



Shri Guru Ram Rai Institute of Medical & Health Sciences Shri Mahant Indresh Hospital

Patel Nagar, Dehradun - 248001



SGRR/MC/Student Welfare Committee/2025/-588115

Date: 20/12/2025

Office Order

In accordance with NMC regulations and institutional policy, the Student Welfare Committee of Shri Guru Ram Rai Institute of Medical & Health Sciences, Dehradun is hereby constituted with immediate effect for the welfare of UG and PG students.

S.No.	Name	Designation	Position in Committee
1	Dr. Utkarsh Sharma	Principal	Chairperson
2	Dr. Col. Anil Malik	Chief Medical Superintendent	Vice Chairperson
3	Dr. Shobit Garg	Professor, Psychiatry	Convener
4	Dr. Nidhi Jain	Professor, Physiology	Member
5	Dr. Suman Bala	Professor, Pharmacology	Member
6	Dr. Anjali Choudhary	Professor, Obstetrics & Gynaecology	Member
7	Dr. Puneet Ohri	Prof. & Head, Community Medicine	Member
8	Dr. Meghna Singh	PG-Radiodiagnosis, batch-2023	Member
9	Dr. Guneet Singh Bhasin	PG-Dermatology, batch-2023	Member
10	Dr. Hardik Mittal	PG-Radiodiagnosis, batch – 2024	Member
11	Dr. Kavya Dutta	PG-Dermatology, batch-2024	Member
12	Dr. Ayush Uniyal	MBBS Intern, batch – 2020	Member
13	Dr. Abhilasha	MBBS Intern, batch – 2020	Member
12	Ms. Vidhi Dimri	MBBS student batch – 2021	Member
13	Mr. Talha Siddiqui	MBBS student batch – 2021	Member
14	Mr. Anish Singla	MBBS student batch – 2022	Member
15	Ms. Vanshika Kapoor	MBBS student batch – 2022	Member
16	Mr. Jaipratap Singh	MBBS student batch – 2023	Member
17	Ms. Oneeka	MBBS student batch – 2023	Member
18	Mr. Abhinav Madan	MBBS student batch – 2024	Member
19	Ms. Tamanna	MBBS student batch – 2024	Member
20	Mr. Sehaj Pratap Singh	MBBS student batch – 2025	Member
21	Ms. Shreyanshi Singh	MBBS student batch – 2025	Member
<u>Special Invitees</u>			
22	Dr. Lalit Kumar	Warden – MBBS Boys Hostel	Special Invitee
23	Dr. Shah Alam	Warden – MBBS Boys Hostel	Special Invitee
24	Dr. Nidhi Sharma	Warden – MBBS Girls Hostel	Special Invitee
25	Dr. Sunandini Kapoor	Warden – MBBS Girls Hostel	Special Invitee
26	Dr. Neenu Kaul	Warden – MBBS Interns & final year MBBS Girls Hostel	Special Invitee
27	Dr. Sanjay Kaushik	Warden – Resident Hostel	Special Invitee
28	Mr. Manvendra Singh	Chief Security Officer	Special Invitee
29	Advocate Sagar Gaur	Legal Officer	Special Invitee
30	Dr. Archana Singh	Psychologist/ Counsellor	Special Invitee
31	Mr. Vivekanand	Social Worker	Special Invitee

Patel Nagar, Dehradun - 248001

Hospital Phones.: (0135) 6672400, 6672609, Emergency No.: (0135) 6672600, 6672663, Radiology: (0135) 6672433
Medical College Phones: (0135) 6672698 E-mail : msoffice@sgrmc.com Website : www.smihospital.com, www.sgrmc.com

This committee shall function as per the approved Terms of Reference (ToR) and submit periodic reports to the Principal. The tenure of the committee shall be three years for faculty members and one year for student members, unless modified earlier.

This order comes into force with immediate effect.


Prof. (Dr) Utkarsh Sharma
Principal

Copy to:

- The Hon'ble Chairman, SGRR Education Mission for information.
- The Hon'ble Vice Chancellor, SGRRU for information.
- The Registrar, SGRRU for information.
- Chief Medical Superintendant, SMI Hospital for information.
- Medical Superintendant, SMI Hospital for information and necessary support.
- All HOD's for information and vide circulation among UG & PG students.
- Respective Committee members for information and necessary compliance.
- UG - Academic Incharge for information and necessary action.
- PG - Academic Incharge for information and necessary action.
- HR-Head for information.
- CFO for information.
- IT-Head for information and to upload the same in our college website.
- Notice Board, MBBS Boys, MBBS Girls, Interns & PG Hostel for information.

PRINCIPAL
SGRR Institute of Medical & Health Sciences
Patel Nagar, Dehradun

SHRI GURU RAM RAI INSTITUTE OF MEDICAL & HEALTH SCIENCES, DEHRADUN

TERMS OF REFERENCE (ToR) OF STUDENT WELFARE COMMITTEE

1. Objectives

- To ensure holistic welfare of UG & PG students
- To provide a supportive and safe learning environment
- To identify and address academic stress, mental health concerns, and social issues

2. Scope

The Student Welfare Committee shall:

- Function as a facilitating and advisory body
- Coordinate with statutory committees
- Recommend welfare measures to the college administration

3. Functions & Responsibilities

A. Academic & Psychological Welfare

- Identify students under stress or academic difficulty
- Facilitate counselling, mentorship, and peer support
- Organize stress management and wellness programs

B. Mental Health Support

- Coordinate with qualified psychologist/psychiatrist
- Implement early identification and referral mechanisms
- Promote suicide prevention strategies

C. Grievance Facilitation

- Receive student representations
- Guide students to appropriate statutory committees:
- Grievance Redressal Committee
- Anti-Ragging Committee
- Internal Complaints Committee (POSH)

(Note: SWC is not a disciplinary authority)

D. Student Welfare Activities

- Orientation programs for new students
- Financial aid recommendations (without sanctioning powers)
- Support during illness, accidents, bereavement

4. Crisis Intervention

- Immediate response to:
- Severe psychological distress
- Self-harm ideation
- Emergency student welfare situations
- Inform Principal and coordinate with parents/guardians as per policy

5. Meetings

- At least one meeting every quarter
- Emergency meetings as required
- Quorum: Chairperson/Vice-Chairperson + Member Secretary + 3 members

6. Records & Documentation

- Minutes of meetings
- Attendance records
- Action-taken reports

- Annual Student Welfare Report (for NMC inspection)

3. STANDARD OPERATING PROCEDURE (SOP)

Student Welfare Committee

Step 1: Intake of Concern

- Student may approach:
- Member Secretary
- Faculty member
- Student representative
- Confidentiality to be strictly maintained

Step 2: Preliminary Assessment

- Nature of concern:
- Academic
- Psychological
- Social / financial
- Safety related

Step 3: Action

- Minor issues → counselling / guidance
- Serious issues → referral to:
- Psychiatrist / Counsellor
- Principal
- Statutory committee

Step 4: Follow-up

- Document actions taken
- Periodic review of student progress

4. DISPLAY & COMPLIANCE (IMPORTANT FOR NMC)

Must be displayed on:

- College website
- Notice boards (Academic block & hostels)

Must include:

- Names of SWC members
- Contact number/email of Member Secretary
- Emergency mental health contact details


Prof. (Dr) Utkarsh Sharma
Principal

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- The Hon'ble Vice Chancellor, SGRRU for information.
- The Registrar, SGRRU for information.
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