STANDARD OPERATING PROCEDURE (SOP)
RED RIBBON CLUB (RRC)
ST. BEDE'S COLLEGE, SHIMLA

SOP No.: RRC/SOP/01
Effective From: Academic Session 2026–27
Year of Establishment of RRC: 2011
Review Frequency: Annually
Approved By: Principal
Responsible Unit: Red Ribbon Club (RRC)
Version: 1.0

1. PURPOSE

The purpose of this Standard Operating Procedure (SOP) document for the Red Ribbon Club (RRC) is to outline the guidelines, operational procedures and execution strategies for effective and smooth running of the club. The Club acts under the jurisdictional oversight of District AIDS Program Officer (DAPO), Shimla and Himachal Pradesh State AIDS Control Society (HPSACS).

The SOP defines the roles, responsibilities, procedures and accountability mechanisms associated with the functioning of the Red Ribbon Club (RRC). The club focusses on structured core activities, student participation, and awareness protocols.

2. Introduction

The Red Ribbon Club of St. Bede's College functions as a platform for harnessing the power of youth in the fight against HIV/AIDS, promote voluntary blood donation, and cultivate healthy and safe lifestyle practices. The club follows national guidelines established by the National AIDS Control Organization (NACO) and State AIDS Control Societies (HPSACS).

3. Vision

HIV/AIDS-Free Society: To create an informed society free from the stigma, discrimination, and spread of HIV/AIDS among youth by raising risk perception through continuous education on safe health practices.

4. Mission

- To Promoting student participation in HIV &AIDS awareness and prevention.

- To Educate and Empower Youth **by** providing young people with accurate, comprehensive information and effective leadership training regarding HIV/AIDS prevention, care, support, and treatment
- To Reduce Stigma by eliminating myths and foster a compassionate, non-discriminatory attitude toward People Living with HIV/AIDS (PLHIV).
- To train and motivate youth to become peer educators and change agents within their local communities.

5. Objectives

- To create awareness and to induce the spirit among youth to help and support people living with HIV/AIDS thereby reducing stigma and discrimination against PLHWAs.
- To motivate youth and build their capacity as peer educators and change agents by developing their skills on leadership, negotiation, and team building.
- To promote voluntary blood donation among youth.

6. Organisational Structure

The Red Ribbon Club shall function under the leadership of Principal, in accordance with the approved composition and applicable guidelines

The organisational framework shall include, as applicable:

1. Principal
2. Nodal Officer/Convener
3. Faculty Co-Convener
4. Student President
5. Student Secretary

7. Composition of the Cell

Position	Number	Mode of Selection/Appointment	Tenure
Patron/Principal	1	Institutional appointment	As per institutional norms
Faculty Convener/Nodal Officer	1	Appointed by the Principal	Academic session/Institutional norms

Faculty Co-Convener	1	Appointed by the institution	Academic session/Institutional norms
Student President	1	Nomination/appointment as per institutional practice	Academic session
Student Secretary	1	Nomination/appointment as per institutional practice	Academic session
Student Participants/Volunteers	As required	Open participation/selection for specific activities	Activity-specific/Academic session

8. Roles and Responsibilities

8.1 Principal

- Provide institutional guidance and overall supervision.
- Approve major activities and programmes.
- Facilitate resources wherever required.
- Review the functioning of the Club periodically.

8.2 Nodal Officer/Faculty Convener

The Nodal Officer of the club shall be responsible for overall coordination, planning and monitoring of RRC activities.

The Nodal Officer shall:

- Prepare the annual activity plan of the Club.
- Coordinate and supervise the activities of the Club.
- Conduct meetings and maintain minutes.
- Allocate duties among faculty and student office-bearers/volunteers.
- Obtain necessary permissions and approvals.
- Coordinate with departments, IQAC and college administration.
- Ensure proper implementation of activities.
- Monitor participation and student engagement.
- Ensure timely submission of reports.
- Maintain documentation and supporting evidence.
- Prepare an annual review of the Cell's functioning.

8.3 Faculty Co-Convener

- Assist the Convener in planning and execution of activities.
- Support coordination with faculty, departments and student office-bearers.
- Supervise assigned activities and provide guidance to participating students.

- Assist in ensuring discipline, safety and proper conduct during activities.
- Support documentation, reporting and outcome assessment.
- Act as the designated support/coordinating authority in the absence of the Convener, as required.

8.4 Student President

Assist the Convener and Co-Convener in coordinating student participation.

