



**STANDARD OPERATING  
PROCEDURES**

**HUMAN RIGHTS CELL**

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

**Bangalore**

### **Introduction:**

“All Human beings are born free and equal in dignity and rights”. It is universally accepted that education is the best source of social mobility, equality, and empowerment, both at the individual and collective levels. It is thus important that education include the study of peace, human rights, and democracy as essential to society's development. Dr. N.S.A.M. First Grade College has constituted Human Rights Cell in the college campus to enhance the knowledge and understanding of human rights.

### **Objectives of the Human Rights Cell:**

The following are the objectives of the HRC:

1. To build awareness of how human rights can be translated into social and political reality.
2. To create an awareness about the social problems faced by all humans.
3. To develop skills for protecting human rights.
4. To reach out to women, children elderly people in rural areas and make them aware of their social and legal rights and to equip them to stand against human violence.
5. To create awareness among students through guest lectures, awareness programs and other welfare activities like visiting village's, orphanages and old age homes.

### **Constitution of the Committee:**

The committee would consist of 6 members. The generic membership details are as follows:

<b>Sl. No.</b>	<b>Designation</b>	<b>Number of members</b>
1.	Chairperson/Coordinator (Faculty)	1
2.	Faculty representatives	3
3.	Student representatives	2
	<b>TOTAL</b>	<b>6</b>

The constitution of the committee can be increased if necessary, 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.
- 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.

**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 over the course of the academic year.
- The task of notifying all members about the meeting of the HRC will be coordinated by the members along with student coordinators.
- The Coordinator of the HRC shall conduct informal meetings at regular intervals to discuss and allocate tasks related to the various programs and activities conducted by the cell.

- The Coordinator along with the student coordinators shall be in-charge of displaying posters of the activities conducted and/or creating awareness regarding the various issues that are managed by the committee.
- It is an accepted practice that a list of correspondence, inwards and outwards, is made available to all members of the HRC as and when the Convener may seem to be fit.
- 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.
- Brochures / Invitation cards
- Annual/individual event budget submitted
- Report on every event/ activity conducted (minimum 500 words)
- Student enrolment in activities/attendance
- Photographs of the event
- Certificate issued (if any)
- Student feedback testimonials

**Range of Activities conducted by the UWEC:**

1. The HRC shall periodically organize various programs for the benefit of students. These would include special talks by experts. Topics may include Challenges of Human Rights, International Women's Rights, Economic Independence and the like.

2. The HRC will also conduct interclass debate, pick and speak, collage competition for students
3. The Committee will also observe and celebrate Human Rights Day on 10<sup>th</sup> of December each year.
4. The HRC will organize outreach programs at schools.
5. Members of the HRC will also visit nearby villages and create awareness among the children, women and elderly people about the rights and opportunities afforded to them in the Indian society.



**PRINCIPAL**

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