STANDARD OPERATING PROCEDURE (SOP)

ANIMAL WELFARE SOCIETY (AWS)

ST. BEDE'S COLLEGE, SHIMLA

SOP No.: AWS/SOP/01/2026

Effective From: Academic Session 2026-27

Approved by: Principal

Responsible Unit: Animal Welfare Society (AWS)

Version:1.0

1. Title of the Society

Name: Animal Welfare Society,

Department/Unit: St. Bede's College Shimla

Date of Establishment: 2025

Faculty Convener/Coordinator: Appointed by the Principal

Faculty Members: Appointed by the Principal

Student Representatives: To be elected by elections /Nominated as per institutional norms.

Student Volunteers: Registered/selected for specific activities

2. Introduction

The Animal Welfare Society of St. Bede's College functions as an institutional platform to promote compassion, responsible citizenship and awareness regarding animal welfare, responsible pet ownership, biodiversity conservation and humane treatment of animals. The Society provides students with opportunities for experiential learning, community engagement, awareness generation and participation in animal welfare initiatives. The Society shall encourage students to develop empathy towards animals while promoting scientifically informed and responsible approaches to animal care and welfare.

3. Vision

To foster a compassionate, responsible and scientifically informed community committed to the humane treatment, welfare and protection of animals.

4. Mission

The Animal Welfare Society of St. Bede's College shall promote animal welfare and responsible animal care by fostering humane and compassionate treatment of animals. It shall organise educational programmes, awareness campaigns, and outreach activities, while encouraging responsible pet ownership and understanding of animal health, welfare, and conservation. The Society shall provide students with opportunities for experiential learning and community engagement through collaboration with government agencies, veterinary professionals, NGOs, and animal welfare organisations, thereby nurturing empathy and responsible citizenship.

5. Objectives

The objectives of the Animal Welfare Society are:

- To promote kindness, empathy, and responsible behavior towards animals.
- To create awareness about animal rights and welfare issues.
- To encourage participation in activities related to animal care, rescue, and conservation.
- To sensitize students about the importance of biodiversity and ecological balance.
- To provide a platform for students to share ideas, experiences, and initiatives related to animal welfare.

6. Organisational Structure

Principal / Patron
↓
Faculty Convener
↓
Faculty Members
↓
Student Representatives
↓
Student Members / Volunteers

7. Composition of the Society

Position	Number	Mode of Selection/Appointment	Tenure
Patron	1	Institutional appointment	As per institutional norms

Convener	1	Appointed by Principal	Academic session/Institutional norms
Faculty Members	As decided	Nominated by Principal/Convener	Academic session
Student Coordinator	2	Election/Nomination	Academic session
Student Members	As applicable	Registration/selection	Academic session
Volunteers	As required	Open/selected	Activity-specific

8. Roles and Responsibilities

A. Principal/Patron

The Principal shall:

- Provide overall guidance and institutional supervision.
- Approve the constitution and major programmes of the Society.
- Facilitate institutional resources where required.
- Approve collaborations and major outreach initiatives.
- Review the functioning of the Society periodically.

B. Faculty Convener

The Convener shall:

- Prepare the Annual Activity Plan.
- Coordinate the overall functioning of the Society.
- Convene meetings and maintain minutes.
- Allocate responsibilities among faculty members and students.
- Obtain necessary permissions and approvals.
- Coordinate with relevant departments and institutional bodies.
- Liaise with veterinary professionals, NGOs and other appropriate organisations.
- Ensure safe and humane conduct of animal welfare activities.
- Ensure that students do not independently undertake activities involving animal treatment, rescue, medication or handling without appropriate professional supervision.
- Monitor student participation.
- Maintain records and documentary evidence.
- Prepare activity and annual reports.
- Submit recommendations to the Principal wherever required.

C. Faculty Members

Faculty members shall:

- Assist in planning and implementation of activities.
- Supervise student volunteers.
- Ensure discipline and safety.
- Facilitate scientifically appropriate awareness activities.
- Assist in maintaining attendance and documentation.
- Support outcome assessment and reporting.

D. Student Coordinators

Student Coordinators shall:

- Coordinate student volunteers.
- Communicate programme information.
- Assist in planning and execution.
- Maintain student participation records.
- Assist with publicity and documentation.
- Collect participant feedback.