- Support planning and execution of activities related to awareness of HIV&AIDS.
- Communicate information regarding activities to interested students.
- Coordinate student volunteers and activity-specific teams.
- Encourage participation and awareness.
- Support maintenance of participation records and documentation.
- Collect feedback and suggestions from student participants.

8.5 Student Secretary

Assist the Student President and Faculty coordinators in activity planning and execution.

- Maintain student-related records and communication.
- Assist in preparing notices, schedules and activity documentation.
- Coordinate with participating students and volunteers.
- Support attendance, feedback collection and report preparation.
- Assist in maintaining records of outcomes and follow-up actions.

8.6 Student Participants/Volunteers

- Participate actively in the activities of the Cell.
- Perform duties assigned by the Convener, Co-Convener or student office-bearers.
- Maintain discipline and institutional decorum.
- Work collaboratively during competitions and other extension related activities.
- Assist in event management, documentation and communication.
- Provide constructive feedback for improvement.

9. Annual Activity Planning

The activities of the Red ribbon club are planned according to the calendar given by the Himachal Pradesh State AIDS Control Society (HPSACS) for RRC's and accordingly the planning and execution is done before the start of academic session.

. The plan of activities is preferably aligned with:

- HPSACS Calendar
- IQAC Academic Calendar
- NEP 2020 objectives

- Student development

10. Procedure for Conducting an Activity

Identification of activity/Problem

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Activity proposal preparation

↓

Approval from competent authority

↓

Budget/resource planning, wherever applicable

↓

Formation of teams and duty allocation

↓

Publicity/communication

↓

Registration/participant selection, wherever applicable

↓

Execution of activity

↓

Attendance and documentation

↓

Feedback collection

↓

Outcome assessment

↓

Activity report preparation

↓

Submission and record keeping

11. Meeting Procedure

The Cell should follow a systematic meeting procedure. Meetings may be called by the Nodal/Convener or, with the Convener's approval, by the Co-Convener/student office-bearers when required.

- Frequency of meetings should be based on the activity calendar and institutional requirements.
- An agenda should be prepared before the meeting.
- Attendance should be recorded.
- Minutes of meetings should be documented.
- Action points, responsibilities and timelines should be identified.
- Follow-up should be recorded through an Action Taken Report (ATR), where required.

Suggested cycle: Meeting → Minutes → Action Points → Responsibility → Timeline → ATR.

12. Documentation and Record Management

The Club should maintain a dedicated physical/digital folder containing:

12.1 Administrative Records

- Order/notification establishing the Cell
- List of office-bearers
- Appointment/nomination orders, where applicable
- Annual activity plan
- Meeting notices
- Minutes of meetings
- Action Taken Reports

12.2 Activity Records

- Proposal/permission
- Notice/invitation
- Programme schedule
- Brochure/poster
- Registration/participant list, where applicable
- Attendance sheet
- Photographs
- Videos, where relevant
- Resource-person/judge details, where applicable

- Certificates
- Feedback
- Activity report
- Outcome/impact report
- Press/media coverage, if available

12.3 Financial Records

- Approved budget, where applicable
- Sanction/approval
- Bills and vouchers
- Expenditure statement
- Sponsorship/donation records, where applicable
- Utilisation details

13. Outcome and Impact Assessment

The Club should go beyond recording that an activity was conducted. For each major activity, the following should be identified:

Output – What was done?

Example: An awareness session on HIV& AIDS prevention was conducted with participating students.

Outcome – What did students gain?

Example: Students were made aware about HIV & AIDS causes and prevention measures.

Impact – What changed as a result?

Example: Increased student awareness related to HIV& AIDS, and other STDs.

Possible indicators:

- Number of activities conducted
- Number of student participants
- Number of beneficiaries
- Student feedback
- Awards/recognitions
- Participation in external events

14. Feedback Mechanism

A systematic feedback mechanism should be included.

Activity → Feedback → Analysis → Improvement

- Relevance of activity
- Quality of content
- Organization
- Student engagement
- Learning gained
- Suggestions for improvement

The Convener should maintain a feedback analysis report for major programmes.

15. Monitoring and Review

The functioning of the Cell should be reviewed periodically by the management and IQAC, as applicable.

Review parameters:

- Activities planned vs. conducted
- Student participation
- Achievement of objectives
- Documentation compliance
- Feedback
- Outcomes
- Budget utilisation, where applicable
- Challenges encountered
- Corrective measures
- Best practices

An Annual Performance Review may be prepared by the Convener and submitted to the competent authority/IQAC, as applicable.

