

STANDARD OPERATING PROCEDURE

CLEANING DRIVES

Objective:

- This is a student engagement comes under Social Connect Activity.
- MUJ organise these cleaning drives under government initiative of Swachata Hi Seva (SHS).
- Held usually twice or thrice in a semester based upon upcoming national importance days like Gandhi Jayanti, Independence Day, Republic Day etc. (as and when required).

Participants:

- MUJ student volunteers Including (NSS, NCC, Rotaract Club)
- MIS Staff
- Teachers and Coordinator and volunteers

Pre-Event Activity:

- In consult with DSW (Social Connect), finalise the day for activity after considering availability of student club's volunteers by participating club.
- Approval from DSW, Registrar for the same.
- Arrange all the required stuff item needed from MIS by mail to GSA and ensure availability of MIS staff on said date and time.
- Get any approval (if needed) from Director General Services Administer Officer for transport and MIS staff.
- Email to Exchange Admin for circulation of event's information and share it with web master for information on MUJ Website

Post-Event Activity:

- Arrange Photography, Videography (via student) and collect these to make a report as per the IQAC Format for the same (with event details and GEO Tag photograph).
- Submit the report to the office of Assistant Director (Social Connect), DSW with list of participants with total number (for annual report).
- Office of Directorate of Students' Welfare (Social Connect) must make record all the details.

STANDARD OPERATING PROCEDURE

Blood Donation Camp

Objective:

- This is a student engagement comes under Social Connect Activity.
- MUJ organise this event annually in the month of November when there is demand for fresh blood due to Dengue, Malaria and other disease.
- Small departmental level camp can be also organise on national importance days like Gandhi Jayanti, Independence Day, Republic Day etc.

Participants:

- MUJ student volunteers (Mandatory for Rotaract Club).
- MIS Staff.
- Teachers Coordinators.
- Teaching and non-teaching volunteers.

Pre-Event Activity:

- In consult with Assistant Director (Social Connect), finalise the day for activity after considering availability of student club's volunteers by participating club.
- Approval for budget from DSW, Registrar for the same.
- Arrange all the required stuff item needed from MIS by mail to GSA and ensure availability of MIS staff on said date and time.
- Get any approval of venue and other requirements from Director General Services Administer Officer for transport and MIS staff.
- Email to Exchange Admin for circulation of event's information and share it with web master for information on MUJ Website

Post-Event Activity:

- Arrange Photography, Videography (via student) and collect these to make a report as per the IQAC Format for the same (with event details and GEO Tag photograph).
- Submit the report to the office of Deputy Director (Social Connect), DSW with list of participants with total number (for annual report).
- Office of Directorate of Student Welfare (Social Connect) must make record all the details.

STANDARD OPERATING PROCEDURE

School Teaching

Objective:

- This is a CSR Outreach responsibility comes under Social Connect Activity.
- Usually, MUJ students and Faculties goes to Govt. Schools to teach and demonstrate various concept of their choice to introduce them to science, arts and culture.
- MUJ organise this event Bi-Weekly or Monthly as per availability of Student Volunteers and convenience of the respective participating department.
- Each department also does this at their respective level and specialization.

Participants:

- MUJ student volunteers.
- Teachers / Coordinators / Teaching volunteers.

Pre-Event Activity:

- In consultation with Deputy Director (Social Connect), finalise the day for activity after considering availability of volunteers and official calendar of Govt. School of adopted and nearby villages like Dehmi kalan, Shanjaria, Thikaria, Begus, Chota Bagru, Badke Balaji, Sarangpura etc.
- Approval for budget from Director, DSW for the same.
- Approval from School Principal or Staff.
- Arrange all the required stuff item needed from MIS by mail to GSA and ensure availability of MIS staff on said date and time.
- Get any approval of venue and other requirements from Director General Services Administer Officer for transport and MIS staff.
- Email to Exchange Admin for circulation of event's information and share it with web master for information on MUJ Website

Post-Event Activity:

- Arrange Photography, Videography (via student) and collect these to make a report as per the IQAC Format for the same (with event details and GEO Tag photograph).
- Submit the report to the office of Assistant Director (Social Connect), DSW with list of participants with total number (for annual report).
- Also, MHRD may ask for the details so proper report need to submit to office for the same.
- Office of Directorate of Student Welfare (Social Connect) must make record all the details.

STANDARD OPERATING PROCEDURE

Donation Drive (Daan Utsav)

Objective:

- This is a CSR responsibility comes under Social Connect Activity.
- Usually, MUJ students collect the donation in form of Books, Clothes etc.
- MUJ organise this event in MUJ-hostel on occasion of Gandhi Jayanti, Diwali, Christmas, New Year as per availability of Student Volunteers in hostel.
- Each department also does this at their respective level.
- If any monetary gain happens in this activity then that will be donated to Child care Centre or Old Age homes.

Participants:

- MUJ student volunteers. (Rotaract Club)
- Teachers / Coordinators / Teaching volunteers.

Pre-Event Activity:

- In consultation with Assistant Director (Social Connect), finalise the day for activity.
- Approval for budget from Director, DSW for the same.
- Arrange all the required stuff item needed from MIS by mail to GSA and ensure availability of MIS staff on said date and time.
- Get any approval of venue and other requirements from Director General Services Administer Officer for transport and MIS staff.
- Email to Exchange Admin for circulation of event's information and share it with web master for information on MUJ Website

Post-Event Activity:

- Arrange Photography, Videography (via student) and collect these to make a report as per the IQAC Format for the same (with event details and GEO Tag photograph).
- Submit the report to the office of Deputy Director (Social Connect), DSW with list of participants with total number (for annual report).
- Office of Directorate of Student Welfare (Social Connect) must make record all the details.

