HEALTH CLUB

Administrative Manual

I. Introduction

Establishment and Purpose:
The Desalite Health Club was established in 2012 with the primary purpose of promoting physical, mental, and emotional well-being among students and staff at St. Francis de Sales College, Bengaluru. The club seeks to create awareness about healthy living and foster a culture of fitness and wellness.

Scope:
The Desalite Health Club offers a variety of activities, workshops, and programs designed to enhance the health and well-being of the college community. Key stakeholders include students, faculty, non-teaching staff, and external health professionals. The club contributes significantly to improving the overall health consciousness within the institution, ensuring that every individual is empowered to lead a healthy lifestyle.

Objectives:

1. To promote awareness about the importance of physical and mental health.
2. To organize health check-up camps, fitness workshops, and seminars.
3. To encourage participation in yoga, meditation, and fitness programs.
4. To maintain a positive and stress-free environment in the college.
5. To collaborate with healthcare professionals for specialized guidance and support.

II. Organisation and Governance

Office Structure:
(Include an organogram, such as:)

- **Coordinator:** Faculty Member (Health and Wellness Expert)
- **Student Representatives:** Members from various departments
- **Members:** All those students who are interested to join the Health Club.

Roles and Responsibilities:

- **Coordinator:** Initiate Plans, gets approval, coordinates, and implements health-related programs and initiatives.
- **Student Representatives:** Assist in organizing events with the co-ordinators and spreading awareness among members, peers and society.
- **Members:** Actual implementation of events under the guidance of Co-ordinator and Student Representatives.

III. Staff Management

Induction and Orientation:

1. Welcoming new staff and student members into the club.
2. Briefing them on the club's mission, goals, and ongoing activities.
3. Introduction to the roles and responsibilities within the club.
4. Sharing of policies, procedures, and available resources.

Staff Development and Support:

- **Workshops:** Regular workshops on health, nutrition, and fitness.
- **Mentorship Programs:** Pairing new members with experienced ones for guidance.
- **Wellness Resources:** Access to gym facilities, yoga sessions, and health webinars.
- **Technology Support:** Online tracking of fitness programs and health records.

Transition Process:

During a member's transfer or resignation, a formal handover of responsibilities is conducted. Records and data are shared with the new member or coordinator to ensure smooth continuity.

IV. Operational Framework

Processes and Procedures:

1. Conducting monthly meetings to plan upcoming activities.
2. Scheduling health awareness programs, fitness camps, and events.
3. Collaborating with external health experts for specialized initiatives.
4. Documenting participation and feedback from attendees.

Perception Building:

- Active promotion of activities through social media, college notice boards, and newsletters.
- Positive communication about the club's impact on campus health and well-being.

Files and Registers Maintained:

1. Attendance records for events.
2. Feedback forms from participants.
3. Financial records for budget and expenses.
4. Reports on the outcome of health initiatives.

V. Performance Management

Measurable Outcomes:

- Increased participation in fitness and wellness programs.
- Improved health statistics in annual health check-ups.
- Positive feedback from students and staff on the club's initiatives.

Review and Evaluation:

- Quarterly review meetings to assess performance.
- Annual reports documenting activities and outcomes.
- Feedback collection from stakeholders for continuous improvement.

VI. Compliance

Compliance:

- Central and State Government health and safety regulations.
- College policies and guidelines on extracurricular activities.
- Partnerships with recognized health organizations and professionals.

VII. Communication and Stakeholder Engagement

Communication to Stakeholders:

- Regular updates through emails, newsletters, and social media.
- Maintaining open communication channels with students, faculty, and health advisors.

VIII. Appendices

List of Policies, Guidelines, Rules, and Regulations:

1. College policy on co-curricular activities.
2. Guidelines from government health agencies.
3. Code of conduct for members of the health club.