	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR CLUB ACTIVITIES		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/61
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 1


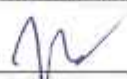
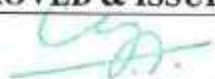
Objectives: To coordinate the club activities.

Responsibility:

- Club in charge
- Club coordinators

Procedure:

Sl.	Activities	Responsibility
1.	Introduction about the club during Induction Program	Club Coordinator
2.	Sharing the member Registration form with all students	Club Coordinator
3.	Registering students responses	Club Coordinator
4.	Selecting club coordinators	Club In Charge
5.	Scheduling club activities/Calendar	Club Coordinator
6.	Detailed instructions given about the activity	Club Coordinator
7.	Discussion with the students about activity	Club Coordinator
8.	Organizing and executing programs through clubs	Club In charge & Club Coordinator
9.	Preparation of report and recording the activities.	Club In charge & Club Coordinator
10.	Announcement of Result and Honoring	Club In charge & Dean

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL