

Mahatma Gandhi Vidyamandir's

**Arts and Commerce College, Yeola**

**STANDARD OPERATING PROCEDURE**

**The Board of Student Development:**

**Purpose:**

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines and procedures for the efficient functioning of the Board of Student Development at Arts and Commerce College, Yeola. The Board is responsible for promoting the overall development and welfare of students, organizing cultural and recreational activities, addressing grievances, and collaborating with relevant organizations.

**Composition:**

**The Board of Student Development consists of the following members:**

1. Dr Sharad Chavan: Student Development Officer (SDO)
2. Prof. B. L. Shelar: Assistant Student Development Officers (ASDOs)
3. Dr Kavishwar Nalawade: Member(s)

**Responsibilities:**

**A. Student Development Officer (SDO):**

Oversee the overall functioning of the Board of Student Development.

Coordinate and supervise student development activities.

Ensure compliance with university regulations and guidelines.

Facilitate the implementation of innovative student development plans.

Establish mechanisms to address student grievances and prevent harassment.

Liaise with regional and national circles for cultural events and collaborations.

Prepare and present reports to the relevant authorities.

**B. Assistant Student Development Officers (ASDOs):**

Assist the SDO in their duties and responsibilities.

Coordinate specific student development programs or initiatives.

Support students in their daily life, academic work, and personality development.

Organize cultural and welfare programs within the college and vicinity.

Collaborate with regional and national organizations for events and programs.

Contribute to the implementation of innovative student development plans.

Address student grievances and promote a safe and inclusive environment.

**C. Member(s):**

Participate actively in board meetings and discussions.

Provide valuable insights and suggestions for student development activities.

Support the implementation of programs and initiatives.

Collaborate with other board members to enhance student welfare.

Contribute to the planning and organization of cultural events.

Assist in addressing student grievances and promoting a positive campus environment.

**Procedures:**

**A. Planning and Organizing Activities:**

- i. The Board will develop an annual plan for student development activities.
- ii. Programs will be designed to promote confidence, personality development, and overall well-being.
- iii. Cultural and welfare programs will be organized within the college and nearby areas.
- iv. Collaborations with regional and national circles will be established for cultural events.
- v. Skill development workshops, competitions, and seminars will be conducted.

vi. Innovative student development plans will be implemented, such as Earn and Learn schemes and awareness campaigns.

**B. Grievance Redressal and Preventing Harassment:**

i. The Board will establish a mechanism to address student grievances promptly and effectively.

ii. Measures will be taken to prevent sexual harassment and ragging of students.

iii. Awareness programs on prevention and reporting procedures will be conducted.

iv. Complaints will be investigated, and appropriate action will be taken.

**C. Collaboration and Outreach:**

i. The Board will collaborate with regional and national organizations for cultural events and programs.

ii. Partnerships will be established to enhance student opportunities and experiences.

iii. Regular communication and coordination will be maintained with relevant stakeholders.

**D. Reporting and Documentation:**

i. The SDO will prepare regular reports on the activities and achievements of the Board.

ii. Reports will be presented to the relevant authorities, such as the college senate.

iii. Proper documentation of activities, feedback, and outcomes will be maintained.

**Resources:**

a. Guideline book of the Board of Student Development.

b. Computer for data storage and documentation.

c. Earn and Learn scheme student enrollment file.

d. Account file for financial transactions.

- e. Newspaper and publicity file for promoting events and initiatives.
- f. Regular activity report templates.

**Terminology:**

- a. Nirbhay Kannya - Fearless girl
- b. Abhiyan - Campaign
- c. Kamava and Shika - Earn and Learn

**Additional Information:**

- a. The Board of Student Development works in association with NSS and Equal Opportunity Cell.
- b. In the absence of the Student Development Officer, the Assistant Student Development Officer assumes the responsibility.

This Standard Operating Procedure (SOP) provides a framework for the efficient functioning of the Board of Student Development at Arts and Commerce College, Yeola. It outlines the responsibilities, procedures, and resources necessary for promoting student development, addressing grievances, and organizing cultural activities. By adhering to this SOP, the Board aims to create a positive and inclusive environment that fosters the holistic growth of students.