Standard Operating Procedures
Rajdhani College

Standard Operating Procedures for Admissions

- The students apply online on the University of Delhi Admissions portal to the college and course of their choice within the period given by University of Delhi.

- They register with a unique ID and password. The students also upload the scanned images of all the certificates. Online data is transferred by the University to the respective college.

- Under the leadership of a teacher representative working as the Coordinator of admissions, various departmental admission committees formulate the cut-offs and other criterion for different courses and categories of students. In this way, the First List is arrived at in the college, and communicated to the University.

- If the student fulfils the admission criterion of the college and stream, he now downloads the admission form. After this, the eligible candidates approach the concerned admission committee of the college. The admission committee checks the marks and certificates of the candidates and ensures that the student fulfils the admission criteria.

- Forms complete in all respects are sent by the admission committees to the coordinator of admissions. After the coordinator is satisfied that all admission criteria have been adhered to, the forms are sent to the college office.

- The non-teaching staff again examines the students form and physically verifies the certificates. The students' candidature is once again checked on the University portal and the admission is confirmed. The confirmation of admission is duly notified to the candidate via a telephonic message as well as e-mail.

- The student then submits the fees online and is now considered admitted provisionally to the college.

- If the college is unable to fill up the allotted seats for any course, a second cut-off is announced. The same procedure is followed for the second and subsequent other cut-offs. This is the procedure of admissions followed by the college.

Note:

In case a student wishes to cancel his/her admission, she/he is required to submit the printed cancellation form from DU portal and get it signed from Admission in-Charge (TIC), S.O. Admin, Admission CommitteeConvener and Principal. She/he will get her/his originals by giving receipt of the same after on-line cancellation on DU portal. Then fee may be refunded as per University rules.

Standard Operating Procedures for Examination

- All enrolled/ admitted students fill up the examination forms along with the examination fees.

- The University provides the examination date-sheet on its website well in advance.

- Before exams admit cards duly signed by the principal are distributed.

- Deputy superintendents are appointed by the Principal acting as Superintendent before the scheduled examinations to ensure their smooth conduct.

- The Deputy Superintendents assigns the invigilation duties, lays down the seating plan and looks into various other aspects concerning the examinations.

- The answer sheets are duly collected and sent to the University on session basis. These scripts are examined at the University examination centres.

- Special writers are provided for the visually challenged students.

- Visually challenged and other physically challenged students are given extra time as per DU rules.

- The examination branch of the University provides the material and other facilities as well as financial aid towards the smooth conduct of the exams.

Standard Operating Procedures for Different Laboratories

Chemistry Laboratory

Procurement of Equipment/ Chemicals / Glassware

- Internal purchase committee is constituted.

- Requisition from faculty for requirement of equipment/ Chemicals / Glassware in every academic year is taken.

- The lab-in-charges inform the teacher- in-charge about the stock of chemicals.

- Call for quotations are put up on the website or purchased under limited quotations.

- Comparative statement is prepared on the basis of price quoted and required specifications.

- Order is placed through Principal's office.

- The equipment and chemicals are entered in the main stock register of the store along with bill number and on the bill, page number of the stock register under the head consumables and non- consumables.

- Issue slip books are kept in each lab where teachers fill up their requirements.

- The required chemicals and equipment's are then deducted from the main stock register.

Issue of Glassware to students

- Issue forms are issued to the students (form attached).

- Teachers verify them.

- Lockers are issued to the students and the number of the locker is noted down against each student in a register.

- Glass apparatus are issued to the students which are kept in the locker.

- A breakage register is maintained in each lab where broken equipment is recorded with the students and teachers signature.

- Chemical prepared in each lab is also maintained in a register.

- Record of apparatus issued on daily basis are recorded in a separate register.

Maintenance

- Dusting of equipment and working area are carried out on a regular basis.

- Maintenance of equipment is carried out every two months.

- Working condition of equipment is routinely checked.

Central Computer Laboratory

- The computers are issued from the office.
- Serial number of issued computers are entered in the register.
- A number is assigned to each computer against their serial number.
- The students duly enter the Check-in time and Check-out time.
- The computers are maintained on a regular basis.

Computer Science Laboratory

- The laptops are issued from the office.
- Serial number of issued laptops are entered in the register
- A number is assigned to each laptop against their serial number.

Issue of laptops

- Laptops are issued to the students against their I-cards.
- Student roll-number and laptop number are recorded in the register duly signed by the Students.
- Maintenance of Laptops is carried out on a regular basis.

