



SRI AUROBINDO COLLEGE (EVENING)

(UNIVERSITY OF DELHI)

MALVIYA NAGAR, NEW DELHI - 110017



MANUAL
FOR
STANDRED OPERATING PROCEDURES

Standard Operating Procedures for Admissions

- The students apply online on the University of Delhi Admissions portal and also students select the college and course of their choice within the time period given by University of Delhi.
- The students are registered with a unique ID and password on Delhi University Portal. The students also upload scanned images of all the certificates. Online data link is provided 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 cut off List is arrived at in the college, and communicated to the University.
- If the student fulfils the admission criterion of the college and stream, she/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, who are a part of the admission committee, again examine the students' forms and physically verify the certificates. The student's candidature is once again checked on the University portal and the admission is confirmed. The confirmation of admission is duly notified to the candidate through the admission portal.
- 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 Committee Convener and Principal. She/he will receive back her/his original documents by giving receipt of the same after on-line cancellation on DU portal. Then fee is 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 uploads 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, who acts as Superintendent, before the scheduled examinations, to ensure their smooth conduct.
- The Deputy Superintendents assign the invigilation duties, lay down the seating plan and look 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 centers.
- Special writers are provided for the visually challenged students.
- Visually challenged and other physically challenged students are given extra time as per Delhi University norms.
- 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 Laboratory

Psychology Laboratory

Purchase/Procurement of Equipment /Tools

- Internal purchase committee is constituted by college Staff Council in each academic year.
- Requisition from departmental faculty for requirement of tools/ equipments is taken every academic year.
- The lab technical assistant informs the teacher- in-charge of the department about the requirements.
- The department teacher in-charge informs the principal. College administration calls for quotations which are put up on the website.
- In some cases tools/equipments are purchased directly through GEM.
- The purchase committee of the college prepares comparative statement on the basis of prices quoted and required specifications.
- Every order is placed through the Principal's office.
- The tools and equipment are entered in the main stock register of the store along with bill number and page number of the stock register under the head consumables and non-consumables and transferred to Departmental laboratory.
- Departmental laboratory enters stock register under the head consumables and non-consumables.
- The names of used tools and equipments are then struck off from the main stock register and the balance is registered.

Issue of equipments and tools to students

- Issue register are kept in psychology lab where students fill up their requirements and after that the equipment and tools are issued to them. Record of apparatus issued on daily basis is maintained in a separate register.
- Issue forms are issued to the students (slip attached).
- Lab Assistant /teachers verify them.

Maintenance

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

- Maintenance of equipment is carried out from time to time.
- Working condition of equipment is routinely checked.

Psychology Computer Laboratory and maintenance

- The computers are issued from the administration office of the college.
- Serial number of issued computers are entered in the psychology lab register.
- The students duly enter the Check-in time and Check-out time.
- The computers are maintained on a regular basis through the assistance of college technical staff.
- Maintenance work is also outsourced at times.

Computer Lab

- Sri Aurobindo College (Evening) Staff Council constituted an IT committee and looked into all the concerned aspects.
- The committee is responsible for carrying out activities related to maintenance of computer hardware and software, being used in the entire college.
- The various departments of the college provide the requirements to the IT committee.
- IT committee holds meetings with purchase committee for the fulfillment of requirements.
- A tender document is prepared by the committee and the convener seeks approval from principal for AMC/ purchase, which is then notified in an online or offline mode. In some cases, the committee recommends renewal of previously approved tenders.
- The computers are issued from the administration office of the college.
- The committee convener prepares a list of items / equipment for AMC, through consultation with all the stakeholders of the college.
- An AMC document is prepared by the committee.
- The tender documents are prepared to invite AMC service providers on college website.
- The committee prepares a comparative statement of the tenders received and sends it to the Principal.
- Principal verifies the tender and gives approval.
- Serial number of issued laptops are entered in the register.
- A number is assigned to each laptop against their serial number.

