

For the committes are functioning as per guidance  
of MUHS or parent body, i.e RASHTRIYA SHIKSHAN  
MANDAL.



**TILAK AYURVED MAHAVIDYALAYA, PUNE**

**S.O.P**

**Anti-ragging**

- After the admission to first year, induction ceremony is conducted.
- In this, the students are made aware of the anti-ragging rules & process.
- Online declaration forms are filled by the students.
- Lectures of eminent personalities are arranged to create awareness regarding ragging.
- The committee members are in communication with the students to ensure that no incidence of ragging takes place.



# TILAK AYURVED MAHAVIDYALAYA, PUNE

## S.O.P

### CONTINUOUS INTERNAL EVALUATION

- Both the Vice-Principals regularly visit lecture halls, practical halls, clinics, IPD and OPD to observe the ongoing activities.
  
- If there are any changes required, they are conveyed to the Principal.
  
- The necessary changes are then conveyed to the respected faculty so that the quality of education is maintained.





**Rashtriya Shikshan Mandal's  
Tilak Ayurved Mahavidyalaya, Pune.**

**External Audit-**

Periodically inspection committees from CCIM and MUHS & Directorate of AYUSH visit the college and inspect academic, clinical and administrative work of the college.

Sr. No.	Visits	Dates
1.	CCIM visit	6 <sup>th</sup> March 2018
2.	Impact assessment MUHS	22-23 <sup>rd</sup> March 2018



# TILAK AYURVED MAHAVIDYALAYA, PUNE

## S.O.P

### INTERNAL ASSESSMENT AND UNIVERSITY EXAMS.

#### Internal assessment :

- The committee discusses dates of the exam with the Head of the Institute.
- The timetable is prepared and displayed on the notice board.
- The time-table is decided as per MUHS guidelines.
- Stationary is bought as per MUHS guidelines.
- Exams are conducted, supervised by coordinators of respective academic years.
- Papers are evaluated and results are prepared by respective departments.
- In the end, the results are submitted online to MUHS as per the guidelines.
- If any student is absent due to genuine reasons, meeting is conducted to discuss about his/her problem. If necessary, separate assessment is conducted.

#### University Exams :

- The time-table for exams is prepared by MUHS.
- It is displayed on the notice board.
- Stationary is bought as per MUHS guidelines.
- The meeting is conducted before the exam to instruct the junior supervisors.
- The examinations are carried out.
- They are supervised by exam coordinators.
- Papers are sealed and sent to MUHS as per the guidelines.
- Necessary reports are also sent to MUHS.





## Internal audit- VDI

The college administrative wing has a separate accounts department.

Various types of account books and registers are properly maintained by the account section. These are periodically verified and signed by the head of the institute.

Periodically, income and expenditure statement are generated and maintained by the int. auditor team and sanctioned by the LMC of college at the end of the financial year.

The income expenditure and final audited statements of the college are audited by the external auditors appointed by the institute.

Auditor general of the State Govt. visits the college and completes the audit.

The shortcomings are notified and corrected in due course.



# TILAK AYURVED MAHAVIDYALAYA, PUNE

## S.O.P

### INTERNSHIP

- Allotment of rural and urban internship is done as per the guidelines.
- Internship training is given as directed by ADA.
- Monthly attendance record is checked.
- Completion certificate is given.





## NSS -SOP

NSS Committee is decided in the local managing committee meeting.

The appointment letters are given to NSS program officers. 3 teachers are appointed, 1 as program officer & other 2 as assistant program officers.

Program officers discuss the yearly plan with the Principal. Program officer also applies for funds to conduct the activities.

The activities are conducted as per the preform given by the MUHS. Besides these activities, other activities are also conducted as per need and direction by the Government of India or Maharashtra.

Prior permission for activities is taken. Planning is done accordingly. Notice is displayed to notify teachers, students and non-teaching staff.

Activity is conducted .Report of the respective activity is sent to concerned authority. Photographs are sent as per directions.

Special winter camp is conducted as per the protocol.

Whenever necessary, collaboration with other institute is done.

