

SUNDER DEEP GROUP OF INSTITUTIONS, GHAZIABAD

# PRAYAAS

The Social Club

Mentor & Chief Coordinator - Dr. Atul Sharma

2018

MISSION # VISION # COMMITTEE # ACTIVITY PLANNER # EVENTS SOP

# PRAYAAS



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**“No One Can Help Everyone, but Everyone Can Help Someone”**

**Mission:**

- Spread awareness among the students, teachers and other staff members about the common social problems and work for their eradication.

**Vision:**

- To create leaders who are not simply academic geniuses but are also aware and sensitive towards social and global issues.

**Objectives:**

- PRAYAAS is a social club with an aim to contribute to social welfare while addressing local issues of the society.
- PRAYAAS aims to help improve our society and its well-being, especially through student led interventions, for the most vulnerable populations.
- PRAYAAS aims to make students aware of common problems in society and be sensitive to social issues.

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**SUNDER DEEP GROUP OF INSTITUTIONS**

27 August 2018

## **Club Committee 2018-19**

### **NOTIFICATION**

The following committee has been constituted to run the affairs of PRAYAAS, The Social Club, of Sunder Deep Group of Institutions, for the year 2018-19.

<b><u>No</u></b>	<b><u>Name &amp; Position</u></b>	<b><u>College</u></b>	<b><u>Cell Number</u></b>	<b><u>Mail Id</u></b>
1.	Dr. Atul Sharma, Mentor & Chief Coordinator	SDCMT	9818697979	<a href="mailto:director_cmt@sunderdeep.ac.in">director_cmt@sunderdeep.ac.in</a>
2.	Mr. Sachin Jain, Coordinator	SDEC	9582810042	<a href="mailto:sachincs86@gmail.com">sachincs86@gmail.com</a>
3.	Ms. Sheeba Khalid, Coordinator	Poly	9792400862	<a href="mailto:Sheebakhalid786@gmail.com">Sheebakhalid786@gmail.com</a>
4.	Ms. Rini Singhal, Coordinator	SDPC	9811396649	<a href="mailto:rini.pharma20@gmail.com">rini.pharma20@gmail.com</a>
5.	Mr. Aditya Kumar Singh, Coordinator	SDCHM	9410680782	<a href="mailto:sadityakumar8@gmail.com">sadityakumar8@gmail.com</a>
6.	Dr. Aparna Soti, Coordinantor	SDCL	8077630419	<a href="mailto:aparnasoti1@gmail.com">aparnasoti1@gmail.com</a>
7.	Dr. Deepa Kanwar, Coordinator	SDCMT	9958987333	<a href="mailto:deepasaurabh@gmail.com">deepasaurabh@gmail.com</a>
8.	Mr. Vijender Sagar, Coordinator	SDCA	9990862276	<a href="mailto:vij_endrafine@rediffmail.com">vij_endrafine@rediffmail.com</a>
9.	Ms. Neha Choudhary	SDCEI	8860427701	

Dr. Atul Sharma

Mentor & Chief Coordinator

CC: Vice Chairman, Vice Chairman (Academics), Executive Director, Director Admin, All Directors, Principal (SDCL), Principal (SDCEI), Principal (Polytechnic), Registrar, Head, HR.

