



Project Quality Policy

Street Cause hereby referred to as 'SC' or 'The Organisation', is a non-profit NGO that is constantly modifying itself to update with the rapidly changing times. Street Cause has certain guidelines, which are to be followed, in order to ensure a smooth functioning organisation.

Scope:

Street Cause projects build support for the Organization from the general public. To gain optimum support and trust, it is ensured that every penny raised from various sources is appropriately used for these projects. The Project Quality Policy guidelines are expected to be followed by every Division and Unit associated with Street Cause. Street Cause being a student run NGO, does not interfere with any sensitive matters of society. Street Cause does not perform any rallies/protests, or social awareness campaigns.

Preface:

The Project Quality Policy defines guidelines for service projects executed by the Organization. Street Cause intends to conduct projects that benefit the underprivileged areas by implementing resources that leave long-lasting, positive effects.

This policy shall apply to:

- Chief Executive Board (Chief EB)
- All the Divisions of SC
- Units of Street Cause - Gold, EForce, PAW, I&R, Pride and Hyderabad Youth Assembly
- All members and volunteers raising funds for Street Cause.

1. Surveys:

A rigorous survey must be conducted as a part of planning, prior to execution. It is important to channelize our efforts into areas that are in dire need of help. There is a format in which a Survey report is made, details of which are **mentioned under clause 1 in the SC Documentation Policy.**

2. No Collaboration with any other NGOs:

Street Cause functions as an independent student-run NGO and does not intend to collaborate with other Organizations. However, any exceptions are to be approved in prior by the Project Quality Head of the Chief Executive Board, President- Street Cause at the discretion of the BOG with the consent of the Permanent Chair of Street Cause.

3. Third Party Involvement:

- A. Non-SC third parties should not be directly involved in the financials of the project, and all funds must only be transferred to the vendors directly and funds must not be going through any third person except SC members or vendors
- B. In an event where there is absolute need for the money to be transferred through a third person except SC members or vendors, it has to be approved by the VP-F and only then can the money be transferred to a non vendor

4. Annual Project Plan:

- A. The chief Executive Board shall have a yearly plan and estimation of the number of projects that will be executed in their term
- B. The Annual Project Plan shall be from 1st June to 31st May and the project plan shall be made accordingly by the Project Quality head
- C. The Annual plan must be documented on the SC Project Tracker of the respective year by the Project Finance & Quality Head of SC
- D. The SC Project Tracker must be constantly updated by the Project Finance & Quality Head of SC, which includes the expenditure, impact, and all necessary details, regularly, and must ensure that the details correspond with the Finance Tracker, and Annual Report
- E. The Annual plan must be made at the time of the Induction of the Chief EB and must be approved by the BOG. The Annual Plan must show significant growth in

comparison to the preceding year, showing increased impact, quality, and expenditure

5. Departments in a Division:

A. Any Street Cause Division comprises of the following **FIVE DEPARTMENTS:**

- (i) Women Empowerment
- (ii) Education
- (iii) Social Impact
- (iv) Environment Changes
- (v) Old Age Homes & Orphanages

Any Street Cause Division is independent to choose any number of departments from the above mentioned list to inculcate as a part of the Division's functioning curriculum. The minimum number of departments which could be opted being one to the maximum number of department(s) which could be opted being Five

B. Each Department in a Street Cause Division is headed by a Vice President from the Divisional Executive Board

C. Workforce for each department comprises Vice President from the Divisional Executive Board, Coordinators (6 being the maximum number of coordinators per department), however the count is left to the response received from the workforce and the Divisional Executive Board- respective Mentor from Chief Executive Board

D. In case the Division has more than one department, the workforce has a choice to opt for a department of their choice. In case, the Division comprises only one department then by default the workforce has to opt to work for the existing department

E. Each Department is expected to cross check their project ideas with the respective Vice President of the department, Divisional Executive Board, Mentor and the Project Quality Head from the Chief Executive Board of Street Cause. Only Permanent Projects pertaining to the above specified Departments can be taken up by Street Cause. **(Refer to Clause d under Permanent Projects)**

F. Street Cause Divisions do not take up any project working on the grounds of animal welfare. All such projects need to be directed to SC PAW

6. Qualification of a Street Cause Project:

From 2017, Street Cause has decided to take up Permanent Projects only. 'Permanent Project' is defined as a project which shall maintain a lasting, or, permanent impact in the place where it is being taken up. Permanent projects are categorized into two types, for better understanding and adaptability as discussed below:

A. Continuous work projects:

- (i) SC takes up projects that have a smaller impact, in terms of budget spent, or, single time visit results with respect to the above mentioned five Departments. The idea is to continue various tasks on a monthly (or as-needed) basis while meeting the necessary requirements of the area in need.
- (ii) The project is to be continued for a minimum time period of 12 months unless the place becomes self-sustainable. The following places could be considered for taking up a SC Permanent Project: Orphanages, Old Age Homes, Villages, Government schools.