Issue of Laptops

- The college issues laptops to the students in beginning of the academic year and the students return them at the end of the session.
- Laptops are issued to the students against their I-cards and students are asked to fill a form of terms and conditions for the issuance of laptops.
- Student's roll-number and laptop number are recorded in the register, which is duly signed by the students.
- Maintenance of laptops is carried out on a regular basis.

Maintenance under AMC

- The various departments of the college notify the maintenance requirements to the IT cell.
- IT cell communicates these concerns to the AMC service provider.
- AMC service provider attends the complaint within 24 hours.
- If there is fault in the system and it needs to be taken outside college premises for repair, a gate pass is issued with the signature of competent authority.
- Quarter feedback is taken from all the departments and if found satisfactory, the payment is released on half yearly basis.

Standard Operating Procedures for Sport Facilities

- Sport facilities are provided to the students of the college outside the college premises. For example, the playground nearby the college, government stadiums and shooting range. The college also avails the university sports facilities.
- The college encourages sports students to participate in various levels of sports competitions as well as newly introduced “Khelo India”.
- Coaching and training are provided by the college from time to time.
- Gym facility is available in the college premises.
- The college sports team participates in Athletics, Boxing, Cricket, Handball, (men and women) Wrestling, Weight lifting.
- Sports Alumni and known sport personalities in the field of various games are invited to interact with the students in the college.
- The Sports department maintains a stock issuing register to issue the required sports equipments to students against their college ID- card.

Standard Operating Procedures for Library

Procurement of Library Books and their Arrangement Procedures

Approval for the Book Purchase:

- Department wise allocation of Budget for the Approval by Library committee as per collection of Library Fee.
- Submission of Books-Requisition/Purchase-Order-Form recommended by the teachers of different departments and duly signed by TIC.
- Recommendations are checked by Professional Assistant (Library) for duplicate, availability status of book, etc.
- Approval is taken for the recommended books by Convener, Library Committee

Order Placement and Purchasing of Books:

- Order of books which meet the terms and condition of the library, is placed.
- Submission of bills by vendor along with the books.
- Physical verification and checking of books received as per Purchase order
- Submission of bill by vendor to the college.

Processing of the Bill:

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

Technical Processing Work:

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

Membership of Library:

- For becoming the members of Library the faculty and the students have to fill form of Library membership and get their Library Card.

Circulation of Library Books: Library Books Issue Policy

- Students: Students can get maximum 04 books for 14 days
- Faculty Members: Faculty members can get 20 books for one year and Non-Teaching Staff maximum 5 books for 3 months

Return Policy of Library Books:

- Students: Students have to return books within 2 Weeks. Beyond 2 weeks a fine of Rs. 2 per book per day is levied. Payment is made to the College account. Fine receipt is issued.
- Faculty Members and Staff: Faculty members have to return books within one year and Non-Teaching Staff have to return books within 3 months.

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

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

Book Lost and Damage policy:

- In case of loss or damage: Student, Faculty member or the non-teaching staff has to submit latest edition of the book lost. In case the book is not available in the market, student has to bear the cost of the book twice over, along with binding Charge.

Stock Verification of Library Books:

- Noting the Accession Number
- Check card are issued to library staff for writing of accession number as per shelf List
- Library Staff note down accession number of books on check card for each book shelf allotted to them.

- While noting the accession numbers, books are physically checked and if the book is damaged/beyond repair is taken out of shelf.

Verifying the stock through E-Granthalaya 4.0:

- 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.
- The accession numbers are then input into an excel file.
- Excel file uploaded on the E-Granthalaya 4.0 Library Management Software
- A report of list of missing books is generated using E-Granthalaya 4.0 Library management Software

Re-verification of the missing books:

- List of books are again checked with collection
- The final list of missing books is reported to the Library Committee.

