP) -

As per guidelines given in point 6.3 of UGC regulations on curbing the menace of ragging in higher educational institutions, 2009. (Under Section 26(1) (g) of the University Grants Commission Act, 1956) enquiry into any incident of ragging will be conducted.

Anti-ragging squad should conduct an on the spot enquiry into any incident of ragging referred to it by the head of institute or any member of the faculty or any member of staff or any student or any parent or guardian or any employee of a service provider or by any other person as the case may be and the enquiry report along with recommendations shall be submitted to the anti-ragging committee for the action. Provided that the Anti-ragging squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidence of ragging and considering such other relevant information as may be required.

  
H.C. Principal  
Seth Govindji Raaj Ayurveda  
Mahaavidyalaya, Solapur.





शेठ सखाराम नेमचंद जैन औषधालय व रुग्णालय ट्रस्ट संचालित  
शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय (संलग्न)  
शेठ सखाराम नेमचंद जैन आयुर्वेद हॉस्पिटल  
महाविद्यालय ■ हॉस्पिटल ■  
२१ / ३१ / १३, बुधवार पेठ, ११८ / ११९, शुक्रवार पेठ,  
सप्राट चौक, सोलापूर - ४१३००२, ४१३००२  
फोन (०२१७) २३२४७३६ फोन (०२१७) २७२३६१८.

महाराष्ट्र शासन  
अनुदानित

जावक क्र. ८/२०३/१५/२०१७-१८

दिनांक : ०८ / ०६ / २०१७

## कार्यालयीन आदेश

आपणांस या पत्राद्वारे आदेश देण्यात येते की, सन २०१७-१८ या वर्षापासून पुढील आदेश होईपर्यंत, आपण रॅगींग विरोधी रागितीचे रादरय (Anti Ragging Committec) म्हणून काम पहावे. तसेच महाविद्यालय, रुग्णालय व वसतीगृहामध्ये रॅगींग होणार नाही याची दक्षता घ्यावी व याचा अहवाल वेळोवेळी सादर करावा.

प्रति,

१. डॉ. सिता आर. गोटिपामुल (सिद्धील ॲडमिनिस्ट्रेशन)
२. श्री जमादार (पोलिस ॲडमिनिस्ट्रेशन)
३. श्री रविंद्र दंतकाळे (स्थानिक माध्यमांचे प्रतिनिधी लोकल मीडिया)
४. श्री महावीर शास्त्री (एन.जी.ओ. प्रतिनिधी)
५. डॉ. मादगुंडी ए. के. (शिक्षक प्रतिनिधी)
६. डॉ. उस्तुरगे आर. आर. (शिक्षक प्रतिनिधी)
७. डॉ. जावळे व्ही. जी. (शिक्षक प्रतिनिधी)
८. प्रा. समाधान शेटफळकर (रेक्टर मुलांचे वसतीगृह)
९. श्रीमती रणदिवे रत्नप्रभा (महिला वसतिगृह रेक्टर)
१०. श्री विरेंद्र समर्थ (ऑफिस सुपरिटेन्डंट)
११. श्री संजीव सोमा (पालक प्रतिनिधी)
१२. श्री आशितोप शहा (पालक प्रतिनिधी)
१३. श्री महावीर लाळे (शिक्षकेत्तर प्रतिनिधी)
१४. कु. संयुजा पाटिल (विद्यार्थी प्रतिनिधी)
१५. कु. सागर वनसोडे (विद्यार्थी प्रतिनिधी)

प्रिचार्य

शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय,  
सोलापूर

प्रत माहितीस्तव : १) मा. अध्यक्ष/ सचिव शेठ सखाराम नेमचंद जैन औषधालय ट्रस्ट, सोलापूर



HC. Principal  
Seth Govindji Raaji Ayurved  
Mahavidyalaya, Solapur.

जाचक क्र. C/1107/1-13/2018-19

दिनांक : 11/02/2019

## कार्यालयीन आदेश

आपणांस या पत्राद्वारे आदेश देण्यात येते की, सन 2018-19 या वर्षापासून पुढील आदेश होईपर्यंत, आपण रॅगींग विरोधी समितीचे सदस्य (Anti Ragging Committee) म्हणून काम पहावे. तसेच महाविद्यालय, रुग्णालय व वसतीगृहामध्ये रॅगींग होणार नाही याची दक्षता घ्यावी व याचा अहवाल वेळोवेळी सादर करावा.