16. Grievance and Conflict-Resolution Mechanism

The Cell should provide a fair mechanism for addressing concerns relating to:

- Participation
- Responsibilities
- Team formation and coordination
- Conduct
- Disagreements
- Programme-related issues

Concerns should first be brought to the attention of the Convener/Co-Convener. Matters requiring further intervention should be escalated to the appropriate institutional authority.

17. Code of Conduct

All members, office-bearers, volunteers and participants of the Red Ribbon Club shall follow the institution's applicable Code of Conduct, maintain discipline and institutional decorum, and comply with the instructions issued by the competent authority during activities.

https://www.stbedescollege.in/wp-content/uploads/2021/12/Code-of-Conduct.pdf

18. Inclusivity and Accessibility

- Equal opportunity for participation.
- Inclusion of students from diverse academic and personal backgrounds.
- Reasonable accessibility for students with disabilities.
- Non-discriminatory participation.
- Encouragement of participation based on interest, skills and willingness to contribute.

19. Collaboration and Linkages

Where relevant, the Cell may establish collaboration with:

- Other departments
- Other colleges/universities
- Government organisations
- Community organisations

20. Risk Management and Safety

For activities involving travel, field visits, outdoor activities, large gatherings, extended-duration hackathons or other situations involving identifiable risks, the Cell should ensure:

- Prior permission.
- Appropriate safety precautions.
- Faculty supervision.
- Emergency contact arrangements.
- First-aid/emergency preparedness.
- Transport arrangements, where applicable.
- Risk assessment, where necessary.

21. Financial Procedure

The Red Ribbon Club receives financial aid from DAPO/HPSACS at the start of academic session to manage the awareness activities of the club. The funds are used in appropriate manner as indicated in the calendar and the following procedures shall apply:

- Expenditure shall be made only after appropriate approval.
- Institutional financial rules shall be followed.
- Bills/vouchers shall be maintained.
- Expenditure shall be properly recorded.
- Utilisation/Statement of expenditure shall be submitted within the prescribed timeline to District Programme Officer (DAPO) as mentioned in the calendar after approval from Principal of the college.

22. Reporting Format

Every major activity should preferably have a standard Activity Report containing:

1. Name of Activity
2. Date and Venue
3. Organising Cell
4. Nodal Officer/Faculty Coordinators
5. Objectives
6. Target Group
7. Number of Participants
8. Resource Persons/Judges, if applicable
9. Brief Description
10. Learning Outcomes
11. Impact
12. Feedback Summary
13. Photographs
14. Media Coverage, if any
15. Supporting Documents
16. Follow-up/Action Taken

APPROVAL AND IMPLEMENTATION

This SOP shall come into effect from the academic session 2026–27 upon approval by the Principal. All RRC members shall follow the procedures and responsibilities specified herein.