E. Student Members/Volunteers

Students shall:

- Participate actively in approved programmes.
- Follow instructions of faculty coordinators.
- Maintain discipline and institutional decorum.
- Demonstrate humane and responsible behaviour towards animals.
- Assist in awareness campaigns and outreach activities.
- Avoid independent handling, treatment, medication or rescue operations involving animals unless specifically authorised and professionally supervised.
- Report concerns relating to animal welfare to the Faculty convener.

9. Annual Activity Planning

The Society shall prepare an Annual Activity Calendar before the beginning of the academic session.

Possible activities may include:

- Animal Welfare Awareness Sessions.
- Responsible Pet Care programmes.
- Veterinary awareness lectures.
- Animal health and vaccination awareness.
- World Animal Day activities.



- Animal welfare quizzes.
- Poster-making and awareness campaigns.
- Adoption awareness programmes.
- Community outreach.
- Biodiversity and wildlife awareness.
- Humane treatment awareness.
- Interaction with veterinary professionals.
- Visits to appropriate animal welfare organisations.
- Student volunteering activities.

The Annual Plan should preferably be aligned with:

- Institutional Vision and Mission.
- College Academic Calendar.
- Student development.
- Community engagement.
- Environmental sustainability.
- Relevant Sustainable Development Goals.
- Animal welfare and biodiversity objectives.

10. Procedure for Conducting an Activity

The standard activity cycle shall be:

Identification of Need/Activity
↓
Proposal Preparation
↓
Approval from Competent Authority
↓
Identification of Collaborating Agency/Expert, if required
↓
Resource and Safety Planning
↓
Duty Allocation
↓
Publicity/Communication
↓
Registration/Participant Selection
↓
Execution of Activity
↓
Attendance and Documentation



↓
Feedback Collection
↓
Outcome/Impact Assessment
↓
Activity Report
↓
Submission and Record Keeping
Any activity involving animal handling, rescue, treatment, vaccination or veterinary intervention shall be undertaken only through appropriately qualified/authorised professionals and in accordance with applicable requirements.

11. Meeting Procedure

The Society shall ordinarily meet at least once every month and additionally whenever required. Meetings may be called by the Faculty convener and members.

The procedure shall include:

- Notice of meeting.
- Agenda preparation.
- Recording of attendance.
- Discussion of activities.
- Recording of minutes.
- Allocation of responsibilities.
- Action Taken Report.
- Follow-up of pending matters.

Meeting Cycle:

Meeting → Minutes → Action Points → Responsibility → Timeline → ATR

12. Documentation and Record Management

A dedicated physical/digital folder shall be maintained containing:

A. Administrative Records

- Constitution/Office Order.
- List of members.
- Appointment/nomination orders.
- Annual Activity Plan.
- Meeting notices.

- Minutes.
- Action Taken Reports.

B. Activity Records

For every major activity:

- Proposal and approval.
- Notice/invitation.
- Programme schedule.
- Poster/brochure.
- Registration.
- Attendance.
- Photographs.
- Videos, where relevant.
- Resource person details.
- Certificates.
- Feedback.
- Activity report.
- Outcome/impact report.
- Media coverage, if available.

C. Animal Welfare-Specific Records

Where applicable:

- Details of collaborating veterinary professionals/organisations.
- Awareness material.
- Adoption-related documentation.
- Outreach records.
- Beneficiary details, where appropriate.
- Follow-up records.
- Professional/veterinary reports where provided.

Financial records shall be maintained in coordination with the College office.

13. Outcome and Impact Assessment

The Society shall assess activities beyond simply recording that an event was conducted.

Output

What was conducted?



Outcome

What did participants learn or gain?

Example:

- Increased awareness of responsible pet care.
- Improved understanding of animal welfare.
- Better awareness of vaccination and preventive care.

Impact

What change resulted?

Example:

- Increased student participation in animal welfare activities.
- Greater community awareness regarding responsible animal care.
- Development of student volunteerism and compassionate behaviour.

Possible Indicators

- Number of programmes conducted.
- Number of students participating.
- Number of community beneficiaries.
- Number of awareness campaigns.
- Number of collaborations.
- Feedback scores.
- Student volunteer hours.
- Adoption-awareness initiatives.
- Outreach activities.

