

Ref. No.: 756 /Paedia/UPUMS/2023&24

Date :22 November, 2023

To,

The Dean
Faculty of Medicine
Faculty of Nursing
Faculty of Pharmacy
Faculty of Paramedical Sciences
UPUMS, Saifai, Etawah

Sub.: Regarding Approval of SOP's for Cultural and Sports Event, UPUMS, Saifai.

Respected Sir/ Madam,

This is for your kind information that SOP's & Calendar of Events submitted by Cultural and Sports committees of various faculties have been approved by Hon'able Vice-Chancellor Sir.

Please be informed and instruct the respective sports & cultural committee for organising various events as per given SOP's

Thanking you.

(Dr. Rajesh Kumar Yadav)
Professor & HOD Paediatrics
Chairman, Sport & Cultural
Committee
UPUMS, Saifai, Etawah

Copy to :-

1. Dean Student Welfare, UPUMS, Saifai, Etawah.
2. Registrar.
3. Finance Controller.
4. Incharge-CAC. *for website posting*
5. Office Staff Pro- Vice Chancellor.
6. PA to Hon'ble Vice Chancellor (for information)

7

C.P.
[Signature]
28.11.23

(Dr. Rajesh Kumar Yadav)
Professor & HOD Paediatrics
Chairman, Sport & Cultural
Committee
UPUMS, Saifai, Etawah

Dr. Rajesh Kumar Yadav
Prof. & Head
Department of Paediatrics
U.P. University of Medical Sciences,
Saifai, Etawah



Standard Operating Procedures (SOP)

for

Socio-Cultural Committee

Faculty of medicine

**Uttar Pradesh University of Medical Sciences
Saifai, Etawah, Uttar Pradesh**

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Standard Operating Procedure (SOP)
Socio-Cultural Committee (Faculty of Medicine)
Uttar Pradesh University of Medical Sciences, Saifai, Etawah

I. Introduction

The Socio-cultural committee would take up the responsibility of conducting a multifaceted array of events throughout the year to create an adaptive environment for developing undergraduate medical graduate (UMG) to learn, refine their talents and showcase their competencies amidst the potential seekers. It is intended that the Socio-cultural committee of faculty of medicine in collaboration with Students' council would inculcate desirable attitude, leadership qualities, social skills, cultural talents and focus on the overall development of each and every individual student of the University.

The goal of the Socio-cultural committee of the Faculty of Medicine, Uttar Pradesh University of Medical Sciences, Saifai, Etawah is to help students understand the value of unity in diversity and help them become more organized. It aims to develop into a group that can provide students with a stage on which to demonstrate their creative prowess while valuing the rich cultural legacy of the nation.

The Socio-cultural committee is one of the key committees in charge of maintaining a positive and supportive atmosphere for students during their life time in the university. It holds that academics and extracurricular activities should be balanced in the university. The committee aims to capture the vibrant persona of the students by giving them a stage to show their inner performers, including musician, dancers, actors, painters, writers, photographers and dreamers. It also aims to promote and organize extracurricular activities to bring out the performing arts talents of the students.

II. Objectives:

- To provide platform for the students to showcase their talent inside and outside University.
- To maintain a positive atmosphere in campus by planning a variety of cultural events throughout the year.
- To organize and celebrate festivals or frequent open air get together sessions to bind the students.

III. Composition of Socio-cultural committee

The Socio-cultural committee will comprise of following members

Dr. Rajesh Kumar Yadav	Chairman	Sports and cultural committee
Dr. Raveendra Singh Rajpoot	Deputy Chairman	Sports and cultural committee
1. Dr. Ravi Ranjan	Chairman	Socio-cultural committee
2. Dr. Kirti Jaiswal	Member	Socio-cultural committee
3. Dr. Naresh Pal Singh	Member Secretary	Socio-cultural committee
4. Dr. Soniya Vishwakarma	Member	Socio-cultural committee
5. Dr. Raj Mangal Yadav	Member	Socio-cultural committee
6. Dr. Nisha Raj Bahadur	Member	Socio-cultural committee
7. Dr. Mamta Rani	Member	Socio-cultural committee
8. Dr. Vedant Kulshrestha	Member	Socio-cultural committee

Vedant
SA

Ramona

SA

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Shadav

SA

Mamta

Duties and responsibilities of the Socio-cultural committee

- To plan and schedule cultural events for the calendar year. (Tentative dates to be finalized as per the academic calendar of the University.)
- The Socio-cultural committee shall be responsible for organizing cultural events in the University.
- To prepare budget for all cultural events and take necessary steps for its approval.
- The Member secretary of the committee shall conduct a meeting of the committee members to discuss and delegate task.
- To maintain records of the cultural events (official notices, orders, Geo-tagged photographs, list of the participants etc.)
- To submit the adjustments of the financial support provided by the university for organizing earmarked socio-cultural events.
- The committee shall display on the University's website about events to be celebrated and write up on events already celebrated.
- To perform other duties assigned by higher authorities of the University.

IV. Annual Calendar for Socio-cultural events

S. No.	Name of Socio-cultural Event	Expected date/duration for the event	Organizing Team
1	Republic Day	26 th January every year	<ul style="list-style-type: none"> • Dr Naresh Pal Singh & Dr Vedant Kulshrestha of Socio-cultural committee, • Students' council • 2nd year MBBS students and • Team from University administration
2	Saraswati Pooja	Vasant Panchmi (14 th Feb every year)	<ul style="list-style-type: none"> • Dr Soniya Vishwakarma, Dr Nisha Yadav & Dr Mamta Rani of Socio-cultural committee, • Students' council & • 2nd year MBBS students
3	Ambedkar Jayanti	14 th April every year	<ul style="list-style-type: none"> • Dr Naresh Pal Singh & Raj Mangal Yadav of Socio-cultural committee, • Students' council & • 2nd year MBBS students • Team from University administration.
4	Independence Day	15 th August every year	<ul style="list-style-type: none"> • Dr Raj Mangal Yadav & Dr Vedant Kulshrestha of Socio-cultural committee, • Students' council & • 2nd year MBBS students and • Team from University administration.
5	Teachers' Day	5 th September every year	<ul style="list-style-type: none"> • Dr Kirti Jaiswal & Dr Mamta Rani of Socio-Cultural committee, • Students' council & • 3rd year MBBS students
6	White coat cum Oath ceremony	With in three months after admission of new batch	<ul style="list-style-type: none"> • Dr Kirti Jaiswal & Dr Nisha Yadav of Socio-Cultural committee, • Students' council & • 2nd year MBBS students
7	Mahatma Gandhi Jayanti	2 nd October every year	<ul style="list-style-type: none"> • Dr Ravi Ranjan & Dr Soniya Vishwakarma of Socio-cultural committee, • Students' council & • 2nd year MBBS students
8	EXORDIUM	One week in November every year	<ul style="list-style-type: none"> • All members of Socio-cultural committee, • Students' council & • 3rd year MBBS students
9	Convocation	Yet to be decided	<ul style="list-style-type: none"> • Dr Naresh Pal Singh & Dr Soniya Vishwakarma Cultural committee, • Students' council and • Team from University administration

V. Procedure to organize socio-cultural events:

- Prepare the annual budget for various cultural events.
- Obtain the event number and formal permission from the University authorities to arrange program.
- Decide the date, time and agenda of the program.
- Inform faculty members, staff and students about the event and disbursement of duties to all members of the organizing team along with detailed listing.
- Permission for the venue from concerned authorities
- Invite the chief guest and dignitaries.
- Arrangement for the floral welcome of the guests along with certificates/gifts for the participants.
- Prepare and maintain program file and dispatch the information details to eventsupums@gmail.com and social media page of the University and Faculty of Medicine.

VI. Details of Scheduled Events in sequence

1. Standard operating procedure for Republic Day

On the auspicious occasion of Republic Day, we reflect on the principles that define our nation and celebrate the values of unity, diversity and democracy. As we hoist the tricolor, may it symbolize the spirit of freedom, equality and progress that resonates within every citizen. It will be celebrated on 26th January every year.

Objectives

- To instill a sense of patriotism and civic responsibility among students.
- To educate and remind the student community about the significance of the constitution, democratic principles and the collective responsibility towards nation building.
- It provides a platform to foster unity, diversity and a spirit of service, encouraging students to actively engage in the democratic process and contribute positively to society.

Organizing team

- Dr Naresh Pal Singh & Dr Vedant Kulshrestha of Socio-cultural committee,
- Students' council
- 2nd year MBBS students and
- Team from University administration

Committee Procedure

- Choose time and venue for the celebration
- Plan the event program, including flag hoisting, cultural performances, speeches and any other activities.
- Decorate the venue with national flags, banners and other patriotic symbols to create a festive atmosphere.
- Make approximate budget for the event that will include materials for decoration, felicitations and refreshment.
- Send out invitations to Honorable Vice Chancellor Sir, faculty members, staff members and students.
- Felicitate the dignitaries appropriately.
- Make arrangement for Vice Chancellor Sir to hoist the national flag, accompanied by national anthem.
- Plan speeches for the event.

Verdant

Naresh

Dr. Kulshrestha

Dr. Singh

Dr. Singh

Dr. Singh

Kulshrestha



- If applicable, organize a parade involving armed forces with band support from NSS.
- Organize cultural programs that reflect the diversity and unity of the nation.
- Arrangement of High tea for the dignitaries in the administrative block.

Duties and Responsibilities of the organizing team

- Coordinate invitations arrivals and accommodations for dignitaries and special guests
- Arrange for venue logistics and other essential facilities.
- Plan and execute ceremonial aspects such as flag hoisting, national anthem and speeches
- Ensure adherence to official protocols and guidelines during the entire event.
- The documentation team will keep records of the event, including attendance, social media coverage and any incidents that may occur.

2. Standard operating procedure for Saraswati puja

In the sacred embrace of knowledge and wisdom, we gather to celebrate the auspicious occasion of Saraswati puja. As we invoke her blessings, we seek the divine guidance to illuminate our minds and souls with the brilliance of wisdom. It will be celebrated on 14th February every year.

Objectives

- The primary objective of Saraswati Puja is to foster a cultural and spiritual environment that honors and invokes the blessings of Goddess Saraswati.
- To preserve and celebrate the rich cultural heritage associated with Saraswati Puja.
- To create an inclusive and harmonious atmosphere within the college community by bringing together students, faculty and staff in a shared celebration that transcends cultural and academic boundaries.

Organizing Team

- Dr Soniya Vishwakarma, Dr Nisha Yadav & Dr Mamta Rani of Socio-cultural committee,
- Students' council &
- 2nd year MBBS students

Procedure

- The organizing team will decide date, time and venue.
- Obtaining the event number and necessary permissions from college authorities for using specific venues and organizing the event.
- Arrangement of items that are required for the event

Puja Material

- Idols or pictures of Goddess Saraswati, incense, lamps, fruits and Prasad.
- Contacting with Priest to do the puja rituals.
- Arrangement of Tent
- Printing cards for the invitation
- Make approximate budget
- Inviting Honorable Vice Chancellor Sir, Faculty members, staff members and all post-

- graduation and under graduation students.
- Ensure safety measures are in place, including first aid facilities.
 - Assign documentation team to document the event through photographs or videos.

Duties and Responsibilities

- Maintain a respectful and reverent atmosphere throughout the event.
- Follow traditional rituals and customs associated with Saraswati Puja.
- Assign Volunteers to guide participants and maintain order during Puja.
- Include safety measures like first aid stations.
- Adhere to the scheduled timeline for puja rituals and cultural programs
- Discourage disruptive behavior and ensure participants adhere to guidelines.
- Appoint a team responsible for the procurement, distribution and proper disposal of puja materials.
- Implement measures to minimize environmental impact of the event.
- Appoint a documentation team to capture key moments and compile a record for future reference.

3. Standard operating procedure for Dr. B. R. Ambedkar Jayanti

To honour the birth anniversary of Dr. B. R. Ambedkar, a key architect of the Indian Constitution and a social reformer.

Objectives:

- To foster awareness and understanding of Dr. B. R. Ambedkar's principles among students.
- To promote social justice, equality, and the importance of constitutional values.
- It serves as an opportunity to engage in discussions on issues related to caste discrimination, human rights, and inclusive development.
- Will be celebrated on 14th April every year.

