



# उत्तर प्रदेश आयुर्विज्ञान विश्वविद्यालय

सैफाई, इटावा (उप्र०) – 206 130

Uttar Pradesh University of Medical Sciences

Saifai, Etawah (U.P.) - 206 130

Letter No. 239

/2657-CD/UPUMS/R.C/2025-26

Date : 03, Jan., 2026

## OFFICE ORDER

In view of a request letter by MBBS students dated 12.12.2025 addressed to Hon'ble Vice Chancellor with subject "Proposal for establishing UPUMS Undergraduate Scientific Council", the same is hereby being constituted with the aim of building a strong foundation for modern medicine and innovation, cultivation of scientific temperament and fostering research culture among the undergraduate students of our university. The structure of the **UPUMS Undergraduate Scientific Council** is as described below with the names of the position holders mentioned against their posts in the council:

Post	Post Holder's Name	Designation
<b>Patron</b>	Dr Ajai Singh	Hon'ble Vice Chancellor
<b>Co-Patron</b>	Dr Adesh Kumar	Dean (Faculty of Medicine)
<b>Chairperson</b>	Dr Usha Shukla	Officiating Dean (Research)
<b>Co-Chairperson</b>	Dr Kirti Jaiswal	Dean (Student Welfare)
<b>Vice-Chairperson</b>	Dr Savita Agarwal	Officiating Associate Dean (Research)
<b>Faculty Mentors</b>	Dr Sushil Kumar Shukla	Professor, Biostatistics
	Dr Naresh Pal Singh	Professor, Comm. Med.
	Dr Reena Sharma	Professor, Ophthalmology
	Dr Gagan Deep Kaur	Assoc. Prof., Comm. Med.
	Dr Sanjeev Yadav	Asst. Prof., ENT
	Dr Muniba Alim	Asst. Prof., Paediatrics
	Dr Gargi Upadhyaya	Asst. Prof., Microbiology
	Dr Kaustav Kundu	Asst. Prof., Psychiatry
<b>President</b>	Maryam Zahra	MBBS Student 2022
<b>Vice-President</b>	Swarnika Singh	MBBS Student 2023
<b>Secretary</b>	Parul Singh Godara	MBBS Student 2022
<b>Joint Secretary</b>	Nikita Gautam	MBBS Student 2022
<b>Student Advisory</b>	Chief Advisor: Pranay Tewari (Co-Founder)	MBBS Student 2021
	Members: Divyansh Shukla	MBBS Student 2021
	Damandeep Singh	MBBS Student 2021
	Sankalp Gupta	MBBS Student 2021
	Anureet Dutta	MBBS Student 2021
<b>Executive Members</b>	EM-Tech: Zuhair Ali	MBBS Student 2023
	EM-Editor: Suyash Mishra	MBBS Student 2023
	EM-Research: Bhoomi Rajbhar	MBBS Student 2024
	EM-Academics: Vardhan Malhotra	MBBS Student 2024
	EM-PR: Yasir Shamshad	MBBS Student 2024
	Other EMs: Krishnkant	MBBS Student 2024
	Mohsin Faiyaz	MBBS Student 2024
	Khushboo Yadav	MBBS Student 2024



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Uttar Pradesh University of Medical Sciences

Saifai, Etawah (U.P.) - 206 130

<b>Alumni Advisory</b>	Chief Advisor: Dr Harsh Srivastava (Founder) Members: Dr Nilima Takhelchangbam Dr Mohammad Zohaib Abbas Dr Farzana Rizvi Dr Harsh Duhan	MBBS Alumnus 2016 MD (Comm. Med.) Alumnus 2019 MBBS Alumnus 2013 MBBS Alumnus 2014 MBBS Alumnus 2016
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This order is being issued with the approval of the competent authority.

**Enclosure:**

- Standard Operating Procedure (SOP) for UPUMS Undergraduate Scientific Council

  
(Deepak Verma)  
Registrar

**Copy to,**

1. Concerned members of the council.
2. All Deans (Faculty of Medicine/DSW/Dental/Nursing/Paramedical/Pharmacy).
3. Finance Officer.
4. All HODs for information.
5. Chief Wardens (Medical) for information and circulation among students.
6. CAC Department for notice to be put up on website.
7. PPS to Hon'ble Vice Chancellor.
8. PS to Registrar.
9. Notice Board.

