



Date: 11.8.2025

Version 2: Standard Operating Procedure (SOP) for Societies/

Committees

1. Every society/committee will maintain a register/file for each academic session.
2. The society shall create an official email id for all communications and will share the login and password with the next session convener at the end of session.
3. The register/file should carry the 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.
4. The Committee/society members will hold its 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. Each society will organize at least one event in each semester.
5. 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, exclusively by the society faculty team including convener and any two members following due process of information sharing through notices on the website/ERP.
6. Conditions for Student office Bearers of societies or committees: Students will be nominated/elected/selected for the following posts:
 - i. President (1 post one candidate From III year or IV Year)
 - ii. Vice President (1 post one candidate From II year or III Year)

- iii. Secretary (1 post one candidate From II year or III Year)
- iv. Joint Secretary (1 post one candidate From I year)
- v. Four/Five Executive Members

- For the post of president, student should have a Minimum CGPA of 6 in the last academic year with no backlog of papers; Student should have passed all courses/papers. The candidate must have a clean disciplinary record, with no disciplinary action ever taken against them by the college. Preference will be given to candidates who have either won awards or recognitions at inter-college, or higher levels or shown active participation in planning, organizing, or volunteering for society programs.
- A student shall be eligible to hold the office bearer position in only one society, including departmental society, at any given time.
- A student may hold the same post in a society only once during his/her tenure at the college. A student who has served as President of a society shall not be eligible to serve as an office bearer again in the same society. However, such students may contribute as a mentor to the same society, subject to prior approval from the Convenor.
- Students actively participating in societies shall be eligible for attendance benefits in accordance with university rules (Ordinance VII (2)). Attendance benefits will be granted for participation in a maximum of three societies including departmental society.

7. For organising any event, a proposal with details of the event including the name (The event may be designated as a Seminar, Workshop, or Conference, specifying its nature — for example, whether it is a National Seminar or an International Conference. Etc to enable classification and easy retrieval of data for submission to NAAC/NIRF), brief profile, affiliation of the resource person along with event budget should be submitted to the principal for approval after due consultations in the society meetings.

8. After principal's approval, the responsibility for all tasks for events to be organised should be clearly assigned and documented in the register/file including

- a. Conduct of event: Venue booking and entering details of invited speakers/guests, schedule, publicity. Notice for the event should be put up on the college website, official WhatsApp groups, and college social media handles.

- b. conduct of lecture/competition, Taking photographs including geotagged ones and sharing photographs for the college website, and college social media handles, refreshment, distribution of coupons
- c. Feedback collection from participants for analysis, and sharing with the convener for further action.
- d. Preparation of report as per the IQAC format and uploading on website
- e. Submission of all bills/Advance settlement together to the office, including the payment to resource persons, and disbursement of prize money within a week of the event.
- f. Certificate preparation and distribution-Standard format with mandatory logos and College name as mentioned below.

**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. Make sure you prominently mention “NAAC grade A+” and “ISO 21001: 2018” and “ISO 9001:2015” certified.
3. Society /event name will appear in next line
4. Make sure the venue, date of the event along with month and year is clearly mentioned.

Cash prizes to be given for events conducted by various societies

For any event with less than 10 entries (individual/team) there will be two prizes I and II and for more than 10 entries there will be three prizes I, II and III. For individual events, the I, II and III prizes will be INR 1000, INR 700 and INR 500 value respectively. However for team events, the I, II and III prize will be INR 1500, INR 1000 and INR 750 value respectively.

Departmental/academic Societies

The office bearers of Departmental Societies should be selected on the basis of academic acumen and event management or leadership qualities, as these societies are mainly dealing

with academic activities. The office bearers cannot be formed through nomination/election in Departmental Societies.

Minimum eligibility criteria for student office bearers in Departmental Societies.

- (i) Attendance (at least 75% of the average of previous year)
- (ii) Academic Achievement: as listed below
 - (a) CGPA - Not less than 7 for Students of Sciences- B.Sc. (Hons) Computer Science, Geology, Mathematics, Microbiology, Statistics in the last academic year.
 - (b) CGPA- Not less than 6.5 for students Humanities, Commerce and Management Science-B.A.(Hons) English, Hindi, Hindi Patrakarita & Jansanchar, History, Political Science, B.A.(Prog), B.Com.(Hons), B.Com.(Prog), BMS in last academic year.
- (iii) For First year students on the basis of XII marks (Minimum 70% marks for Science Students and minimum 65% marks for other programmes).
- (iv) Vision for the Society /Department given by candidate in 100 to 200 words should be the part of the selection procedure.
- (v) E-Certificate for volunteers / participants will be given and printed certificates will be given to the office bearers and winners of the events.
- (vi) Fest of the Departmental societies should be of one day duration only and be focused on academic events like Seminars/ Workshop/ Conference/ paper presentations and competitions including quiz/ debate or any other co-curricular activities.
- (vii) No events like fun games are allowed.
- (viii) Department must plan a conference/ symposium/ seminar on important/advanced topics/ areas for the benefit of students. the department must seek funding from the government / non-government agencies to organize the above.

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 must be returned to the office after the event.

Resource Person in Seminar/ Workshops organised

1. **Profile:** The resource persons invited for seminars and workshops should be recognized experts of high professional stature and with proven competence in their respective fields and must be approved by Principal. The details (Name and affiliation) of approved resource person must be entered in register maintained in the office.

2. **Honorarium/travel to be given to resource persons:**

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

Note: Efforts shall be made to facilitate collaboration at various levels—including inter-institutional, inter-departmental, and inter-society—to enhance the reach, impact of event, number of beneficiaries and to foster fruitful connections and linkages


Prof Rakesh Kumar Gupta,

Principal/ प्राचार्य / Principal
राम लाल आनंद महाविद्यालय / Ram Lal Anand College
दिल्ली विश्वविद्यालय / University of Delhi
बेनिटो हुआरेज रोड, नई दिल्ली-110021
Benito Juarez Road, New Delhi-110021