



Letter No.:/Smc/Principal Office/Minutes of Meeting/ /2023

Date: 06.07.2023

MINUTES OF MEETING

A meeting of all Provosts & Wardens under the chairmanship of Principal was held on 6th July 2023 at 01:00 PM in Council Hall SMC Unnao.

The following were present - Dr. Shwetank Agarwal (Medical Superintendent), Dr. K.K.Rai (Deputy Medical Superintendent), Dr. Anil Kumar (Academic Incharge), Dr.S.K.Singh (Senior consultant), Prof. R.K. Srivastava (Chief Provost), Dr. Shalini Srivastava (Addl. Provost Girl's Hostel), Dr. Mohd. Bayazuddin (Addl. Provost Boy's Hostel), Dr. Avinash Singh (Assistant Provost Boy's Hostel), Mr. Rajat Kumar Pachauri (Assistant Provost Boy's Hostel), Dr. Pankaj Singh (Assistant Provost Boy's Hostel), Dr. Sween Bangar (Assistant Provost Girl's Hostel), Dr. Mitra Kar (Assistant Provost Girl's Hostel), Dr. Neha Verma (Assistant Provost Girl's Hostel), Dr. Pravillika T (Assistant Provost Girl's Hostel), Dr. Shraddha Pandey (Assistant Provost Girl's Hostel), Mr. Yogesh Patel, Mr. Animesh Mishra (Warden Boy's Hostel), Mr. Diwakar Asthana (Warden Boy's Hostel), Mr. Abhishek Srivastava (Warden Boy's Hostel), Mrs. Amita Upadhyay (Warden Girl's Hostel), Ms. Mohini (Warden Girl's Hostel), Ms. Yashoda (Warden Girl's Hostel).

- Prof. R.K. Srivastava, (Chief Provost) welcomed Principal, MS., DyMS, Academic Incharge, senior faculty and all the members.
- Wardens were informed about the constitution and formation of Provostship at Saraswati Medical College, Unnao and about their duties & responsibility at the hostels.
- It was decided that the Gate Pass of students will be issued only after being signed by one of the Provost. The wardens shall first talk to parents of the concerned student and if they agree, they will forward the application of Gate Pass to Assistant Provost/Additional Provost for issuance of the Gate Pass. Gate Pass shall only be issued by Provosts as per the provisions made in the Provostship.
- All the students having ongoing classes shall not be allowed to stay in the hostel from 8am – 4pm. If any student has a medical issue he/she must approach the assigned doctor (for boys- Dr. Ravi kant & Dr. Ajay Kushwaha, and for girls – Dr. Mansha Grover) for permission to stay in the hostel for that day.

- The following committees were reconstituted for extracurricular activities of the students

Sport Committee:

Faculty Incharge : Dr. Mohammed Bayazuddin, Dr. Shraddha Pandey

Cultural Committee:

Faculty Incharge: Dr. Pankaj Singh, Dr. Pravallika

Litrary Committee:

Faculty Incharge: Dr. Shalini Srivastava, Dr. Rajesh Kumar Manchi, Dr. Sween Bangar.

- The Principal asked the faculty in charges of these committees to include students representatives in each committee comprising of at least 1 boy and 1 girl from each batch & initiate the activities of these committees with immediate effect.
- The meeting ended with vote thanks to the chair.



Prof. R.N.Srivastava
Principal
Saraswati Medical College

Copy To:

1. Executive Director
2. Concerned Members