



SADHANA EDUCATION SOCIETY'S
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority
L. S. RAHEJA COLLEGE OF ARTS & COMMERCE
Estd : 1980
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STANDARD OPERATING PROCEDURE(SOP)

Extra-Curricular Activities Committee

Online Activities:

1. Intra-collegiate activities:

- a) Permission letter to organize events to be obtained through email to Principal.
- b) The details of upcoming events should be updated on the website/ social media.
- c) Notice of the activity duly signed by the Principal and Chairperson of the committee should be generated at least 1 day in advance. Circulation of the notice/invitation to the faculties should be done at least 1 day prior the event.
- d) All documents related to the committee activity should be approved by the principal, duly signed by principal, chairperson of the committee, teacher-in-charge and then uploaded.
- e) In case IT assistance is required, it should be coordinated with the IT personnel at least a day in advance. In case of IT assistance, one dedicated IT personnel is mandatory especially for virtual competitions.
- f) Documents like list of participants, student volunteers, detailed schedule of the event, score sheets (in case of competition) for the judges etc. must be in hand of the committee members 2 days prior to the event who are handling the event.
- a) In case of invitation of guest, invitation letter and thank you letter should be arranged a day prior to the event. A uniform format for invitation and thank you letters for all guests and judges for the events will be set for this purpose.

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- b) In case of conducting any competition, rules and guidelines should be made clear to the judges and participants. Enrollment of students to be received through google form for online activities. Eligibility criteria should be mentioned clearly for the enrollment as participants.
- g) The online competitions have to be conducted using MS team/ Google Meet/Zoom as a platform.
- h) Google-drive link can be given for uploading entry conducted on-line and judging can be done on-line.
- i) After end of the event, if finances are involved, the bills are to be submitted in the office within 15 days of conclusion of events. (Refer to the SOP of Finance)
- j) E-Certificates must be designed well in advance by the IT staff/ Students in consultation with the committee members. E-certificate must have the signature of the principal, chairperson/ teacher-in-charge from the cultural committee.
- k) Selected photographs and small videos can be uploaded on the college Instagram page on the day of the event. It can even be hosted **Live** with the help of Ms. Puja Patwardhan, who is a part of the website committee & Ms. Neha Nikam, social media coordinator.
- l) Photographs, reports and all documents of the events must be e-mail at cultural.committee@Israheja.org
- m) Report should provide the following information:
 - i. Name and Date of the event
 - ii. List of the competition and number of participants
 - iii. Details of the winners

2. **Inter-collegiate activities:**

- a) Permission letter for organizing activities should be obtained through email to Principal, with a CC to committee chairperson.
- b) The details of upcoming events should be updated in the website/ social media.

- c) All documents related to the committee activity should be approved by the principal, duly signed by principal, chairperson of the committee, teacher-in-charge and then uploaded.
- d) In case IT assistance is required, it should be coordinated with the IT personnel at least a day in advance. In case of IT assistance, one dedicated IT personnel is mandatory especially for virtual competitions.
- e) Documents like list of participants, student volunteers, detailed schedule of the event, score sheets (in case of competition) for the judges etc. must be in hand of the committee members 2 days prior to the event who are handling the event.
- f) In case of invitation of guest, invitation letter and thank you letter should be arranged one day prior to the event. A uniform format for invitation and thank you letters for all guests and judges for the events will be set for this purpose.
- g) In case conducting any competition, rules and guidelines should be made clear to the judges and participants.
- h) Enrollment of students should be received through google form for online activities. Eligibility criteria should be mentioned clearly for the enrollment process.
- i) The virtual competitions have to be conducted using MS team/ Google Meet/Zoom as a platform.
- j) Google-drive link can be given for uploading entry conducted on-line and judging can be done on-line.
- k) In case students are participating in Inter-collegiate activities conducted by other colleges and have won awards, the mentor/ coordinator of the class/ course should provide the information to the chairperson of the committee. The information should contain details such as name of the event, name of the host college, name of the student, date of the event and name of the department.
- l) After end of the event, if finances are involved, the bills are to be submitted in the office within 15 days of conclusion of events. (Refer to the SOP of Finance)



- n) E-Certificates must be designed well in advance by the IT staff/ Students in consultation with the committee members. E-certificate must have the signature of the principal, chairperson/ teacher-in-charge from the cultural committee.
- m)
- n) Selected photographs and small videos can be uploaded on the college Instagram page on the day of the event. It can even be hosted **Live** with the help of Ms. Puja Patwardhan, who is a part of the website committee & Ms. Neha Nikam, social media coordinator.
- o) Photographs, reports and all documents of the events must be e-mail at cultural.committee@Israheja.org
- p) Report should provide the following information:
 - i. Name and Date of the event
 - ii. Number of participants and their college name
 - iii. List of the competition.
 - iv. Details of the winners

Offline Activities:

1. Intra-collegiate activities:

- a) Permission letter to organise activities obtained through inward to Principal.
- b) The details of upcoming events should be updated in the website/ social media.
- c) Notice of the activity duly signed by the Principal and chairperson of the committee should be generated atleast 1 day in advance. Circulation of the notice/invitation to the faculties should be done minimum 2 days prior to the organization of the event.
- d) All documents related to the committee activity should be approved by the principal, duly signed by principal, chairperson of the committee, teacher-in-charge.
- e) Permission for auditorium, or Upvan, etc. should be taken well in advance.
- f) In case of IT assistance required, coordinate with the IT persons minimum one day prior to the event.

- g) In case of invitation of guest, invitation letter and thank you letter should be arranged 1 day prior to the event.
- h) In case of conducting any competition, rules and guidelines should be made clear to the judges and participants.
- i) Trophies / certificates / prizes should be ordered in advance after quotations from required amount of vendors. (refer SOP finance)
- j) Eligibility criteria should be mentioned clearly for the enrollment process.
- k) After end of the event, if finances are involved, the bills are to be submitted in the office within 15 days of conclusion of events. (Refer to the SOP of Finance)
- o) Photographs and reports of the events should be submitted for filing within 15 days. Selected photographs and small videos can be uploaded on the college Instagram page on the day of the event.
- p) Report should provide the following information:
 - i. Name and Date of the event
 - ii. List of the competition and number of participants
 - iii. Details of the winner.

2. Inter-collegiate activities:

- a) Permission letter for organizing activities obtained through inward - principal, committee chairperson.
- b) The details of upcoming events should be updated in the website/ social media.
- c) Pre promotional videos or posts can be uploaded on Instagram prior to the event and post the event.
- d) Permission for auditorium, or *Upvan*, etc. should be taken well in advance.
- e) Permission from the Police or Local Authorities to be taken a month in advance for events to be conducted late in the evening, especially for speakers and stage. For security reasons, Boxers should be arranged well in advance.

- f) In case of IT assistance required, coordinate with the IT persons at least one day prior to the event.
- g) In case of invitation of guest, invitation letter and thank you letter should be arranged one day prior to the event.
- h) In case conducting any competition, rules and guidelines should be made clear to the judges and participants.
- i) Trophies/ certificates/ prizes should be ordered in advance after quotations from required number of vendors (refer SOP of finance)
- j) Eligibility criteria should be mentioned clearly for the enrollment process.
- k) After the end of event, if finances are involved, submit the bills in the office. (Refer to the SOP of Finance)
- l) Photographs and reports of the events should be submitted for filing within 15 days.
- m) Selected photographs and small videos can be uploaded on the college Instagram page on the day of the event.
- n) Report should provide the following information:
 - i. Name and Date of the event
 - ii. Number of participants and colleges
 - iii. List of the competition
 - iv. Details of the winners


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