ANNEXURE

1. Annexure I: Annual RRC activity calendar as shared by HPSACS/DAPO

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

Signature: Sr. Rosily

Date: 31/10/2026

RRC Nodal Officer: Dr. Navdeep Thakur

Signature: Thakur

Calendar of Activities for RRC's

MONTH WISE ACTIVITY PLAN FOR EXISTING RED RIBBON CLUBS

Sr. No.	Month	Activity	Budget (in Rs.)		Remarks
			ITIs & other technical institutes under Tech. Education	Universities, Colleges & others	
1	April	**Registration of new Members** in RRC (Male & Female) and all members to follow NACO and HPSACS Social Media Accounts as **Annexure-1**	Non-budgeted	No activity	• Promotion –Class to Class Motivation and promotion for new Registration by Nodal Officer. • RRC related material to be provided to all new members.
2		Identification of New Peer Educators and updating of their contacts	Non budgeted	No activity	• Follow up by Nodal officer with NSS Coordinators to nominate as peer educators. • Sharing and updating of IEC material + RRC material
3		**First Annual orientation meet**	250	No activity	• Orientation session of RRC coordinators, Patron Officers of RRC at Universities/colleges etc. • Session on role and responsibilities of the RRC members by the nodal person/ Patron Officer • Honorarium to be provided to Nodal Person.
4		**Guest Lecture/ Workshop** by nodal person and Resource Person. Session on HIV and related issues and session on removing myths and misconceptions. Query solving session.	750	No activity	• In consultation with DAPO/Disha/SACS Officials or nearest available ICTC Counselor/ • Health Educator to be invited as Resource Person • Honorarium of Rs.500/ to be provided to resource person (not applicable to HPSACS staff) and Rs. 250/- to be provided to RRC In-charge • **The workshop should be organized by ITIs & other technical institutes under Tech. Education between 25th to 28th April 2025 and submit the report of the same to HPSACS before 30th April, 2025 on the Google sheet attached at Annexure-**
5	May	**Walkathon or Cycle Rally or Stakes rally vicinity of institute (market, village, etc.)**	1000	No activity	To be organized in the first week of May.
6		**Screening of Film** on HIV prevention i.e TeachAIDS & 3 spots	Non-budgeted	No activity	• Students will be gathered in one hall and short film and 5spots will be shown. Movie will be provided by DAPO to RRCs • To be organized in the last week of May.
7		**Like & follow of HPSACS and NACO social media handles**	Non budgeted	No activity	• Special drive for like and follow/ subscribe of the social media handles of HPSACS and NACO by all members of RRCs and other students in the institute to be organized by RRCs • Detail of Social Media handles is enclosed herewith
8	July	**Registration of new Members** in RRC (Male & Female) and all members to follow NACO and HPSACS Social Media Accounts as **Annexure-1**	No activity	Non budgeted	• Promotion –Class to Class Motivation and promotion for new Registration by Nodal Officer. • RRC related material to be provided to all new members.
9		Identification of New Peer Educators and updating of their contacts	No activity	Non-budgeted	• Follow up by Nodal officer with NSS Coordinators to nominate as peer educators. • Sharing and updating of IEC material + RRC material
10		**First Annual orientation meet**	No activity	250	• Orientation session of RRC coordinators, Patron Officers of RRC at Universities/colleges etc. • Session on role and responsibilities of the RRC members by the nodal person/ Patron Officer • Honorarium to be provided to Nodal Person. • To be organized in the first week of July.
11		**Guest Lecture/ Workshop** by nodal person and Resource Person. Session on HIV and related issues and session on removing myths and misconceptions. Query solving session.	No activity	750	• In consultation with DAPO DAPO/Disha/SACS Officials or nearest available ICTC Counselors/ Health Educator to be invited as Resource Person • Honorarium of Rs.500/-to be provided to resource person (not applicable to HPSACS staff) and Rs. 250/- to be provided to RRC In-charge • To be organized in the last week of July.

12	August	**Walkathon or Cycle Rally or Stakes rally vicinity of institute (market, village, etc.)**	No activity	1000	To be organized in the first week of August.
13		**Screening of Film** on HIV prevention i.e.TeachAIDS & 5spots	No activity	Non-budgeted	• Students will be gathered in one hall and short film and 5 spots will be shown. Movie will be provided by DAPO to RRCs. • To be organized in the last week of August
14		**Like & follow of HPSACS and NACO social media handles**	No activity	Non-budgeted	• Special drive for like and follow/subscribe of the social media handles of HPSACS and NACO by all members of RRCs and other students in the University/College/Institute to be organized by RRCs • Detail of Social Media handles is enclosed herewith.
15	September	**Flash Mobs**	2250	2250	• Old RRC-2 Flash mobs (One in college Campus and one outside in nearby city/village area) • To be organized in the first week of September.
16	October	**Reel making competition**	500	500	• Reel making competition to be conducted at every college/institution on any one issue of these Mode of Transmission HIV/ HIV testing/ Toll Free Helpline 1097 To be organized in the first week of October.
17	December	**World AIDS Day-** • Pinning of Red Ribbon, • Cultural Fashion show with message on HIV or Skit on HIV in college/ institute at main stage • Red Ribbon Formation & Messages • Skit Outside Campus in Nearby Town/village **(only for Old RRCs)**	2250	2250	• In case organizing any specific activity instruction from NACO, then same will be informed to RRCs through DAPOs in month of November • Any other innovative activity may be decided in consultation with concerned DAPO
18		Review of RRC by Principal College/Institute	Non-budgeted	Non-budgeted	
19	January to March	Annual Festivals of Colleges/ Institutes- Awareness activities	Non-budgeted	Non-budgeted	• As and when Annual Festival organized awareness through audio or audio visual spots, skit, talk on HIV prevention may be organized

Annual cumulative Budget:

- **For Old RRC -Rs. 6,500**

Note:-1) SoPs will be same as last financial year 2025-26 except activity calendar.

2) DISHA Kangra, Mandi and Shimla/Solan will be responsible for orient on Monthly activities including SoPs, Reporting formats & Guidelines for RRCs during trainings conducted for Nodal Officers & Peer Students in their respective districts.

3) Reporting formats, training schedule, ready beckoners' formats of RRCs & its members and others are enclosed

4) Nodal Officer of RRC will share quarterly& annual report of activities to concerned District AIDS Programme Officer and District AIDS Programme Officer with the support of DISHAstaff will submit report HPSACS