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Amendment Date : 09.09.2023	<p>POLICY AND PROCEDURE - CO-CURRICULAR ADVISORY COMMITTEE</p>	Issue Date:11.09.2023

STANDARD OPERATING PROCEDURES



CO-CURRICULAR ADVISORY COMMITTEE MANUAL

SMVMCH



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1. PURPOSE:

The purpose of this co-curricular advisory committee is to guide and monitor the departments for smooth conduction of the conferences, workshops, quiz programs and any event in the department.

2. SCOPE:

The scope of the committee is to help the students to gain exposure out of their regular curriculum in recent trends/ upgradation in medical field.

3. RESPONSIBILITY:

Applicable to all departments of Sri Manakula Vinayagar Medical College and Hospital.

3.1.Organizing committee.

3.2.Advisory committee.

a) Chairperson : Dr. M. Pragash, Medical Superintendent

b) Secretary : Dr. R. Ganesh, Tutor (Dentistry)


c) Members : Dr. S. Arun, Professor and HOD (Psychiatry)

Dr. K. S. Venkatarangan, Senior Resident (Psychiatry)

Dr. Reena Mohan, Assistant Professor (Community Medicine)

3.3 Tenure:

The tenure of chairperson, secretary and members of co-curricular advisory committee shall be for 3 years.

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4. ROLE OF CHAIRPERSON/ SECRETARY/ MEMBERS :

4.1 Chairperson: To recommend and forward the proposal to the Director/ Dean

4.2 Secretary: To verify the proposal form and budgetary requirements and recommend the budget as per co-curricular advisory committee norms and forward the proposal to chairperson

4.3 Members: To give inputs and suggestions to the committee on the conduction of the conference/ events and shall sign and forward the proposals in the absence of the secretary


5. PROCEDURE:

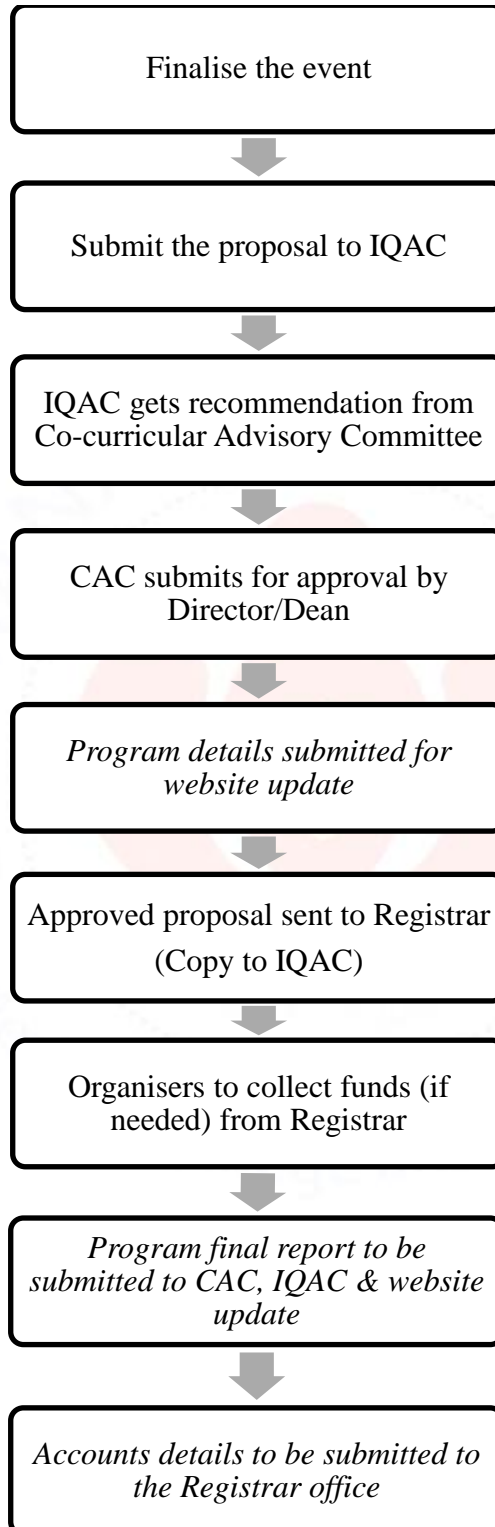
The management of SMVMCH is committed to encouraging the faculty of various departments to conduct conferences/workshops as required and recommended. The organizing department is requested to follow the ensuing protocol for smooth organization of the conference/workshop.