प्रति,

१. डॉ. रिता आर. गोटिपामुल (सिव्हील ॲडमिनिस्ट्रेशन)

२. श्री जमादार (पोलिस ॲडमिनिस्ट्रेशन)

३. श्री रविंद्र वंतकाले (स्थानिक माध्यमांचे प्रतिनिधी लोकल मीडिया)

४. श्री महावीर शास्त्री (एन. जी. ओ. प्रतिनिधी)

५. डॉ. मादगुंडी ए. के. (शिक्षक प्रतिनिधी)

६. डॉ. उस्तुरगे आर. आर. (शिक्षक प्रतिनिधी)

७. डॉ. जावळे व्ही. जी. (शिक्षक प्रतिनिधी)

८. प्रा. समाधान शेटफळकर (रेक्टर मुलांचे वसतीगृह)

९. श्रीमती रणदिवे रत्नाप्रभा (महिला वसतिगृह, रेक्टर)

१०. श्री विरेंद्र समर्थ (ऑफिस सुपरिटेन्डंट)

११. श्री सुरेखा अगरखेड (पालक प्रतिनिधी)

१२. श्री आशितोष शहा (पालक प्रतिनिधी)

१३. श्री महावीर लाळे (शिक्षकेत्तर प्रतिनिधी)

१४. कु. समिक्षा कोथळी (विद्यार्थी प्रतिनिधी)

१५. कु. अभिनंदन पाटिल (विद्यार्थी प्रतिनिधी)

*Gatipamul*

*Rajaram*

*Mahavir Shastri*

*Ramprabha*

*Surakheda*

*Ashtekar*

*Mahavir Lale*

*Kusumkothali*

*Abhinandan Patil*

*Principal*  
Seth Govindji Rajji Ayurved  
Mahavidyalaya, Solapur



प्र. प्राचार्य

शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय  
सोलापूर

प्रत माहितीस्तव : १) मा. अध्यक्ष / सचिव शेठ सखाराम नेमचंद जैन औषधालय ट्रस्ट, सोलापूर

शेठ सखाराम नेमचंद जैन औषधालय व रुग्णालय ट्रस्ट संचालित  
शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय (संलग्न)  
शेठ सखाराम नेमचंद जैन आयुर्वेद हॉस्पिटल

महाविद्यालय ■  
२१/अ/१३, बुधवार पेठ,  
सम्राट चौक, सोलापूर - ४१३००२  
फोन (०२१७) २३२४७३६

हॉस्पिटल ■  
११८/११९, शुक्रवार पेठ,  
टिळक चौक, सोलापूर - ४१३००२.  
फोन (०२१७) २७२३६१८.

०२७

महाराष्ट्र शासन  
अनुदानित

क्र. ८/१५२/११९/२०१९-२०

दिनांक : ०६/०६/२०१९

## कार्यालयीन आदेश

आपणांस या पत्राद्वारे आदेश देण्यात येते की, सन २०१९-२० या वर्षापासून पुढील आदेश होईपर्यंत, आपण रॅगींग विरोधी समितीचे सदस्य (Anti Ragging Committee) म्हणून काम पहावे. तसेच महाविद्यालय, रुग्णालय व वसतीगृहामध्ये रॅगींग होणार नाही याची दक्षता घ्यावी व याचा अहवाल वेळोवेळी सादर करावा.

प्रति,

१. वैद्या स्मिता आर. गोटिपामुल (सिव्हील अॅडमिनिस्ट्रेशन) *Gatipamul*
२. श्री गोपी मोहन वाल्मीकी (पोलिस-अॅडमिनिस्ट्रेशन)
३. श्री रूपेश हेळवे (स्थानिक माध्यमांचे प्रतिनिधी लोकल मीडिया)
४. श्री महावीर शास्त्री (एन.जी.ओ. प्रतिनिधी) *ANJ*
५. वैद्या शिल्पा येरमे (शिक्षक प्रतिनिधी) *Shilpa*
६. वैद्या वीणा जावळे (शिक्षक प्रतिनिधी) *Yerme*
७. वैद्य जितेंद्र खोत (शिक्षक प्रतिनिधी)
८. प्रा. समाधान शेटफळकर (रेक्टर मुलांचे वसतीगृह) *Setphalakar*
९. श्रीमती रंणदिवे रत्नप्रभा (महिला वसतिगृह रेक्टर) = *R.Randive*
१०. श्री विरेंद्र समर्थ (ऑफिस सुपरिटेन्डंट) *Sambhar*
११. श्री मुरंखा अगारखेड (पालक प्रतिनिधी)
१२. श्री आशितोष शहा (पालक प्रतिनिधी)
१३. श्री महावीर लाले (शिक्षकेत्तर प्रतिनिधी) *Mate*
१४. कु. समिक्षा कोथळी (विद्यार्थी प्रतिनिधी) *Yerme*
१५. कु. अभिनंदन पाटिल (विद्यार्थी प्रतिनिधी)



