



रामलाल आनंद कॉलेज

दिल्ली विश्वविद्यालय
बेनिटो हुआरेज़ रोड, नई दिल्ली-110021 (इंडिया)

Ram Lal Anand College

University of Delhi

Benito Juarez Road, New Delhi-110021 (India)

Tel. No. : 011-24112557

Fax : 24112151

E-mail : rlac.du@gmail.com

rlac.bjr.du@gov.in

Website : www.rlacollege.edu.in

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Standard Operating Procedure (SOP) for Societies/Committees

1. Every society/committee will maintain a register/file for each academic session.
2. Create an official email id for all communications. Share the login and password with the next session convener at the end of session.
2. The register/file should have names of convener, co-convener and members of the committee for that session. All the notices for meetings, minutes and action taken reports should be pasted/filed in this register/file.
3. The Committee/society members will hold the first meeting within one month of the start of the session to discuss and prepare a calendar of events to be conducted during the year. The calendar of events once prepared in consultation with the students must be discussed with the Principal.
4. The committee will conduct orientation/auditions for making a student team. Alternatively, a team of students/office bearers can be formed through nomination/election/interview or any other procedure on the basis of merit, following due process of information sharing through notices on the website.

Office Bearers

1. President
2. Vice President
3. Secretary
4. Joint Secretary
5. Four/Five Executive Members

One student shall be eligible for the Office bearer of only one society. Students actively participating in college societies shall be granted attendance benefits for at most two societies as per college policies.

5. For any event, a proposal with details of the event including the name and the profile of the resource person and budget should be submitted to the principal for approval after due consultations in the society meetings.

6. After principal's approval, the responsibility for tasks for event should be clearly assigned and documented in the register/file including the ones listed below:

- Conduct of event: venue, schedule, lecture, judging, refreshment, coupons, etc.
- Society must plan/ organize the workshop of at-least 3-5 days by inviting resource persons with specialized skills set in the first semester itself to prepare students for participating in various competitions.
- Sharing the notice for the event should be put up on the college website, official WhatsApp groups and college social media handles on the same day of the event with a brief report.
- Taking photographs including geotagged ones and sharing photographs for the college website, and college social media handles.
- Preparation of report as per the IQAC format and same day and uploading on website
- Submission of bills/Advance settlement to office, payment to resource person, disbursement of prize money within a week.
- Feedback collection from participants for analysis, and sharing with the convener for further action.
- Certificate preparation and distribution-Standard format with mandatory logos and College name as mentioned in (A).
- Each society will organize at least one event in each semester.

SOP for Poster/ Banner/ Flyer /Certificate etc for events conducted by various societies

Follow the following sequence

1. College name and university name will be on the top with College Logo on the left and, University Logo on the right,
2. Society /event name will appear in next line,

- (vi) Fest of the Departmental societies should be one day only and be focused on academic events like lectures/ seminars/ paper presentations/ quiz/ debate or any other academic activities.
- (vii) No events like fun games are allowed.
- (viii) Department must plan a conference/ symposium/ seminar on specific important topics/ areas for the benefit of students. the department must seek funding from the government / non government agencies to organize the above.

SOP for Refreshment Coupon for Students participating/organising event

Refreshment Coupon for students will be of INR 30 for half day event and INR 50 for all the volunteers and participants who will be working full day. Coupons will be issued from the office after taking permission from the Principal and unused coupons must be returned to the office after the event.

SOP for honorarium/travel to be given to resource persons invited for seminar/workshops conducted by various societies

1. The resource persons will be given INR 3000 per event (including local travel) for events held in college and INR 2000 for online lectures.
2. A maximum of INR 500 may be spent on a flower bouquet/potted plant/souvenir.

Note: Try to facilitate collaboration at different levels in organisation of events that is between institutions, inter departmental, inter-society to increase the number of beneficiaries and to develop fruitful connections/linkages.


Principal

प्राचार्य / Principal

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Ram Lal Anand College
दिल्ली विश्वविद्यालय / University of Delhi
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Benito Juarez Road, New Delhi-110021