Organizing team

- Dr Naresh Pal Singh & Raj Mangal Yadav of Socio-cultural committee,
- Students' council
- 2nd year MBBS students
- Team from University administration

Procedure

- The organizing team will decide time and venue.
- Obtaining the event number and necessary permission from college authorities for using specific venues and organizing the event.
- Arrangement of the item that are required for the event like banner, invitation cards, decorations and etc.
- Budget for the event considering expenses such as decorations, entertainment, refreshments and more is determined.
- Invitation will be given to Honorable Vice Chancellor Sir, dignitaries, faculty members and to all the post-graduation and under-graduation students.

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Kaishav



- Ensure that technical requirements, such as sound systems, microphones, projectors, and screens, are in place.
- Ensure safety measures are in place, including first aid kits are in place.
- Arrange for professional photographer to capture the event.
- Execute the event smoothly.

Roles and responsibilities

- Assigned students will be responsible for making an estimated budget and following necessary steps for its approval from the authorities.
- Maintain a respectful and reverent atmosphere throughout the event.
- Follow the protocols of the auditorium.
- Include safety measures like first aid stations.
- Discourage disruptive behaviour and ensure participants adhere to the guidelines.
- Appoint a monitoring team to figure out those who make inappropriate comments in the schedule time period.
- To perform other duties assigned by higher authorities of the faculty.

4. Standard operating procedure for Independence Day

On this momentous occasion of Independence Day, we reflect upon the sacrifices of those who paved the way for our freedom. It is a day to honor the resilience and courage that led us to break the chains of oppression and embrace the dawn of liberty.

Objective

- To instill a sense of patriotism and civic responsibility among students.
- To educate and remind the student community about the significance of the constitution, democratic principles and the collective responsibility towards nation building.
- It provides a platform to foster unity, diversity and a spirit of service, encouraging students to actively engage in the democratic process and contribute positively to society.

Organizing team

- Dr Raj Mangal Yadav & Dr Vedant Kulshrestha of Socio-cultural committee
- Students' council
- 2nd year MBBS students and
- Team from University administration

Procedure

- Choose time and venue for the celebration
- Plan the event program, including flag unfurling, cultural performances, speeches and any other activities.
- Decorate the venue with national flags, banners and other patriotic symbols to create a festive atmosphere.
- Make approximate budget for the event that will include materials for decoration, felicitations and refreshment.
- Send out invitations to Honorable Vice Chancellor Sir, faculty members, staff members and

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Kasrawal



- students.
- Felicitate the dignitaries appropriately.
- Make arrangement for Vice Chancellor Sir to unfurl the national flag, accompanied by national anthem.
- Plan speeches for the event.
- If applicable, organize a parade involving armed forces.
- Organize cultural programs that reflect the diversity and unity of the nation.
- Arrangement of High tea for the dignitaries in the administrative block.

Duties and Responsibilities

- Coordinate invitations arrivals and accommodations for dignitaries and special guests
- Arrange for venue logistics and other essential facilities.
- Plan and execute ceremonial aspects such as flag unfurling, national anthem and speeches
- Ensure adherence to official protocols and guidelines during the entire event.
- The documentation team will keep records of the event, including attendance, social media coverage and any incidents that may occur.

5. Standard operating procedure of Teachers' Day

In celebrating teachers' day, we not only honor the dedicated individuals who impart knowledge but also acknowledge the profound impact they have on our intellectual and personal growth.

Objective

- Show appreciation for teachers' hard work and dedication in shaping students' lives.
- Acknowledge teachers' contribution to education and their impact on students' academic and personal development.
- Celebrate diversity by organizing activities that showcase different cultures and perspectives within the teaching community.
- Include elements of fun and enjoyment in the celebration, such as games, entertainment, or special snacks to create a positive and uplifting atmosphere.

Organizing team

- **Dr Kirti Jaiswal & Dr Mamta Rani** of Socio-Cultural committee,
- Students' council
- 3rd year MBBS students and
- Team from University administration.

Procedure

- The organizing team will decide date, time and venue.
- Obtaining the event number and necessary permissions from college authorities for using specific venues and organizing the event.
- Arrangement of items that are required for the event like banner, invitation cards and decoration material.
- Make approximate budget.
- Inviting Honorable Vice Chancellor Sir, Faculty members, staff members and all post-graduation and under graduation students.
- Ensure safety measures are in place, including first aid facilities.
- Assign documentation team to document the event through photographs or videos.

Vandana

Rani

Mamta

Jaiswal

Rani

Jaiswal



Duties and Responsibilities

- Maintain a respectful and reverent atmosphere throughout the event.
- Follow the protocols of the auditorium.
- Assign Volunteers to guide participants towards the event.
- Include safety measures like first aid stations.
- Adhere to the scheduled timeline for the cultural programs
- Discourage disruptive behavior and ensure participants adhere to guidelines.
- Appoint a monitoring team to figure out those who make inappropriate comments in the scheduled time period.
- Appoint a documentation team to capture key moments and compile a record for future reference.

6. Standard operating procedure for White coat cum Oath ceremony

On this auspicious day of white coat ceremony, we gather to recite Hippocratic oath highlighting doctors' role in abiding to the universal principles of ethics, while discharging their duties and responsibilities and to start a beautiful journey as medical practitioner.

Objective

- To recognize our accomplishments.
- To the start of a wonderful journey of changing lives, saving lives and striving for a healthier society.
- To understand the significance of the white coat.
- Initiation to the professional brotherhood of medicine.

Organizing team

- Dr Kirti Jaiswal & Dr Nisha Yadav of Socio-Cultural committee,
- Students' council
- 2nd year MBBS students

Procedure

- Choose the time and venue for the day
- Plan the event programs such as Oath taking, cultural performances, speeches and other activities
- Decorate the venue with banners and other medical related symbols to create h ceremony atmosphere.
- Make approximate budget for the event that will include material for decoration, felicitations and refreshments.
- Send out invitations to Honorable Vice Chancellor Sir, faculty members, staff members and students.
- Felicitate the dignitaries appropriately.
- Make arrangements for all the students for a white coat which is placed on each student's shoulder accompanied by Hippocratic Oath.
- Plan speeches for the event.
- Arrangement of refreshments.

Duties And Responsibilities

- Coordinate invitations arrivals and accommodations for dignitaries and special guests.
- Arrange the venue for logistics and other essential facilities.
- Plan and execute the event according to the schedule.
- Ensure adherence to official protocols and guidelines during the entire event.
- The documentation team will keep records of the event, including attendance, social media coverage and any incidents that may occur.

7. Standard operating procedure for Gandhi Jayanti

On this auspicious occasion of Gandhi Jayanti, we gather to commemorate the birth anniversary of Mahatma Gandhi, a guiding light of non-violence, truth and resilience.

Objective

- To celebrate the life and teachings of Mahatma Gandhi, highlighting his principles of non-violence, truth and social justice.
- Organize community service activities such as cleanliness drives, blood donation camps and other initiatives that align with Mahatma Gandhi's emphasis on selfless service
- Engage young people through activities that encourage them to embrace Mahatma Gandhi's values and become active contributors to positive social change.

Organizing team

- Dr Ravi Ranjan & Dr Soniya Vishwakarma of Socio-cultural committee,
- Students' council &
- 2nd year MBBS students

Procedure

- Choose time and venue for the celebration
- Plan the event programs such as cultural performances, speeches and any other activities.
- Decorate the venue with national flags, banners and other patriotic symbols to create a festive atmosphere.
- Make approximate budget for the event that will include materials for decoration, felicitations and refreshment.
- Send out invitations to Honorable Vice Chancellor Sir, faculty members, staff members and students.
- Felicitate the dignitaries appropriately.
- Make arrangement for Vice Chancellor Sir to hoist the national flag, accompanied by national anthem.
- Plan speeches for the event.
- Arrangement of refreshment.

Duties and Responsibilities

- Coordinate invitations arrivals and accommodations for dignitaries and special guests
- Arrange for venue logistics and other essential facilities.
- Plan and execute the program according to the schedule.
- Ensure adherence to official protocols and guidelines during the entire event.
- The documentation team will keep records of the event, including attendance, social media coverage and any incidents that may occur.

Vandana

As

Dr. Ravi Ranjan

Dr. Soniya Vishwakarma

Asst. Prof.

Kanwal

8. Standard operating procedure for EXORDIUM

This one-week socio-cultural event aims to organize a plethora of events for the students of post-graduation, under-graduation and even faculty members of the faculty of medicine in the university.

Objectives

- The aims will be to capture the vibrant persona of the students by giving them a stage to show their inner performers, including musician, dancers, actors, painters, writers, photographers and dreamers.
- It also aims to promote and organize extracurricular activities to bring out the performing arts talents of the students.

Organizing team

- All members of Socio-cultural committee.
- Students' council &
- 3rd year MBBS students

Procedure

- Plan the event programs for the cultural performances, inauguration and other activities.
- Decorate the venue with colourful flags, banners and lighting to create a vibrant atmosphere.
- Make approximate budget for the event that will include materials for decoration, felicitations and refreshment.
- Send out invitations to Honorable Vice Chancellor Sir, faculty members, staff members and students.
- Felicitate the dignitaries appropriately.
- Make arrangement for Vice Chancellor Sir for the inaugural ceremony.
- Plan various events
- Arrangement of refreshment.

Vedant
Rishu

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Day	Cultural Events	Time	Place
Day 1	Cultural Events during inaugural Ceremony <ul style="list-style-type: none"> • Introduction by anchors • Felicitation of Dignitaries • Lamp lighting & Vandana • Welcome speech by Chairman of Socio-Cultural committee • Speech by DSW Sir • Blessings by Hon'ble VC Sir • Ribbon cutting on stage • Dance Performance • Band Performance 	6:00 PM till 9:00 PM	Auditorium
Day 2	<ul style="list-style-type: none"> • Creative Writing • Wall painting • Debate • T shirt painting • Hairstyling/Makeup • Duet singing • Faculty & JR night 	10:00 am 10:00 am 11:00 am 11:00 am 12:00 pm 2:00 pm 7:00 pm -9:00 pm	LT complex Parking Lot Auditorium LT complex Auditorium Auditorium Auditorium
Day 3	<ul style="list-style-type: none"> • Bollywood Mania (Round - 1) • Ad Mad • Face painting • Bollywood Mania (Round - 2) • Mythological Quiz • Extempore • Diverse talent • Rap and Hip Hop • Duet Dance • Bare Chest 	10:00 am 10:00 am 11:00 am 11:00 am 11:00 pm 12:00 pm 3:00 pm 4:00 pm 5:00 pm 8:00 pm	LT complex Auditorium Auditorium Lobby Auditorium LT complex LT complex Auditorium Auditorium Auditorium Auditorium
Day 4	<ul style="list-style-type: none"> • Mehendi/Tattoo making • Card Making • Open Mic /Stand-up Comedy • Mono acting and Twisted Play • Faculty Kids Show • Solo Singing (Round 2) • Solo Dancing (Round 2) • Prom Night 	10:00 am 10:00 am 11:00 am 11:00 am 2:00 pm 4:00 pm 5:00 pm 7:00 pm	Auditorium Lobby LT complex Auditorium Lobby Auditorium Auditorium Auditorium Auditorium Auditorium
Day 5	<ul style="list-style-type: none"> • Painting • GK Quiz • Art Gallery and Rangoli • Mushaira • Solo Singing (Final Round) • Solo Dancing (Final Round) • Fashion show 	10:00 am 11:00 am 12:00 pm 2:00 pm 4:00 pm 5:00 pm 6:00 pm	LT complex LT complex Auditorium Lobby Auditorium Stage Auditorium Stage Auditorium Stage Auditorium Stage
Day 6	Tele Quiz (Round 1) Rubiks Cube Group Singing & Group dancing Final UPUMS Idol Gala Dinner DJ Night	10:00 am 11:00 am 3:30 pm 6:00 pm 8:00 pm 9:00 pm	LT Complex LT Complex Auditorium Stage Auditorium Stage Outside Auditorium Football ground

