Bhaskaracharya College of Applied Sciences
(University of Delhi)
Dwarka, Sector-2, Phase-1, New Delhi-110075

Manual

For

Standard Operating Procedures
(SOP)

INDEX

Admission for Overseas Students

1. The registration for admission of overseas students is done by Foreign Registry Office of University of Delhi. Admission slip is issued to eligible candidates for respective course and college.

2. In the college, the candidate has to fill offline admission and enrolment form. He/she has to submit all appropriate original certificates and their self-attested photocopies. The candidate has to submit photocopy of passport also.

3. The documents are verified and signed by Admission office, Admission in charge of the department, Administration office and Admission conveners.

4. If all the documents are found to be proper, admission is approved by Principal.

5. The candidate has to pay fee which include Rs.6900 plus fee of the respective department.(2017-2018). For admission to B.Sc. (Hons) Computer Science the fee for the candidate other than SAARC countries national is 2,41,500/- plus fee of the respective department. (2017-2018). The circular with respect to fee payment is attached here with.

6. Fee slip is issued to the candidate. The candidate has to pay fees at admission portal of Foreign Registry Office of University of Delhi.

7. The candidate will submit the receipt of the same to the college/Department as a final proof of admission.

Note:
The detail admission protocol for issuing of admission slip by Foreign Registry Office is attached in **ANNEXURE I.**

Admissions UG (2017-2018)

STEP 1: AV Room

1. Verification of Mark sheet & certificates.
2. Authorized person's signature & College stamp on documents.

STEP 2: Respective Department

1. Verification of Admission criteria, eligibilities & cut-off percentage.
2. Verification of Admission form with DU logo & candidate photo.
3. Submission of originals &true copies of required documents in proper order.
4. Signature by Admission In-charge.
5. Filling up of GE-I Option form.

STEP3: Conference Room

Verification of Admission form along with required documents and then signed by
1. S.O. Administration
2. Admission Convenor

STEP 4: Principal's Office

1. Admission approval by the Principal
2. Admission information Updated on UG Admission portal online by Sr. P.A. to Principal.

STEP 5: Online Payment

Log-on to the UGadmission portal for online payment.

Important:

1. **The approved applicant (completed *STEP 4*) is permitted to make online admission fee payment till 12 noon of the next day of the given admission list deadline (Refer Admission/cut-off schedule).**
2. **Admission Confirm only after online payment.**

Note:

In case student wish to cancel his/her admission, she/he will be 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 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.

AMC(Computer System)

The AMC committee of BCAS is responsible for carrying out activities related to maintenance of Computer Hardware and its peripherals of entire college.

STEP 1: Selection of AMC Service Providers/Vendors/Parties

1. AMC Committee Convener seeks approval from principal for requesting AMC in online or offline mode.

2. AMC Convener notifies all the departments of the college to provide the list of items/equipment for AMC.

3. An AMC document is prepared by committee members, which consists of the details of items/equipment like list of items, their specifications, quantity, name of the departments etc.

4. A Tender document is prepared to invite AMC service providers/vendors/parties to submit the Quotations. Tender document encloses the instructions to the vendors and three annexures: Technical Bid, Financial bid, Term and conditions for the vendors. Opening date and Last date for receiving the quotation is mentioned in the Tender.

5. Principal verify the Tender and provide approval to release the tender on college website and CPP Portal.

6. Permission is requested from the Principal to open Technical bid and invite the vendors whosequotations are received before last date of receipt of quotations.A Comparative is prepared containing the details of all vendors whether they qualify the terms and conditions.

7. Those vendors which qualify the terms and conditions are called for financial bid. The vendor having lowest quote say L1 is selected and with the approval of Principal, AMC is given to the selected vendor for a limited period of time as mentioned in the tender.

STEP 2: Maintenance under AMC

1. Faulty part/item is notified by the concerned department to the AMC committee.

2. Log the call to AMC Complaint Register mentioning the part/item details and problem.

3. Complaint id is issued and attended by the AMC engineer within 24 hours of registering the complaint and necessary action (repair/replacement) is taken.

4. If there is fault in the system and need to be taken outside college premises for repair.

- A gate pass is issued with signatures of Care Taker, S. O. Admin and a person from concerned department.

- Item entry is made in the Asset register mentioning the date of issuing the faulty item to the AMC, details of the item, serial no. of the item, Return date, remarks.

5. After each quarter, feedback is taken from all departments and if found satisfactory, the payment is released for that quarter.

Applying for Research Projects

STEP 1: Identify Funding source

1. Check all the funding opportunities.
2. Read the detailed guidelines and note the last date.

STEP 2: Registration

1. Register online to the desired funding source as Principal Investigator (PI) and create account.
2. After registration login to the funding source (use login ID and password).
3. Add the CO-PI (if any in the project) with PI.

STEP 3: Proposal Preparation and Online Filling

1. Prepare the **Project proposal** as per the format given by the funding agency.
2. Prepare the **resume of PI and CO-PI** (if any) as per the given format.
3. Fill all the required fields like Infrastructure details, Equipment required/available, contingency/travel expenditure, account details of the college, etc.
4. Upload the **Endorsement form and Certificate of originality** duly signed by PI, CO-PI (if any) and Head of Institution.
5. Upload all other relevant documents (if any) required by the Institution.

