Proforma for the Compulsory and Cultural Societies/Sports Department/Student Council Report
Year 2020-21
<mark>**(Information should be compiled for the period starting from 1st July 2020 to 30th June 2021)**</mark>
<mark>***Submit the report by 15th August 2021 on iqac.coordinator@jmc.ac.in**</mark>

1. **Name of the Society**
   Equal Opportunity Cell

2. **Name of the Teacher Convenor and other members**
   Teacher Convenor: Dr. Anu Saxena
    Faculty Members: Dr. Roshan Praveen Xalxo
                          Ms. Disha Narula

3. **No. of students enrolled in the Society**
   Number of members present in the society: 56

4. **Names of Student President/Vice-President and other Office Bearers**
   President: Ms. Kristy A Mathew
   Vice-President: Ms. Aastha Singh
   General Secretary: Ms. Saloni Khattak

5. Events /Talks by eminent personnel/ organized/ attended in the academic year (in the chronological order with date, time, reports, number of participants with signatures)

Name of the Event/Talk/Seminar	Date of the Event (DD-MM-YYYY)	Number of students participated	Number of Faculty Members participated	Short report containing details of names of students/staff, resource persons, geotagged photos, attendance sheets, etc.
Webinar on 'Mental Wellness and Social Inclusion'	20th February 2021	150	Teacher Convenor: Dr. Anu Saxena Faculty Members: Dr.	The webinar was organised on 'Mental Wellness and Social Inclusion' with Ms. Srishti Asthana, a renowned psychologist. She emphasized the noxious effects social isolation can have on one's mental

				Roshan Praveen Xalxo Ms. Disha Narula	health and that social inclusion is the key to one's satisfaction in life along with higher longevity, characterized by healthy and quality life. Through this event, participants were able to develop an appealing and supportive approach towards others' needs.
Annual Event: "PRAYAS" 2021 ● Competition was organised for PwBD students with the theme "Cultures of India." ● Session on "Inclusivity and Disability" with Dr. Anil Kumar Aneja.	10th April 2021	150+ Participants		Teacher Convenor: Dr. Anu Saxena Faculty Members: Dr. Roshan Praveen Xalxo Ms. Disha Narula	In April, EOC organized its annual inter-college competition 'Prayas' for students with disability, where young talents expressed their views on the theme - 'Cultures of India' through art forms such as dance and music. Students enthusiastically participated and the enlivening entries were judged by Ms. Ruma Roka, founder of Noida Deaf Society and Ms. Shikha Mathur, a professional vocalist. The highlight of the annual event was an interactive live session on 'Inclusivity and Disability' by Professor Anil Kumar Aneja, Nodal Officer, Persons with Disabilities and Officer on Special Duty, Equal Opportunity Cell, University of Delhi. He emphasized the importance of an inclusive society and the need to overcome our individualistic attitude and initiate inclusive efforts and reach out mentally and rationally to help create a better society.

* Attendance Register with student's signature to be maintained.

6.   Attach Minutes of the meetings held during the year
       Minutes of the Meeting, 9th November, 2020:

1) Webinar + Act of Kindness campaign
Both events now stand postponed by approximately a week.

- Acts of kindness campaign will commence on the 11th and will continue for a week.
- Webinar will take place on 20th November (tentative).

2) Technical
The Instagram stories describing individual acts of kindness will now be in the form of text with slight colour variations in each template (5 stories a day).

3) Logistics
Will be responsible for sending out emails to potential speakers. The speaker and topic need to be finalised by the end of this week i.e. 13th November.

4) PR
Logistics and PR will be working in tandem with regard to spreading the word about our upcoming events to other colleges. Each member will be required to select 3 colleges to be the middleman for. The colleges will be allotted via a google doc.

5) Member+Team updates were also taken

Minutes of the Meeting, 15th January 2021:

1) Make a list of Instagram Ids of all the members and ask them to follow the page and keep a track for the same.
2) Keep the Aim, Scope and Function's post on the Facebook page but remove the Past events post. Focus on increasing the likes on our Facebook page and after some time post the Past events post.
3) Posts on Facebook and Instagram page will almost be the same but for now study LinkedIn and it will be used to reach out to speakers and organizations.
4) Ensure Recruitment message circulation throughout the day.
5) Discussion in detail in a meeting on Tuesday with the Technical, PR and Editorial Department on how to go with the upcoming posts.
6) Post stories regularly (Q&A rounds and general awareness posts) to increase our reach on the instagram page.
7) PR department members do the research work and give pointers to the Editorial Department so that the work load is shared among the departments.
Attendance – above 90%

Minutes of the Meeting, 27th January 2021:

1) Everyone will now work in pairs and the research (along with photos) related to the upcoming post will be available 5 days in advance.
2) By Sunday Night, everyone will find Facebook groups to join.
3) Find people who would be knowledgeable and willing to do Instagram live.

Minutes of the Meeting, 30th January 2021:

GROUPS
Journeys with Eoc :
POST - Monday
SUBMIT - Sunday 5pm
• Mansi
• Kavya

Awareness :
POST - Wednesday
SUBMIT - Tuesday 5pm
• Drishikha
• Adrija

Movie recommendations :
POST - Friday
SUBMIT - Thursday 5pm
• Alfi
• Roniya
• Yashvi

Additional details :
1) WhatsApp groups would be formed and canva links of the templates would be sent to the respective groups.