5.1 Submitting an application to conduct proposed conference/workshop:

- a) Any department is eligible to request for conducting a CME/ conference/ workshop/ day celebration
- b) *The proposal in the prescribed format (enclosure 1) should be submitted to the IQAC irrespective of requiring fund or not. The processing of the proposal shall be as per the flow chart mentioned.*

Timeline of submission of proposal – 15 days to 1 week in advance

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- c) Workshop/ conference must be conducted at SMVMCH. In case, if it is organized off-campus, prior permission to be obtained from the Director in writing stating the reason.
- d) The decision about the conduct of the conference/workshop will be intimated to the organizers after scrutiny by the Director along with the advisory committee.
- e) The organizers should ensure fulfilling any queries raised by the advisory committee.


4.1. Salient features and pre-requisites while planning the conference/workshop:

- a) The main conference venue should be booked in advance for conference/ workshop. Hence the applicant should identify and propose an appropriate venue for the conduct of the workshop.
- b) Organisers of the event shall be responsible for arranging their finance (sponsors).
- c) *If funds are required from the institution, the same should be mentioned in the proposal.*
- d) Detailed session plan of the event has to be submitted along.

4.2. Once the conference / workshop proposal has been accepted, the following issues need to be addressed:


a) Organizing committee:

- i) The applicant shall form an organizing committee from the members of the department/allied specialties. The committee should include organizing chairman, organizing secretary, treasurer, and various sub-committees with members and chairpersons for each sub-committee. If the service of non-teaching faculty is required, he/she should be briefed about the rules of the conferences.
- ii) Various sub-committees include registration committee, workshop committee, scientific committee, reception committee, transport committee, hospitality (catering) committee and souvenir (memento) committee.
- iii) The registration committee shall ensure smooth and swift registration of the delegates on the day of the conference. The registration for all the workshops will be through the

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main registration counter of the conference (for workshops included along with the conference). The registration committee should strive for maximum delegate participation through advertising/propaganda. It should also ensure proper updates of the conference to the participating delegates in advance.

- iv) The scientific committee shall draft the scientific program with utmost details like the invited speakers, duration of each lecture with scope for discussion. It should strictly adhere to maintaining time schedule. The committee shall involve in finalizing the papers/ posters for presentation by the undergraduates/ postgraduates. The committee shall inform the selected candidates regarding the slot for presentation and other rules of presentation in advance. The committee will apply for the CME credit point to state medical council. The committee shall also finalize the judges for each presentation category along with the criteria for judging.
- v) For workshops included in the main conference, a separate workshop committee may be formed/ as deemed necessary. The workshop committee shall make necessary arrangements for the smooth conduct of the workshop. All workshops related material must include the logo of the college prominently on the first page.
- vi) The reception committee is responsible for smooth conduct of the inauguration ceremony. The inaugural function has to be meticulously planned with special attention to the dignitaries on the dais, the speakers, and bouquets/mementoes/shawls for the dignitaries and to be given by whom, and other routine protocol for the inauguration. The entire schema has to be approved by the advisory committee before execution. The reception committee is responsible for preparing invitation and brochure in consultation with the advisory committee.
- vii) The transport committee shall ensure safe transport of delegates/ invited speakers to and from the venue. The committee shall work in association with transport in-charge of SMVMCH and draft a schedule of bus/car trips. A separate requisition for availing the transport services of SMVMCH has to be submitted to the Director.

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viii) The hospitality (catering) committee shall ensure providing hygienic food/ snacks to the delegates/ invited speakers at the appropriate time without wastage. The committee shall take into account the number of volunteers and workers from civil/ electrical/ air-condition/ transport/ EDP/ housekeeping while calculating the number of packs for catering services. The organizing secretary should ensure to keep the number of support staff to a minimum.

ix) *The souvenir committee shall prepare the mementoes for speakers/ judges, awards for paper/ poster presentations and certificates for the delegates. Certificates, banners, circular, invitation and brochures will be printed only after the approval from advisory committee.*

x) The reception committee shall draft news for the conference and get approved from the advisory committee and submit to the official web site after final approval of Director.

xi) The organizing secretary of the event shall prepare the pre and post press release and get approval from the advisory committee and submit to Director of further necessary action.

b) Conference funding:

i) The management shall assist and facilitate for the conference/workshop if necessary, but the final responsibility of arranging for finances remains with the conference organizers.


ii) The source of sponsorship shall be arranged by the organizing department.

iii) The conference organizer shall obtain a PAN card (if needed) if the budget is above 1 lakh INR.

c) Conference conduct:

i) The organizers of the conference shall conduct it in compliance with all applicable rules and regulations.

ii) *They will also submit an application for CME credit points to TNMC.*

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d) Conference report:

The organizing secretary of the conference shall submit a report of the conference to IQAC with photos, invitation, brochure, attendance sheet, feedback form, certificate and program report within 10 working days from the end of the conference.