Standard Operating Procedures for Financial Matters

Purchase / Maintenance / Repair / Awarding contract of AMC/ Renewal of the AMC

- Demand of requisition / proposal of work by various departments of the college.
- Permission / Notice for obtaining / Inviting quotation / Floating Tenders are invited in online and offline mode.
- Tenders /Quotations / Proposals are forwarded to the different committees constituted by the Staff Council of the college.
- The committee open/ make comparative statement regarding the tenders and proposals.
- The decision is sent to the competent authority for the approval and the sanction of the amount.
- And the committee then assigns work to the party.
- The committee analyses satisfactory work for the college by the party.
- The bills are received and verified by the committee and sent to the competent authority for payment.

Jointly Operating Maintenance / Repair / Awarding contract of AMC/ Renewal of the AMC

- Sri Aurobindo college (Eve.) shares the college infrastructure for example –classrooms, building , campus , water supply , electricity etc. with the Morning College.
- The responsibility of the maintenance of the college campus is on Sri Aurobindo College (Morning), the custodian college.
- Sri Aurobindo College , Morning and Evening jointly hold meetings regarding the infrastructure , maintenance , canteen related issues etc.
- Both colleges have infrastructure maintenance committees which look into the infrastructure related issues.
- 40% finance is contributed by evening college and 60% finance is contributed by Morning college.

Note:

* GFR - 2017 is 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 are floated. For amounts ranging between Rs. 25,000/- and Rs. 2.5 Lacs, quotations are invited through College website. For amounts greater than Rs. 2.5 lacs, e-tender is must to be advertised on the central purchase and procuring portal.

Generally purchases upto Rs 50,000/- are made directly through GEM. For amounts ranging between Rs. 50,000/- to Rs. 30 lacs purchases can be carried out directlythrough bidding or reverse bidding through GEM

Standard Operating Procedures for College Facilities

Classrooms

- Sri Aurobindo College (Morning and Evening) share infrastructure. They share the building, and therefore the maintenance and expenditure is shared by both colleges jointly.
- The Morning and Evening Colleges jointly constitute a committee and committee takes over the major responsibility.
- All lecture halls are cleaned every day before the classes commence.
- The lecture halls are well lit and lighting facilities are regularly inspected.
- Many of the lecture halls have white boards.
- Wi- Fi facility is available in all the classrooms.
- LCD projectors are used to aid and augment the teaching-learning process.

College Campus

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

First Aid/ Emergency Medicine

- The college has a fully furnished Medical Room with a bed, weighing machine, first aid box, BP measurement tool, sugar measurement tool.
- 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)
- In emergency the students are taken to the nearby hospital.

Prevention of Sexual Harassment

- Sri Aurobindo College (Evening) Staff Council constituted Internal Complaints Committee which follows the University of Delhi norms as detailed in the following link:

Implementation of Anti-ragging

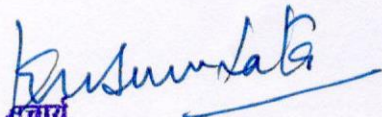
- An anti-ragging committee is formed by the Staff Council of the college in the beginning of the academic session. The names of members of the committee are displayed on college website and prospectus.
- An anti-ragging Undertaking is taken from the students at the time of admission.
- Committee members are vigilant to prevent incidents of ragging by taking frequent rounds in the college.

Placement and career counselling

- There is a Placement cell constituted by the Staff Council of the college.
- The cell invites different companies for campus placement. Various orientation programmes, webinars, seminars, workshops and career counselling are organized from time to time for the benefit of the students.
- Interested students apply with their CV.
- CVs are scrutinized 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 regularly.

Disable / Divyanga Students

- College building is disabled-friendly with rails and ramps.
- Braille Software/facilities are available in the college.
- Rest Rooms are disabled-friendly.
- Scribes for examination are provided.
- Fees is waived.
- PWD students liaison officer is appointed to coordinate with the students with disability.


Principal
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Sri Aurobindo College (Evening)
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