- Organizing Batch MBBS Batch 2020 on behalf of the students' council

Management Committee		
1) Rudra Pratap Gautam	General Secretary	7068201416
2) Aditi Rana	Joint Secretary	7428931881
3) Ritesh Pratap Singh	Sports Secretary	8840965713
4) Varsha Chaudhary	Cultural Secretary	7897858729
5) Arun Pratap Sharma	Finance Secretary	9721059548
6) Mohd Shoeb	Cultural Co-Secretary	8957102090
7) Aman Kumar	Finance Co-Secretary	8574434105
8) Avadhesh Yadav	Fund Committee	8737937136
9) Yash Agarwal	Sports Co - Secretary	9012929719
10) Garima Chauhan	Fund Committee	8279990619

Approximate Budget -

Name of the event	Estimated Budget requirement
1. Gala Dinner	Rs 4,80,000/- (1600 people @ Rs 300 per person)
2. DJ	Rs 1,50,000/-
3. Fashion Show Costumes	Rs 80,000/-
4. Tent and Lighting	Rs 2,50,000/-
5. Decoration	Rs 1,60,000/-
6. Sports	Rs 70,000/-
7. Miscellaneous	Rs 20,000/-
8. Transport	Rs 30,000/-
TOTAL	Rs 12,40,000/-

Food

A delightful dinner with Respected Hon'ble VC Sir, faculty members, staff members and all students

To be supervised and managed by -

- | | |
|--------------------------|------------------------------------|
| 1. Dr Ravi Ranjan | Chairman, Socio-cultural committee |
| 2. Dr Raj Mangal Yadav: | Member, Socio-cultural committee |
| 3. Dr Vedant Kulshrestha | Member, Socio-cultural committee |
| 4. Mohd Talha Khan: | (8859754946) |
| 5. Adarsh Anupam Singh: | (6388355392) |
| 6. Anoop Singh: | (8303633155) |

Menu:

Snacks

- 1) Paneer Tikka
- 2) Veg cheese grilled sandwich
- 3) French Fries
- 4) Coffee
- 5) Dahi bada
- 6) Paneer pakoda
- 7) Veg cutlet

(Handwritten signatures and names of the organizing committee members)

Dessert

- 1) Moong dal
- 2) Gajar halwa
- 3) Gulab jamun
- 4) Rasmalai
- 5) Kadhai doodh
- 6) Thali

Main Course

- 1) Kadhai paneer
- 2) Dal makhni
- 3) Mix-veg
- 4) Mixed veg pulao
- 5) Malai kofta
- 6) Matar mushroom
- 7) Papad
- 8) Salad
- 9) Puri
- 10) Butter naan /missi roti

DECORATION

To be supervised and managed by –

- 1. Dr Kirti Jaiswal Member, Socio-cultural committee
- 2. Dr Nisha Yadav: Member, Socio-cultural committee
- 3. Satish Kumar Singh: (7834979597)
- 4. Aman Kumar Singh: (8574434105)
- 5. Anshika Mittal: (6395293969)

Tent and Lighting

Managed by – Pradeep Pal (8400830359)

S. No.	ITEMS	PRICE
1.	Lighting [Main Gate, College campus]	Rs 1,10,000
2.	Academic block, prom night lighting	Rs 50,000
3.	Tent, Utensil Carpet	Rs 70,000
4.	Auditorium lighting	Rs 20,000
	Total	Rs 2,50,000

9. Standard operating procedure for convocation

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A convocation is a ceremony of the university, which is a formal event to confer academic achievements i.e., degree or diploma to the graduate/ post graduate students after completion of their academic program/course. Convocation is a significant milestone in a student's academic journey, as it recognizes their hard work and dedication to their studies.

Objectives:

- To recognize the academic achievement by conferring the degree at the completion of the academic program.
- To award the distinguished students who has excelled in academics pursuits and made significant contributions to the institution at the completion of course.
- To provide an opportunity to connect with fellow graduates, faculty members, and distinguished guests, which can be valuable for future career prospects.

Venue for convocation ceremony: Auditorium of the university

Organizing Team:

- Dr Naresh Pal Singh & Dr Soniya Vishwakarma of the Socio-cultural committee,
- Students' council and
- Team from University administration

Procedure:

- The organizing committee along with administration will decide date timing and expected duration of event.
- Permission for the venue will be taken.
- Arrangement of the logistics and equipment that are required for the event such as stage decoration, Hall management, banners for different purposes, Audio Visual System to be checked and updated, online registration system, Invitation cards.
- Budget for the event considering expenses such as decorations, entertainment, refreshments and more is determined.
- Date and expected timing of the event to be circulated through social media platforms.
- Invitation will be given to Honorable chancellor sir and hon'ble Vice Chancellor Sir, dignitaries of the university and faculty members.
- All the graduates and post graduates of the university who have completed their course will be invited through E-mail.
- All the students willing to attend the convocation ceremony must get themselves registered for the event.
- Ensure that technical requirements, such as sound systems, microphones, projectors, and screens, are in place
- Seating arrangement must be made specified in the Auditorium Hall for Chief guest, Distinguished chief guest, dignitaries of the university and members accompanying Chief guests (Hon'ble chancellor sir).
- Seating arrangements must be specified for Faculty members, Media Personnel and Students coming for convocation ceremony
- online registration and invitation system will also allow us to estimate strength of students for the event. All the participants will be provided the ticket or pass with specific seating arrangement for inside the Auditorium to execute seating arrangement smoothly.
- Arrange for professional photographer to capture the event.
- Ensure safety measures are in place, including first aid kits are in place.

Naresh Pal Singh *Soniya Vishwakarma* *Dr. Naresh Pal Singh* *Dr. Soniya Vishwakarma* *Dr. Naresh Pal Singh* *Dr. Soniya Vishwakarma*


Dr. Naresh Pal Singh

- 92
- All the arrangements must be furnished at least 2 days prior to the event.
 - For the day of convocation ceremony everyone attending the event must follow a protocol:
 - With or without a gown, the attire must be appropriate. Formal and simple clothing with a dress code will be there for faculty members as well as students. Preferably traditional attire.
 - Event per say will be organized as per the schedule of event.

Duties and responsibilities of the organizing committee and administration along with nominated members:

- Maintain a respectful and reverent atmosphere throughout the event.
- Assign Volunteers to guide participants and maintain order,
- Include safety measures like first aid station.
- Discourage disruptive behaviour and ensure participants adhere to guidelines.
- Implement measures to minimize environmental impact of the event.
- Appoint a documentation team to capture key moments and compile a record for future

Signatures of the committee members


**Dr. Vedant
Kulshrestha**
 Member
 Socio-cultural committee



Dr. Mamta Rani
 Member
 Socio-cultural committee


Dr. Nisha Yadav
 Member
 Socio-cultural committee


Dr. Raj Mangal Yadav
 Member
 Socio-cultural committee


**Dr. Soniya
Vishwakarma**
 Member
 Socio-cultural committee


Dr. Kirti Jaiswal
 Member
 Socio-cultural committee


Dr. Naresh Pal Singh
 Member Secretary
 Socio-cultural committee


Dr. Ravi Ranjan
 Chairman
 Socio-cultural committee


Dr. Raveendra Singh Rajpoot
 Deputy Chairman
 Sports and cultural committee


Dr. Rajesh Kumar Yadav
 Chairman
 Sports and cultural committee

1. PREFACE

The development of a person's complete personality, including their body, mind, and spirit is greatly influenced by their participation in sports. Students who actively participate in competitive sports develop an attitude of wholesome participation in daily life. The institute offers a friendly setting for the students to engage in games and sports. For organizing sports and activities, the campus offers modern infrastructure and enough sports facilities. Events between and within colleges will be planned throughout the year to foster a competitive spirit, teamwork and leadership skills among the students. Cricket ground, Basketball court, Volleyball court, Football field, Badminton courts, Table tennis boards and other kits needed for conducting a variety of indoor and outdoor activities are among the infrastructure amenities accessible for conducting sports and games. Our college provides a gymnasium that guarantees the students are physically fit and in good health.

2. OBJECTIVES

The objectives of the SOP of the Sports Committee are:

- To offer instructions for inspiring students, determining individual athletic competencies, forming gaming teams that represent the college and enabling them to take part in variety of sports events.
- To give instruction for exercises that will make pupils physically fit for competition in a variety of sports.
- To notify students about numerous inter- and intra- college sports activities held by various institutions and universities.
- To offer instruction for maintaining, utilizing and upgrading sports infrastructure and facilities.

3. Composition of Sport Committee

The Committee is comprising of following members

Dr. Sushil Kumar Shukla	Chairman
Dr. Durgesh Kumar	Member Secretary
Dr. Kailash Mittal	Member
Dr. Nupur Mittal	Member
Dr. Rashmi Bhujade	Member
Dr. Ajai Kumar Gupta	Member
Dr. Shambhavi Mishra	Member
Dr. Suchi Nigam	Member
Dr. Vinay Kanaujia	Member

4. The Procedure to Organize Sport Activities is as follows:

- To obtain permission from college authority to arrange sports event and generate event ID.
- To decide the date, time and the event.
- To inform members of the staff and students about the event.
- Approval of all sports event and the proposed budget
- To submit the details of the finalised events, budget and list of items to be purchased to the Chairman of Sprots and Cultural Committee of University
- The Chairman of Sprots and Cultural Committee of University will provide the items required to organize the events.

Vinay

- To invite the Chief Guest and Guests of Honours.
- To prepare notice board displays, invitation, flyer/office order, certificates.
- To arrange the venue and logistics.
- To arrange mementos for guests, trophies, medals and certificates for the winners.
- To train students in various organizing competencies.

5. Documents to be Maintained by the Sports Committee-

- ✓ Inventory of all sports items purchased
- ✓ Copy of strategic perspective plan submitted.
- ✓ Circulars from Dean linked to event organized.
- ✓ e - flyers / invitation.
- ✓ Annual/ individual budget submitted.
- ✓ Report on every event /activity conducted.
- ✓ Geotagged photographs of the events.
- ✓ Copy/photos of press release of media coverage (optional).
- ✓ Student involvement in activities/attendance.
- ✓ Recording the minutes of meetings for every formal meeting.
- ✓ Certificate issued

6. Duties and responsibility Student members of the student council for organizing sport events

- The student sports Committee shall be responsible for organizing the events.
- To plan and schedule sport events for the academic year. (Tentative dates to be finalized as per the academic calendar of the University.)
- To prepare budget for all sport events and take necessary steps for its approval.
- The coordinators of the committee shall conduct a meeting of the committee to discuss and designate the task.
- To maintain records of the sport events (official notices, orders, Geo-tagged photographs, list of the participants etc.)
- The committee shall display on the University's website about sport events
- To perform other duties assigned by higher authorities of the University.

ANNUAL LIST OF SPORTS EVENTS

EVENT	ORGANIZER	EXPECTED TIME
UCL (YEARLY CRICKET LEAGUE)	2 ND YEAR MBBS	June
YEARLY VOLLEYBALL LEAGUE	2 ND YEAR MBBS	July
BADMINTON TOURNAMENT	3 RD YEAR MBBS	August
UFCL (YEARLY FOOTBALL LEAGUE)	2 ND YEAR MBBS	September
EXORDIUM	3 RD YEAR MBBS	November

Handwritten signatures and initials at the bottom of the page, including names like 'Singh', 'Rashmi', and others.

SOPs OF SCHEDULED SPORT EVENTS

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STANDARD OPERATING PROCEDURE FOR OUTDOOR GAMES (CRICKET, FOOTBALL AND VOLLEYBALL)

Faculty In charges of various events

Cricket – Dr. Sushil Kumar Shukla and Dr. Shambhavi Mishra

Football – Dr. Durgesh Kumar and Dr. Vinay Kanaujia

Volleyball – Dr. Rashmi Bhujade and Dr. Ajai Kumar Gupta

Organizers of the various events

Cricket – MBBS 2nd year along with student council.

Football – MBBS 2nd year along with student council,

Volleyball – MBBS 2nd year along with student council.

Venue and Dates

Cricket – Cricket Ground

Date – In the month of June, every year

Football – Football Ground

Date - In the month of September, every year

Volleyball – Volleyball Ground

Date - In the month of July, every year

Objectives:

- To create opportunities for the particular sports enthusiast and encouraging teamwork.
- Enhancing community engagement.
- Providing entertainment to the fans and spectators.

Tournament format:

- Team registration – Teams will be formed with team name, captain and player roster and will be registered.
- A schedule for the matches will be formed and umpires/referee will be assigned for each match.
- Depending on the number of teams a group stage will be formed and the top teams from each group advance to knockout stage.
- Awards will be given to the winning teams and there will be special nomination for those performing special in their respective matches.

