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**NATIONAL COLLEGE OF AYURVEDA & HOSPITAL**

(NABH, ISO, GMP Certified)

Dhani Garan Road, Barwala Distt. Hisar (Haryana) - 125121

# ECC- NCA

Extracurricular and Co-  
curricular Committee, NCA

## SOP

Standard Operating Procedure

2024

Prepared By :

**Dr. Sahana VM Vats**

CONVENOR

ECC-NCA

*Krishna*  
Director

National College of Ayurveda & Hospital  
Dhani Garan Road, Barwala (Hisar)



ECC-NCA

**NATIONAL COLLEGE OF AYURVEDA &  
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A COMMITMENT TO COMMUNITY  
Affiliated to Shri Krishna Ayush University, Kurukshetra  
Approved by NCISM, Ministry of Ayush (Govt. of India)

Address:

Dhani Garan Road, Barwala (Hisar), Haryana - 125121

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Institute ID - AYU0389

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**Standard Operating Procedure (SOP) for  
Extracurricular and Co-curricular Committee, NCA  
(ECC-NCA)**

**1. Purpose**

The Extracurricular and Co-Curricular Activities Committee is established to promote holistic development by encouraging students to participate in various extracurricular and co-curricular activities. The committee will organize, coordinate, and supervise activities that enhance the cultural, artistic, literary, and athletic skills of students while aligning with institutional goals.

**2. Objectives**

- To identify and nurture talents in students.
- To organize events and activities fostering cultural, literary, artistic, and sportsmanship values.
- To develop leadership, teamwork, and time management skills among students.
- To maintain a balance between academic and extracurricular activities.
- To encourage student participation in inter-collegiate, state, and national-level competitions.

**3. Composition of the Committee**

**Convenor**

- Overall in-charge of the committee.
- Responsible for planning and supervising all activities.

**Coordinator**

- Assists the convenor in executing activities and programs.
- Manages communication between members and participants.

**Members**

- Faculty members from various departments.
- Student representatives (optional, depending on the activity).

*Krishna Kumar*  
Director

National College of Ayurveda & Hospital  
Dhani Garan Road, Barwala (Hisar)



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### 4. Roles and Responsibilities

#### Convenor

- Oversee the planning and execution of extracurricular and co-curricular events.
- Approve budgets and resources for activities.
- Ensure activities align with institutional policies and values.
- Submit an annual report on activities conducted.

#### Coordinator

- Draft a calendar of events for the academic year.
- Liaise with faculty, administration, and external agencies for smooth functioning.
- Ensure logistical arrangements for events.
- Record and document participation and achievements.

#### Members

- Plan and coordinate specific activities assigned to them.
- Encourage student participation in events.
- Ensure discipline and adherence to guidelines during events.

### 5. Guidelines for Activities

- Activities must adhere to the academic calendar and institutional policies.
- All events should be inclusive, promoting diversity and equality.
- Proper documentation of attendance, participation, and feedback is mandatory.
- Safety and security measures should be ensured during all events.

### 6. Frequency of Meetings

- The committee will meet at least once a month to review progress and plan upcoming events.
- Emergency meetings can be called by the convenor if required.



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### 7. Reporting and Documentation

- The committee will maintain detailed records of all activities, including budget utilization, participant feedback, and outcomes.
- Annual reports should be submitted to the Head of the Institution.

### 8. Activity Examples

- **Cultural Events:** Festivals, dance, music, drama, and art competitions.
- **Literary Activities:** Debates, quizzes, essay writing, and poetry competitions.
- **Sports:** Inter-class tournaments, athletics, and fitness camps.
- **Workshops:** Personality development, public speaking, and career guidance.

### 9. Approval and Review

- This SOP is subject to review and revision annually or as deemed necessary by the institution.

Prepared by:

Dr. Sahana VM Vats

Convenor

Approved by:

Principal

National College of Ayurveda & Hospital  
Dhani Garan Road, Barwala (Hisar)

Krishna Kumar  
Director

National College of Ayurveda & Hospital  
Dhani Garan Road, Barwala (Hisar)