For eg. Blood donation camp is organized in collaboration with Jankalyan.

At the end of financial year, annual report and audit report is sent to MUHS.





**Tilak Ayurved Mahavidyalaya**  
**Dept. Of Rachana Sharir**  
**Dissection Protocol**

1. Division of students into 4 batches as per time table(25 each in 1 batch)
2. Total 4 bodies – 2 male & 2 female are provided for dissection (1 per each batch)
3. Introductory lecture is delivered to explain the anatomical terminologies.
4. Sequential dissection is conducted part by part in following order.
  - a) Upper limb
  - b) Lower limb
  - c) Thorax
  - d) Abdomen
  - e) Brain
5. After completion of upper & lower limb , part exam (oral) is conducted to assess the students.
6. For completion of further practical heads, teachers work simultaneously with each batch Practical heads like surface marking, X-ray, specimen, drishtanta etc. are taught batch wise in rotational pattern as described below.

	<b>Teachers(X/Y/Z) / Practical head</b>		
	<b>X(Surface marking)</b>	<b>Y(X -ray)</b>	<b>Z(Specimen/drishtanta)</b>
Monday	B	C	D
Tuesday	A	C	D
Wednesday	A	D	B
Thursday	B	A	C
Friday	C	A	B
Monday	D	B	C
Tuesday	C	D	A
Wednesday	D	B	A

7. Revision practicals are carried out till 1 month before the exam according to batch wise time table. This comprises of osteology, X- ray, specimen & surface marking etc.

HOD  
Dept. Of Rachana Sharir  
TAMV, Pune





**S.O.P of Rachana Sharir Department T.A.M.V , Pune**

**Duties assigned to laboratory technician/ museum keeper**

1. The interest letter (consent form ) filling will be taken by the person , who is interested to donate body .
2. The filled interest letter / consent form will be noted in register book and register no. will be given to the doner.
3. Xerox of interest letter / consent form will be taken. thanking letter will be attached along with the xerox and it will be sent to the related person by hand only .
4. For long distance address, interest letter / consent form filling will be sent by post only .
5. On time interest letter /consent form filling will be taken from the person who is interested to donate body.
6. After night – midnight message received, dead body will be accepted and taken in hand .then kept in the cold storage room.
7. After instructions received from related authority person , the watchman would be send to bring the institute/ college lock key from the hospital incharge . After receiving the key , Rachana Sharir department of institute will be opened by the key and dead body will be taken in hand .
8. Helping in embalming procedure on duty time of the related doctor .
9. After embalming procedure photograph of embalmed body will be taken with plated name of the dead person , age, Reg. no etc.
10. The related dead body's name will be registered in a separate register book; which includes – name, gender, address , the time when the dead body got in hand and date.
11. The time when the embalming procedure got started will be noted and the time when embalming procedure ends will be noted , then it will be noted in a separate register book, after written letter sent to the health department pf corporation .the date of disposal is noted.
12. For disposal of 5 to 6 dead bodies at a time , Xerox of original documents of death certificate ( death declaration) , the register number given by the college , death declaration no. etc will be taken and given in hand of corporation garbage disposal van of heath department and related information will be give and confirmed .
13. The Xerox of death certificate which will be given to the corporation's garbage disposal van of health department will be filled.
14. Embalmed dead body as per space will be kept in formalin sintex tank or cold storage room.
15. 2 to 3 dead bodies will be set in 1 sintex tank according to the size of dead body .





16. The solution in sintex tank will be changed after 3to 4 months according to their constitution (500 litre -20litre formalin is used)
17. While dissection is going on , different parts of body will be kept in formalin solution. As per requirement of students study purpose it will be given in enamel try if possible it will be mounted.
18. As per requirement solution from the specimen container will be changed .
19. The fungus on dead body and also the fungus developed due to formalin powder from the tank will be removed from time to time and cleaned properly .

A. 1) Taking interest letter (consent form ) filling for body donation after death.

2) Registration of body donors / donators

3) Providation of thanking letter and registration no.