Duties and responsibilities:

- To prepare the list of all available items and requires to be purchased
- The finalized list of items to organize the event shall be submitted to the sports committee.
- Sports committee will analyse the proposed list of items and will submit to the Chairman of Cultural and sport committee of the University.

Vinay

Dr. Sushil Kumar Shukla

Dr. Shambhavi Mishra

Dr. Durgesh Kumar

Dr. Vinay Kanaujia

Dr. Rashmi Bhujade

Dr. Ajai Kumar Gupta

Dr. Sushil Kumar Shukla

- After approval of university administration, **Chairman** of Cultural and sport committee of the University will provide the required **items to the sport committee.**
- Establish and communicate the tournament's **rules** and regulations to all participating teams, officials, and spectators.
- Implement safety measures, including **first aid**, medical personnel on site and emergency plans for injuries or emergencies.
- Keeping the records of all the matches.
- Use of mobile apps[cricheroes] to keep the **record** in a presentable manner.
- The student members of the sports **committee** will be responsible for taking the sport items from the Sport Committee and **after completion** of the events, all items must be handover to the Sports Committee.

Marketing and promotion

- Use of social media to create official pages and profiles for the tournament.
- Displaying of sponsors on the field and in promotional material.

Requirements/ Demand -

[A] VOLLEYBALL

1. Volleyball net-700×1=₹700 —
 2. Volleyball- 1300×2= ₹2600
 3. Volleyball Antenna=₹1200
 4. Whistle- 50×2=₹100
 5. Chuna for line marking =₹300
 9. First aid kit-400×1=₹400
 10. Trophies and medals -₹1700
- TOTAL =₹7000

[B] CRICKET

1. Bat - 2 x 2500 =₹5000
 2. Ball -2 x match =₹2500
 3. Stumps -x2 =₹1000
 4. Umpire cap -x2 =₹200
 5. Score card x2 =₹100
 6. Trophies and medals =₹6000
 7. Paint =₹300
 8. Flags=₹200
- TOTAL =₹15,300

[C] FOOTBALL

1. Football X6 =₹6000

Vinay

Arjun

Rishi

Dhruv

K

Arjun

Rashmi

Arjun

Arjun

Arjun

R



2. Corner flag X4 = ₹1500
3. Offside flag X4 = ₹800
4. Goal post net X2 = ₹4000
5. Goalkeeping gloves = X2 = ₹2400
6. Cones = X40 = ₹1000
7. Team flags = ₹300
TOTAL = ₹16,000

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STANDARD OPERATING PROCEDURE FOR BADMINTON LEAGUE

Faculty In charges: Dr. Sushil Kumar Shukla and Dr. Durgesh Kumar

Organizer – MBBS 3rd year along with student council.

Date – In the month of August, every year

Venue- Gymnasium

Procedure-

- Interested participants will give their name to head of the tournament.
- Organizing batch will form a Whatsapp group and decide fixtures based on no. of entries.
- There will be league, quarter, semi and final matches following knockout matches.

Duties and responsibilities:

- Establish and communicate the tournament's rules and regulations to all participating teams, officials, and spectators.
- Implement safety measures, including first aid, medical personnel on site and emergency plans for injuries or emergencies.
- Keeping the records of all the matches.
- Organize awards and prizes for winners and outstanding performers.
- The student members of the sports committee will be responsible for taking the sport items from the Sport Committee and after completion of the events, all items must be handover to the Sports Committee.

Fund:

Requirements/demand-

-badminton shuttle-12×1100 = ₹13,200/-

-badminton racquet- 3×1500 = ₹4500/-

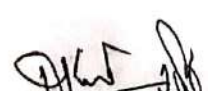
-first aid - 1×400 = ₹400/-

-paint(optional)- 2000 = ₹300/-

-trophies and medal- = ₹1700/-

-Total = ₹18,300/















STANDARD OPERATING PROCEDURE FOR SPORTS DURING EXORDIUM

This one-week socio-cultural and sport event aims to organize a plethora of events for the students of post-graduation, under-graduation and even faculty members of the faculty of medicine in the university.

Faculty In charges:

Dr. Kailash Mittal
 Dr. Nupur Mittal
 Dr. Ajai Kumar Gupta
 Dr. Shambhavi Mishra
 Dr. Suchi Nigam
 Dr. Vinay Kanaujia

Organizing team

- o 3rd year MBBS students along with Student Council

Procedure

- o Plan the sport event, inauguration and other activities.
- o Decorate the venue with colourful flags, banners and lighting to create a vibrant atmosphere.
- o Make approximate budget for the event that will include materials for decoration, felicitations and refreshment.
- o Send out invitations to Honorable Vice Chancellor Sir, faculty members, staff members and students.
- o Felicitate the dignitaries appropriately.
- o Make arrangement for Vice Chancellor Sir for the inaugural ceremony.
- o Plan various events
- o Arrangement of refreshment.

Duties and responsibilities

- o To prepare the list of all available items and requires to be purchased
- o The finalized list of items to organize the event shall be submitted to the sports committee.
- o Sports committee will analyse the proposed list of items and will submit to the Chairman of Cultural and sport committee of the University.
- o After approval of university administration, Chairman of Cultural and sport committee of the University will provide the required items to the sport committee.

Vinay

Dr. Kailash Mittal

Dr. Nupur Mittal

Dr. Ajai Kumar Gupta

Dr. Shambhavi Mishra

Dr. Suchi Nigam

Dr. Vinay Kanaujia

- Establish and communicate the tournament's rules and regulations to all participating teams, officials, and spectators.
- Implement safety measures, including first aid, medical personnel on site and emergency plans for injuries or emergencies.
- Keeping the records of all the matches.
- Use of mobile apps[cricheroes] to keep the record in a presentable manner.
- The student members of the sports committee will be responsible for taking the sport items from the Sport Committee and after completion of the events, all items must be handover to the Sports Committee.

Various Sport events during Exordium SPORTS INAUGRATION AND FIELD EVENTS

Venue – Football Ground

Objective – To foster a sense of community, promote physical fitness, and celebrate the spirit of sportsmanship while officially commencing Exordium sports events by bringing together athletes, spectators and supporters in a memorable and inclusive ceremony.

Procedure –

- Invitations will be given to all the faculty members and students
- The escort team will escort hon'ble VC Sir to the football ground to inaugurate the event.
- Ribbon cutting by Hon'ble Vice Chancellor Sir
- Masaal Lightning
- Inauguration speech by honorable VC Sir
- March – past by respective batches
- Inaugural cultural program
- Field sport events for faculty- Cricket, Tug of war, Lemon race etc
- Refreshments

Marketing and Promotion:

- Various resources will utilize such as social media and posters to create awareness.
- Geotagged photos will be taken and will be uploaded on the university's official website.
- **Duties and responsibility:**
- ✓ Coordinate with faculty in charges and event organizers to plan the inauguration ceremony.
- ✓ Determine the date, time, and location for the inauguration.
- ✓ Prepare a guest list of dignitaries, athletes, and VIPs.
- ✓ Send out invitations to the selected guests and confirm their attendance.
- ✓ Follow protocol for the seating and arrival of dignitaries
- ✓ Invite dignitaries to give speeches or declare the event open.
- ✓ Arrange for cultural performances or entertainment.
- ✓ Arrangement of sporting goods.

STANDARD OPERATING PROCEDURE FOR GYMNASIUM INAUGRATION

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Objectives

- Building excitement and anticipation among attendees
- Showcasing the gym's equipment and facilities
- Highlighting fitness goals and fitness competitions
- Promoting health and wellness

Venue – Gymnasium

Procedure:

- Invitation to all authorities, faculty members and all other staff of the university
- Ribbon cutting ceremony by Hon'ble Vice-chancellor
- Inaugural speech by Hon'ble Vice-chancellor
- Indoor sport events for faculty (Table Tennis and Badminton)
- Refreshments

Duties and responsibilities:

- Coordinate with faculty in charges and event organizers to plan the inauguration ceremony.
- Determine the date and time for the inauguration.
- Prepare a guest list of dignitaries, athletes, and VIPs.
- Send out invitations to the selected guests and confirm their attendance.
- Follow protocol for the seating and arrival of dignitaries.
- Invite dignitaries to give speeches or declare the event open.
- Arrangement of sporting goods.

Marketing and Promotion:

- Various resources will utilize such as social media and posters to create awareness.
- Geotagged photos will be taken and will be uploaded on the university's official website.
- Eye - catching posters and flyers will be used.

STANDARD OPERATING PROCEDURE FOR CRICKET, FOOTBALL AND VOLLEYBALL DURING EXORDIUM

Venue:

Cricket – Cricket Ground

Football – Football Ground

Volleyball – Volleyball Ground

Objectives:

- To create opportunities for the particular sports enthusiast and encouraging teamwork
- Enhancing community engagement
- Providing entertainment to the fans and spectators.

Tournament format:

- Team registration – Teams will be formed with team name, captain and player roster and will be registered.

Vijay

Dhruv

Dhruv

(10)

Anshu

Rishu

Rishu

Rishu

- A schedule for the matches will be formed and umpires/referee will be assigned for each match.
- Depending on the number of teams a group stage will be formed and the top teams from each group advance to knockout stage.
- Awards will be given to the winning teams and there will be special nomination for those performing special in their respective matches.

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Duties and responsibilities

- Establish and communicate the tournament's rules and regulations to all participating teams, officials, and spectators.
- Implement safety measures, including first aid, medical personnel on site and emergency plans for injuries or emergencies.
- Keeping the records of all the matches.
- Use of mobile apps[cricheroes] to keep the record in a presentable manner.
- Use of mobile apps[cricheroes] to broadcast the score and displaying of end result on the official page of tournament.
- Organize awards and prizes for winners and outstanding performers.
- The members of the sports committee will be responsible for providing the sporting goods which will be taken by the same after the tournament gets over.

Marketing and promotion

- Use of social media to create official pages and profiles for the tournament.
- Displaying of sponsors on the field and in promotional material.

STANDARD OPERATING PROCEDURE FOR ATHLETICS

Venue – Football Ground

Objective – To encourage students to engage in physical activities and emphasize the importance of a healthy lifestyle.

Procedure:

- Invitation to all authorities, faculty members and all other staff of the university
- Interested participants will give their name to the in charge of the events.
- In charge will decide fixtures based on no. of entries.
- There will be league, quarter, semi and final matches following knockout events.
- Refreshments

Duties and Responsibilities:

- Establish and communicate the tournament's rules and regulations to all participating teams, officials, and spectators.
- Implement safety measures, including first aid, medical personnel on site and emergency plans for injuries or emergencies.
- Keeping the records of all the matches.
- Organize awards and prizes for winners and outstanding performers.
- The members of the sports committee will be responsible for providing the sporting goods which will be taken by the same after the tournament gets over.

SOP FOR CONDUCTING INDOOR GAMES DURING EXORDIUM

81

The indoor sports that will be played in gymnasium includes Carrom, Ludo, Chess, Table Tennis and Badminton

Procedure-


- Interested participants will give their **name** to head of the tournament.
- Head will decide fixtures based on **no. of entries**.
- There will be league, quarter, semi and **final matches** following knockout matches.


Duties and responsibilities

- Establish and communicate the **tournament's** rules and regulations to all participating teams, officials, and spectators.
- Implement safety measures, including **first aid**, medical personnel on site and emergency plans for injuries or emergencies.
- Keeping the records of all the matches.
- Organize awards and prizes for winners and outstanding performers.
- The members of the sports committee will be responsible for providing the sporting goods which will be taken by the same after the tournament gets over.