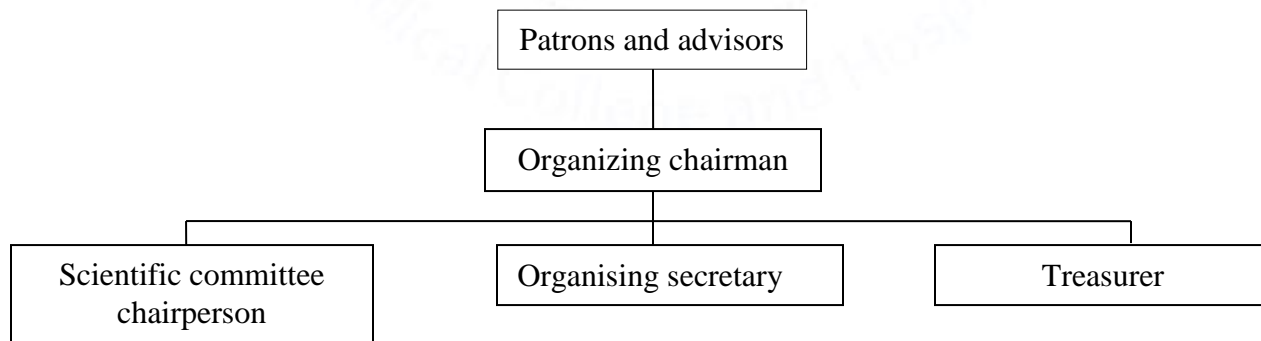
e) Disputes and Jurisdiction:


In case of any disputes, the decision of the organizing committee shall be final.

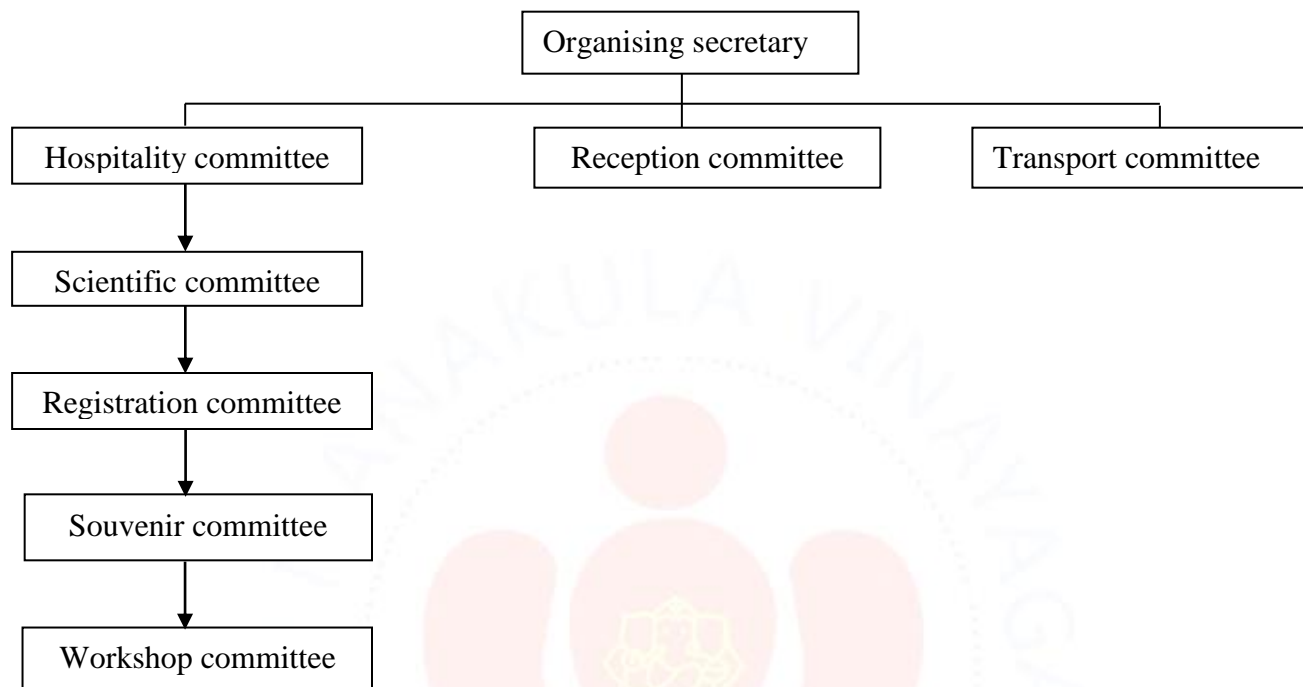
f) Function of the advisory committee:


- i) The advisory committee shall review the proposal submitted by each sub-committee and approves/ disapproves as deemed necessary. In case of disapproval, the committee shall recommend suggestions for smooth conduct of the conference. After necessary rectifications, the proposal can be resubmitted for final approval.
- ii) Once the proposal is approved, the organizing committee shall seek advice/approval during every step of implementation of the plan.

4.3. The hierarchy of the conference/ workshop:



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ANNEXURE - I

Reference No.: _____ / _____ Submission date and time: _____



Outward No.:

Date:


To

The Director/ Dean,
Sri Manakula Vinayagar Medical College and Hospital,
Puducherry.

Sub: Submission of proposal for conference / CME / Workshop / Guest lecture / Quiz / Day celebration – Reg.

Official use only

1. Type of event:
Conference / CME / Workshop / Guest lecture / Quiz / Day celebration /
Others:
2. Title of the event:
3. Name of the organising department:
4. Date and time:
5. Venue:

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6. Number of delegates expected to participate (internal and external):

Internal: _____

External: _____

7. Contact person name and mobile number: _____

Intercom number: _____

8. List of Resource person with complete details:


9. Total anticipated expenditure details:

10. Source of funding: Participants/ Management / Sponsorship

11. Sponsoring Agencies, if any: _____

12. Accreditation from Tamil Nadu Medical Council / Any other agency: Yes / No

13. Format of invitation / brochure and certificate of participation (please attach):

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14. Additional information / Remark:

15. Funding required from management: Yes / No

If yes, funding required: Rs. _____ (in words) _____

_____.

Chairperson
Co-curricular committee

Member / Secretary
Co-curricular committee


HOD / Organising Secretary
(Signature with seal)

Director
SMVMCH

Dean
SMVMCH

Registrar
SMVMCH

Note: A copy of the proposal should be sent to IQAC after Director/ Dean approval.

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ANNEXURE - II

1. The registration fee for delegates shall be decided and stated in the proposal.
2. The organizing secretary shall consult the advisory committee with respect to scientific programs and take its approval.
3. In the inaugural function, sufficient time and speakers should be finalized prior to the submission.
4. The format of certificates shall be decided in consultation with the advisory committee and the format should have uniformity. *Uniform format and design for certificates in the prescribed format.*
5. All the certificates shall be printed and issued to the concerned by the organizers.
6. Time slot should be stated in the proposal.
7. Stage arrangement for inauguration shall be meticulously planned by the organizing committee in consultation with the advisory committee.


Signed by

Date:

