



लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा संस्थान, ग्वालियर

LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION

(Deemed-to-be University)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE

CULTURAL CLUB - 2026





**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL
EDUCATION, GWALIOR**

(Deemed to be University under Section 3 of the UGC Act, 1956)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE (SOP)
CULTURAL CLUB – 2026

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1. PREAMBLE

The Cultural Club of Lakshmibai National Institute of Physical Education functions as a structured student development platform aimed at fostering creativity, cultural awareness, inclusivity, leadership, and holistic development.

This SOP institutionalizes governance, processes, compliance mechanisms, and quality assurance practices in alignment with national higher education frameworks.

2. REGULATORY & ACCREDITATION ALIGNMENT

This SOP aligns with:

UGC Framework

- UGC Act, 1956
- Deeksharambh Student Induction Guidelines
- UGC Regulations on Student Grievance Redressal
- UGC Samadhan Portal Mechanism

NAAC Criteria Mapping

- **Criterion 2** – Student Centric Methods
- **Criterion 3** – Extension & Outreach Activities
- **Criterion 5** – Student Support & Progression
- **Criterion 6** – Institutional Governance & Leadership
- **Criterion 7** – Institutional Values & Best Practices

NIRF Mapping

- Outreach & Inclusivity
 - Graduation Outcomes (Holistic Development Indicators)
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3. VISION

To cultivate a culturally vibrant, inclusive, and value-based academic environment that promotes creativity, national integration, and ethical citizenship.

4. MISSION

- To identify, nurture, and showcase diverse cultural talents.
 - To integrate cultural engagement with value-based education.
 - To promote equity, gender sensitivity, and inclusivity.
 - To represent LNIPE at regional and national cultural platforms.
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5. OBJECTIVES

- 5.1 Encourage participation across gender, region, socio-economic background, and abilities.
 - 5.2 Promote leadership and teamwork among students.
 - 5.3 Integrate cultural programs into Deeksharambh Induction.
 - 5.4 Develop documentation practices for NAAC/NIRF compliance.
 - 5.5 Establish safe and harassment-free cultural spaces.
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6. SCOPE & APPLICABILITY

This SOP applies to:

- All cultural events organized within campus
 - Inter-university participation
 - Workshops and exhibitions
 - National day celebrations
 - Cultural components under induction programs
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7. GOVERNANCE STRUCTURE

- **Patron-** Vice Chancellor
 - **Chairperson** – Dean, Student Welfare
 - **Faculty Coordinators** - Nominated by Institute Authority
 - **Student Core Committee**
 - **President** - Final year student
 - **Vice President** - 3rd Year UG/PG student
 - **Secretary** - 2nd Year UG student
 - **Treasurer** - Appointed by Faculty Coordinator
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- **Event Heads** – Nominated by DSW / Faculty Coordinator

7.5 General Members

Open to all bona fide students of LNIPE, Gwalior.

8. MEMBERSHIP & SELECTION PROCESS

8.1 General Membership

- Open to all bonafide students of LNIPE
- Membership drive must ensure diverse representation of gender, region, socio-economic background, and abilities.

8.2 Core Committee Selection Process

Step 1: Notification issued

Step 2: Application submission

Step 3: Screening for eligibility

Step 4: Interview by Selection Panel

Step 5: Final approval by Dean

Criteria:

- Prior participation
- Leadership qualities
- Academic standing
- Discipline record

Disqualification:

- Misconduct
 - Harassment
 - Violation of institutional rules
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9. ROLES & RESPONSIBILITIES

Faculty Coordinators

- Ensure UGC compliance
 - Oversee safety and inclusivity
 - Budget supervision
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- Liaison with the Office of DSW and IQAC

Student Office Bearers

- Event planning
- Member coordination
- Documentation
- Code enforcement

General Members

- Participation
- Volunteer support
- Responsible conduct

10. ACTIVITY FRAMEWORK

- Preparation of activity calendar
- Cultural Talent Hunt
- Annual Cultural Festival
- National Day Celebrations
- Inter-university participation (e.g., Association of Indian Universities Youth Festivals)
- Workshops & Exhibitions
- Deeksharambh Cultural Modules
- Cultural induction sessions as part of Deeksharambh
- Value-based workshops on cultural diversity, ethics, and social responsibility

11. EVENT MANAGEMENT PROCESS

PROCESS FLOW:

Idea Generation



Proposal Preparation (Format with budget + risk plan)



Faculty Review



Approval by Dean



Budget Sanction



Event Execution



Safety Compliance Verification



Post-Event Reporting



Financial Settlement



Archiving & KPI Entry

11.1 Proposal Requirements

- Objective of the Event
- Expected outcomes
- Budget estimate to be submitted well in advance.
- Risk assessment
- Inclusivity plan

11.2 Post-Event Reporting

- Attendance data
 - Gender representation
 - Expenditure statement
 - Photographs/videos
 - Feedback summary
 - KPI mapping
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12. EXTERNAL PARTICIPATION PROTOCOL

- Transparent auditions

- Code of Conduct undertaking
 - Mandatory rehearsals
 - Diversity representation
 - Travel approval process
 - Safety briefing
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13. FINANCIAL MANAGEMENT PROCESS

- 13.1 Annual Budget Planning
- 13.2 Event-wise budget approval
- 13.3 Expenditure through authorized channels
- 13.4 Bills & vouchers submission
- 13.5 Audit verification
- 13.6 Annual financial summary to IQAC

Digital financial records must be maintained for NAAC evidence.

14. CODE OF CONDUCT

- Zero tolerance for harassment
- No discrimination
- Responsible use of institute property
- Professional representation of institution
- Adherence to discipline guidelines

Violations → Written warning → Removal → Disciplinary referral

15. SAFETY & GRIEVANCE REDRESSAL

- Compliance with Institutional ICC & Grievance Cell
 - UGC Samadhan portal linkage
 - Emergency contact protocol
 - Anti-ragging compliance
 - Mandatory safety checklist before events
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16. DOCUMENTATION & DIGITAL ARCHIVING

- Digital repository of event records
- Year-wise activity database
- Photo & video archives
- Participation database
- KPI dashboard

All records preserved for minimum 5 years for accreditation purposes.

17. KEY PERFORMANCE INDICATORS (KPIs)

Participation Indicators

- % student participation
- Gender balance ratio
- Inclusion of differently-abled students

Achievement Indicators

- Inter-university awards
- Certificates earned
- Media recognition

Governance Indicators

- Timely report submission
- Budget adherence
- Compliance incidents

NAAC/NIRF Indicators

- Outreach programs conducted
 - Extension activities
 - Best practice documentation
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18. MONITORING & REVIEW MECHANISM

- Quarterly review meeting
 - Annual performance review
 - KPI comparison year-wise
 - Feedback survey analysis
 - Report submission to IQAC
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19. RISK MANAGEMENT & CONTINGENCY

- Medical emergency protocol
 - Event cancellation procedure
 - Budget overrun control
 - Crowd management planning
 - Backup venue arrangements
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20. SOP REVIEW & VERSION CONTROL

- Annual review by Dean Student Welfare
 - Amendments based on UGC circulars
 - Version number and revision date mandatory
 - Archived previous versions maintained
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21. APPROVAL

Prepared by: Cultural Club Committee

Reviewed by: Faculty Coordinator

Recommended by: Dean Student Welfare

Approved by: Vice Chancellor

Effective From: _____

Version: 01.08. (2026)