Mathematics Laboratory

- The computers are issued from the office.
- Serial number of Issued computers are entered in the register
- A number is assigned to each computer against their serial number.
- The students duly enter the Check-in time and Check-out time.
- The computers are maintained on a regular basis.

Physics and Electronics Laboratory

Procurement of Equipment

- Internal purchase committee is constituted.

- Requisition from faculty for requirement of equipment's in every academic year is taken.

- Call for quotations are put up on the website or purchased under limited quotations

- Comparative statement is prepared on the basis of price quoted and specified technical specifications.

- Order is placed through Principal's office

- The equipment's are entered in the main stock register of the store under the heads consumables and non-consumables.

- The teachers are required to fill up a form for the issue of equipment. Equipment are then issued to different Labs where they are again recorded in each Lab stock register.

Issue of equipment to the student

- From each laboratory, the required apparatus is then issued to the students (keeping I card as a record) after duly entering in a register.

- A breakage register is maintained in each lab where broken equipment is recorded with the students and teachers signature.

Maintenance

- Dusting of equipment and working area are carried out on a regular basis.

- Maintenance of equipment is carried out every two months.

- Working condition of equipment is routinely checked.

Standard Operating Procedures for the Library

Purchase of Library Books and their Filing in Shelves

STEP 1: Approval For The Book Purchase

1. Submission of list of books recommended by the teachers of different departments and students to the library.
2. Recommendations are checked by PA (Library) for duplicate, availability, etc.
3. Approval is taken for the recommended books by Librarian.
4. Finally, sanction is taken from the Principal of the college for purchase.

STEP 2: Order Placement and Physical Verification Of Purchased Books

5. Placing the order of books satisfying the terms and condition of the library.
6. Submission of challan by vendor along with the books.
7. Physical verification and checking of books received against the order.
8. Submission of bill by vendor to the college.

STEP 3: Processing of the Bill

1. Accessioning of books in the accession register of Library.
2. Finally, the bill is processed and submitted to accounts section, through principal for release of payment.

STEP 4: Technical Processing

1. Technical processing of the books including classification and cataloguing is done.
2. Physical Processing of the books including pasting of property slips, placing the barcoded tags and stamping is carried out.
3. Then the books are placed in shelves according to their classification number by the library staff.

Note:

Placement of books in shelves for those books which are in circulation:

1. Books are returned at the circulation counter.
2. From there, the books are placed in shelves according to the classification number by library staff.

Stock Verification of Library Books

STEP 1: Noting the Accession Number

1. Check card are issued to library staff for writing of accession number on them.
2. Staff note down accession number of books on check card for each book staff allotted to them.
3. While noting the accession numbers, books are physically checked and if the book is damaged/beyond repair is taken out of shelf,.