  
(Deepak Verma)  
Registrar

(13)

# UTTAR PRADESH UNIVERSITY OF MEDICAL SCIENCES

Saifai, Etawah – 206130



## UPUMS Undergraduate Scientific Council

**Proposal for the formal establishment of the Uttar Pradesh  
University of Medical Sciences (UPUMS) Undergraduate Scientific  
Council**

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## CONTENTS

1. Introduction and Rationale
2. Vision
3. Goals of the Council
4. Structure of the Council
5. Roles and responsibilities
6. Functions of the Council
7. Working Method and Operations
8. Selection and Tenure
9. Eligibility
10. Key Activities and Academic Events
11. Support from the University Administration
12. Code of Conduct
13. Proposed Media
14. Review and Evaluation
15. Conclusion

### 1. Introduction and Rationale

The UPUMS Scientific Society was informally established in the year 2020 by Dr Harsh Srivastava (MBBS 2016 batch) as a WhatsApp group. It was started with the goal of sharing conference and research opportunities with undergraduate (UG) students of UPUMS in order to sensitise them to medical research and other scientific advancements which has expanded to a WhatsApp Community comprising 441 student beneficiaries. Earlier this year (2025), a team comprising MBBS students from different batches was formed to expand and formalise the society, as was done for the Student Council.

The world of medical research is rapidly expanding, and to ensure that the MBBS students of UPUMS are not left behind, we propose the formal establishment of this society. The proposed UPUMS Undergraduate Scientific Council aims to foster a culture of curiosity, innovation, and evidence-based learning among MBBS students. Beyond research, it will promote scientific thinking, academic collaboration, and professional development through activities like journal clubs, workshops, mentorship programs, and innovation challenges. By bridging classroom knowledge with clinical application, the society aims to cultivate analytical reasoning, ethical conduct, and leadership— empowering students to become future-ready clinicians, researchers,

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and contributors to medical science and community health. With the help of UPUMS faculty and administration, the society can get a massive boost in achieving its goals.

## 2. Vision

To establish a strong foundation for medicine and innovation, cultivate scientific thinking and foster research culture among the students of our university in order to raise healthcare standards and academic excellence.

## 3. Goals of the Council

1. To inculcate a spirit of scientific inquiry and evidence-based learning among undergraduate medical students.
2. To promote research aptitude and innovation by providing students opportunities to design, conduct, and present scientific work.
3. To bridge the gap between theoretical knowledge and clinical application, encouraging analytical and problem-solving skills.
4. To organise academic and scientific activities, including seminars, journal clubs, workshops, conferences, and scientific exhibitions.
5. To create a mentorship culture where faculty and senior students guide juniors in research methodology, writing, and presentation.
6. To enhance scientific communication skills through poster presentations, debates, and publications in newsletters or student journals.
7. To foster interdisciplinary collaboration between various medical and allied departments for integrated scientific learning.
8. To encourage ethical conduct and professionalism in all academic and research activities.
9. To sensitise students to community health issues, linking scientific understanding with social responsibility and public health.
10. To develop leadership, teamwork, and organisational skills through planning and executing scientific programs and events

## 4. Structure of the Council

Post	Designation

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Patron	Hon'ble Vice Chancellor
Co-Patron	Dean (Faculty of Medicine)
Chairperson	Dean (Research)
Co-Chairperson	Dean (Student Welfare)
Vice-Chairperson	Associate Dean (Research)
Faculty Mentors	8-10 Faculty Members (Faculty of Medicine)
President	MBBS student (third year part-1/part-2)
Vice-President	MBBS student (third year part-1/part-2)
Secretary	MBBS student (any batch)
Joint Secretary	MBBS student (any batch)
Student Advisory (Chief Advisor, Members)	MBBS student (final years/interns) (Chief Advisor 1; Members 4-5)

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Executive Members (EM-Tech) (EM-Editor) (EM-Research) (EM-Academics) (EM-PR)	MBBS student (any batch) (6-8 members)
Alumni/Residents Advisory (Chief Advisor, Members)	Alumni and postgraduate residents (Chief Advisor 1; Members 4-5)

The proposed structure is based on the council's current structure, which draws inspiration from other scientific bodies across the country. Among the MBBS students, while there is an apparent hierarchy in roles, during functioning, for most practical purposes, everyone's ideas shall be given equal importance, and everyone would be expected to contribute equally. The roles are merely indicative of the society's formal functioning. This is to promote harmony and team spirit among the council members.