प्रभारी प्राचार्य

शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय  
सोलापूर

माहितीस्तव : १) मा. अध्यक्ष/सचिव शेठ सखाराम नेमचंद जैन औषधालय ट्रस्ट, सोलापूर



शेठ सखाराम नेमचंद जैन औपधालय व रुग्णालय ट्रस्ट संचालित  
शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय (संलग्न)  
शेठ सखाराम नेमचंद जैन आयुर्वेद हॉस्पिटल

महाराष्ट्र शासन  
अनुदानित

महाविद्यालय ■  
२१ / अ / १३, बुधवार पेठ,  
सम्राट चौक, सोलापूर - ४१३००२  
फोन (०२१७) २३२४७३५

हॉस्पिटल ■  
११८ / ११९, शुक्रवार पेठ,  
दिल्लो चौक, सोलापूर - ४१३००२  
फोन (०२१७) २७२३५१८

जावक क्र. C/319/1-15/2021-22

दिनांक : 23/06/2021

## कार्यालयीन आदेश

आपणांस या पत्राद्वारे आदेश देण्यात येते की, सन 2021-22 या वर्षापासून पुढील आदेश होईपर्यंत, आपण रॅगींग विरोधी समितीचे सदस्य (Anti Ragging Committee) म्हणून काम पहावे. तसेच महाविद्यालय, रुग्णालय व वसतीगृहामध्ये रॅगींग होणार नाही याची दक्षता घ्यावी व याचा अहवाल वेळोवेळी सादर करावा.

प्रति,

१. वैद्या स्मिता आर. गोटिपामुल (सिव्हील अॅडमिनिस्ट्रेशन) Gotipamul
२. श्री शामसुंदर विश्वनाथ मोहोळे (पोलिस अॅडमिनिस्ट्रेशन)
३. श्री रमेश अर्जुन पवार (स्थानिक माध्यमांचे प्रतिनिधी लोकल मीडिया)
४. श्री अनुप दोशी (महाविद्यालय समन्वयक व प्रशासकीय अधिकारी) Doshi
५. वैद्या शिल्पा येरमे (शिक्षक प्रतिनिधी) Yerme
६. वैद्या वीणा जावळे (शिक्षक प्रतिनिधी) Jawale
७. वैद्य जितेंद्र खोत (शिक्षक प्रतिनिधी) Khote
८. प्रा. समाधान शेटफळकर (रेक्टर मुलांचे वसतीगृह) Shetphalkar
९. श्रीमती रणदिवे रत्नप्रभा (महिला वसतीगृह रेक्टर) Ranadive
१०. श्री विरेंद्र समर्थ (ऑफिस सुपरिटेन्डंट) Virendra
११. श्री हिम्मतलाल पुखराज शहा (पालक प्रतिनिधी)
१२. श्रीमती मंजू गुणवंत जैन (पालक प्रतिनिधी)
१३. श्री महावीर लाळे (शिक्षकेत्तर प्रतिनिधी)
१४. कु. विजयालक्ष्मी चौगुले (विद्यार्थी प्रतिनिधी) Chougule
१५. कु. अजित खाने (विद्यार्थी प्रतिनिधी) Ajith



प्रभारी प्राचार्य

शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय  
सोलापूर

प्रत माहितीस्तव : १) मा. अध्यक्ष / सचिव शेठ सखाराम नेमचंद जैन औपधालय ट्रस्ट, सोलापूर





■ फोनस (०२१७) २३२४७३६ ■ Email - sgramsolapur@gmail.com

शेठ सखाराम नेमचंद जैन औषधालय व रुग्णालय ट्रस्ट संचालित  
शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय (संलग्न)  
शेठ सखाराम नेमचंद जैन आयुर्वेद हॉस्पिटल

महाराष्ट्र शासन  
अनुदानित

महाविद्यालय ■  
२१ /अ/ १३, बुधवार पेठ,  
सम्राट चौक, सोलापूर - ४१३००२.  
फोन (०२१७) २३२४७३६

हॉस्पिटल ■  
११८ / ११९, बुधवार पेठ,  
टिळक चौक, सोलापूर - ४१३००२.  
फोन (०२१७) २७२३६१८.