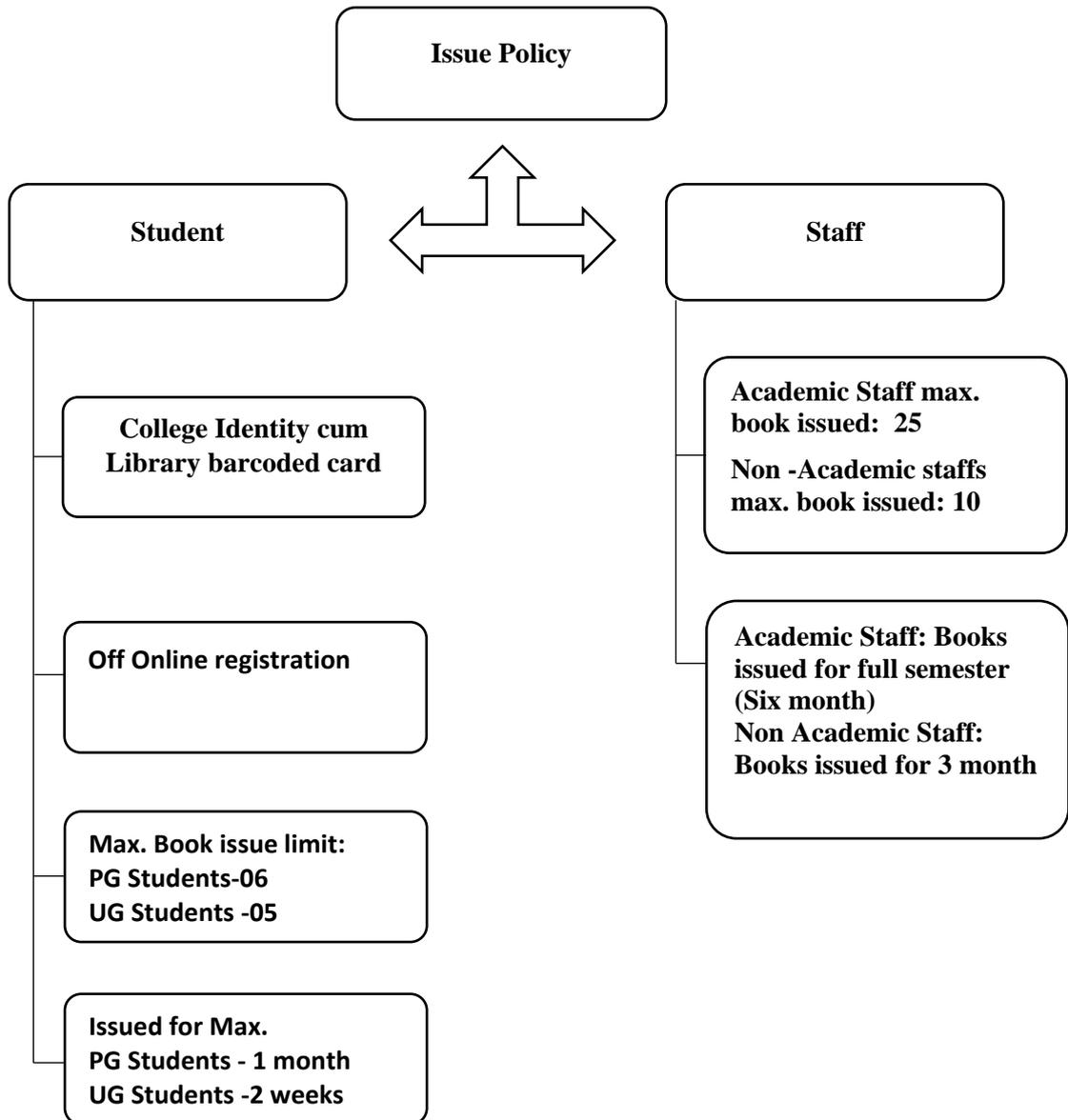**STEP 2: Verifying the stock through LIBWARE**

1. Once the work of noting down of accession numbers of books is over, all the check cards are pooled together and arranged as per accession no.
2. The accession numbers are then input into an excel file.
3. Excel file uploaded on the LIBWARE (Library Management Software)
4. A report of list of missing books is generated using LIBWARE (Library management Software)

STEP 3: Re-verification of the missing books

1. List of books are again checked with collection.
2. The final list of missing books is reported to the Principal.

Circulation of Library Books

Flowchart for the Issue Policy of Library Books

Issue Policy

Student ⟷ **Staff**

Student

- College Identity cum Library barcoded card
- Off Online registration
- Max. Book issue limit:
  PG Students-06
  UG Students -05
- Issued for Max.
  PG Students - 1 month
  UG Students -2 weeks

Staff

- Academic Staff max. book issued: 25

  Non -Academic staffs max. book issued: 10
- Academic Staff: Books issued for full semester (Six month)
  Non Academic Staff: Books issued for 3 month

Circulation of Library Books

Flowchart for the Return Policy of Library Books

Return Policy

Student

Staff

PG Students has to return books within 1 month
UG Students has to return books within 2 Weeks

Academic Staff has to return books within six month
Non Academic Staff within 3 months.

Beyond 2 weeks fined Rs. 1 per book per day

Payment mode in cash and fine receipt issued.

In case of loss or damage: has to bear cost of the book

In case of loss or damage: Students pay double the cost OR has to submit latest edition of the book lost.

Standard Operating Procedures for Financial Matters

Purchase/ Maintenance/ Repair/ Awarding contract of AMC

- Requisition/ Proposal of work

- Constitution of committee

- Approval of work by competent authority

- Sanction of amount by competent authority

- Permission/ Notice for obtaining/inviting quotations/ floating tenders*

- Opening of quotations

- Recommendations of the committee along with comparative statements

- Order/ Award letter

- Completion of work to the satisfaction of the committee

- Receiving and Verification of bill by the committee

- Stock entry if required and submission of bill to the office.

- Note of account section stating therein regarding scrutiny of the bill and their proper order.

* GFR - 2017 will be referred for the above process/ procedure and GFR 2017 shall prevail over this SOP in all matters of procurement/ repair etc. by the college. Amendments in the SOP, if any, will be incorporated as per the notification received from time to time.