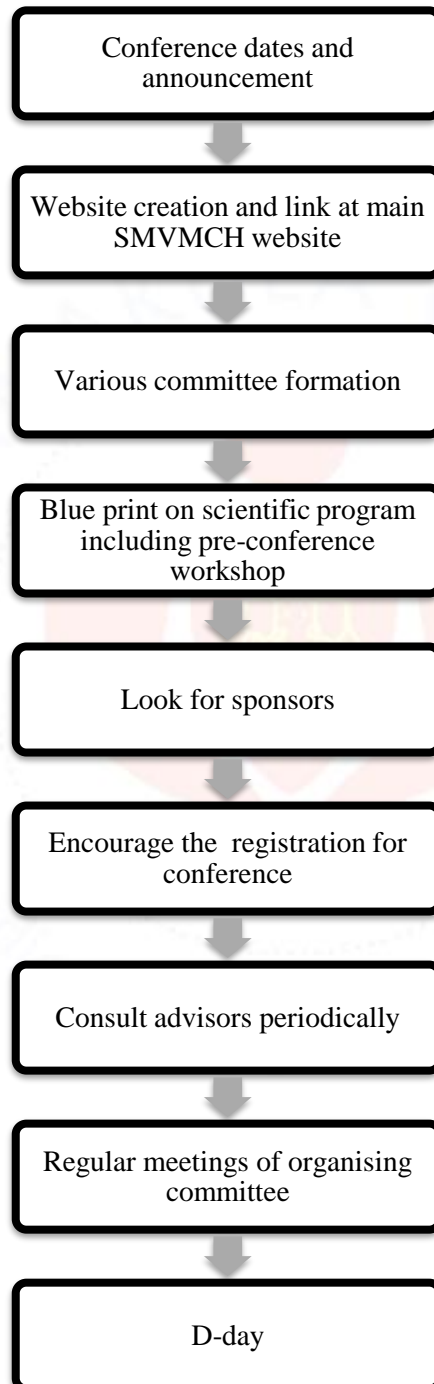
Organizing chairman


Organizing secretary

Treasurer

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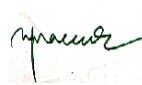
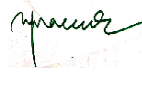

Suggest the timelines of execution of various tasks




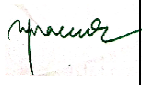
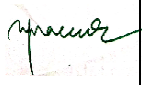
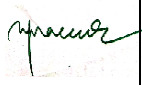
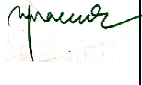
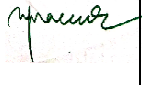
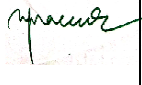
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6 RECORDS:

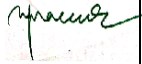
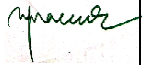
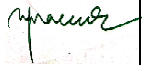
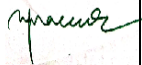
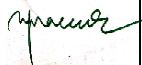
- 5.1. Invitation.
- 5.2. Brochures.
- 5.3. Certificate.
- 5.4. Press note.
- 5.5. Event report.
- 5.6. Budget report.
- 5.7. Receipt book.
- 5.8. Bank statement (if available).


Sl. No.	Page No	Section/ Clause/ Para/Line	Date of Amendment	Amendment Made	Reasons For Amendment	Amended By	Approved by
1	3	3.2-(c)	27-01-2021	A new member was included in the committee	Up-gradation of CAC manual	Chairperson-CAC	
2	4	4.1.(b)		Section 4.1.(b) has been changed	Up-gradation of CAC manual	Chairperson-CAC	
3	5	4.2.(c)		Section 4.2(c) modified	Up-gradation of CAC manual	Chairperson-CAC	


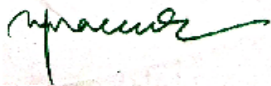

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4	7	4.3(a)-ix, 4.3(c)-ii	24.11.2023	Section 4.2(a)-ix, Section 4.3(c)-ii – has been modified	Up-gradation of CAC manual	Chairperson-CAC	
5	8	4.3(d)		Section 4.3(d) - modified	Up-gradation of CAC manual	Chairperson-CAC	
6	13	Annexure - II		Point 4-updated	Up-gradation of CAC manual	Chairperson-CAC	
7	3	1 and 2		Purpose and Scope updated	Up-gradation of CAC manual	Chairperson-CAC	
8	3	3 c)		2 members updated	Replacement for 2 old members	Chairperson-CAC	
9	3	3.3		Tenure	New addition in SOP	Chairperson-CAC	

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10	4	4	24.11.2023	Role of chairperson, secretary and members	New addition in SOP	Chairperson-CAC	
11	4	5.1 a)		CME / day celebration included	Up-gradation of CAC manual	Chairperson-CAC	
12	4	5.1		Timeline of submission of proposal	Up-gradation of CAC manual	Chairperson-CAC	
13	8	4.2 a) ix)		Banners, circular, invitation and brochures were included	Documentation/ filing purpose	Chairperson-CAC	
14	9	4.2 d)		Photos, invitation, brochure, attendance sheet, feedback form, certificate and program report were included	Documentation/ filing purpose	Chairperson-CAC	

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	Designation	Signature
Prepared by	Dr. K. Karthikeyan Dean (Academic)	
	Dr. M. Pragash Medical Superintendent	
Reviewed by	Dr. R.N.Kagne Deputy Director and Dean	
Approved and Issued by	Dr. D. Rajagovindan Director	