

**STANDARD OPERATING  
PROCEDURES**

**GANDHI STUDY CENTRE**

**Dr. N.S.A.M. First Grade College**

**Bangalore-64**

# STANDARD OPERATING PROCEDURE FOR GANDHI STUDY CENTRE

## **Introduction:**

Gandhi Study Centre aims to uphold the ideals of Mahatma Gandhi. The center explores the relevance of Gandhian ideology through seminars, workshops, lectures and exhibitions. The center's continuous thrust is to analyze study and inculcate in young people, Gandhian ethics and the principles of truth, nonviolence and self-discipline. The center provides opportunities to critically discuss these ideas and disseminate them.

## **Objectives of the Centre:**

The following are the objectives of the committee:

1. Undertaking the study of Gandhian literature
2. Updating and upgrading the Gandhian library.
3. Organizing seminars, conferences, exhibition and workshops to promote and propagate Gandhian Philosophy.

## **Facilities available in the center:**

The center is equipped with minimum furniture to conduct discussion on Gandhi's ideas and ideologies. It has collection of a few books but useful ones; they are accessed to the college library and the books are kept in the center for the readers. With this, the center wants to popularize Gandhian values to propagate to the student community.

## **Constitution of the Committee:**

To facilitate the activities of the Gandhi Study Centre, a committee has been constituted.

The committee would constitute of seven members. The generic membership details are as follows

<b>Sl. No.</b>	<b>Designation</b>	<b>Number of members</b>
1.	Chairperson- Principal	1
2.	Coordinator (Faculty)	1
3.	Faculty representatives	1
4.	Student representatives	4
	TOTAL	7

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

### **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.
- The committee would convene its meeting twice in a semester- for initiating the activities for the semester and at the end for a review of the activities undertaken.
- 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 in ensuring that each member has submitted and has maintained the documents.
- To write and circulate minutes of the meeting

### **General working Rules:**

- Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- The committee needs to prepare the annual budget/individual event budget, keeping in mind the various events to be held in course of the academic year.
- In the context of organizing the event/activity, the committee shall
  - Notify the scheduling of the meeting of the committee
  - Decide the date of event.
  - Allot responsibilities to members
  - Record minutes of the meeting
  - Send circular in consultation with Principal to students mentioning the event- date, time and venue.
  - Conduct the event/activity.
  - Prepare the report of the event.
- The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.

- The committee is responsible for communicating the report for uploading on college website or arranging for press release.

**Documents maintained by the Committee:**

- 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.
- Annual/individual event budget submitted
- Brochures / Invitation cards
- Invitations sent with acceptance emails
- Report on every event/ activity conducted (minimum 500 words)
- Student enrolment in activities/attendance
- Photographs of the event
- Certificate issued (if any)
- Copy/photos of press release or media coverage.
- Student feedback testimonials



**PRINCIPAL**

**Dr. N.S.A.M FIRST GRADE COLLEGE  
Yelahanka, Bangalore - 560 064.**