And at the same time, plan for a permanent solution for these requirements to make the place self-sustainable.

Example: An Orphanage/school is adopted by a said SC Division and intends to take up some Communication and Personality development classes in the interest of benefitting the students. As a part of this project few of the members of the respective SC Division shall visit the Orphanage/school every day to teach these subjects to the students over a brief period of time.

B. One-time work projects:

- i. SC Divisions could take up projects which have a long-lasting and permanent impact by executing a single sustainable project. The SC Division shall meet the requirements of the target area while ensuring that the changes last for a long period of time

Example: For a school that needs blackboards and new benches across all classes, it is a one-time project of Street Cause, to set them up. Once the survey is done and the requirement is met, it no longer needs to be followed-up by the SC Division which takes up the project

C. Self- Sustainability:

i. Street Cause ensures that the targeted location is made self-sustainable by the end of the project. Any project taken up by the respective Street Cause Division can be divided amongst members into multiple tasks. Dividing up the work enables efficiency, ensuring that the Organization's goal is met with.

Example: A school lacking benches, proper faculty, blackboards, power supply and proper sanitation facilities is being adopted by a said SC Division. The respective SC Division is expected to divide the project into multiple tasks, as follows:

Task 1: Providing benches and blackboards.

Task 2: Improving sanitation facilities.

Task 3: Installing a solar power system.

Task 4: Teaching students on a regular basis.

D. Minimum Impact:

i. Street Cause takes up Permanent projects which have an impact on at least 30 people.

To ensure the outreach is large, a mandatory minimum of 30 people in the target area is maintained.

ii. Occasionally, there are exceptions where a project may impact nearly 20 to 30 people and the expenditure may range less than INR 5000/- on the complete project. Under such situations, a decision needs to be approved by the Head- Project Finance Quality from the Chief Executive Board under the discretion of the President – Street Cause.

E. Optimization of Expenditure:

i. Street Cause Divisions are strongly advised to make sure that the cost incurred to take up a Permanent project is as minimalized as possible. However, this is done without compromising on the quality standards of the project.

Example: For an Old Age home requiring washroom reconstruction, the respective SC Division taking up the Permanent project shall ensure that they get the work completed within the lowest possible expenditure.

However, the project must be conducted without compromising on the quality of the work.

F. No Objection from the Government:

- i. Street Cause ensures that government bodies or any other authorities relevant to the execution have no objection towards any project taken up by the Organization
- ii. Projects that require any legal permissions from concerned Government officials shall be taken before a minimum of two weeks prior to the task

Example: A Street Cause Division that takes up a project to collect all biodegradable waste from a vegetable market and make compost out of it, prior permission from GHMC authorities must be taken to collect the waste

G. Follow ups:

For certain projects, it's important to follow-up and ensure that the resources are being utilized properly. Divisions shall do a minimum of two follow-ups within two months of completion—first after 20 days and second after 45 days from the conduction of the event.

I. Project Finance & Quality Head:

All Street Cause projects are to be approved by the Project Finance & Quality Head of Street Cause during the planning stage itself. The Project Finance & Quality Head ensures that projects abide by the Project Quality Policy of Street Cause. The Project Finance & Quality Head also takes ownership of all projects executed by Street Cause divisions.

11. Amendments :

- A. The Policy has been created by the Chief Executive Board under the guidance of the Permanent Chair of Street Cause
- B. Any change/changes to the policy shall be reviewed by the Portfolio Head, Head-Documentation and Policy Governance, along with the President of Street Cause
- C. If the President is in agreement with the amendments to the Policy, it needs approval from the Board of Governors and Governance Committee
- D. In case of any discrepancies arising, the Street Cause Governance Committee can be approached with the same
- E. **Change of Policy:** The Executive Board of Street Cause, can change the policies, approved by the President of Street Cause, after due consultation with the BOG
- F. **The Board of Governors has the discretionary right to invoke any change in policy based on circumstances**
- G. The Board of Governors has discretionary right to make an exception to the policy based on reasonable circumstances
- H. The Permanent Chair has the discretionary right to override any change in policy made by the Board of Governors and Governance Committee based on circumstances and will have final call over the policies

Note:

- 1. The policy is subject to change and further updates.
- 2. For any queries regarding the policy, please email to streetcause@gmail.com

Policy Version	Changes	Created/Modified	Written/Amended By	Reviewed/Approved By
SC Project Quality Policy V 1.0	Policy Launch	19/10/2019	Kushal Agarwal (AP-Project Quality), Sumaiya Shaik (AP-Documentation), Lalitaditya (President)	Akhilesh Jukareddy
SC Project Quality Policy V 2.0	Streamlined the role of Project Finance Quality Head	29/04/2020	Teja Chilkuri (AP-Media Relations)	Meghana Mojjada, Bhargav Kumar (Board of

				Governors)
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