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# Standard Operating Procedures (SOP)

## About ISR

Institutional Social Responsibility (ISR) is one of Chandigarh University's visionary initiatives. We, as an institution, believe that our role involves more than simply imparting knowledge and skills to the students. Students and employees at Chandigarh University are instilled with a feeling of social responsibility to give back to society and the environment that has nourished us. As a proactive force for social change, the institution engages its students in volunteer work under the able guidance of faculty. The vision of ISR is to follow the United Nations Sustainable Development Goals (UNSDG). Therefore, the institution has envisioned social interventions in health, education and the environment on campus and the villages falling within a radius of 10 Km. Every department has an ISR Programme Officer (Faculty) and ISR Ambassadors (Male & Female Students) through which students may be involved in varied voluntary activities. This is a platform for students to develop their social skills and innovations.

## Objective

- To integrate ISR into the extracurricular fabric of the university.
- To address social challenges through student-led and faculty-guided initiatives.
- To align all ISR activities with relevant UNSDGs.
- To encourage inter-departmental collaboration in community outreach.
- To foster inclusivity, equity, and empowerment through engagement with marginalized groups.

## Departmental organogram



## **Roles and responsibilities**

### **1. Departmental Responsibility**

- Each department must develop an activity calendar with specific activities in health, education, and the environment.
- A minimum of 5% of the total student strength of each department will be enrolled as ISR volunteers.
- One faculty member from each department will be nominated as the ISR Programme Officer.
- Two active ISR volunteers (one male and one female) will be selected as ISR Ambassadors for the department.

### **2. Volunteer Enrolment and Certification**

- Enrolment and participation of volunteers will be managed by the ISR Programme Officer.
- ISR volunteers will receive certificates if they participate in all departmental ISR activities.

### **3. ISR Programme Officer Responsibilities**

- Coordination with volunteers through ISR Ambassadors
- Micro-planning of each activity with ISR Ambassadors.
- Planning of ISR activities
  - Branding of activities like banners and photography etc.
  - Transportation for the students
  - Coordination with stakeholders like Village Pradhan, School Principal, Health care providers and religious leaders
- Implementation and monitoring of activities
  - Develop indicators for each programme to measure the impact of the programme
  - Develop a feedback form and fill the form randomly with 10% of the beneficiaries to assess the effectiveness of the programme.

## **Implementation Strategy:**

### **Nomination of ISR Programme Officer**

- Each department must nominate one faculty member to serve as the ISR Programme Officer.
- The nomination must be sent by the Head of the Department (HoD) to the ISR domain.

### **Selection of ISR Ambassadors**

- ISR Programme Officer in consultation with faculty members nominate a few names of active senior students and three Ambassadors will be selected by the Head of the department.

### **Volunteer Enrolment**

- The ISR Programme Officer will announce the enrolment drive for ISR volunteers.
- A minimum of 5% of the total student strength must be enrolled.
- Enrolment forms will be collected, and a list of volunteers will be maintained by the ISR Programme Officer.

### **Activity Calendar Development**

- The ISR Programme Officer, in consultation with the ISR Rep, faculty members and ISR Volunteers will develop an annual activity calendar.
- The calendar must include at least one activity each in the areas of health, education, and the environment per semester.
- Activities should be planned considering the academic schedule to avoid conflicts.

### **Planning and Coordination**

- Regular meetings will be held between the ISR Programme Officer, volunteers, and department faculty to plan and coordinate activities.
- Roles and responsibilities for each activity will be assigned.

### **Activity Implementation**

- ISR activities will be implemented as per the activity calendar.
- The ISR Programme Officer will oversee the execution of activities.
- Attendance and participation of volunteers will be recorded.

### **Monitoring and Evaluation**

- The ISR Programme Officer will monitor the progress and impact of each activity.
- Feedback from participants and beneficiaries will be collected and reviewed.

### **Certification**

- At the end of the academic year, volunteers who have participated in all ISR activities will be awarded certificates.
- The ISR Programme Officer will verify participation records and recommend students for certification.

### **Priority programmes**

- **Health**                   SDG 3
- **Education**               SDG 4
- **Environment**           SDG 6,7, 11, 12, 15
- **Charity**                   SDG 1,2

**Place of activities:**

- CU Campus
- 20 nearby villages as under
  - Ghoga Kheri   - Bajhedi   - Fatehpur   - Therhi   - Bibipur
  - Roda   - Machhipur   - Shakrullapur   - Sil Kapra   - Kheri
  - Hassanpur   - Sotal   - Peer Sohana   - Bhago Majra   - Barouli,
  - Saharan   - Badarpur   - Bari Marauli   - Marauli Khurd   - Garangan
- Governnt and private schools: 68

**Reporting**

- The ISR Programme Officer will prepare a report on activities conducted, participation, and outcomes. This report will carry geo-tag photographs and an attendance sheet of the volunteers who attended the programme.
- Reports will be submitted to the Manager, ISR through HoD.
- An annual summary report will be prepared for institutional records and further planning.