STANDARD OPERATING PROCEDURE

Tree Plantation

Objective:

- This is a CSR responsibility comes under Social Connect Activity.
- Usually, MUJ students and staff plant the trees in MUJ campus , Govt Schools and in nearby adopted villages.
- MUJ organise this event in MUJ campus on occasion of Gandhi Jayanti, Foundation Day, and admission counselling days as per availability.
- Each department may do this at their respective level too.

Participants:

- MUJ student volunteers. (NSS/NCC/Rotaract Club)
- Teachers / Coordinators / Teaching volunteers.

Pre-Event Activity:

- In consultation with Assistant Director (Social Connect), finalise the day for activity.
- Approval for budget from Director, DSW for the same.
- Arrange all the required stuff item needed from MIS by mail to GSA and ensure availability of MIS staff on said date and time.
- Get any approval of venue and other requirements from Director General Services Administer Officer for transport and MIS staff.
- Email to Exchange Admin for circulation of event's information and share it with web master for information on MUJ Website

Post-Event Activity:

- Arrange Photography, Videography (via student) and collect these to make a report as per the IQAC Format for the same (with event details and GEO Tag photograph).
- Submit the report to the office of Deputy Director (Social Connect), DSW with list of participants with total number (for annual report).
- Also, MHRD may ask for the details so proper report need to submit to office for the same.
- Office of Directorate of Student Welfare (Social Connect) must make record all the details.

STANDARD OPERATING PROCEDURE

UBA activity in Adopted Villages

Objective:

- This is a CSR Outreach responsibility comes under Social Connect Activity.
- Usually, MUJ students and Faculties goes Adopted Villages and their Govt. Schools to Spread the social messages, cleanliness awareness and understanding social environment and need.
- MUJ organise this event Bi-Weekly or Monthly as per availability of Student Volunteers and convenience of the respective Sarpanch / MLA.
- Each department also does this at their respective level and specialization.

Participants:

- MUJ student volunteers.
- Teachers / Coordinators / Volunteers.

Pre-Event Activity:

- In consultation with Deputy Director (Social Connect), finalise the day for activity after considering availability of volunteers and official calendar of Govt. School of adopted (Dehmikalan, Shanjaria, Thikaria) and nearby villages like Begus, Chota Bagru, Badke Balaji, Sarangpura etc.
- Approval for budget from Director, DSW for the same.
- Approval from Gram Panchayat, School Principal or Staff for the activity.
- Arrange all the required stuff item needed from MIS by mail to GSA and ensure availability of MIS staff on said date and time.
- Get any approval of venue and other requirements from Director General Services Administer Officer for transport and MIS staff.
- Email to Exchange Admin for circulation of event's information and share it with web master for information on MUJ Website

Post-Event Activity:

- Arrange Photography, Videography (via student) and collect these to make a report as per the IQAC Format for the same (with event details and GEO Tag photograph).
- Submit the report to the office of Deputy Director (Social Connect), DSW with list of participants with total number (for annual report).
- Also, MHRD will ask for the details so proper report need to submitted to office for the same.
- Office of Directorate of Student Welfare (Social Connect) must make record all the details.

STANDARD OPERATING PROCEDURE

NSS (National Service Scheme)

Objective:

- MUJ is Self-Finance Unit of NSS from 2016-17.
- This is a CSR Outreach responsibility comes under Society Connect.
- Usually, MUJ students and Faculties goes Adopted Villages and their Govt. Schools to spread the social messages, cleanliness awareness and understanding social environment and need.
- Every Year new team formulated of volunteers for NSS.
- We need to maintain list of all volunteers as it will required by Regional Director, NSS, Secretariat- Rajasthan Govt., Jaipur time to time.

Participants:

- MUJ student volunteers.
- Teachers / Coordinators / Volunteers.

Pre-Event Activity:

- In consultation with Deputy Director (Social Connect), finalise the days for activities after considering availability of volunteers and official calendar of Govt. School of adopted (Dehmikalan, Shanjaria, Thikaria) and nearby villages like Begus, Chota Bagru, Badke Balaji, Sarangpura etc.
- Approval for budget from Director, DSW for the same.
- Approval from Gram Panchayat, School Principal or Staff for the activity.
- Arrange all the required stuff item needed from MIS by mail to GSA and ensure availability of MIS staff on said date and time.
- Get any approval of venue and other requirements from Director General Services Administer Officer for transport and MIS staff.
- Email to Exchange Admin for circulation of event's information and share it with web master for information on MUJ Website

Post-Event Activity:

- Arrange Photography, Videography (via student) and collect these to make a report as per the IQAC Format for the same (with event details and GEO Tag photograph).
- Submit the report to the office of Deputy Director (Social Connect), DSW with list of participants with total number (for annual report).
- Also, MHRD will ask for the details so proper report need to submit to office for the same.
- Office of Directorate of Student Welfare (Social Connect) must make record all the details.
- NSS volunteers need to complete nearly 80-100 hrs of activity in a year.
- NSS volunteers can be given NSS certificate by the DSW.