

Administrative Manual

Desalite Farmers Friendly Association (DFFA)

Year of Establishment - 2018

1. Introduction

DFFA (Farmers Friendly Association) is a visionary organization committed to cultivating awareness and appreciation for agriculture, nature, and farming among students. By fostering a strong connection between the younger generation and the farming community, DFFA aims to act as a bridge, encouraging dialogue, understanding, and collaboration. With a focus on empowering farmers and promoting sustainable agricultural practices, the association aspires to inspire future generations to value the significance of farming and contribute to the preservation of our natural resources for a thriving and sustainable future.

Establishment and Purpose:

The **Farmers Friendly Association (DFFA)** was established with the purpose of fostering a deeper understanding and appreciation of agriculture, nature, and farming among students. By bridging the gap between farmers and the younger generation, the association aims to address the growing disconnect between urban lifestyles and rural livelihoods. DFFA seeks to empower farmers by raising awareness of their challenges, promoting sustainable agricultural practices, and encouraging innovation in farming techniques. Additionally, the association provides a platform for students to engage in meaningful interactions with farmers, inspiring them to contribute to the preservation of nature and the development of a resilient agricultural future.

Scope:

The **Farmers Friendly Association (DFFA)** serves as a dynamic platform that bridges the gap between farmers and the younger generation. The association offers a wide range of services, including awareness programs on sustainable agriculture, workshops on modern farming techniques, environmental conservation drives, and student-led outreach initiatives to support farmers. DFFA also organizes farm visits, interactive sessions with agricultural experts, and campaigns to promote organic farming and biodiversity.

Key Stakeholders:

- **Farmers:** Primary beneficiaries, empowered with resources, knowledge, and connections.
- **Students:** Future ambassadors of agriculture, gaining practical exposure and understanding.
- **St Francis De Sales College:** Facilitators of collaboration, research, and student involvement.

- **Agricultural Experts and NGOs:** Partners offering technical insights and innovative solutions.

Contribution to the Institution:

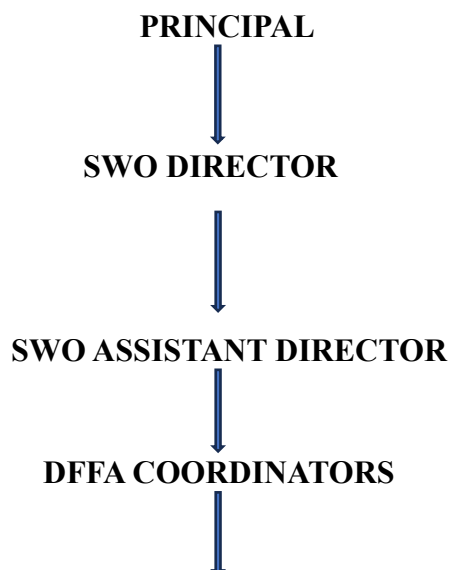
DFFA strengthens the institution’s role as a socially responsible entity by promoting agricultural awareness, environmental sustainability, and rural development. By nurturing student engagement in agricultural activities and fostering connections with farmers, the association ensures a deeper societal impact while inspiring leadership and innovation. This collaborative effort contributes to the institution’s vision of holistic education and community-driven progress.

Objectives:

- **Promote awareness about agriculture and sustainability:** Educate students on the importance of farming, agriculture, and eco-friendly practices to build a deeper understanding of their role in food security and environmental health.
- **Bridge the gap between farmers and youth:** Facilitate meaningful connections between farmers and students to encourage mutual learning, cultural exchange, and respect for rural livelihoods.
- **Support farmers with modern resources:** Act as a link to help farmers access advanced farming tools, techniques, and knowledge, improving productivity and resilience.
- **Encourage student participation in rural activities:** Organize field visits, workshops, and interactive sessions to help students experience the challenges and joys of farming life.
- **Inspire innovation in agriculture:** Motivate students to explore modern agricultural opportunities, research, and entrepreneurship, contributing to the sector’s development.
- **Promote sustainable agricultural practices:** Advocate for responsible farming methods that conserve natural resources and support long-term ecological balance.

II. Organisation and Governance

- **Office/Centre Structure:**



STUDENTS

Roles and Responsibilities:

1. Principal

- Acts as the chief patron and oversees the overall functioning of DFFA.
- Provides strategic guidance and ensures alignment with the institution's vision and objectives.