**Contact Information**

- Each department will maintain a list of contacts for ISR-related queries.
- The ISR Programme Officer will serve as the primary contact person for all ISR activities within the department.

By adhering to these Standard Operating Procedures, the institution aims to foster a culture of social responsibility and community engagement among its students and faculty.

### Implementation with timeline

S.N.	Name of activity	Responsible person	Timeline	Remarks if any
1.	Nomination of ISR Coordination	Head of the Department	1 week July	Forward to ISR domain of DSW
2.	ISR Student Representatives	ISR Programme Officer	11 week Aug	
3.	ISR Activity Calendar for both semesters of academic session including one activity for each component i.e. Health, Education & the environment for each semester. The format for the ISR activity is attached. <b>Annexure:-"A" ISR Activity Calendar</b>	ISR Programme Officer / HoD	1 week of Jul 1 week of Jan	
4.	ISR volunteer registration 5% or 30 whichever is higher of the total student strength of the department.	ISR Programme Officer / ISR Ambassadors	1 week Aug	
5.	Branding of activities like banners	Concerned department/ISR Department	Five days before the activity	
6.	Transportation for the students	Concerned department/ISR Department	Two days before the activity	
7.	Coordination with stakeholders like Village Pradhan, School Principal, Health care providers and religious leaders	ISR Department	Five days before the activity	

S.N.	Name of activity	Responsible person	Timeline	Remarks if any
8.	Implementation and monitoring of activities	ISR Programme Officer/HoD/ISR department	During the activity	Check list
9.	During the activities, students' attendance is mandatory. The format for the attendance sheet is attached. <b>Annexure:- "B" Participants Attendance format</b>	ISR Programme Officer	During the activities	
10.	Activity report in the given format in Word and signed scanned PDF <b>Annexure:-"C" Report format</b>	ISR Programme Officer/ Ambassadors	Within three days, of completing the activity	
11.	Geotagged photographs of the activity	ISR Programme Officer/ ISR Student Ambassadors	During the activities	It should be part of the report
12.	Summary sheet of ISR activities <b>Annexure:-"D" Summary sheet format</b>	ISR Programme Officer	Semester end	
13.	ISR Certificate	ISR Programme Officer HoD ISR domain - DSW	At the end of the academic year	

**ISR Activities Calendar  
Academic session 2024-25**

Name of the Department: -

S.N.	Name of the activity	Component (Health/ Education/ Environment)	Date
<b>Semester: ODD</b>			
1		Health	
2		Education	
3		Environment	
<b>Semester: EVEN</b>			
1		Health	
2		Education	
3		Environment	

Attendance Sheet

Name of the department:

Date:

Name of the event:

Venue:

S.N.	Name	UID	Contact no.	Signature

Signature ISR Representative  
Health / Education / Environment

Signature ISR Programme Officer

**Annexure: "C"**

**Format  
ISR Report**

- **Department:**
- **ISR Program Officer Name:**
- **Event Name:**
- **Date of event:**
- **Category of event:** Health/Education/Environment/Charity/Other (specify) .....
- **Place of event:**
- **Activity/Event Details:** Write on the following points
  - **Objectives**
  - **Details of the programme**
    - a. Need of the activity,
    - b. Process of community engagement,
    - c. Role of students,
    - d. Process of implementation
    - e. Data analysis
  - **Participation**
    - a. No. Of students:
    - b. No. Of faculty:
    - c. No. of community members:

- **Outcome:**
- **Community response:** (Feedback data)

**Enclosures:**

- a. Geotag photographs
- b. Attendance sheet
- c. List of community members and stakeholders who participated
- d. Expenditure details if any
- e. Appreciation letters
- f. Newspaper clippings if any

**Signature Programme Officer ISR**

**Signature and stamp**

**Head of the department**

Format for a summary sheet of ISR activities

Academic Session 20-----

Department:

S.N.	Name of ISR activity	Date	No. of students	No. of faculties	Place of Activity	Component Health/Education/ Environment/Charity
<b>ODD SEMESTER</b>						
1						
2						
3						
4						
<b>EVEN SEMESTER</b>						
1						
2						
3						
4						

Signature

ISR Programme Officer

Signature & Stamp

Head of the Department