

STANDARD OPERATING PROCEDURE-PHOTOGRAPHY CLUB

Photography Club members are nominated by Principal for the academic year. A meeting will be conducted at the beginning of the academic year for the members of club in the presence of convener and Principal. The activities carried out by the club for the previous academic year will be reviewed and those to be carried out for the upcoming year will be discussed in the meeting.

After taking opinions from everyone at the meeting, a list of activities will be marked for the year.

The activities conducted by the club involve various types such as: exhibiting the talent of the students, informative sessions on photography to all those interested and societal concern through photography.

Approval of Principal is taken prior to the conduction of every event. Meeting of the members along with convener is held regarding responsibilities of the members in the upcoming event. A circular is issued for the notice of everyone regarding the particular event. The event is launched on scheduled date and time.

The proceedings of the events are documented and few society connected photographs will be displayed on college notice board to create awareness among students and others.



CONVENER
CHIEF LIBRARIAN
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