2. SWO Director (Student Welfare Officer)

- Supervises DFFA's initiatives and ensures compliance with institutional policies.
- Facilitates collaboration between DFFA and other departments to enhance student engagement and welfare.

3. SWO Assistant Director

- Assists the SWO Director in monitoring DFFA activities and implementing programs.
- Ensures the smooth execution of DFFA events, workshops, and outreach activities.

4. DFFA Coordinators

- Plan, manage, and coordinate all DFFA programs and initiatives.
- Act as a bridge between students, volunteers, and advisors, ensuring effective communication and execution of objectives.

5. Students

- Actively participate in DFFA events, workshops, and outreach activities.
- Contribute ideas and efforts to promote awareness about agriculture, nature, and farming among peers and the community.

III. Staff Management

Induction and Orientation:

Induction Program:

- New Coordinators will be given a formal induction by the Existing Coordinators.
- Introductions to the center's mission, vision, and operational guidelines.
- Overview of college policies, Centre policies and Work Culture

Orientation Activities:

- Familiarization with the reporting structure, roles, and responsibilities.
- Training on the use of administrative systems and record-keeping protocols.

Transition Process for Transfer/Resignation/Termination:

1. Formal Notification

- The departing member informs the DFFA Coordinator or SWO Assistant Director about their transfer, resignation, or termination in writing.

2. Handover of Responsibilities

- The outgoing member prepares a simple handover document listing:
 - Ongoing projects and their status.
 - Key contacts and pending tasks.
- Responsibilities are transferred to the new or interim member in a formal meeting.

3. Knowledge Sharing

- A brief session is arranged where the outgoing member explains ongoing tasks and provides guidance.

4. Access and Asset Management

- Ensure the return of DFFA property (like files or IDs) and revoke access to digital tools or accounts.

5. Introduction of Successor

- Introduce the incoming member to the team and key projects.

6. Acknowledgment

- Appreciate the contributions of the outgoing member and complete any necessary clearances.

IV. Operational Framework

Operational Framework for DFFA

Processes and Procedures for Services and Functions

1. Awareness Programs:

- Organize workshops, seminars, and interactive sessions for students and farmers to foster understanding of agriculture, nature, and farming practices.
- Plan field visits to farms and agricultural sites for experiential learning.

2. Farmer Assistance:

- Collaborate with local farmers to understand their challenges and provide solutions through student involvement and expert consultations.
 - Act as a liaison to bridge the gap between farmers and the younger generation.
3. **Student Engagement:**
 - Assign student roles in projects focusing on agriculture, eco-conservation, and sustainable practices.
 - Encourage student-led initiatives like awareness campaigns and social media outreach.
 4. **Collaboration:**
 - Partner with agricultural organizations, government bodies, and NGOs to enhance resources and support for the association's activities.

Perception Building

1. **Community Outreach:**
 - Conduct public awareness drives highlighting the importance of agriculture and the association's role.
 - Share success stories of projects and collaborations through newsletters, social media, and institutional platforms.
2. **Institutional Engagement:**
 - Regularly update stakeholders, including the principal and SWO team, about activities and achievements through reports and presentations.
 - Celebrate milestone events like Farmer-Student Day to strengthen the association's image within the institution.
3. **Student-Centric Approach:**
 - Engage students with dynamic activities, competitions, and campaigns to foster enthusiasm about agriculture and sustainability.
 - Showcase student achievements in DFFA projects through institutional and external platforms.

List of Files and Registers Maintained

1. **Membership Register:**
 - Details of all members, including students, coordinators, and stakeholders.
2. **Event Records:**
 - Log of workshops, seminars, and awareness programs with dates, participants, and feedback.
3. **Project Files:**

- Records of ongoing and completed projects with reports, photos, and outcomes.
- 4. **Meeting Minutes Register:**
 - Notes from team meetings, planning sessions, and collaboration discussions.
- 5. **Finance Records:**
 - Details of budgets, expenditures, and funding for activities.
- 6. **Attendance Register:**
 - Record of member attendance in DFFA meetings and events.
- 7. **Feedback and Suggestions:**
 - Compiled feedback from students, farmers, and stakeholders to improve future activities.