## 5. Roles and responsibilities

### Patron

The Patron serves as the Chief and the ultimate authority of the UPUMS Undergraduate Scientific Council. The role of the Patron will be to provide high-level oversight and institutional backing, ensuring the society's objectives align with the university's overarching vision for academic excellence and scientific advancement. The Patron's primary function is to lend credibility and formal support, intervening when necessary to facilitate major collaborations, approve significant policies, and ensure the smooth integration of the society's activities within the university framework.

### Co-Patron

The Co-Patron supports the Patron in providing academic and administrative oversight to the Scientific Council. The role includes guiding major decisions, ensuring alignment of activities with university standards, and facilitating coordination between faculty, administration, and the society. The Co-Patron assists in addressing operational challenges and helps ensure smooth execution of all scientific and academic initiatives.

## Chairperson

As the Supervisory and administrative head, the Chairperson is responsible for the effective functioning and strategic direction of the council. The role of the Chairperson will be to bridge the gap between the council and the university administration and faculty, providing necessary approvals, resources, and guidance. The Chairperson oversees all major initiatives, monitors the performance of the Faculty Mentors and the student body, and ensures all activities uphold the professional and ethical standards of the Faculty of Medicine.

## Co-Chairperson

Co-Chairperson monitors the council in terms of well functioning of the council and overall wellbeing of its members. In case any council member feels disharmony or lack of integrity within the council, he/she may approach the Co-Chairperson who can thereby address the issues and take remedial actions discussing with the Chairperson and/or Vice-Chairperson.

## Vice-Chairperson

The Vice-Chairperson assists the Chairperson in supervising the council's functions and ensuring smooth coordination between students, faculty, and administration. The role includes supporting decision-making, overseeing the implementation of academic and scientific activities, and providing guidance to Faculty Coordinators and student leaders. The Co-Chairperson also ensures continuity in operations, helps resolve administrative issues, and upholds the council's academic, ethical, and professional standards.

## Faculty Mentors

Faculty Mentors are the key faculty members who will guide and oversee the council's academic and research activities. They shall provide expert advice on research methodology, ethical conduct, and scientific topics, ensuring the quality and educational value of events like journal clubs and workshops. Their role is crucial in fostering the mentorship culture outlined in the society's goals, linking classroom theory with clinical and research application, and facilitating interdisciplinary collaboration with various departments.

## President

The President shall serve as the lead student coordinator and the council's main representative. This role will involve setting the student agenda, leading weekly meetings, delegating tasks, and ensuring the Annual Research Calendar is executed. The President is responsible for maintaining team harmony, driving student contributions, and communicating updates and challenges to the Faculty Coordinators and Chairperson, thereby steering the society toward its vision of fostering scientific inquiry and leadership among undergraduate students.

### Vice-President

The Vice-President's primary function will be to support the President in all their duties, sharing the burden of coordination and project management. Crucially, the Vice-President is prepared to assume the full role and responsibilities of the President in the event of the President's unavailability, ensuring continuity in society's operations, meeting schedules, and project timelines. They actively participate in planning, decision-making, and communication to maintain a cohesive and efficient leadership team.

### Secretary

The Secretary will be responsible for organising all internal and external meetings, including preparing agendas, recording minutes, and maintaining comprehensive documentation of the council's activities, decisions, and achievements. Their role will be to ensure that all communication with faculty, students, and external bodies is professional, timely, and accurately recorded. The Secretary's diligence supports the society's administrative structure and accountability.

### Joint Secretary

The Joint Secretary will handle the council's financial responsibilities, including managing accounts, funds, and budgets for all activities and events. This involves tracking expenditures, securing necessary financial approvals, and maintaining transparent records in line with university policies. Their role will be critical to ensuring the council's financial sustainability and accountability, particularly for larger events such as the Annual Scientific Meet.

### Student Advisory

The Student Advisory consists of a Chief Advisor and 4-5 members. They will focus on the creative and logistical aspects of the council's programs, dedicating their efforts to brainstorming new event ideas and organising academic activities. They will play a key role in the execution of journal clubs, workshops, seminars, and presentations, ensuring that these events are engaging,

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relevant, and aligned with the goals of promoting research aptitude and scientific communication among students.