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## ACTIVITY PLANNER

### Odd Semester 2018-19

<u>No.</u>	<u>Activity / Event*</u>	<u>Dates</u>	<u>Organizer/s</u>	<u>Coordinator</u>
1.	Poster Competition on Solar Energy	18.08.18	SDCMT	Dr. Deepa Kanwar
2.	Poster Presentation on Solar Energy	20.08.18	SDCMT	Dr. Deepa Kanwar
3.	FOGSI NIINE All India Campaign on Menstrual Hygiene	28.08.18	SDEC & SDCMT	Dr. Kavita & Dr. Deepa
4.	National Nutrition Week	01.09.18 to 07.09.18	SDPC	Ms. Rini Singhal
5.	Campus Cleaning Drive	Sept '18	SDEC	Mr. Sachin Jain
6.	Give Up Tobacco Campaign	Sept '18	SDEC	Mr. Sachin Jain
7.	Legal Aid Camp	Sept '18	SDCL	Dr. Aparna Soti
8.	World Animal Welfare Day	04.10.18	SDPC	Ms. Rini Singhal
9.	Health Camp	13.10.18	SDPC	Ms. Rini Singhal
10.	Blood Donation	Oct '18	SDEC	Mr. Sachin Jain
11.	Visit to Village Schools for Activities with Kids	Oct '18	SDCMT	Dr. Deepa Kanwar
12.	Legal Aid Camp	Oct '18	SDCL	Dr. Aparna Soti
13.	Visit to Juvenile Home to distribute Diwali Gifts	Nov '18	SDCMT	Dr. Deepa Kanwar
14.	Visit to an Orphanage	Nov '18	SDCMT	Dr. Deepa Kanwar
15.	Visit to an Old Age Home	Nov '18	SDCMT	Dr. Deepa Kanwar

\*Events planned but not organized this Semester would be carried over.

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### SOP for Event Organization

Release 1. Effective 01/09/2018

1. Events must be conducted as planned in the Activity Planner. In case an event that is not in the Activity Planner is to be conducted prior-approval of the event by Chief Coordinator – with name of the event, date, time, venue, target audience, budget & learning outcome.
2. Event should be highlighted well in advance on the website (in the upcoming event section) at least 5 days in advance.
3. Memento, gifts, bouquet, refreshments, lunch etc to be decided well in advance (at least 1 week in advance)
4. Invites (hard + soft) shall be sent to all concerned, and posted on Website and Sunder Deep App.
5. Deliverables (pamphlets, posters, banner, e-invites / Facebook invite with proper logo / format / colour combination) shall be prepared in advance (2 days before the event) after approval of the same from concerned authority.
6. Name tags should be marked and seating plan should be pre defined before the commencement of the program.
7. Entry and Exit should be manned and entry / exit restricted after the commencement of the program and the disciplinary team should take care of discipline among the audience during the program.
8. Guests shall be received by a receiving committee, and the committee shall be in touch with guests during their journey to the venue. The security at gate shall be briefed accordingly.
9. Inauguration materials(Ganesha, Lamp, Lamp lighting stuff starts +A.C + Projector + Fans (should be checked )+ Dias + Name Plates + Brochure (need to be cross checked) + Decoration needed for inauguration+ Saraswati Ji Lightning Lamp + Matchbox)– shall be in place before the event.
10. Arrangement of electricity back-up / Mike / number of units of Mic / system should be in place. All the script and songs shall be approved by the concerned authority and then it should be handed over to the IT department at least 4 Hours in advance (so that they can synchronize) the things and make the necessary arrangements accordingly.
11. Escorting the Chief Guest to the event hall (shall be clearly delegated)
12. Program itinerary should be kept in front of all the guests on the Dias.
13. Seating Plan of guests on the Dias shall also be approved before hand and the name tags shall be properly displayed on the Dias
14. Timing for felicitation should be clear and person who is anchoring or the MOC should know what he/she needs to send in the tray and who will be going along with the tray and what should be the timing for the same.

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15. Duty should be assigned to a person to take care of the gifts of the Chief Guest and Guest of Honour as it should reach his/her car safely.
16. Event file should be made after the event and it should definitely have suggestions from the invited guests and other Directors and the document should be created in virtue of improvement of the next event.
17. Hospitality department should know their duty and the menu should be defined in advance (at least 24 hours before).
18. Press Release should be made just after the completion of the program and should be handed over to the concerned person along with 3-4 good photographs. The same should be posted on Website and given to e-magazine editor for publishing.
19. Photographer + videographer should be arranged and they should be informed a day before the event. They need to be explained regarding the guests to be focused during the event.
20. The photographs of the event should be selected by the event coordinator and sent for uploading on the Website, Facebook and Instagram within two days of the event.
21. The pictures and reports must be approved by the Chief Coordinator before uploading / being sent for publication.

**Mentor & Chief Coordinator**