

Standard Operating Procedure

Section A: Preliminary Information	
Name of the Committee	RED RIBBON CLUB
Vision (if applicable)	
Objective(s)	<ol style="list-style-type: none"> 1. To reduce new HIV infection among youth by raising their risk perception through awareness on Sex, Sexuality and HIV & AIDS. 2. To induce among youth the spirit to help and support People Living with HIV/AIDS (PLHIV) there by reducing stigma and discrimination against PLHIVs. 3. To motivate youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building. 4. To promote Voluntary non-remunerated Blood Donation among youth.
Scope	<p>The RRC scheme targets youths who are invariably in the age group of 15-29 years. The scheme will cover all educational institutions like Universities, Colleges, Higher Secondary Schemes. Pvt. and Govt. Industrial Training Institutes, Polytechnics, and non-academic areas, such as Art Colleges, and other institutions. In order to reach out to most vulnerable youth population, it is suggested that RRCs are formed on priority basis.</p> <p>RRC Unit:</p> <ul style="list-style-type: none"> • Membership form should be filled in by all the RRC Volunteers. • Each RRC should have minimum 50-100 volunteers. Maximum enrolment beyond 100 volunteers is encouraged.
Composition	<ol style="list-style-type: none"> 1. Chairperson: Principal/head of the institute: 2. Co-Chairperson: Vice-Principal/person nominated by the chairperson: 3. Convenor RRC: Faculty member 4. Joint Convenors; Two student representative from RRC: 5. Finance officer/Treasurer 6. Two Staff Members 7. Two student Volunteers* each. <p>*The two student representatives (For RRC Committee) should be elected and not nominated by the RRC students. In colleges having Co-ed</p>

Standard Operating Procedure

	population one male and one female must be part of the committee. These should be Peer Educators preferably.
Duration	Two years

Section B: List of Activities		
Sr. No.	Name of the activity	Timeline
1.	Meeting of the Committee Members	First month of the Academic Year
2.	Meeting of the Advisory Committee Members	Every Quarter
3.	Fund Utilization and Financial Management	Last month of Academic Year
4.	Maintenance of Reports and Records	As and when activities are conducted

Section C: Standard Operating Procedure (SOP)		
Sr. No.	Procedure	Schedule
1.	<ul style="list-style-type: none"> • The Committee shall have a total of 10 (ten) members representing active members of the teaching faculty and students. The Committee can also accommodate any expert(s) • RRC tenure will follow the educational session of the institution/University. • Ensure that the RRC activities at institutional or higher level do not clash with or affect the educational program and/or schedule of the institution. • Once the advisory committee is constituted, Annexure 2 (c) needs to be filled and submitted to Goa SACS. • The minutes of the meeting will be duly signed and approved by the committee. • After formation the list of the RRC Advisory Committee has to be intimated by email to goaaims@gmail.com by 30th June of every year. 	By last week of June Office order Plan of activities
2.	<ul style="list-style-type: none"> • Meet once in every quarter to review the activities of the RRC and to plan future activities as per annual activity yearly plan (programmatic as well as financial) and to be approved by Goa SACS by email. 	Once in every quarter

Standard Operating Procedure

	<ul style="list-style-type: none"> • Take decision on management issues related to club. • Explore/identify channels for resource mobilization for the smooth functioning of the club. • Review and approve new activities proposed by the RRC members. • Review the performance and plan for the next year (programmatic as well as financial) of RRC in the meeting held in the last quarter of the year. • Maintain records in files and registers and submit necessary reports, forms etc... to Goa SACS. 	
3.	<p>Fund Utilization and Financial Management:</p> <ol style="list-style-type: none"> 1. Funds utilization must be done preferably by finance department & should be transparent. 2. Separate Cash Book should be maintained & kept under safe custody of convenor(These will be checked at any point of time in supervisory RRC visits by Goa SACS) 3. Proper voucher and original bills supporting the expenditure should be kept along with the cash book for future auditing and verification. 4. The procurement such as stationery items and similar items are to be purchased at the Govt. approved rates and/or from departmental stores. 5. Funds for recurring expenditure should be recouped from SACS in advance. 6. Funds to be utilized only for HIV/AIDS prevention awareness activities according to Goa SACS approved Activity Plan. 7. Fund of Rs. 4000/- only will be disbursed to Educational Institutions for the respective academic years only after approval of contract and submission of bank details to Goa SACS. 8. The program officer will sign and forward/submit Utilization Certificate with statement of expenditure in hard copy along with the original copies of bills and 	Books and records to be maintained as per the requirements.

Standard Operating Procedure

	<p>vouchers certified and signed by Principal with stamp of the institution to SACS.</p> <p>9. The above can be supported with reports of the RRC activities along with photos (if any) to be sent by email in soft copy.</p>	
4.	<p>Records and Registers:</p> <p>1. Cash Book & Pass book – Separate RRC Cashbook & Pass book for each unit should be maintained. Saving Bank account should be opened in any Bank in favour of Principal & Programme Officer jointly to run RRC fund.</p> <p>2. Enrolment Register-Enrolment register should have information of the students enrolled in RRC in a Unit such as name, sex and class.</p> <p>3. Activity Register - This register will be maintained with the help of students by the PO. A list of project undertaken during the year with complete information of each activity such as dates, places, areas, institutions, target group, no. of students involved (their name, roll no. and signature).</p> <p>4. Attendance Register - Attendance of student volunteers at the various sessions/ exposure visit of RRC must be recorded with their signature.</p> <p>5. Minutes Book - PO should record the minutes of the meeting of the Advisory Committee and other meetings held periodically.</p> <p>6. Press clipping guard file.</p> <p>7. Photo / CD Album.</p>	Books and records to be maintained as per the requirements.

a. Accountability/Responsibility:

Section D: List of Documents

Standard Operating Procedure

Sr. No.	Title of the document	NAAC criteria
1.	Meeting Notice	Criterion I, Criterion III, Criterion VII
2.	Minutes and action taken report	Criterion I, Criterion III, Criterion VII
3.	Event Proposal	Criterion I, Criterion III, Criterion VII
4.	Event/Activity Report	Criterion I, Criterion III, Criterion VII
5.	Press Note	Criterion I, Criterion III, Criterion VII
6.	Photographs/Geotag Photos	Criterion I, Criterion III, Criterion VII
7.	Certificates (if any)	
8.	Letters/circulars/notification/office order (if any)	
9.	Letter of appreciation/Acknowledgment (if any)	
10.	Any other relevant document(s)	

Note:

1. All the documents must be duly stamped and signed by the Programme in-charge, HoD and the Principal/Vice-Principal.
2. Every document must have a document date.
3. Duly signed and stamped documents must be maintained in physical as well as digital mode.
4. Wherever applicable the document must be uploaded on the college website.

IQAC Coordinator

College Seal

Principal