Institute
Social Responsibility
Policy Statement

KPR Institute of Engineering and Technology (KPRIET) is committed to embark on social welfare programs towards fulfilling its social responsibility

KPRIET undertakes to organize and support societal activities by students, employees and other stakeholders through community outreach programs

KPRIET commits to strategize its social welfare programs to deliver the most impactful services in the neighboring community.

KPRIET shall,

➢ create awareness among its stakeholders on its social responsibilities

➢ inculcate social awareness, moral and ethical values and environmentally responsible behavior amongst the community

➢ draw a pool of volunteers from NSS, YRC, UBA, NCC, other clubs, students and employees of KPRIET

➢ focus developmental activities in the communities in the neighborhood of the Institute

➢ plan and execute awareness programs and societal activities that have a bearing on continuing education, skill development, career growth, economic development, women empowerment, sanitation and health, road safety, sustainable environmental practices, etc. guided by the UN Sustainable Development Goals (SDGs)

➢ organize activities focusing on youth, middle-age and old-age with relevant trainings and knowledge sharing programs

➢ coordinate with governmental and non-governmental organizations in delivering sustainable development programs

➢ participate in cultural activities of the communities and promote harmony among the public.

KPRIET requires all its students, employees, alumni and stakeholders to support in delivering Institute social responsibility programs effectively.

Dr. M. Ramasamy
Principal
KPR Institute of Engineering and Technology

Policy Name:	**Institute Social Responsibility**			Policy No.:		P3
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Responsible Person	Head/ ISR	**Contact Info.**	**Email-ID:** head.isr@kpriet.ac.in
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Applies to:							
Faculty	✓	**Students**	✓	**Alumni**	✓	**Parents**	✓
Staff	✓	**Visitors**	✓	**Vendors**	✓	**Employee**	✓

Version History				
Version No.	**Approved By**	**Revision Date**	**Description Of Change**	**Author**

ISR Policy Implementation Guidelines

The implementation of ISR policy is entrusted with a team consisting of faculty, staff and students. The Head of the Institution appoints a faculty advisor to lead and guide the team in its activities.

The ISR team attempts to

- create awareness among alumni, students, faculty and staff towards our responsibility for societal development
- arrange training/awareness programs for underprivileged school children, Orphanage, Old Age Homes, etc.
- develop need based educational projects for underprivileged school students, Orphanage, Old Age Homes, etc.
- organize training /awareness programs and social projects in association with social organizations and clubs
- devise schemes and undertake activities for community development in the neighboring villages
- plan and execute projects for physically challenged persons
- visit to well-known NGO's and help in their activities
- arrange seminars/lectures by social workers for ISR cell faculty and students
- but not limited to the above only.

1. Process of Activities

1.1 Selection of volunteers

The student and staff volunteers who join the ISR team, work with passion. The knowledge and attitude of the volunteer is given priority. An interview is conducted with the volunteer, if required, to know the involvement before the selection of the volunteer.

1.2 Selection of proper projects

The selection of proper projects for a program can boost the morale of the volunteers and develop in them a sense of achievement. Hence, it is essential that suitable projects must be selected with utmost care. The UN Sustainable Development Goals (SDGs) are considered for the selection of projects.

While identifying the projects/activities in special programs, the following criteria are kept in mind:

- ➢ the needs of the locality
- ➢ facilities available in the area
- ➢ local participation
- ➢ possibility of completing or developing the project in 10 days
- ➢ possibility of follow-up action in regular activities.

1.3 Personality Development

The aims of an event should be designed to achieve the objective of personality development among the volunteers. Group-work, team building, community dynamics, leadership, communication skills and creativity should form a part of the event.

1.4 Organization of event

- ➢ Each event will have 1-2 staff and faculty and 2-5 volunteer leaders who will work as event organizers/work supervisors. Each event may consist of a minimum of 40 and maximum of 50 participants depending upon local needs.
- ➢ Active participation of local students and youth will be ensured.

➤ Ensure adequate representation of students belonging to all communities, so that people belonging to these communities feel fully involved in the development of the area.

➤ Female volunteers will be encouraged to participate in the events organized by the Institution.

➤ International students may also be involved in the events, if possible.

1.5   Administration of the Event

➤ Maximum number of volunteer leaders and teaching community of the institution may be involved in conducting the event.

➤ All volunteers participating in the event will be divided into different groups. Each one will undertake activities according to one's aptitude, educational qualification and skill.

➤ The management of each event will be done through committees which take care of various aspects of the event. Punctuality and discipline will be emphasized. All the participants including the teachers should strictly abide by the rules.

1.6   Involvement of the Community

Every effort will be made to involve the local people in the work. It will be explained that the work is for their benefit and therefore, they should contribute to it. If all the physical efforts are done only by the volunteers, then the village population may feel that the volunteers are doing it to get a degree or some such benefit.

The objective of the program should, therefore, be to involve the village population actively in rural welfare programs and make them see that, by their own coordinated efforts, they could live a better and richer life.

1.7 Publicity

Adequate attention will be given for proper publicity of the event planned to create an awareness of the importance of this program in the process of rural reconstruction and development.

The program will be publicized through the Press, Radio, Television, documentaries and other mass media.

1.8 Reports and Accounts

As soon as an event is over, a detailed report indicating, inter-alia the location of the event, the actual number of participants, duration of the event (including exact dates), activities undertaken during the event, response of the community, community assets created, and the follow-up plan will be prepared.

Accounts of the expenditure on the events will be prepared along with the progress of the event so that no difficulty is faced by the institute in the matter of rendering accounts at the close of the year. Submission of expenditure accounts on time by all levels is of utmost importance for the smooth flow of grants for the implementation of events.

1.9 Follow-up Action

Organization of an event will not be an end in itself. Before the event comes to a close, it will be ensured, through the local community, that the assets created will be maintained by the local authorities and/or the community. In case of the Tree Plantation, the trees planted will be nurtured and maintained by the local community.

The follow-up of the event in the adopted village(s)/slum(s) should be undertaken as one of the regular activities of the institution. This is

necessary to consolidate the achievements of the event and to instill a confidence in the community. This also implies that the project areas will be the villages/slums located not far from the institute so that follow-up becomes easy and possible.

1.10 Evaluation

The top management will have regular visit to the events to enthuse and encourage the volunteers and guide them, wherever necessary. During the event visit, they will also see that guidelines for the event have been well taken care of. The institute will then send to each village, well before the event starts, a questionnaire to elicit information in various aspects of the events. The institute may return the questionnaire duly completed directly to the organizes as soon as the event is over to enable them to evaluate the event as it progresses.

2. Guidelines from Statutory and Non-Statutory Bodies

➢ Corporate Social Responsibility: An Implementation Guide for Business: https://www.iisd.org/system/files?file=publications/csr_guide.pdf

➢ Corporate Social Responsibility Voluntary Guidelines, 2009: https://www.mca.gov.in/Ministry/latestnews/CSR_Voluntary_Guidelines_24dec2009.pdf

➢ Department of Public Enterprises – Corporate Social Responsibility: https://dpe.gov.in/dpe-guidelines/corporate-social-responsibility

➢ NSS Manual: https://nssmu.in/wp-content/uploads/2020/07/NSS-Manual.pdf