

Standard Operating Procedure (SOP) for Sanghmata Subharti Students Club

1. Purpose

The Sanghmata Subharti Students Club is dedicated to advancing the vision and ideals of Sanghmata Dr. Mukti Bhatnagar. It strives to foster student involvement in research and innovative initiatives, raise awareness about research-related activities within the university community, promote a spirit of unity across the campus, and enhance communication and awareness among students regarding various events and opportunities in the university.

2. Scope

The Sanghmata Subharti Student Club is envisioned as a hub for comprehensive growth and skill development for allied students. Its scope includes:

- Conduction technical sessions to keep students updated with advancement in allied sciences.
- Providing roles and responsibilities within the club to cultivate leadership qualities.
- Encourage collaborative projects and group activities to strengthen teamwork.
- Facilitate mentorship programs for guidance in career paths and professional development.
- Encouraging innovative approaches to problem-solving in the healthcare field.

3. Objectives

- To encourage students to actively participate in research projects and develop innovative ideas that contributes to advancement in the allied field.
- To strengthen the bond among students by promoting teamwork, leadership and a spirit of unity across the university.
- To create opportunities for students to develop essential skills, such as critical thinking, effective communication and ethical professionalism, preparing them for successful carriers.

4. Structure and Roles

- **President: Akansha Pal (BOPT 2nd Year)**
 - Oversee the club's activities and ensure they align with its objectives.
 - Chair all the meetings and coordinate with faculty advisors.
 - Represent the club in university-level discussions and inter-department collaborations.
- **Vice-President: Hardik Maheshwari (B.Sc MLT 2nd Year)**
 - Assist the President in managing the club's activities.
 - Act as the President in their absence and support event execution.
- **Secretary: Aastha Rav (B.Sc MLT 2nd Year) and Shweta (B.Sc RIT 2nd year)**
 - Document minutes of meetings, maintain official records, and handle communication.
 - Assist in coordinating event logistics and internal communication with members.
- **Treasurer: Yashi Sharma (BOPT 2nd year)**

- Handle the financial aspects of the club, including budget creation, fund allocation, and maintaining transparency.
- Prepare and submit financial reports to the club and the college.
- **Event Coordinators:** Vishal (B.Sc OTT 2nd year), Arun (B.Sc OTT &HA 2nd year), Sushitra (M.Sc MLT 2nd sem), Farhat Tyagi (B.Sc OTT &HA 2nd year), Ginni (B.Sc OTT 2nd year), and Kanika Saini (B.Sc RIT 2nd year).
- Plan, organize, and execute the club's events, ensuring that they meet deadlines and quality standards.
- Handle logistics, venue bookings, and communication with external participants or performers.
- **Facilitator: Mr. Navdeep Singh**
 - Provide academic and administrative guidance to the club.
 - Ensure alignment of activities with the SCAH and university policies.
 - Serve as a mentor and facilitate the approval of major events.

5. Membership

- **Eligibility:** Membership is open to all the students of the SCAH at Swami Vivekanand Subharti University.
- **Enrollment:** New members can join at the beginning of each academic year through a registration process.
- **Membership Renewal:** Members must renew their membership annually by participating actively in the club's events.

6. Meetings

- **General Meetings:**
Held once a month to review past activities, discuss upcoming events, and plan future actions.
- **Committee Meetings:**
Conducted bi-weekly or as needed, involving the executive team to make key decisions and assign responsibilities.
- **Annual General Meeting (AGM):**
Conducted at the end of the academic year to report achievements, elect new office-bearers, and plan for the next academic year.

7. Event Planning and Execution

- **Pre-Event Planning:**
 - **Concept Proposal:** The club's executive team and members can propose events. Proposals are discussed in meetings and approved by the facilitator.
 - **Approval:** Major events require approval from the authorities.
 - **Budgeting:** The Treasurer prepares a detailed budget, which must be approved by the executive team and the facilitator before expenditures.
 - **Task Allocation:** Event coordinators allocate responsibilities among members and volunteers.

- **Event Execution:**

- **Setup:** All arrangements for paramedical events, including medical equipment, training materials, audiovisual aids, and other logistical requirements, must be completed at least 2 hours before the event begins to ensure smooth functioning.
- **Supervision:** The Event Coordinator and Vice-President will oversee the event, ensuring that all paramedical demonstrations, workshops, and activities are conducted efficiently and in accordance with professional standards.
- **Allied Relevance:** Events should aim to highlight the significance of Healthcare sciences, including showcasing advancements, case studies, or practical demonstrations relevant to the field.

- **Post-Event Activities:**

- **Feedback:** Collect feedback from participants, members, and attendees to assess the event's success.
- **Financial Report:** The Treasurer presents a detailed financial statement.
- **Documentation:** The Secretary prepares a post-event report, including feedback and outcomes.

8. Code of Conduct


- All members are expected to demonstrate professionalism, cultural respect, and integrity in all allied club activities, upholding the values of the healthcare profession.
- Any form of discrimination, harassment, or unethical behavior, including in academic or clinical settings, will lead to strict disciplinary action in line with university and professional codes of conduct.
- Members must actively engage in the club's allied initiatives, such as workshops, seminars, cultural and community health programs, while maintaining good academic performance and a commitment to learning.

9. Communication and Publicity

- **Internal Communication:** Official communication will occur via emails, WhatsApp groups, or notice boards. The Secretary is responsible for ensuring timely information flow.
- **External Communication:** Publicity for events will be done via posters, social media platforms, and the university website. The Event Coordinator oversees this with the help of a dedicated marketing team (if needed).

10. Collaboration with Other Clubs

- The Sanghmata Subharti Students Club encourages collaboration with other allied and medical clubs at the University for Joint Events and Activities.
- Participating in inter-university competitions and events will be prioritized to promote the college visibility.


Prof. (Dr.) Pankaj Kishor Mishra
Principal

Club Membership Form

(Sanghmata Subharti Students Club)

Personal Information

Name (Full Name): _____ Date of Birth (DD/MM/YYYY): ____ / ____ / ____

Student ID: _____ Program Enrolled: _____

Year of Study: _____ Contact Number: _____

Email Address: _____ Residential Address: _____

Membership Details

- Are you interested in holding a position in the club? Yes / No - _____
- Why do you want to join Sanghmata Subharti Students Club?
- (Briefly describe your motivation and goals)

Declaration

I hereby declare that the above information is true to the best of my knowledge and that I agree to abide by the rules and regulations of the Sanghmata Subharti Students Club.

- Signature of Applicant: _____ Date: _____

Office Comments (For Official Use Only)

- Membership Approved/Rejected: _____
- Remarks (Principal Sir):

Signature of Club President

Dr. Pankaj Kishor Mishra
Principal

Sanghmata Subharti Students Club structure

S.No	Student Name	Club Position	Course
1.	Akansha Pal	President	BOPT 2 nd Year
2.	Hardik Maheshwari	Vice-President	B.Sc MLT 2 nd Year
3.	Aastha Rav	Secretary	B.Sc MLT 2 nd Year
4.	Shweta	Secretary	B.Sc RIT 2 nd year
5.	Yashi Sharma	Treasurer	BOPT 2 nd Year
6.	Vishal, Arun, Sushitra, Farhat Tyagi, Ginni, Kanika Saini	Event Coordinators	(B.Sc OTT 2 nd year), (B.Sc OTT &HA 2 nd year), (M.Sc MLT 2 nd sem), B.Sc OTT &HA 2 nd year), (B.Sc OTT 2 nd year), and (B.Sc RIT 2 nd year).

Navdeep Singh

Club Facilitator:-Mr. Navdeep Singh