



KOTTAKKAL FAROOK

ARTS & SCIENCE COLLEGE

PARAPPUR P.O, KOTTAKKAL, MALAPPURAM DISTRICT, KERALA, 676503



STANDARD OPERATING PROCEDURE (SOP)

SC/ST & EQUAL OPPORTUNITY CELL

Standard Operating Procedure (SOP) for the SC/ST & Equal Opportunity Cell

Procedure:

1. Formation and Meetings:

- Establish the SC/ST & Equal Opportunity Cell with designated members.
- Schedule and conduct regular meetings to plan and review activities.
- Prepare and circulate meeting agendas and document minutes.

2. Needs Assessment:

- Develop and distribute a needs assessment survey to SC/ST students.
- Collect, analyze, and utilize survey data to tailor support programs.

3. Academic Support:

- Identify subjects where additional help is needed and arrange tutoring/remedial classes.
- Schedule workshops and seminars on relevant academic topics.

4. Scholarships and Financial Aid:

- Compile a list of available scholarships and financial aid opportunities.
- Inform and assist students in the application process for these opportunities.

5. Mentorship Programs:

- Recruit mentors from senior students and faculty.
- Pair mentors with mentees based on academic and personal needs.
- Conduct regular mentoring sessions and monitor progress.

6. Career Development:

- Organize career counseling sessions and workshops.
- Facilitate guest lectures and guidance sessions from industry professionals and alumni.
- Provide resources and guidance for higher education opportunities.

7. Cultural and Social Activities:

- Plan and execute cultural exchange programs to promote inclusiveness.
- Organize events to celebrate cultural festivals and showcase traditions.
- Encourage broad student participation to foster community spirit.

8. Feedback and Evaluation:

- Conduct regular feedback sessions with students to assess program effectiveness.

- Analyze feedback and make necessary adjustments to initiatives.
- Document feedback and actions taken for transparency and continuous improvement.

9. Advocacy and Awareness:

- Organize awareness campaigns about the challenges and contributions of SC/ST students.
- Advocate for inclusive policies and practices within the college.

10. Documentation and Reporting:

- Maintain detailed records of all activities, meetings, and feedback.
- Prepare annual reports summarizing initiatives and outcomes.
- Present reports to the college administration and relevant stakeholders.

Meeting Procedures:

1. Agenda Setting:

- Prepare and circulate the agenda before each meeting.
- Include topics such as review of previous actions, planning new initiatives, and addressing current issues.

2. Conducting Meetings:

- Ensure meetings are chaired by the Chairman or a designated member.
- Follow the agenda and encourage participation from all members.
- Document minutes of the meeting, including decisions made and action items assigned.

3. Follow-Up:

- Assign responsibilities for action items and set deadlines.
- Monitor progress of assigned tasks and provide support as needed.
- Schedule follow-up meetings to review the status of action items.

Annual Review:

- Conduct an annual review of all policies, procedures, and initiatives.
- Update policies and SOPs based on feedback and performance.
- Ensure continuous improvement and alignment with the objectives of the SC/ST & Equal Opportunity Cell.