V. Performance Management

Measurable Outcomes Key Performance Indicators

1. **Student Engagement:**
 - Number of students participating in workshops, seminars, and field visits.
 - Feedback scores from students on awareness programs and activities.
2. **Farmer Interaction:**
 - Number of farmers assisted through DFFA initiatives.
 - Quality of feedback from farmers about the support provided.
3. **Activities and Events:**
 - Total number of events conducted annually (e.g., workshops, field visits, awareness drives).
 - Success rate in achieving predefined goals for each event.
4. **Collaborations:**
 - Partnerships established with agricultural organizations, NGOs, or government bodies.
 - Projects or campaigns executed in collaboration with external stakeholders.
5. **Impact Measurement:**
 - Increase in student awareness and understanding of agriculture and farming practices (measured through surveys or quizzes).
 - Documented improvements in farmer-related challenges addressed by DFFA.

6. **Visibility:**

- Growth in social media engagement, newsletter subscribers, and community participation in DFFA activities.
- Positive media coverage or institutional recognition of DFFA initiatives.

Review and Evaluation Process

1. **Annual and Monthly Review Meetings:**

- Conduct a comprehensive review at the end of each academic year to assess the overall performance of DFFA.
- Include key stakeholders (Principal, SWO Director, Assistant Director, and Coordinators) to evaluate outcomes.

2. **Activity-Based Evaluation:**

- Evaluate each event or activity based on attendance, feedback, and objectives achieved.
- Create post-event reports summarizing strengths, weaknesses, and recommendations for improvement.

VI. Compliance

- **Compliance:**
DFFA operates according to the policies and guidelines laid by the Institution.

VII. Communication and Stakeholder Engagement for DFFA

Internal Stakeholders

1. **Students:**

- Regular updates via college noticeboards, WhatsApp groups, and email newsletters.
- Orientation sessions, workshops, and interactive discussions to encourage participation and foster awareness.
- Feedback collection through surveys and suggestion boxes to improve activities and address concerns.

2. **Faculty and Management:**

- Periodic reports detailing DFFA activities, achievements, and future plans shared during department meetings.
- Invitations to attend or collaborate on events, seminars, and outreach initiatives.
- Use of institutional channels, such as newsletters or the college website, for communicating milestones and updates.

External Stakeholders

1. **Farmers and Agricultural Communities:**

- Direct communication through visits, workshops, and training sessions conducted in regional languages.
- Distribution of informative materials, such as pamphlets, brochures, and guides, on sustainable and modern agricultural practices.
- Leveraging local media (newspapers, radio, and social platforms) to disseminate key messages.

2. **Government and Regulatory Bodies:**

- Submission of detailed reports about DFFA's initiatives that align with government programs and schemes.
- Active engagement with agricultural departments and regulatory agencies to coordinate activities and seek guidance.

3. **Non-Governmental Organizations (NGOs) and Industry Partners:**

- Regular coordination meetings to identify opportunities for collaboration on community development and farming projects.
- Sharing updates through email and presentations on the impact and outcomes of joint initiatives.

Strategies and Protocols

- **Transparency:** Ensure clear, concise, and accurate communication to build trust and strengthen relationships.
- **Timeliness:** Disseminate information promptly to keep stakeholders informed and engaged.
- **Feedback Mechanism:** Maintain open channels for feedback to improve communication effectiveness and program quality.
- **Diverse Media Usage:** Utilize digital platforms, face-to-face interactions, and print media to cater to diverse stakeholder needs.

By implementing these communication strategies, DFFA ensures that all stakeholders remain informed, engaged, and motivated to contribute to the association's objectives.

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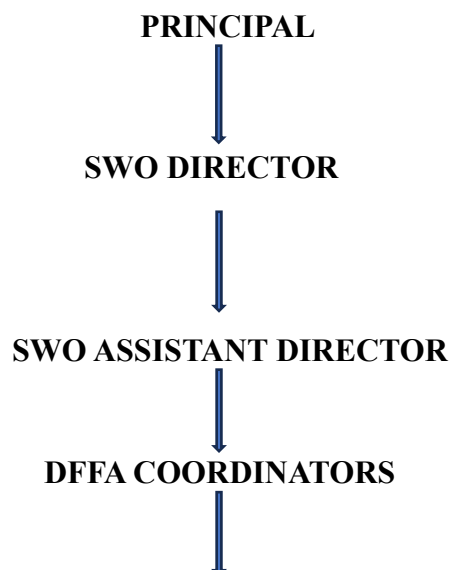
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