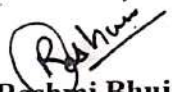
Signatures of the committee members

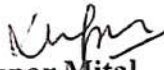

Dr. Vinay Kanaujia
Member
Sports committee


Dr. Suchi Nigam
Member
Sports committee

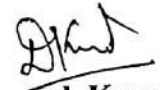

Dr. Shambhavi Mishra
Member
Sports committee


Dr. Ajai Kr. Gupta
Member
Sports committee



Dr. Rashmi Bhujade
Member
Sports committee


Dr. Nupar Mital
Member
Sports committee


Dr. Kailash Mittal
Member
Sports Committee


Dr. Durgesh Kumar
Member Secretary
Sports Committee


Dr. Sushil Kumar Shukla
Chairman
Sports Committee


Dr. Raveendra Singh Rajpoot
Deputy Chairman
Sports Committee


Dr. Rajesh Kumar Yadav
Chairman
Sports Committee



उ० प्र० आयुर्विज्ञान विश्वविद्यालय
सैफई इटावा (उत्तर प्रदेश)
Uttar Pradesh University of Medical Sciences
Saifai, Etawah (Uttar Pradesh) – 206130

४०

Ref. No. 2994 /UPUMS/Student Council (768-CD) /2023-24

Date: 30 October, 2023

To,
Dr. Rajesh Yadav,
Professor and Head, Dept. of Paediatrics
Chairman Sports and Cultural Committee

Sir,

Kindly acknowledge your letters (693/Paedia /UPUMS / 2023-24, 694/Paedia/UPUMS/2023-24) of dated 29th September, 2023 and 709/Paedia/UPUMS/2023-24) of dated 07th October, 2023 (page no. 95-98).

You have mentioned the reference of the minutes of the meeting of the student council held on dated 22nd August, 2023 and stated to prepare SOP, feasible dates for Annual function and to propose the names of the houses.

There are following facts in this regard for your kind perusal –

- 1) Hon'ble VC Sir has nominated you on 25th August, 2023 as Chairman of Sports and Cultural Committee of UPUMS for three Years (Note sheet page no -15).
- 2) An office order (Ref. No. 2062/UPUMS/VCO/2023-24) was issued by Hon'ble VC Sir on 31st August, 2023 in this regard (page no-89).
- 3) You was directed to constitute the committees for the purpose and the committees shall prepare Annual calendar, SOP, expected expenditures, records of the events and management of the inventories (page no -89, point no 1-6).
- 4) Though you have constituted various committees in which you have also engaged the Officer In-charge and coordinator for record keeping as well as to prepare SOP, fund management, record of events and inventories.

The responsibilities assigned by you to the officials of the student council are extraneous as it belongs to the profile of sports and cultural committee constituted for the purpose.

No committee has been constituted for Faculty of Pharmacy, Nursing and Paramedical Sciences for Keeping of the records.

Hence kindly revise this office order by acknowledging the measures mentioned as above and expunge the officials of the student council also please follow the office order (2062) issued by Hon'ble Vice Chancellor Sir.

Thanking You.

Dr. Manita Rani
Coordinator
Faculty of Medicine

Dr. Vinay Kumar Gupta
Officer Incharge
Student Council

Dr. Alok Dixit
Chairman
Student Council

Copy To: The Hon'ble Vice Chancellor Sir for kind information and necessary action.

Compliance is solicited

डा० पी०के० सिंह

SPORTS & CULTURAL COMMITTEE

NOTICE

The students of MBBS-2021 batch shall be organizing 'An oath ceremony' for MBBS-2022 batch students on 30-10-2023 (Monday) from 6:00 PM onwards in Auditorium of UPUMS, Saifai, Etawah in supervision of Dr. N. P. Singh (Faculty coordinator). All faculty members (Faculty of medicine) and MBBS Students are invited to grace the occasion with their presence.

This order is being issued subsequent to approval given by the competent authority.

(Dr. Rajesh Kumar Yadav)
Chairman, Sports and Cultural Committee
Prof. & Head, Dept. of Paediatrics
UPUMS, Saifai, Etawah

Copy to:

1. Pro Vice-Chancellor - 20/10/23
2. Registrar - 29/10/23
3. Dean (Faculty of Medicine)
4. Dean (Students' Welfare) - 28/10/23
5. Medical Superintendent with request to depute two housekeeping staff in morning & evening shift along with security guards in Auditorium
6. Chief Warden with anticipation to inform the respective wardens
7. I/c Auditorium to order the Auditorium staff to open Auditorium on 29th Oct for practice session of students and 30th Oct for the Oath ceremony event and making necessary Audio-visual arrangements.
8. Chairman & members of Cultural committee (Faculty of Medicine) for supervision
9. JE (Electricals) for needful arrangements
10. PA to Hon'ble Vice Chancellor for perusal of VC Sir - 28/10/23
11. President (Student council) to supervise the students of organizing batch

28/10



Ref. No. : 737 /Paedia/UPUMS/2023-24


Date : 29 Oct., 2023

SPORTS & CULTURAL COMMITTEE

NOTICE

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This order is being issued subsequent to approval given by the competent authority.


(Dr. Rajesh Kumar Yadav)
Chairman, Sports and Cultural Committee
Prof. & Head, Dept. of Paediatrics
UPUMS, Saifai, Etawah

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3. Dean (Faculty of Medicine)
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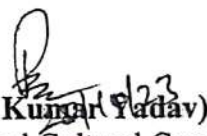


SPORTS & CULTURAL COMMITTEE

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(Dr. Rajesh Kumar Yadav)
Chairman, Sports and Cultural Committee
Prof. & Head, Dept. of Paediatrics
UPUMS, Saifai, Etawah

Copy to:

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8. Chairman & members of Cultural committee (Faculty of Medicine) for supervision
9. JE (Electricals) for needful arrangements
10. PA to Hon'ble Vice Chancellor for perusal of VC Sir
11. President (Student council) to supervise the students of organizing batch

Dated: 25th Oct, 2023

26

To
Registrar
UPUMS, Saifai, Etawah


Subject: Permission for holding meeting of sports & cultural committee on 25th Oct, 2023 in EC hall

Respected Sir,

This is to bring to your kind notice that the Sports and cultural committee of the university under the chairmanship of Dr Rajesh Yadav, Prof. & Head, Dept. of Pediatrics along with all faculty committee members, student council members and students of the organizing batch (MBBS 2020) for EXORDIUM-2023 shall be convening a meeting from 4:00-5:00 pm on 25th Oct, 2023 in EC hall, first floor of administrative block. We request you to please grant permission for the same.

Regards

Yours sincerely


Dr Naresh Pal Singh 24/10/2023

Member secretary, Cultural committee

Dr. Naresh Pal Singh
Professor (Junior Grade)
Dept. of Community Medicine
UPUMS, Saifai, Etawah (U.P.)

Permitted on 25/10 at 4:00 PM.

Chandh
25/10/23



Oath Ceremony for MBBS 2022

Event Proposal

S. No	Program
1.	Welcome by anchors
2.	Ushering of dignitaries on to the dais
3.	Floral welcome of dais members
4.	Lamp lighting and Maa Saraswati Vandana
5.	Opening speech by Chairman, Cultural and Sports Committee
6.	Blessings by Hon'ble Vice Chancellor sir
7.	Request dais members to take their respective seats in the auditorium
8.	Oath taking
9.	Group dance (girls) by MBBS 2022 students
10.	Group song by MBBS 2022 students
11.	Group dance (boys) by MBBS 2022 students
12.	Mr./Ms. Fresher's Round
13.	Vote of thanks by MBBS 2021 student

Forwarded

[Signature]
27/07/2023

Dr. H. S. ...
P. ...
...

Geetika Sami

[Signature]

Gaming

[Signature]

Shivani

[Signature]

[Signature]



oath Ceremony for MBBS - 2022 batch

24

- 1) Date : 30 October, 2023
- 2) Day : Monday
- 3) Time : 6:00 pm onwards
- 4) Venue : Auditorium
- 5) Responsibility of the event : Student council
- 6) Organizing batch : MBBS - 2021
- 7) Faculty coordinator : Faculty Cultural Committee (Medical)
- 8) Organizing committee :

Piyush Kumar	(8445545355)
Bhumika Yadav	(7897869427)
Akanksha Verma	(7408836524)
Garima Chaudhary	(8574222523)
Priyanshu Kumar	(8957836354)
Ashutosh Mangalam	(9305518185)
Shivani	(9529079838)
- 9) Approximate Budget : Rs 10,000
- 10) Budget source : Self Funded
- 11) Permissions required from the University :
 - a) Access to the college auditorium for decoration and run through on 29 October and for organizing the event on 30.10.2023

Recommended & Forwarded

Amal
27/10/2023
Member Secretary
Faculty Cultural Committee

Trayanolu

Geetika Saini

Akanksha Shivani

Poo
Byadar
Garima

Trayanolu

27th October, 2023

To
The Chairman
Cultural and Sports Committee
Uttar Pradesh University of Medical Sciences
Saifai, Etawah

Subject: Permission for organising "OATH CEREMONY for MBBS 2022" and access to the Auditorium.
on 30/10/2023

Respected sir,

We, students of MBBS batch 2021 would like to bring to your kind attention that we would like to organize an Oath Ceremony for the 1st year students of MBBS batch 2022 on Monday, 30th October, 2023. The event is supposed to be very brief including the oath taking followed by a few cultural presentations. We sincerely feel this is an important event for any UG medical student to become a responsible doctor.

For the purpose of event rehearsal, please grant us the permission to access the college auditorium on 29th October, 2023 and for conducting this brief event on 30th October, 2023.

We will take full responsibility of any mishappening that occurs in the event.

Please grant us the permission for the same; we would be highly grateful to you.

Thanks and regards

Piyush Kumar



Class Representative

MBBS batch 2021



Recommended & Forwarded,
Nimesh
27/10/2023

Member Secretary
Faculty Cultural Committee
Shukla

Shivani
Geetika
Saini

Piyush
By order

Manisha
Garema

S
R
27/10/23

संख्या: 191 / यूपीयूएमएस / संकायाध्यक्ष(चि.सं.) / 2023-24

दिनांक 18 अक्टूबर, 2023

डा0 आर0एस0 राजपूत, उपाध्यक्ष, स्पोर्ट व कल्चरल कमेटी

डा0 दुर्गेश कुमार, सदस्य सचिव, स्पोर्ट कमेटी

डा0 एन0पी0 सिंह, सदस्य सचिव, कल्चरल कमेटी

डा0 राजेश कुमार यादव, प्रोफेसर एवं विभागाध्यक्ष, पीडियाट्रिक्स एवं अध्यक्ष स्पोर्ट व कल्चरल कमेटी के पत्र सं. 710/पीडिया/यूपीयूएमएस/2023-24 दिनांक 07.10.2023 के अनुसार स्पोर्ट एवं कल्चरल कार्यक्रम हेतु एस0ओ0पी0 को स्पोर्ट कमेटी एवं कल्चरल कमेटी के माध्यम से तैयार किया जाना है तथा स्टूडेंट काउंसिल के माध्यम से मा0 कुलपति महोदय के अनुमोदन प्राप्त किया जाना है। आप उक्त समिति के उपाध्यक्ष/सदस्य सचिव नामित हैं। अतः एस0ओ0पी0 को तैयार किये जाने हेतु त्वरित कार्यवाही करने/कराने का कष्ट करें।

(डा0 आदेश कुमार)

संकायाध्यक्ष, चिकित्सा संकाय

✓ प्रतिलिपि- डा0 राजेश कुमार यादव, प्रोफेसर एवं विभागाध्यक्ष, पीडियाट्रिक्स एवं अध्यक्ष स्पोर्ट व कल्चरल कमेटी को पत्र सं. 710/पीडिया/यूपीयूएमएस/2023-24 दिनांक 07.10.2023 के क्रम में इस आशय से प्रेषित है कि आप स्पोर्ट व कल्चरल समिति के अध्यक्ष नामित हैं। इसलिए समिति के सदस्यों को आपके द्वारा ही निर्देश निर्गत किये जाने हैं। अतः स्पोर्ट एवं कल्चरल समिति को अपने स्तर से निर्देशित करते हुए एस0ओ0पी0 सम्बन्धी कार्य को पूर्ण कराने का कष्ट करें।

(डा0 आदेश कुमार)

संकायाध्यक्ष, चिकित्सा संकाय

UP University of Medical Sciences, Saifai Etawah (U.P)
Faculty of Paramedical Sciences



Standard Operating Protocol for Cultural
and Sports Committee

Man *[Signature]*

[Signature]

[Signature]

[Signature]

Dean
Faculty of Paramedical Sciences
Saifai

Objectives:

- To promote and arrange extracurricular activities to bring out the talents of students in the performing arts and sports.
- To contribute in developing the artistic and sports talents of students by giving opportunities to exhibit their talents in the form of intra and college cultural festivals and sports events.
- To provide a platform for students to go beyond their academic quest and explore their creative, artistic sensibilities and sports.
- Help the students to maintain physical and mental wellbeing through cultural and sports activities.
- To bring limelight to the hidden talent of the students.