जाचक क्र. C/1098-1/2021-22

दिनांक : 06/01/2022

## कार्यालयीन आदेश

आपणांस या पत्राद्वारे आदेश देण्यात येते की, सन 2022-23 या वर्षापासून पुढील आदेश होईपर्यंत, आपण रॅगींग विरोधी समितीचे सदस्य (Anti Ragging Committee) म्हणून काम पहावे. तसेच महाविद्यालय, रुग्णालय व वसतीगृहामध्ये रॅगींग होणार नाही याची दक्षता घ्यावी व याचा अहवाल वेळेवेळी सादर करावा.

प्रति,

१. वैद्या शिल्पा येरमे (सिव्हील ॲडमिनिस्ट्रेशन)
२. श्री शामसुंदर विश्वनाथ मोहोळे (पोलिस ॲडमिनिस्ट्रेशन)
३. श्री रमेश-अर्जुन पवार (स्थानिक माध्यमांचे प्रतिनिधी लोकल मीडिया)
४. श्री अनुप दोशी (महाविद्यालय समन्वयक व प्रशासकीय अधिकारी)
५. वैद्या दिपाली मगरे (शिक्षक प्रतिनिधी)
६. वैद्या कल्पना मांडवकर (शिक्षक प्रतिनिधी)
७. वैद्य प्रशांत लांडे (शिक्षक प्रतिनिधी)
८. प्रा. समाधान शेटफळकर (रेक्टर मुलांचे वसतीगृह)
९. श्रीमती रणदिवे रत्नप्रभा (महिला वसतिगृह रेक्टर)
१०. श्री विरेंद्र समर्थ (ऑफिस सुपरिटेन्डंट)
११. श्री हिम्मतलाल पुखराज शहा (पालक प्रतिनिधी)
१२. श्रीमती मंजू गुणवंत जैन (पालक प्रतिनिधी)
१३. श्री महावीर लाळे (शिक्षकेत्तर प्रतिनिधी)
१४. कु. विजयालक्ष्मी चौगुले (विद्यार्थी प्रतिनिधी)
१५. कु. राज मुददलकर (विद्यार्थी प्रतिनिधी)
१६. कु. रसिका येळवटकर (विद्यार्थी प्रतिनिधी)



*Ganesh*  
I/C. Pr. Pr. Pr.  
Seth Govindji Raolji Ayurved  
Maha Vidyalaya, Solapur

प्रभारी प्राचार्य

शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय  
सोलापूर

प्रत माहितीस्तव : १) मा. अध्यक्ष/ सचिव शेठ सखाराम नेमचंद जैन औषधालय ट्रस्ट, सोलापूर



शासन अनुदानित जैन अल्पसंख्याक संस्था  
शेठ सख्त्रागम नेमचंद जैन औषधालय ट्रस्ट मंचलित  
**शेठ गोविंदजी रावजी आयुर्वेद महाविद्यालय**  
मंत्रालय



शेठ सख्त्रागम नेमचंद जैन आयुर्वेद रुग्णालय

■ महाविद्यालय

२१/अ/१३, बुधवार पेठ,  
सम्राट चौक, सोलापूर - ४१३ ००२  
फोन (०२१७) २३२४७३६  
E-mail : principal@sgrayurved.edu.in

■ रुग्णालय

११८/११९, जुनी फौजदार दावडीजवळ,  
शुक्रवार पेठ, टिळक चौक, सोलापूर - २.  
फोन (०२१७) २७२३६१८, २७२८३८५  
फॅक्स (०२१७) २७२८३८५  
Website : www.sgrayurved.edu.in

जावक क्र. \_\_\_\_\_

दिनांक : / / २०

## 6.2.1

### Recruitment

### Teaching Staff

Sr. No.	Name of the Teacher	Post & Department	Joining Date
1.	Dr. Savita B. Chougule	Assistant Profeseor, Agadanttra Department	29/06/2021
2.	Dr. Santosh I. Swami	Associate Professor, Kayachikitsa Department	30/06/2021



*Savita*  
I/C. Principal  
Shri Govindji Rajji Ayurved  
Mahavidyalaya, Solapur.