



# Vaidya Yagya Dutt Sharma Ayurved Mahavidyalaya, Khurja.(Distt. Bulandshahr)

And Asso. Pt. Pyare Lal Rama Dutt Vaidya Chikitsalaya (PLRD Hospital), Khurja (U.P.)  
(Affiliated to M.G.G. AYUSH University Gorakhpur, Vide Letter No. 418 Dated 17 Aug.2022,  
C.C.S. University Meerut, Vide Letter No. 2592 Dated 01 Dec.2014 & N.C.I.S.M.  
Vide Letter No. 3-14/2001-Ayu(137) New Delhi). College Code : AYU0253

Opp. Dharpa Power House, Khurja-Bulandshahr  
G.T.Road, Khurja-203131 (U.P.)  
E-mail : vydsam@rediffmail.com  
Mob.: 8957631677 (Principal)

Date : 25/11/24 -

Ref : vydsam/2024-25/11260-1

## OFFICE ORDER

As per resolution of the minutes of the meeting chaired by the Director, Vaidya Yagya Dutt Sharma Ayurved Mahavidyalaya, Khurja dated 25.11.24 with the agenda to formation of different committees for the progressive development of the academics and other activities of the college, **Committee for Conduction of Co-Curricular and Extra-Curricular Activity** is re-constituted as follows with defined 'SOP' for its functioning -

Committee for Conduction of CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITY			
S. N.	Name	Position / Department	Designation
1	Prof Ashok Kumar Dwivedi	Principal	Chairperson
2	Dr. Tejaswini Haryan	Faculty, Shalya Tantra	Secretary, Cultural & fine arts
3	Prof Renu Tripathi	Faculty, Rachana Sharira	Member, Cultural & fine arts
4	Prof G N Rai	Faculty, Panchakarma Dept.	Secretary, Sports & Recreational facility
5	Prof Rameswar Pandey		In-charge, (Field visits or Survey works, Health awareness programme - medical camps or village adoption, Community outreach programme)
6	Dr G P Tiwari	Faculty, Samhita Siddhanta & Sanskrit Dept	In-charge, Sanskrit club



7	Dr Bhavya	Faculty, Shalaky Tantra	In-charge, Environment club
8	Dr. Roshi Digra	Faculty, Agad Tantra	In-charge, Photography club
9	Dr. Priyanka Rana	Faculty, Panchkarma	In-charge, Animal lovers club
10	Dr Yogiraj	Kriya Sharir	In-charge (Seminar, Workshop, Brain Storming Sessions, Symposium Events)
11	Dr. Somitra Attri	Physical Education Instructor	Member
12	Special invitee	(As per Requirement of event)	Member

#### S.O.P.

- d. The **Committee for Conduction of Co-Curricular and Extra-Curricular Activity** shall meet at least once in every quarter to identify areas of improvement.
- e. The Secretary or the In-charge of the event will be the Nodal officer.
- f. The Nodal officer of the committee will schedule a meeting in consultation with the honorable Chairman of the committee and accordingly inform all other members well in advance.
- g. The Nodal officer of the committee will be responsible to maintain all the records, documents such as directions, Circulars, notifications and GR of different authorities related to functions of respective committee and minutes of the meetings and will submit data as and when required.

#### Functions

1. The Committee shall be responsible for all intra and inter collegiate events in the College along with Celebrations of National Days.
2. The Committee shall provide necessary infrastructure for all events and Physical educational facility.
3. Plan tentative dates to be included in the academic calendar of the institute.
4. Create zeal amongst students, staffs & faculty members towards various events.
5. The committee shall serve for planning, guiding and monitoring activities of the Institute related to

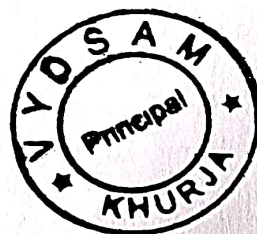


- a. Physical educational facility
  - b. Recreational facility;
  - c. Activities related to national service scheme and the like;
  - d. Formation of various student clubs such as adventures club, science club, environment club, sanskrit club, photography club, animal lovers club and the like;
  - e. Community outreach programme, cultural events and the like;
  - f. Medical camps or village adoption or health awareness programme and the like;
  - g. Field visits or survey and the like;
  - h. Conducting seminar, workshop, brain storming sessions, symposium and the like
6. Organize training, coaching and education in sports and other events for everybody so that they can learn to keep themselves physically fit.
  7. Prepare budget for all events and take necessary steps for its approval.
  8. Monitoring proper maintenance of sports and other accessories necessary for conduction of Co-Curricular and Extra-Curricular Activity
  9. Maintain record of all activities attended by students within the college, university and outside of the region/state.
  10. Prepare the details of attendance exemption to be given to the students representing college in various events
  11. The Committee shall analyses the Provision and utilization of students' amenities (Indoor & outdoor sport facilities, extra-curricular activities etc.)
    - a. Set up gymnasium facilities for students - Air Conditioning facilities, equipment's List, number of students access gymnasium facilities at a time etc
    - b. Sports facilities - Type of indoor & Outdoor sports facilities available, Playground Details, number of Indoor & Outdoor annual sports activities Organized, number of students participated
    - c. Cultural activities - Number of activities organized under Annual Cultural Programme, number of students participated
    - d. Common room facilities (separate common room for boys & girls)
    - e. Auditorium/multipurpose hall for cultural activities
    - f. Cafeteria facilities for students in the campus
  12. The Committee also analyses the Community Outreach Programs Framework-



- a. Adoption of Village/Urban locality for organization of Health Care Programs/services in Collaboration with Local Self-Government, NGO, Other government agencies & Self-initiative
  - i. Name & address of College adopted village or urban locality or school
  - ii. Detail types of Programme conducted (Diagnostic or Screening Camps, Follow-up Health Program, Awareness/Health Education Program)
- b. Number of Health Awareness/Health Surveillance Programmes conducted while observations of important national and international days/weeks
  - i. Important National & International Days/Weeks Programmes conducted (Date & Duration)
  - ii. Name & address of College adopted village or urban locality or school
  - iii. Detail types of Programme conducted (Diagnostic or Screening Camps, Follow-up Health Program, Awareness/Health Education Program)
- c. Outcomes of organized Diagnostic/Screening Camps & Follow-up Health Surveillance Camps in adopted villages/urban locality
  - i. Outcomes - No. of Anaemia cases in Pregnant Ladies, No. of Anaemia cases in Girls, No. of children with Malnutrition, No. of Hypertension cases/Cases with High Blood Pressure, No. of Diabetes cases, No. of ischemic heart disease cases, No. of Kidney disease cases, No. of cases with TB
  - ii. Therapeutic Intervention through medications etc. provided
  - iii. Follow ups & impact of Therapeutic intervention - Situation after therapeutic Interventions
- d. Number of Initiatives taken for School Health Programmes

Principal  
VYDSAM, Khurja



Copy to

1. All concerned members of the committee
2. Office file