Functions:





- To enhance the campus life experience of every student through cultural, sports and extracurricular activities.
- To have student clubs, communities, all extracurricular areas of importance of student development.
- To plan and schedule cultural and sports events for the academic year.
- To encourage the students to participate in Youth Fests, collegiate events and university cultural and sports events.

Responsibilities:

- To plan and co-ordinate for inter- and intra- collegiate fests and sports events.
- Responsible for selection of official college team to participate in inter college competitions.
- To plan and schedule intra cultural and sports events for the academic year
- The Convener of the committee conducts a meeting of the committee to discuss and delegate tasks.
- To invite the Chief Guest and other dignitaries for the cultural and sports events.
- To arrange mementos for guests and prize/certificates for the participants.
- To document the achievements of our college team in inter level cultural and sports competitions.

Action Plan:

- The Cultural and Sports Committee shall be responsible for all intra and inter collegiate cultural events in the College/ Outside college
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- The Convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- The minutes of the meeting should be noted and record of the same should be maintained.
- Procedure to organize cultural and sports events :
 - To obtain formal permission from the College authorities to arrange programs.


 Dean
 Faculty of Paramedical Sciences
 Calicut University

- 63
- b. To prepare the Annual Budget for various cultural events.
 - c. To decide the date, time and agenda of the programs.
 - d. To inform members of staff and students about the events.
 - e. To arrange the venue and logistics (audio/video system, dais, podium, venue ground etc).
 - f. To invite the Chief Guest and other dignitaries.
 - g. To arrange mementos for guests and gifts/certificates for the participants.
- vi. The committee shall display on the Notice Board/Website information about festivals to be celebrated.
- vii. Events arranged for students in coordination with 'Students Cultural and Sports Committee' are
- a. Fresher's / Fairwell Day
 - b. Festival Celebrations like Ganesh Utsav, Basant Panchami Celebration etc.
 - c. Teacher Day.
 - d. Sports week.

Following SOP has to be followed for Annual Cultural and Sports Meet.

- 1) Annual Cultural and Sports Meet has to be usually conducted during January end and February (After winter university exams/ Result).
- 2) Meeting of committee members under Chairman of committee to be taken around last week of December to December dates. Meeting to be conducted along convener of student committee, academic committee, exam committee to finalize dates. The minutes of the meeting should be noted and record of the same should be maintained.
- 3) Under Guidance of Dean sir, committee meeting to be held to finalize dates.
- 4) Sports and cultural Committee members should meet to decide the Organizing President and Organizing secretary.
- 5) Organizing President should be Senior Faculty member.
- 6) Organizing secretary should be faculty member of college.
- 7) After electing the Organizing President and Secretary, Organizing treasurer and organizing event member should be appointed.
- 8) Students Organizing President and student organizing Secretary, Joint secretary preferably class topper/ sportsperson and cultural performer.
- 9) Each event should have one male and female staff member.
- 10) Finalizing of committee under the guidance of committee chairman, dean sir, dates of events to be finalized.
- 11) Making report and maintaining record of the same.

Role of Secretary: - (Cultural)

- Takes minutes , manages calendar.


Dean
Faculty of Paramedical Sciences
UPUMS, Saifai

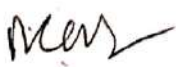




- Distributes tasks and helps with overall organizations.
- Overall executive of the event
- Conduct event through event in-charges.
- Depute students as event head as required.
- Ensure availability and maintenance of cultural equipments and facilities, check with event in-charge and store for same.
- Along with President, Treasurer prepare budget for event, settle bills / funds taken in advance.
- Solves depute/ problems at their level otherwise take matter to President of event, committee.
- Should look after grievance committee.

Role of Secretary: - (Sports)

- Takes minutes, manages calendar.
- Distributes tasks and helps with overall organizations
- Overall executive of the event • Conduct event through event in-charges.
- Depute students as event head as required.
- Ensure availability and maintenance of cultural equipment's and facilities, check with event in-charge and store for same.
- Along with President, Treasurer prepare budget for event, settle bills / funds taken in advance.
- Solves depute/ problems at their level otherwise take matter to President of event, committee.
- Should look after grievance committee.
- Solves depute/ problems at their level otherwise take matter to chairman of event, committee.
- Should look after grievance committee.

Role of Event Heads-

- Event Heads of every event are responsible for maximum participation of event and maintaining decorum of event.
- They should co-ordinate with student event In-charge and volunteers.
- Brief students about rules and regulations and event details.
- Make efficient use of funds within deadline.
- Make sure of availability of Venue, ground and auditorium preparation, equipment's prior to event. • Event Head must ensure team game sprit among students.
- Make detail report of event conducted along with geo tag photos.

Dean
 Faculty of Paramedical Sciences
 JIPMER, Raipatna

Role of Student Heads:

- Student event Incharge should ensure the volunteers and ground staff/ helpers make auditorium/venue/ground ready for the events.
- Should address auditorium/venue/ground preparation 02-03 days prior with staff event in-charge and confirm/ solve the requirement issue.
- Student event In-charge should see that teams/participants reach at venue half hour before event –begins.
- Student event In-charge should report any indiscipline or issue while event to staff event in-charge.
- Should check for availability of first aid box and refreshments.

SOP OF CULTURAL EVENT-

The Cultural and Sports Committee of Faculty of Paramedical Sciences, UPUMS, is committed for holistic development of students, by creating an environment where talents are nurtured every year. The committee conducted various programmes throughout the year and brings out the vibrant colures of extracurricular activities. Prize Distribution Function motivates students to reach to the pinnacle. Intercollegiate participation initiate for best possible competition, whereas celebration of different days highlights the golden days of college life. Annual Day allows students to showcase their nurtured talents. Funfair has flavored food with skills which ultimately inculcate positive attitude towards self employment.

Aims and objectives:

- Organize cultural programs, internal celebrations and competitions. • Promote interest in music, dance and other cultural activities.
- Provide a platform for students and faculty to showcase their talents.
- Promote confidence, competitiveness, ethical practices and fair play.

Protocol for conducting event in campus:

Following protocol has to be followed while conducting Cultural and Sports event.

- Welcome speech by Organizing committee
- Vishwashanti Prayer
- Inauguration (Lamp Lighting, Puja of Goddess Saraswati. etc)
- Felicitation of Guests
- Speech by Guest of honor
- Speech by Principal
- Distribution of sports prizes and certificates.
- Events of Cultural Programme (Dance, Singing, skit, Fashion Show, etc)

mas

Princip

Safal

AD


Dean

Faculty of Paramedical Sciences
UPUMS Saifai

- Winner and runner up announcement of cultural event, prize and certificate distribution for the same.
- Vote of thanks
- Ending event with Pasayadhan

Support for Extra Mural Activities:

- Students who are interested and have multi talent skills are supported by our college for extra mural activities.
- For students related to sports activities , talented and interested students are selected from the annual sports gathering are motivated for participation in inter collegiate sports and university level sports events.
- They are provided funds for extra coaching after academic hours.
- College provides funds for sports equipment's kits , travelling and food allowance to students participating in events.
- College make sure that there college attendance is not hampered and provides extra classes for students who participate in extra mural events.
- Students with talent and skills in cultural activities are supported to pursue the various talent developing activities (Learning dance, Music and musical instruments, Reading groups, Yoga classes) after academic hours.
- Interested and talented students with remarkable performance during annual cultural programme, Freshers day programme, Ganesh festival celebrations at college are selected and motivated to participate in inter collegiate cultural programmes, IDA student conferences, Spandan University Level.
- College provides funds for costumes, travelling and food allowance to students participating in these events.

Man 







Dean
Faculty of Paramedical Sciences
UPUMS, Saifai



Uttar Pradesh University of Medical Sciences
Faculty of Pharmacy
Saifai, Etawah-206130, (U.P.)

(59)

Ref. No. 257/Pharmacy/UPUMS/2023-24

Date: 16/10/2023

Dr Rajesh Kumar Yadav
Chairman
Sports and Culutral Committe
UPUMS, Saifai, Etawah

Subject: SOPs for Socio cultural and sports events at Faculty of Pharmacy

Sir

In reference to the letter no. 710/Paedia/UPUMS/2023-24 dated 07 Oct 2023, kindly find the SOPs for socio cultural and sports events of Faculty of Pharmacy for your perusal. Also is attached the academic calendar for the session 2023-24.

Thanking you

Kamla Pathak
16/10/23
Dr Kamla Pathak
Dean

STANDARD OPERATING PROCEDURE (SOP) FOR FUNCTIONING OF SOCIO-CULTURAL COMMITTEE

References:

- 1) 2341/UPUMS/NIRF-5(1219-CD)/2023-24 dated 22 Sep 2023
- 2) 572/MS/UPUMS/2023-24 dated 5 Oct 2023.

Socio-Cultural Committee

The goal of the cultural committee at the Faculty of Pharmacy, Uttar Pradesh University of Medical Sciences is to help students understand the value of unity in diversity and help them become more organized. It aims to develop into a group that can provide students with a stage on which to demonstrate their creative prowess while valuing the rich cultural legacy of the nation.

The Cultural Committee is one of the key committees in charge of maintaining a positive and supportive atmosphere for students during their time in the institute. It holds that academics and fun should both be equally present in an institute.

The committee aims to capture the vibrant persona of the students by giving them a stage to show their inner performers, including musicians, dancers, actors, painters, writers, photographers, and dreamers. It also aims to promote and organize extracurricular activities to bring out the performing arts talents of the students.

Objectives:

- ❖ To provide platform for the students to showcase their talent inside and outside Institute.
- ❖ To maintain a positive atmosphere on campus by planning a variety of cultural events throughout the year.
- ❖ To organize and celebrate festivals or frequent open air get together sessions to bind the students.
- ❖ To promote and plan inter batch events such as the Fresher's Party and Farewell Party.

A. K. Singh
14/10/23

M. S. Mishra
Kumar

Composition of Cultural Committee

The Cultural committee will comprise of following members:

- Cultural coordinators (Dr Padmini Shukla, Mrs Pankaj Yadav and Mr Ashish Shankar Mishra)
- Student coordinators from all batches

Duties & responsibilities


- ✓ The Cultural Committee shall be responsible for organizing cultural events in the Institute.
- ✓ To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- ✓ To prepare budget for all cultural events and take necessary steps for its approval.
- ✓ The Coordinators of the committee shall conduct a meeting of the committee to discuss and delegate task.
- ✓ To maintain records of cultural events (official notices, orders, geo tagged photographs, list of participants etc).
- ✓ The committee shall display on the Institute's website about events to be celebrated and write up on events already celebrated.
- ✓ To perform other duties assigned by higher authorities of the faculty.


Procedure to organize cultural events:

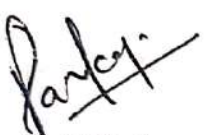
- Prepare the Annual Budget for various cultural event
- Obtain the event number and formal permission from the University authorities to arrange program
- Get approvals for the banner, invitation card, certificates and other arrangements from the authorities.
- Decide the date, time and agenda of the program
- Inform faculty members, staff and students about the event and disbursement of duties to all along with detailed listing.
- Arrange the venue.
- Invite the Chief Guest and other dignitaries

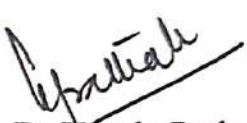
by
 Mrs. Pankaj Yadav
 Padmini Shukla

- Arrange mementos for guests and gifts/certificates for the participants
- Prepare and maintain program file and dispatch the information details to eventsupums@gmail.com and social media page of the University and Faculty of Pharmacy.


