

Dr. N.S.A.M. FIRST GRADE COLLEGE

**STANDARD OPERATING
PROCEDURES**

COMMUNITY ORIENTATION CLUB – “SAHA BALVE”

Dr. N.S.A.M. FIRST GRADE COLLEGE

Krishnarajapura Village, Shivakote Post, Bengaluru – 560 089

STANDARD OPERATING PROCEDURE

FOR

COMMUNITY ORIENTATION CLUB – “SAHA BALVE”

INTRODUCTION:

A community is a social unit or group of people with interest to develop better society with human values. They have commonality such as customs, rituals, religion for the betterment of life and living style of the people. The main purpose of Community Orientation Club (COC) is holistic development of the student, to create a responsible community that respects the fellow beings and society they live in and make conscious efforts for the protection and conservation of the human values in community. The COC trains and teaches students/ young minds to develop and nurture the spirit of service and to be integral part the society they are living in. To work together as a cohesive unit to spread human values, awareness and work towards nurturing a responsible attitude amongst students towards their immediate environment and community. Community service is work done by a person or group of people that benefits others.

Objectives

1. To make students understand the community in a larger perspective.
2. To inculcate leadership qualities among students.
3. To utilize the unique position of children as conduits for awareness of the society at large.
4. To facilitate participation of students in areas related to community development and assistance to community.
5. To bring students into direct contact with the society they live in and make them think of solutions encouraging them to orient themselves in action based programs of the community.

Constitution of the Committee:

The committee would consist of at least 14 members. The generic membership details are as follows

Sl. No.	Designation	Number of members
1.	Chairperson- Principal	1
2.	Coordinator (Faculty)	1
3.	Faculty representatives	2
4.	Student representatives	10
	TOTAL	14

The constitution of the committee can be increased if necessary, as per the requirement during the academic year.

Student representatives are selected based on the recommendations of the class teachers (largely high academic achievers) or based on the special talents, interests and skills of the students. Only volunteering students are included in the committee.

Schedule of meetings:

- The committee would formally meet at the start of the academic year to plan for the year's activities, and submit a strategic perspective plan in the format given.
- There would be a meeting at the end of the academic year to review the activities facilitated and the progress of the committee at the end of the academic year.
- The committee would formally and informally meet as many times as required depending on the need or in emergency situations.
- Minutes of informal meetings need not be maintained.
- The committee would meet prior to the start of an event to discuss overall planning as well as individual roles and responsibilities.

Responsibilities of the Coordinator:

- The Coordinator of the committee is expected to convene the meetings and set an agenda for the discussion.
- The Coordinator of the committee is responsible for ensuring that each member has submitted and has maintained the relevant documents.
- To write and circulate the minutes of the meeting.

Working of the Committee:

- Strategic perspective plans need to be submitted by the committee along with estimated budget or event based budget prior to the commencement of the academic year.
- The Coordinator along with the members will take the necessary steps to implement the proposed list of activities for the semester.
- The necessary preparations for the execution of the programs/ activities are made in consultation with the Head of the Institute.
- The committee has the responsibility to suggest improvements in the existing research policy, to enhance the research output.

Documents maintained by the Community Orientation Club – “Saha Balve”

- Copy of Strategic Perspective Plans submitted
- File the minutes of meetings for every formal meeting
- Circulars sent by the committee
- Circulars from IQAC/ Principal/ HODs linked to events organized.
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted (minimum 500 words)
- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press release or media coverage.

Activities of focus:

1. Educate students about concerning issues of the society and make them to understand work on them.
2. Motivate the students to read issues of the society such as gender biased issues, women and children issues, health and hygiene, environmental issues etc.
3. Organise rallies, marches and human chains theater at public places with a view to spread awareness about their role and responsibilities at the larger perspectives of the society.
4. Going to rural areas to create awareness on girl child education, menstrual hygiene etc.
5. Create awareness about legal facilities available to women, children and old people.
6. Creating awareness about good health of mother and child by breast feeding, and No Smoking and prevent cancer among youths.

Community Orientation Club – “Saha Balve” has been created to contribute towards making of healthy society by creating young minds with noble human values. Students were made to participate in societal based activities so they can be a part and parcel of the solution to the issues of the community/Society.



PRINCIPAL
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