### Executive Members

The Executive Members with some members having a specified niche (as mentioned) and others will form the core volunteer force, assisting the council in all aspects of its day-to-day and event-based activities. Their primary role is to execute tasks delegated by the Student Advisory and President, ranging from logistical support during academic events to active participation in awareness campaigns and project execution. Their engagement will be essential for the council to successfully organise its numerous academic and scientific events and foster broad student involvement.

*They will coordinate with the existing Research Cell of the university acting as the UG wing of the Research Cell in order to facilitate the Research Cell in aspects related to the undergraduates.*

### Alumni/Residents Advisory

The Alumni/Residents Advisory, understandably drawn from the alumni and postgraduate/post-PG residents, will contribute by offering their practical experience and institutional knowledge to the society. Their role is to provide a mature perspective and assist the student leadership with brainstorming innovative ideas for activities and collaborations. They offer valuable insights into research careers and clinical practice, helping to guide the society's initiatives and maintain connections with the broader professional community.

## 6. Functions of the Council

1. Bidirectional exchanges of information/announcements, ideas and innovations between students and members
2. Organise Annual Scientific Meets, intra and inter-college research presentations.
3. Conduct Journal Clubs, Research Methodology Workshops, and Seminars.
4. Encourage participation in ICMR-STS and other recognised research programs.
5. Academic sessions, either seminars with student participation or quizzes during exordium
6. Scientific society YouTube channel with seniors, professors, and residents sharing their insights on various academic topics, including research methodology
7. Maintain a repository of student projects.
8. Publish a Student Research Newsletter or E-Journal.
9. Collaborate with national and international scientific bodies.

10. To extend the scope of the society to Medical Humanities.

## 7. Working Method and Operations

Currently, we are anticipating various wings in the council as proposed above. The President shall ensure that the council holds weekly meetings to discuss existing implementation challenges and new ideas. Every month, the updates shall be discussed with the faculty advisors and then implemented accordingly.

Each academic year shall begin with a Scientific Orientation Session for new MBBS entrants.

An Annual Research Calendar will outline activities as mentioned in point no. 10. (More precise methodologies, events and roles to be outlined once the proposed structure is finalised)

## 8. Selection and Tenure

Student posts shall be filled through an interview-based selection process. Students may file their nominations for these posts when announced by the university on the website and/or physical notice boards. Tenure is not limited to an academic year and shall be extendable on recommendation maximum upto 3 years. The faculty shall be nominated by the Patron and Chairperson/Vice-Chairperson; however, the students may denote their preference.

## 9. Eligibility Criteria

1. Undergraduate MBBS students enrolled in any year (based on the role requirement) may participate in the interview.
2. The candidates should have scored at least passing marks in all papers of the previous year or the last result declared.
3. The candidate should not have any academic arrears in the year of candidature for the interview.
4. The candidate shall not have any prior criminal record or history of disciplinary action by the University authorities.
5. The candidate should be a regular, full-time student of the university.

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## 10. Proposed Key Activities and Academic Events

Type of Event	Example / Frequency	Level of Organisation
Research Orientation	Once a year (for the newly admitted MBBS students)	Faculty Advisory
Journal Club	Monthly	Students
Case presentations	Weekly	Students
Workshop/Seminar/Guest Lectures	Quarterly	Administration
Inter-batch Presentations	Twice a year	Chairperson/Vice-Chairperson
Annual UG Scientific Meet “MEDINOVA Conclave”	Once a year	Administration
Newsletter “MEDI-LENS”	Biannual	Students

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## 11. Support from the University Administration

As the council is meant to encourage students towards research and foster a scientific culture among the undergraduates which is the need of the hour, the council will require due support from the university administration as and when necessary. The supports may include one or more of the following according to the need:

- 1. Logistical support:** In order to organize certain key events throughout the year so that students take more interest in the field of research, the council would be requiring logistical support from the university such as usage of appropriate venue (e.g. Lecture Theatres, Auditorium, etc.) with basic facilities (audiovisual, lights, seating, etc.) which have to play a vital role.
- 2. Financial support:** For some events and for sustaining the council's key functions, financial support would be of paramount importance. The council will be bound to give proper details regarding any expenditures in advance and explaining the same following the deployment of funds. Maintaining transparency and rational usage of funds will be the responsibility of the council members which can anytime be supervised/checked by the administrative authorities.
- 3. Manpower:** For certain activities and functioning of the council, manpower, apart from the council members would be required which can be met with the help of existing manpower of the university. This may include personnel like clerks (preferably of the Research Cell, to issue letters/notices/drafts), audiovisual experts (in case of any event to be organized), helpers/housekeepers (to maintain cleanliness, proper seating, etc. during an event/meeting)
- 4. Permissions:** The council shall be asking for the necessary permissions from the administration for availing the above mentioned or other support as and when needed.