Mr Ashish S Mishra


Dr Padmini Shukla


Ms Pankaj Yadav


Dr Kamla Pathak
Dean
Faculty of Pharmacy
Uttar Pradesh University of Medical Sciences
Sitapur Etawah

(CS)

Uttar Pradesh University of Medical Sciences

Faculty of Pharmacy

Tentative Extracurricular activity calendar (Session 2023-24)

S. No.	Extracurricular Activity	Tentative Date
1.	World Pharmacist Day	25 September 2023
2.	National cGMP Day	10 October 2023
3.	National Pharmacy Week	October 2023
4.	Freshers Party	IInd week of November 2023
5.	Extracurricular activity (Mobile Photography Competition)	IInd week of December 2023
6.	Basant Panchami celebration	14 February 2024
7.	Seminar	Last week of February 2024
8.	National Pharmacy Education Day	6 March 2024
9.	Dance/ Music Competition	March 2024
10.	Fun Game activity	April 2024
11.	Farewell Party	May 2024

[Signature]

[Signature]

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STANDARD OPERATING PROCEDURE (SOP) FOR SPORTS

In
Faculty of Pharmacy

Reference: 1) 710/paedia/UPUMS/2023-24

dated 07 oct-2023

1. PREFACE

The development of a person's complete personality, including their body, mind, and spirit, is greatly influenced by their participation in sports. Students who actively participate in competitive sports develop an attitude of wholesome participation in daily life. The institute offers a friendly setting for the students to engage in games and sports. For organizing sports and activities, the campus offers modern infrastructure and enough sports facilities. Events between and within colleges will be planned throughout year to foster a competitive spirit, teamwork and leadership skills among the students. Cricket Ground, Basketball Court, Volleyball Court, Football Field, Badminton Courts, Table Tennis Boards, and other kits needed for conducting a variety of indoor & outdoor activities are among the infrastructure amenities accessible for conducting sports and games. Our college provides a gymnasium that guarantee the students are physically fit and in good health.

2. OBJECTIVES

The objectives of the SOP of Sports Committee are:

- To offer instructions for inspiring students, determining individual athletic competencies, forming gaming teams that represent the college, and enabling them to take part in a variety of sporting events.
- To give instructions for exercises that will make pupils physically fit for competition in a variety of sports.
- To notify students about numerous inter- and intra-college sporting activities held by various institutions and universities.
- To offer instructions for maintaining, utilizing, and upgrading sports infrastructure and facilities.



Handwritten signature
14/10/23

3. THE PROCEDURE TO ORGANIZE SPORT ACTIVITIES WILL BE:

- I. To obtain formal permission from college authority to arrange sports event and generation event ID.
- II. To decide the date, time and the event.
- III. To inform members of the staff and students about the event
- IV. To invite the chief guest and guest of honors.
- V. To prepare notice board displays, invitation, flyer/office order, certificates.
- VI. To arrange the venue and logistics.
- VII. To arrange mementos for guests, trophies, medals and certificates for the winners.
- VIII. To train students in various organizing competencies.


4. DOCUMENTS TO BE MAINTAINED BY THE SPORTS COMMITTEE -

- ❖ Copy of strategic perspective plan submitted.
- ❖ Circulars from Dean linked to event organized.
- ❖ e -Flyer /Invitation
- ❖ Annual/individual budget submitted.
- ❖ Report on every event /activity conducted.
- ❖ Geotagged Photographs of the events.
- ❖ Copy/photos of press release of media coverage (optional).
- ❖ Student involvement in activities/attendance.
- ❖ File the minutes of meetings for every formal meeting.
- ❖ Registers of use of multipurpose hall/sports documents, etc.
- ❖ Certificate issued.

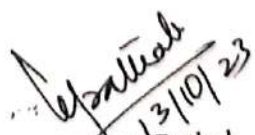
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5. ANNUAL SPORT CALENDAR FOR THE ACADEMIC SESSION 2023-24

Month and Year	EVENT(S)	REQUIRMENTS
October 2023	Carrom Tournament Chess Tournament	Carrom boards , strikers , pieces etc. Chess board ,pieces ,etc.
November 2023	Table tennis Tournament	Tables, Table tennis balls, Racquet.
December 2023	Volleyball Tournament	Volleyballs, nets , lime powder etc.
January 2024	Cricket Tournament	Complete cricket kits etc.
February 2024	Football Tournament	Footballs , nets , lime powder etc.
March 2024	Badminton Tournament	Badminton rackets , shuttlecock , nets etc.
April 2024	Kabaddi Tournament	Lime powder
May 2024	Yoga Event	Yoga matt , yoga instructor etc.


Mr Vikash Chandra

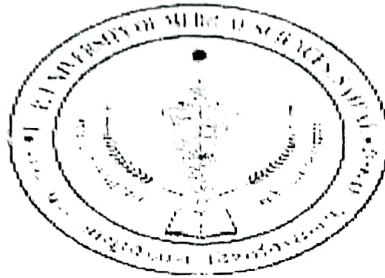

Mr Mudit Kumar


Dr Kamla Pathak

Dean

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STANDARD OPERATING
PROCEDURE FOR ACTIVITIES OF
CULTURAL AND SPORTS IN
FACULTY OF NURSING



UTTAR PRADESH UNIVERSITY OF
MEDICAL SCIENCES, SAIFAI
ETAWAH-206130, UP., INDIA

[Signature]
RITESH

[Signature]
BABITA
NARAYAN

[Signature]
(Arvind K. Singh)

[Signature]
CANOT READ

[Signature]
11/10/23
Faculty of Nursing
UPUMS, Saifai

PREFACE

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Uttar Pradesh University of Medical Sciences, Saifai has been established in year 2016 by the Government of Uttar Pradesh in the form of an affiliating, teaching and research University after reconstituting Uttar Pradesh Rural Institute of Medical Sciences and Research, Saifai, which was established in the year 2005. At present, approximately 600 students studying in the faculty of Nursing. Standard operating procedure for governing cultural and sports activities are outlined and conferred uniform and transparent handling of the various issues related with the cultural and sports activities. In this intelligence, this SOP will serve as basic framework for regulations of the cultural and sports activities at UPUMS faculty of Nursing.

The Vice Chancellor of UPUMS reserves the right for changes and additions in the activities and regulation as and when required.

2

OBJECTIVES

1. To provide the chance to develop skills beyond reading and writing
2. To develop socio cultural competence
3. To improve the academin performance in student by removing the monotonous study
4. To help student to help their mind and boost their brain functions
5. To promote creativity and enhance learning skills among students

UPUMS, FACULTY OF NURSING

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ACADEMIC AND SPORTS INCHARGES AND NAME OF THE HOUSES

Following responsibilities will be performed during the sports and academic programmes by the nursing faculty.

Mrs Babita Massey	FUND & FINANCIAL MANAGEMENT
Mr Arvind Singh	PROGRAMME COORDINATOR
Mr Ankit Raj	EVENT SUPERVISOR
Ms Kirti Singh	EVENT INCHARGE

Following names are decided for THE HOUSES of faculty of nursing students for academic and sports events-

NOTE:

CONSTELLATION (GROUP OF STARS) NAMES HAVE BEEN CHOSEN FOR HOUSE NAMES

1. AQUILA HOUSE (SYMBOLIZE- EAGLE)
2. CYGNUS HOUSE (SYMBOLIZE- SWAN)
3. SCORPIUS HOUSE (SYMBOLIZE- SCORPIAN)
4. HERCULES HOUSE (SYMBOLIZE- WARRIOR)

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SOP for Cultural and Sports events

Objectives

1. To provide the students with the opportunity to showcase their talents in different events of cultural and sports.
2. To Motivate the students and further strengthen their capabilities in various talents like Singing, Dancing, poetry and sporting activities in future events.

Organizing Team

1. Sports and Cultural In charges of Faculty of nursing designated by university
2. Student Council
3. Designated organising team (Members designated by Dean, Faculty of Nursing)

Procedure for organizing sports/cultural meet

1. All the events of cultural and sports will be planned with a suitable venue.
2. The Sports and Cultural In charges of faculty of nursing after the discussion with the Dean, Faculty of nursing for the tentative dates (after university exams) will have a formal meeting with the Chairman, Sports and cultural of the university for the further discussion and approval of the event.
3. An organising committee will be formed with the directions of Chairperson Sports and cultural (University) and the Dean, Faculty of nursing who will be responsible for further planning and successful execution of the event.
4. The Organizing committee members will be the faculty members from the faculty of nursing.
5. The Organizing Committee will be responsible for making the schedule of the events and approximate budget of the entire event in co-ordination with the respective cultural, sport and finance committee.
6. The Proposed budget, Event schedule and list of items to be purchased after discussion with the organizing committee will be forwarded to the Chairman of Sport and Cultural Committee of University.
7. The Chairman of Sports and Cultural Committee will analyse the overall proposal and forward the proposal to the University administration.
8. After approval from the University administration, Chairman of cultural and sports committee will provide the required budget and give further instructions to the organising committee.
9. The Organizing Committee will be responsible for the proper planning and shall conduct meetings with the members of the cultural and sports committee and will discuss and delegate tasks to the designated members.
10. The Designated members will be given the responsibilities of the cultural and sports events and also be made event In-charges of the specific sports and cultural events.
11. The Committee will also acquire Permission for the Venues from the concerned authorities.
12. The Committee will Send out the invitations to the Honourable Vice Chancellor Sir, faculty members and students.



13. Make arrangements for felicitating the dignitaries and Trophies, medals, certificates for the winners.

Sports Committee

(i) Duties and Responsibilities of the Sport Committee (Faculty)

1. To make a schedule of the sports events with time and venue.
2. To finalise the number of events to be organised and make budget for the event in coordination with the finance committee.
3. Prepare a list of items to be Purchased.
4. The Proposed budget, Event schedule and list of items to be purchased after discussion with the organizing committee will be forwarded to the Chairman of Sport and Cultural Committee of University.
5. The Chairman of Sports and Cultural Committee will analyse the overall proposal and give the necessary directions to organize the event.
6. Sports committee will Designate their members as event in-charges and will work with student council members.
7. To make a list of all the participants of the events from each department.
8. To Finalize the Rules and regulations for all the sport events and communicating them to all the Participating teams, officials and spectators.
9. To ensure that safety precautions are taken in each event and first aid kit and medical personnel should be available.
10. To delegate the tasks to the students sports committee members

(ii) Documents to be Maintained by the Sports Committee

1. Inventory of all the items being Purchased.
2. Circulars from chairperson, Dean and officiating members in relation to events.
3. To keep a record of all the participants of each department.
4. To make a report of all the sport events being conducted.
5. Geo-tagged photographs, media coverage of the events.
6. Recording the minutes of every formal meeting.
7. Record of all the winners and certificates issued to the participants

(iii) Duties and Responsibilities of the Students Sport Committee

1. The student sports Committee will comprise of the students designated from the Student council, Faculty of nursing.
2. The student sports Committee shall be responsible for organizing the events with Faculty sport committee.
3. Student sport committee will collect the names of the participants from each department and forward it to sports committee (Faculty).
4. To prepare the budget in coordination with sports committee faculty member of all sport events.



5. To work with the Designated Faculty events in-charges for proper execution of sport events.
6. To maintain records of the sport events (official notices, orders, Geo-tagged photographs, list of the participants etc.)
7. Student sports committee will be responsible for collecting the items from the sports committee and after event completion hand-over it back to sport committee eventin-charges.

(iv) Procedure during Inaugural Sport event

1. Invitations will be sent to the all the Deans, Faculty and student of the University
2. The Organizing team will give a formal invitation to Honourable Vice-Chancellor and escort him to the event for the inaugural function.
3. Ribbon cutting followed by Mashaal Lighting and Inaugural speech will be given by Honourable vice chancellor sir.
4. All the participants teams of the various sports events will perform a march past before Honourable vice chancellor.
5. Inaugural cultural programmes including lamp lighting and welcome dance will be performed.

Cultural Committee

(i) Duties and Responsibilities of the Cultural Committee (Faculty)

1. To plan and schedule cultural events with Time and Venue.
2. To finalise the number of Cultural events to be organised and make budget for the event in coordination with the finance committee.
3. Prepare a list of items required for the cultural events to be Purchased.
4. The Proposed budget, Cultural Event schedule and list of items to be purchased after discussion with the organizing committee will be forwarded to the Chairman of Sport and Cultural Committee of University.
5. The Chairman of Sports and Cultural Committee will analyse the overall proposal and give the necessary directions to organize the event.
6. Cultural committee will Designate their members as Cultural event in-charges and also delegate tasks to the student cultural committee members.
7. To make a list of all the participants of the events from each department for the cultural events.
8. To Finalize the Competition Rules and regulations for all the Cultural events and communicating them to all the Participating teams, officials and spectators e.g. singing, dancing competitions etc.
9. Budget should include the provisions for decorations, refreshments wherever applicable.
10. The technical requirements should also be monitored like sound system, microphones, projectors, and screens wherever required during cultural events.