2) Content for every post would mostly be provided 2 days prior the day of posting, in case we get the content late, we expect you to work on shorter deadlines as the day of posting wouldn't change.

3) You can contact me or Shambhavi anytime in case you have any doubts or difficulties while preparing these posts.

4) We expect you to reply on time and adhere to the deadlines as mentioned above for each post.

5) Important - Install Pinterest to download better quality images for the movie recommendations/journey post.

Minutes of the Meeting, 12th February 2021:

1) Briefing up about the webinar & Prayas- our annual event
2) Prayas- Platform to showcase talent for PwBD students (a competition) theme Cultures of India
3) Webinar- on 20th February topic Mental Wellness and social inclusion
4) Contacting EOC's of different colleges & other societies outside DU as well with similar aim & purpose so that we can have more participation in prayas as well as the webinar.
5) Find Judges for prayas
6) The members will be the point of contact where they will be approaching other EOC's and societies for collaboration.
7) Google docs will be circulated where the members will write the society name + contact details. Deadline for the same is Sunday, 14th February.

Minutes of the Meeting, 20th February 2021:

1) Manjari will be coordinating with Isshita and I for the judges. We will create a group of us and 4 other people (Sara and one more person from Logs, Ria and one more person from PR) who will be contacting potential judges. Niyati please suggest one member from Logs for this
2) Nikita will be solely focussed on getting the PR done. She will be tallying the list by tonight and taking updates on whether people have contacted them or not.
3) Ashna will be working with Niyati to create the form and rules, etc. for the event.
3) Entries will be accepted in both photo and video format.
4) We will figure out a way to share uploaded files on a form with other people (our judges) without sharing our ID password.

Minutes of the Meeting, 5th March 2021:

Responsibilities
Professionals + health care- Aadhya and Nikita
Emails + directory - Saloni Srivastava
DU colleges- Niyati
Outside DU- Ashna and Isshita

Updates:

Members have to give updates by 6pm every day
Heads(department /event head) have to give updates by 7pm every day
No delay has to be made with respect to the updates, incase of any emergency if you are not able to send the updates on the allotted time inform prior.

Domains:

There should be 5 types of sheet :
Professionals
Emails
DU college
Outside DU
Directory

Each sheet should be updated daily
A minimum of 20 emails should be sent every day

1)Aadhya contact Saksham, Enable india and other related organisations
2)Professionals to be contacted through LinkedIn and emails
3)Healthcare (contact Manjari for this)

DU colleges and outside DU

First priority should be given to call

Each member should call the number given and explain them the whole event and then forward whatsapp promotional messages and poster for prayas'21

In case a person does not pick up the call then the member has to contact them again the next day.

Search EOC's on LinkedIn, if there are no EOC then find out and contact the President, Vice-President or Secretary of that college or contact NSS of that college.

Niyati and Isshita

You both have to send messages to colleges EOC or any other related societies through Instagram

Niyati- DU colleges

Isshita- Outside DU

Contact societies on Saturdays and Sundays as well.

7.   Record of attendance of participation by students during the year:

Percentage	Number of students
0% - 25%	
25% - 50%	
50% - 75%	
75% - 90%	
Above 90%	51

8.

Extension and outreach Programmes conducted by the society, (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs (if applicable)				
Name of the activity	**Organising unit/ agency/ collaborating agency**	**Name of the scheme**	**Year of the activity**	**Number of students participated in such activities**

9.

Awards and recognitions received for extension activities from government /government recognised bodies (if applicable)			
Name of the activity	**Name of the Award/ recognition for Institution**	**Name of the Awarding government/ government recognised bodies**	**Year of award**

10.

Capacity building and skills enhancement initiatives taken by the society including the following: 1. Soft skills, 2. Language and communication skills, 3. Life skills (Yoga, physical fitness, health and hygiene), 4. ICT/computing skills			
Name of the capacity development and skills enhancement program	**Date of implementation (DD-MM-YYYY)**	**Number of students enrolled**	**Name of the agencies/consultants involved with contact details (if any)**

11.

Year	**Name of the Activity conducted by the society to offer guidance for competitive examinations**		
	Name of the Activity	**Number of students attended / participated**	**Short report containing details of names of students/staff, resource persons, geotagged photos, attendance sheets, etc.**

12.

Awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one)						
Year	**Name of the award/ medal**	**Team / Individual**	**University/State/National/ International**	**Sports/ Cultural**	**Name of the Student**	**Certificate/Geo-Tagged Photographs**

13.

Sports and cultural activities/events in which students of the society participated organised by the institution/other institutions			
Date of event/activity (DD-MM-YYYY)	**Name of the event/activity**	**Name of the student participated**	**Certificate/Geo-Tagged Photographs**

Additional Requirements:

- Initiatives for Disabled Friendly Activities
- Events organised with Geotagged photos, videos, reports, participants, circulars/notices Google Drive Link for the above mentioned information:
- Adherence/Revision of the Policy Document
- Maintenance of Facilities (Proper Documentation including Bills, AMC, etc)

Link for Reports
https://drive.google.com/drive/folders/1y6Jb2-AoYR-chPMr9hhrJ_unjVP_-S9h?usp=sharing