



## **Standard Operating Procedure (SOP) to decentralize clubs and committee**

**Objective:** The objective of this Standard Operating Procedure (SOP) is to decentralize the clubs and committees in the college, involving all the staff, including students and various clubs, to promote active participation and ownership in the decision-making process and execution of activities.

**Scope:** This SOP applies to all the clubs and committees in the college.

### **Responsibilities:**

The HOI will oversee the decentralization process and provide the necessary resources and support and identify staff members to lead and coordinate the clubs and committees in their respective departments.

The students will actively participate in the clubs and committees and take ownership of the activities.

**Process:**

- **Formation of clubs and committees:** The HOI will identify the clubs and committees required for the college and delegate the responsibility of forming and coordinating these clubs and committees to the respective department heads.
- **Formation of club/committee team:** The club conveners will form a team of students who are interested in joining the club/committee.
- **Identification of club/committee objectives and activities:** The club/committee team will identify the objectives and activities of the club/committee based on the interests and needs of the staff and students.
- **Execution of activities:** The club/committee team will execute the activities identified by them, with the support and guidance of the department head.
- **Evaluation of activities:** The club/committee team will evaluate the activities executed by them and provide feedback to the department head for improvement.
- **Communication and collaboration:** The club/committee team will communicate and collaborate with other clubs and committees in the college for joint activities and events.

- Report: The department head will make reports of the activities executed by the clubs and committees.
- Recognition and rewards: The HOI will recognize and reward the clubs and committees for their outstanding performance and contribution to the college.

**Conclusion:**

The decentralization of clubs and committees in the college will promote active participation and ownership in the decision-making process and execution of activities. The involvement of all the staff, including students, will create a sense of belonging and promote teamwork and collaboration. The SOP provides a framework for the formation, coordination, and execution of activities by the clubs and committees in the college.

Approved By:

Principal



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