(ii) Documents to be Maintained by the Cultural Committee

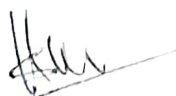
1. Inventory of all the items being Purchased for cultural events to be maintained.
2. Circulars from chairperson, Dean and officiating members in relation to events.
3. To keep a record of all the participants of each department.
4. To make a report of all the Cultural events being conducted.
5. Geo-tagged photographs, media coverage of the events.
6. Recording the minutes of every formal meeting.
7. Record of all the winners and certificates issued to the participants.
8. To maintain the records of all the financial support provided by the university or raised by sponsorship.

(iii) Duties and Responsibilities of the Students Cultural Committee

1. The student Cultural Committee will comprise of the students designated by the student's council, Faculty of nursing
2. The Student Cultural committee shall be responsible for organizing the events with Faculty Cultural committee.
3. Student cultural committee will collect the names of the participants from each department and forward it to cultural committee (Faculty).
4. To prepare the budget in coordination with cultural committee faculty member of all cultural events.
5. To work with the Designated Faculty events in-charges for proper execution of cultural events.
6. To maintain records of the cultural events (official notices, orders, Geo-tagged photographs, list of the participants etc.)
7. Student cultural committee will be responsible for collecting the items from the cultural committee and after event completion hand-over it back to cultural committee event in-charges.

(iv) Procedure during Cultural event

1. Invitations will be sent to the all the Deans, Faculty and student of the University
2. Permissions for the venue will be taken by the organizing committee
3. Invitations to the Honourable Vice Chancellor chief guest and dignitaries will be given.
4. Arrangements for the floral welcome of the guests.
5. Student members will co-ordinate with event in charges and ensure the smooth functioning of the cultural events in proper discipline.
6. The Cultural events specific timings and schedules will be notified to all the participants to avoid any delay in the days cultural programme.
7. To ensure provisions for decorations, refreshments wherever applicable.
8. To check the functionality of the technical requirements like sound system, microphones, projectors, and screens wherever required before starting the cultural events.
9. Arrangement for the professional photographer to capture the event.



10. Discourage and disruptive behaviour during the cultural events and ensure that the participants adhere to the guidelines.

Finance Committee

Duties and Responsibilities of the Finance Committee

1. Finance committee will work in coordination with the cultural and sports committee to decide the approximate budget of the event.
2. The Finance committee will collect the list of requirements from both the cultural and sports committee for the procurement of items.
3. The Finance committee will forward the finalized budget to the organizing committee for the necessary approval which will be later forwarded to the chairman of sports and cultural committee.
4. The Finance committee will maintain all the records pertaining to the budget and finance, including the bills and ensure that the bills generated have the GST amount.
5. The Finance committee will also keep record of all the fund raised during the events whether taken as registration fees or sponsorships.
6. After the completion of the event the finance committee will make a detailed report of the expenses of the entire event and send it to organizing committee for the record.

Mary

Ravi

Ali

Paul

UPUMS, FACULTY OF NURSING

ACADEMIC AND SPORTS ACTIVITY SOP (2023-24)

1. LAMP LIGHTING AND OATH TAKING CEREMONY & FRESHERS PARTY

Lamp lighting and oath taking ceremony of GNM, ANM & BSC of new admitted students is planned to be celebrated in **last week of November** in the **Auditorium**

2. FAREWELL PARTY

Farewell party of BSC Nursing, ANM, GNM students will be given in the month of **October and November** for the **final year students** in the **Auditorium**.

3. INTERNATIONAL NURSE'S DAY CELEBRATION

International nurse's day will be celebrated on **12th May** by the staff and students of the faculty of nursing in the **Auditorium**.

4. ANNUAL SPORTS DAY

Annual sports day for all students & staff (willing to participate) will be organised in the **1-3rd week of February** in the **Medical College Ground**.

5. TEACHERS DAY

Teachers' day will be celebrated by all the students and staff in the **Examination Hall of the Faculty Nursing**.

MEMBERS OF THE ACADEMIC AND SPORTS ACTIVITY

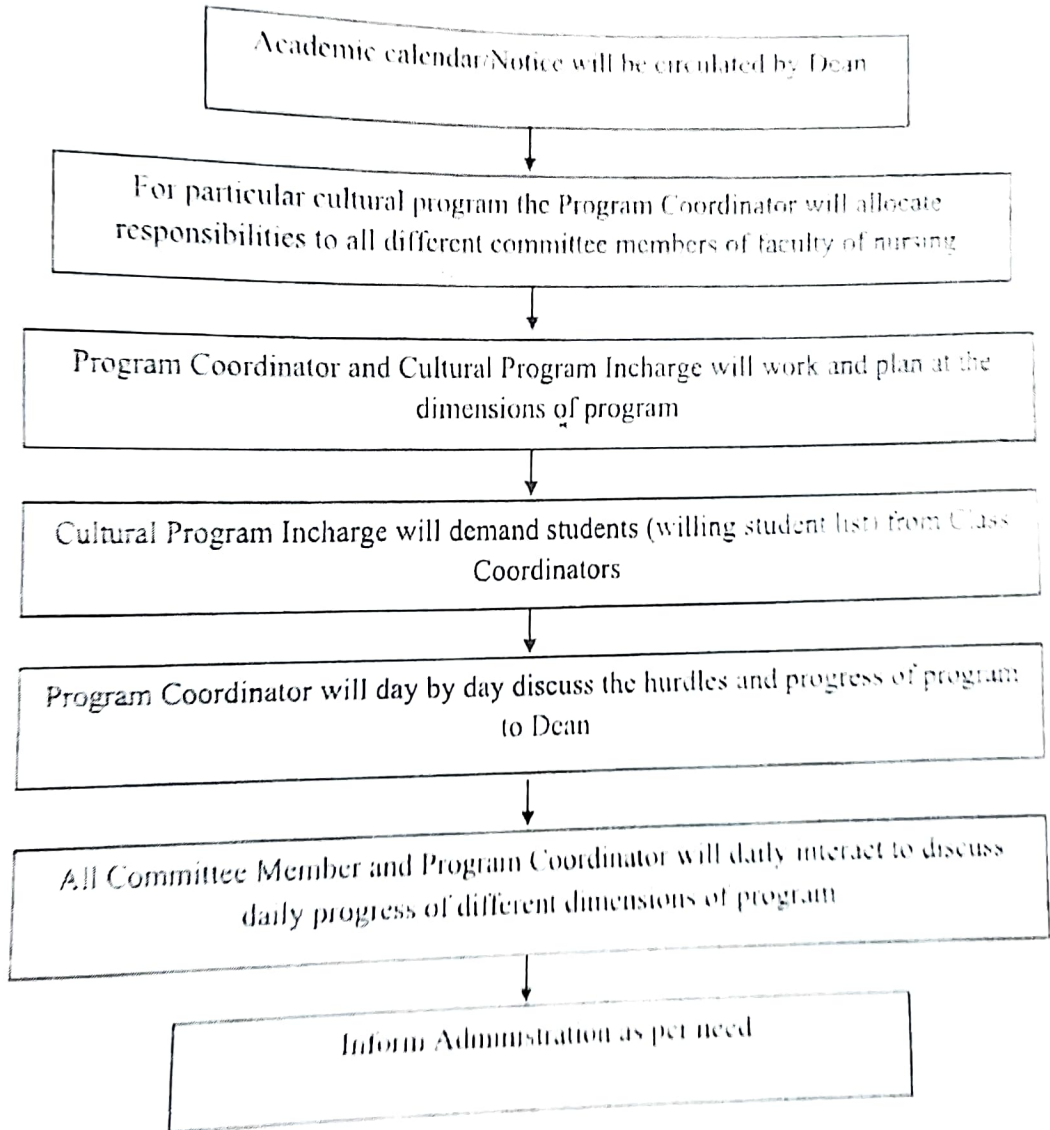
1. Mrs. Babita Massey
2. Mr. Arvind Singh
3. Ms Kirti
4. Mr. Ankit Raj

Handwritten signatures of Babita Massey, Arvind Singh, and Ankit Raj.

As per the guidelines of honorable Vice Chancellor Sir, the following SOP is prepared for cultural program in UPUMS Faculty of Nursing

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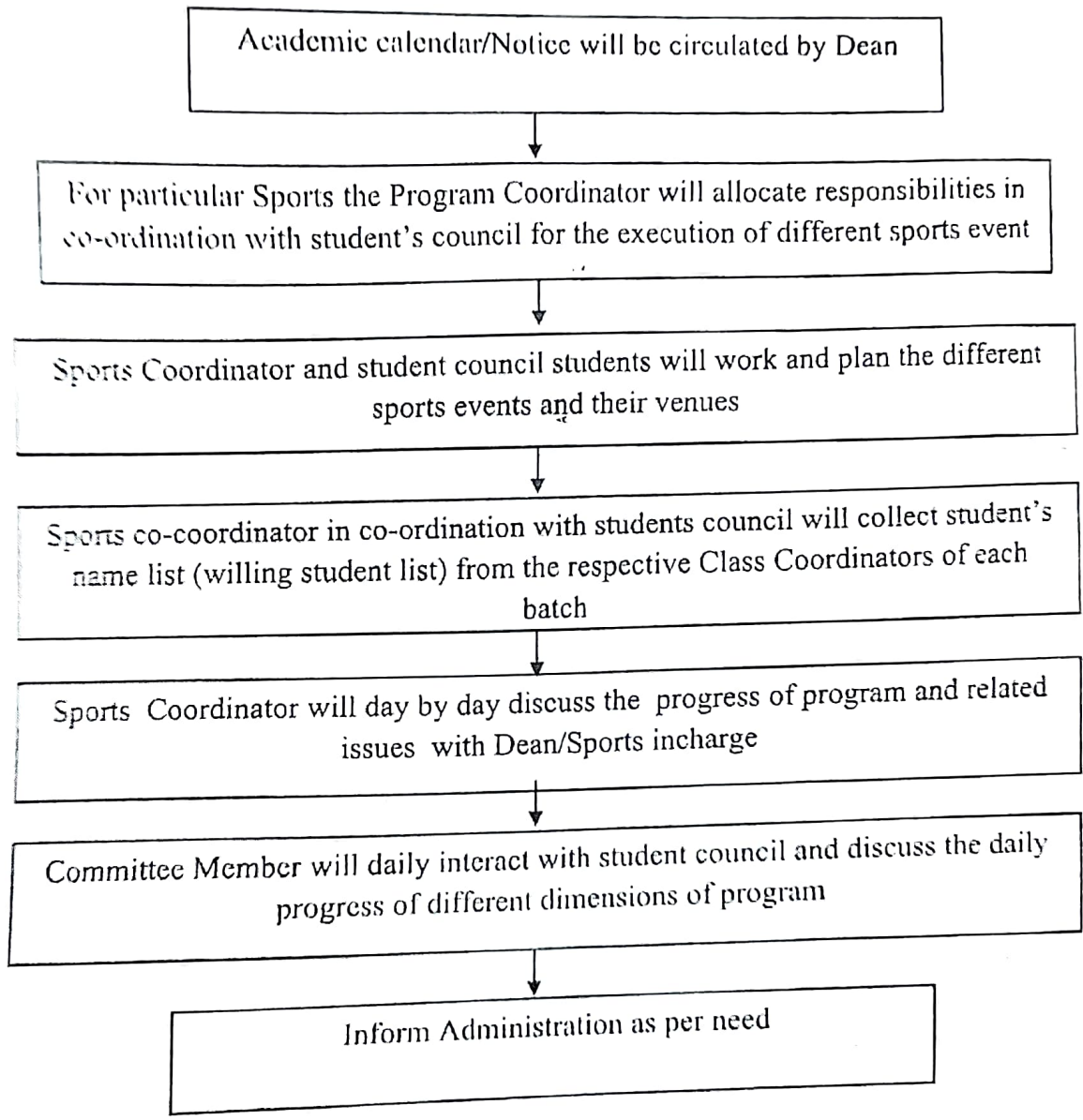
SOP For Cultural Program in UPUMS Faculty of Nursing



[Handwritten signatures and initials]

As per the guidelines of hon'ble Vice Chancellor Sir, the following SOP is prepared for Sports Committee in UPUMS Faculty of Nursing.

SOP For Sports Program In UPUMS Faculty of Nursing



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