Thus, the support from the university administration as above mentioned will be vital for the council to execute its agendas, conduct the key activities and ensure its seamless functioning.

## 12. Code of Conduct

1. Maintain discipline, professionalism, and integrity.

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2. Misconduct will lead to disciplinary action. No candidate shall indulge in, nor shall abet, any activity that may aggravate existing differences, create mutual hatred, or cause tension between different castes and communities, religious or linguistic, or any groups of students.
3. Criticism of other candidates, when made, shall be confined to their policies and programs, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates or supporters of such other candidates. Criticism of other candidates, or their supporters, based on unverified allegations or distortions shall be avoided.
4. No candidate shall, nor shall his/her supporters, deface or cause any destruction of any property of the university/college campus, for any purpose whatsoever, without the prior written permission of the college/university authorities.
5. All candidates shall be held jointly and severally liable for any destruction/defacing of any university/college property caused due to any council activity.
6. Acknowledge mentors and the university in all outputs.
7. Any contravention of any of the above recommendations may make the candidate liable to have his candidature or elected post stripped, as the case may be. The University authorities may also take appropriate disciplinary action against such a violator.

### 13. Proposed Media

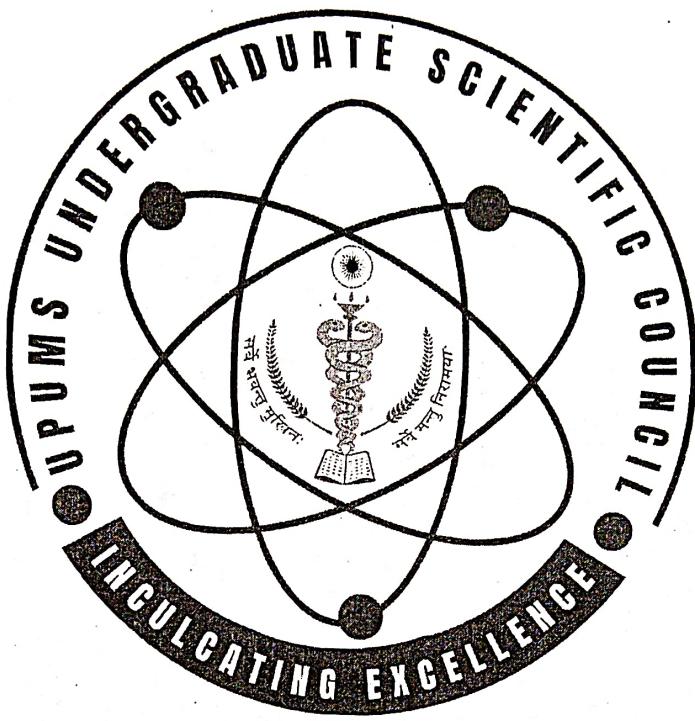
The UPUMS Undergraduate Scientific Council proposes the adoption of an official logo to represent its identity and vision across all academic and scientific platforms. A dedicated society email address [scisoc.upums@gmail.com](mailto:scisoc.upums@gmail.com) has been created for formal communication and exchange of relevant information. In future, the council plans to develop and launch an official website to provide students and faculty with centralized access to notices, research opportunities, resources, and documentation of events.

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Proposed Logo

#### 14. Review and Evaluation

Annual performance will be evaluated by the Patron and Chairperson. Reports of activities will be evaluated during these meetings and will incorporate the committee's feedback. The annual progress shall be exhibited in the UPUMS Annual Research Showcase.

#### 15. Conclusion

The UPUMS Undergraduate Scientific Council aims to cultivate a sustainable culture of research, innovation, and scientific ethics among students. With active support from the administration and faculty, the society will enhance the university's academic stature and prepare future clinicians to become innovators and researchers who contribute to global healthcare taking the university's name to unprecedented heights.