14. Feedback Mechanism

The Society shall follow:

Activity → Feedback → Analysis → Improvement

Feedback may assess:

- Relevance.
- Quality of content.
- Organisation.

- Student engagement.
- Knowledge gained.
- Usefulness.
- Suggestions for improvement.

Feedback analysis shall be maintained for major programmes.

15. Monitoring and Review

The functioning of the Society shall be reviewed periodically by the Principal and IQAC, as applicable.

Review parameters shall include:

- Activities planned versus conducted.
- Student participation.
- Achievement of objectives.
- Community outreach.
- Documentation.
- Feedback.
- Outcomes and impact.
- Collaborations.
- Resource utilisation.
- Safety compliance.
- Challenges.
- Corrective measures.
- Best practices.

An Annual Performance Review shall be prepared by the Convener.

16. Grievance and Conflict-Resolution Mechanism

Concerns relating to:

- Membership.
- Participation.
- Allocation of responsibilities.
- Conduct.
- Programme management.
- Volunteer activities.
- Animal welfare-related activities.

shall initially be brought to the Faculty Convener. Unresolved or serious matters shall be referred to the Principal or appropriate institutional authority. Any matter involving animal cruelty, safety concerns or potential legal/statutory violations shall be immediately brought to the notice of the appropriate competent authority.

17. Code of Conduct

All members and volunteers shall follow the institutional Code of Conduct.

Students shall:

- Treat animals humanely.
- Avoid causing unnecessary distress or injury.
- Follow faculty/professional instructions.
- Not administer medicines or perform veterinary procedures independently.
- Not undertake unauthorised animal rescue or relocation.
- Maintain institutional discipline during outreach activities.
- Respect confidentiality where personal/community information is involved.

18. Inclusivity and Accessibility

The Society shall ensure:

- Equal opportunity for participation.
- Non-discriminatory participation.
- Inclusion of students from different academic disciplines.
- Reasonable accessibility for students with disabilities.
- Participation based on interest and suitability.
- A safe and respectful environment for all participants.

19. Collaboration and Linkages

The Society may collaborate with:

- Veterinary hospitals and professionals.
- Government veterinary departments.
- Animal welfare organisations.
- NGOs.
- Municipal/local authorities.
- Wildlife and biodiversity organisations.
- Other colleges/universities.
- Community organisations.

All collaborations shall be undertaken with appropriate institutional approval and documented.

20. Risk Management and Safety

Animal welfare activities shall prioritise the safety of:

Animals + Students + Faculty + Community

For field/outreach activities:

- Prior permission shall be obtained.
- Faculty supervision shall be ensured.
- Appropriate safety precautions shall be followed.
- Emergency contacts shall be available.
- First-aid arrangements shall be made where necessary.
- Transportation arrangements shall be planned.
- Animal handling shall be undertaken only by appropriately trained/authorised persons.
- Students shall not be exposed unnecessarily to aggressive, injured, diseased or potentially zoonotic animals.
- Appropriate professional advice shall be obtained where animal health is involved.

21. Financial Procedure

Where funds are involved:

- Prior institutional approval shall be obtained.
- Expenditure shall follow College financial procedures.
- Bills and vouchers shall be maintained.
- Expenditure shall be properly recorded.
- Donations/sponsorships, if any, shall be accepted only through approved institutional procedures.
- Utilisation/expenditure statements shall be submitted within the prescribed timeline.

22. Reporting Format

Every major activity shall have a standard report containing:

1. Name of Activity.
2. Date and Venue.
3. Organising Society.
4. Faculty Convener/Coordinators.
5. Objectives.
6. Target Group.

7. Number of Participants.
8. Resource Persons/Collaborating Organisations.
9. Brief Description.
10. Learning Outcomes.
11. Outcome/Impact.
12. Feedback Summary.
13. Photographs.
14. Media Coverage, if any.

Approved by: Principal, St. Bede's College, Shimla

Signature: Sr. Rosily Tom

Officiating Principal
St. Bede's College
Shimla -171002

Date: 24/10/2026

Convenor: Dr. Jyotika Brari

Signature: Jyotika