

Standard Operating Procedure for the Club Activities

1. All the club coordinators shall meet their club coordinators at regular interval and apprise them of the scheduled and concluded programmes.
2. Every month planned/desired programmes shall be prepared by the club coordinators in consultation with the Associated Faculty by **2nd/3rd of every month**. In case of non-availability of the Associated Faculty, the concerned coordinator shall get the activities be proposed by the Course Director.
3. After finalizing the schedule of programmes by the coordinators in consultation with the Associated Faculty, they shall hold a meeting with the Course Director to bring the scheduled programmes of each and every club in synchronization with the other clubs' planned/desired programmes, as well with the Induction Calendar.
4. Approval for the scheduled programmes shall be obtained from CD/ADG depending on the nature of activities planned.
5. Requirements (like sound system/lighting system/projector/decoration etc.) and budgetary estimate shall be submitted along with the planned programmes for the month.
6. Necessary approval from administration shall be obtained **one week in advance** for utilizing or notifying any facility in the Academy.
7. Preparation of Minute to Minute Schedule and Invitation Committee formation shall be undertaken at least **3 days in advance** in consultation with/under the supervision of the Associated Faculty.