B. Dead body register book came for dissection

Keep records of dead body donors – includes death persons name , address , age, gender and 2 photos along with the following documents :

i. Cause of death certificate issued by doctor

ii. Death declaration certificate issued by hospital

iii. Cause of death certificate original copy issued by corporation's health department.

- Only the VIP patient's dead body will be taken for donation even if it is not registered previously.

C.

- Details about death- date and time.
- Details about dead body embalming date .
- Thanking letter will be sent to relatives by college
- Details about dead body received by the Rachana Sharir department – exact date and time.
- Photos of embalmed body will be attached within the register.
- Dissection commencement date will be noted.
- Dissection end date will be noted.

D. 1) Separate register book for dead body in which names are alphabetically arranged.





- 2) Dead body disposal permission letter given to the corporation.
  - 3) Then the dead body disposal certificate is received by the corporation.
  - 4) Dead body will be sent to the crematorium
- E. 1) Extra bodies will be provided to the needy Ayurvedic colleges like – Bharati Vidhyapeeth, Osmanabad and Nanded and will be registered in a separate register.
- F. Cooler temperature monitored weekly by Vd Sarika Chopde
- G. Handling of embalming register book.
- Solution preparation for procedure 3 liter formalin + 100 ml glycerin + 100ml surgical spirit +2 liter tap water = 5 liter jar
  - Body preparation for embalming procedure
  - After embalming by on duty PG Scholars , body'S name plate and photograph will be attached to the dead body register book.
- H. Handling of stalk Register book / indent register
- Written letter to principal is given to indent the materials .

#### Duties assigned to body lifter

1. Cleaning the department and water storage for dissection procedure.
2. To help Babu Mama for removing the dead body from formalin tank
3. To make preparations for dead body receiving procedures and keeping vigilance.
4. To exchange the water from formalin tank .
5. To collect the indent material from college office department .





Duties assigned to peon ( duty hours 12pm – 4pm )

1. To help in shifting the body.
2. to bring the principal's signature on important documents of the department.
3. keep record of survey register entries.



## **SOP – Purchase committee**

### **For purchase more than Rs. 5000/-**

- The department writes an application to the principal for their needs.
- The principal gives his remark on the application.
- If the purchase is more than Rs. 5000/-, three tenders are to be submitted.
- The comparative chart is prepared for the tenders.
- The purchase committee approves the order.
- Order is given as per the norms.
- After full filling the order, the vendor has to produce the bill after which the payment is given in the form of cheque.
- If the principal feels the need to buy some equipment , the proposal is sent to Rashtriya Shikshan Mandal which is the parent body of the College.
- The governing council approves it & same procedure is repeated as stated above.

### **For purchase less than Rs. 5000/-**

- The department writes an application to the principal for their needs.
- The principal gives his remark on the application.
- If the purchase is less than Rs. 5000/-, the department can buy the necessary equipment.
- Later on they have to submit the bills & vouchers for reimbursement.
- The department can also apply for advance every year not exceeding Rs. 5000/-
- After expenditure, the bills & vouchers are to be submitted before 31 st march.





### SOP Scholarship

- Every year, notice is displayed regarding Scholarship & free ship scheme.

Students are asked to submit an application regarding the same along with the required documents like income details, caste certificate etc.

- As per the government norms, their proposal is prepared & sent to the backward class cell

The cell transfers the money to the scholarship account.

- After deduction of education fees, the money is given to the respected student.



# TILAK AYURVED MAHAVIDYALAYA, PUNE

S.O.P

## WOMEN'S COUNCIL

- The committee is formed.
- It regularly visits and communicates staff and female students.
- Regular meetings are conducted to discuss different aspects of welfare of female staff and students.
- Regular visits are conducted to washrooms and restrooms, their condition is checked and if there is some requirement, it is conveyed to the management and necessary action is taken.
- Sanitary napkin disposal machines are placed in the restrooms for the convenience of female staff and students.
- Every year, menstrual health hygiene camp is conducted to increase awareness among women.
- Various cultural events are observed with great enthusiasm.



Principal  
Tilak Ayurved Mahavidyalaya  
Pune-11