



Annai Violet Arts & Science College

(Affiliated to the University of Madras, Co-Ed | NAAC Accredited)

CELL's /CLUB's STANDARD OPERATING PROCESS (SOP)

- The coordinator of the clubs/cells prepares the action plan for the academic year and submit it to the Principal for approval.
- The same procedure is followed by Department clubs and other clubs.
- Coordinator conduct meeting with the committee members and the same is recorded as minutes.
- Information is communicated to staff and students in the forms circular 3 to 4 days prior to the program.
- Duration of the program is 60 - 90 minutes in one or two sessions depends upon girl students' strength.
- At the end of every program feedback form is issued & collected from the students. The same is analyzed for further improvement.
- The feedback analysis is submitted to IQAC.