For amounts less than Rs. 25,000/-, no tenders/quotations are needed. For amounts ranging between Rs. 25,000/- and Rs. 2.5 Lacs, open market or tender is floated. For amounts greater than Rs. 2.5 lacs, e-tender must be advertised on the central purchase and procuring portal.

Alternatively, direct purchases upto Rs 50,000/- maybe made directly through GEM. For amounts ranging between Rs. 50,000/- to Rs. 30 lacs purchases can be carried out directly through bidding or reverse bidding through GeM.

Standard Operating Procedures for Prevention of Sexual Harassment

- Rajdhani College has a duly constituted Internal Complaints Committee which follows the University of Delhi norms as detailed in the following link: http://www.du.ac.in/du/uploads/12022018_IIC_UGC-regulations_sexual-harassment.pdf

Standard Operating Procedures for Anti Ragging

Implementation of Anti-ragging

- An anti-ragging committee is formed by the staff council. The members name and numbers are displayed at prominent location in the college.

- Anti-ragging warnings are displayed at prominent locations in the college (near the canteen).

- An anti-ragging undertaking is taken from the students at the time of admission.

- Proctorial board members are vigilant to prevent incidents of ragging by taking frequent rounds in the college.

Standard Operating Procedures for Placement and Career Counselling

Placement and career counselling

- There is a placement cell in the college.

- They invite different companies for campus placement.

- Interested students apply with their CV.

- They are scrutinised by the companies and shortlisted candidates are interviewed. Thereafter, the final selection takes place.

- Career counselling is routinely carried out by the teachers, experts are also invited occasionally.

Standard Operating Procedure for Facilitating Handicapped Students

- College building is disabled friendly with rails and ramps

- Braille Software/facilities are available

- Rest Rooms are disabled friendly

- Scribes for examination are provided

- Examination fees exempted

- Annual fees/ college fees of Rs 55/- is charged within the framework of University of Delhi norms

- 20 types of special assistive devices and softwares are available.

- PWD students liaison officer is appointed to coordinate with the students with disability.SC/ST/ deprived section

- Para-olympic games and workshops, sensitizing programs are held from time to time.

Standard Operating Procedures for Sports Facilities

- The Sports facilities include a huge and well-maintained Sports Ground with lush green grass.

- The facilities include a Football court, a Handball court, two Cricket pitches for matches, two practice Cricket nets (cemented and turf), 200-meterstandard six lane tracks, a standard Long Jump pit, one Throwing Circle, one Javelin throw Area.

- Coaching is provided for Cricket, Handball and Volleyball. Students from other colleges under Delhi University also use these facilities.

- The Sports department maintains a stock issuing register to issue the required sports equipment's to students against their college I card.

- Students are selected for participation in various games through a rigorous screening process.

- A large number of intra-college competitions are regularly held, and an Annual Inter College athletic meet is held every year.

Standard Operating Procedures for other College Facilities

Classrooms

- All Class Rooms are cleaned every day before the classes commence.
- The Class Rooms are well knit and lighting facilities are regularly inspected.
- Most of the class rooms have white boards.
- Wi- Fi facility is available in all the classrooms.
- Many rooms are ICT enabled.LCD projectors are used to aid and improve the teaching-learning process.

College Campus

- Cleanliness of the college campus is maintained through duly appointed Safai Karamcharis.
- Strict schedules for cleanng corridors, Laboratories , pathways etc are adhered to.
- Washrooms are cleaned regularly.

Garden maintenance

- Gardening committee is duly constituted by the Staff Council
- Duly appointed gardening staff maintains greenery in the college
- Gardening supplies are routinely procured through the standard procedure for financial matters.

Campus Beautification

- The campus beautification is constituted by the Staff Council.
- Suggestions are invited from the teachers.
- All aesthetics are addressed by Campus Beautification Committee such as site maps, signage, Braille signage's for the visually challenged, wall of democracy which is a dedicated space created for the students to express their views on various current issues.

First Aid/ Emergency Medicine

- The college has a fully furnished Medical Room with a bed, weighing machine, first aid box, BP measurement, sugar measurement.

- A trained nurse has also been appointed.

- Ice pack for sports injuries are available.

- Health and hygiene committee periodically organises health checkup camps for the students and staff members.

- Students are also offered membership of health centre.(WUS)

- For serious casualties, the students are taken to the nearby ESI hospital