Step 4: Proposal Submission

1. After filling all the details and uploading all the relevant documents, click on to the **submission** bar.
2. Submit the hardcopy of the proposal (if required by the funding agency).

Book Issue and Return Policy

Issue Policy

Student

- College Identity Card

- Online registration

- Max. Book Issued : 4 No's

- Issued for Max. 7 days

Staff

Regular/Adhoc Faculty max. book Issued: 15 No's

Non-Taeching max. book issued: 02 No's

Adhoc Non-Teaching max book issued: Nil

Regular Faculty issued for: 1 year

Adhoc Faculty as per letter

Non-teaching issued for: 07 days

Return Policy

Student

- Has to return within 7 days

- Beyond 7 days fined Rs. 5 per book per day
  (Payment Online through "paytm")

- In case of loss or damage : has to bear double the cost plus binding charges per book OR has to submit latest edition of the book

Staff

- Regular Faculty has to returned within a year
  Adoc Faculty as per letter
  Non-Teaching within: 07 days.

- In case of loss or damage : has to bear cost plus binding charges per book

Campus Cleanliness

1. Class Room Cleaning

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Disinfect door handles (inside and out)	Daily
3	Empty trash receptacle	Daily
4	Straighten and clean furniture	Daily
5	Clean chalkboards and chalk trays	Daily
6	Spot mop floor	Daily
7	Dust monitor/ overhead projector	Daily
8	Check for burned out lights	Daily
9	Damp mop floor of classroom	Weekly
10	Wipe all horizontal surfaces, including student desks	Weekly
11	Wash trash receptacles	Monthly
12	Dust light fixtures and clock	Monthly

2. Laboratory Cleaning:

Priority	Task	Frequency
1	Dust mop tile floors	Daily
2	Wet mop on floors	Daily
3	Empty trash/ waste pot (Physical, chemical and biological trashes)	Daily
4	Straighten and clean furniture	Daily
5	Disinfect and clean all sinks and fixtures	Daily
6	Clean all working surfaces	Daily
7	Dusting of machine/ equipments	Daily

8	Spot clean walls, doors, jams and windows	Weekly
9	Wash trash receptacles and sanitary boxes	Weekly
10	Cleaning of students lockers	Monthly
11	Dust ceiling and light fixtures	Monthly

3. Corridor, Elevator & Staircase Cleaning:

Priority	Task	Frequency
1	Clean and disinfect drinking fountain(s)	Daily
2	Empty trash receptacle	Daily
3	Spot mop floor	Daily
4	Grills	Daily
5	Spot clean doors, windows and walls	Weekly
6	Clean all horizontal surfaces, windows and door walls	Weekly
7	Clean mats and grids under mats (if any)	Quarterly
8	Vacuum all supply and return air vents	Quarterly
9	Dust ceiling area and light fixtures	Quarterly
10	Clean Staircase	Daily

4. Office Cleaning:

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Spot mop floor & dust mop	Daily
3	Dust mop and wet mop entire floor	Monthly
4	Wipe down window ledges	Monthly
5	Wet mop tile floors	Monthly
6	Dust ceiling area and light fixtures	Monthly

7	Wash trash receptacle	Yearly

5. Restroom/ Staffroom Cleaning:

Priority	Task	Frequency
1	Disinfect all sinks and fixtures	Daily
2	Disinfect all toilets, urinals and fixtures	Daily
3	Disinfect all door and partition handles	Daily
4	Empty trash and sanitary receptacles	Daily
5	Replace trash liners and fill dispensers	Daily
6	Clean all horizontal surfaces	Daily
7	Sweep and wet mop (disinfect) floors	Daily
8	Clean mirrors	Daily
9	Spot clean partitions/graffiti	Daily
10	Spot clean walls, doors, jams and windows	Weekly
11	Wash trash receptacles and sanitary boxes	Weekly
12	Clean Grills	Weekly
13	Dust ceiling and light fixtures	Monthly

6. Entrance and Lobby Cleaning:

Priority	Task	Frequency
1	Empty trash receptacle	Daily
2	Dust mop floors and mats	Daily
3	Dust all horizontal surfaces	Daily
4	Spot mop floors (wet)	Daily
5	Disinfect door handles (inside and out)	Daily
6	Dust mop and wet mop entire area	Weekly

7	Clean floor grills	Monthly
8	Dust ceiling area and light fixtures	Monthly
9	Wash trash receptacle	Yearly

7. Garden/Loan cleaning:

Priority	Task	Frequency
1	Sweep all surfaces including foot path	Daily
2	Collection of struck off leaves, stems etc.	Daily
3	Empty trash receptacle	Daily
4	Cutting of grass, shrubs, herbs etc.	Weekly
5	Dumping of plant waste	Weekly

Canteen Contract

STEP 1: Constituting Canteen Committee

1. Canteen committee is constituted including convener and members in the staff council.

STEP 2: Floating Tenders

1. Frame guidelines for tender specification (guidelines for floating tender and list of food items to be served in canteen.
2. Prepare list of vendors
3. Take permission from the principal to invite tenders
4. Invite two bid tender system (technical bid and financial bid)
5. Float the tender on college website, University of Delhi website and CPP portal.

STEP 3: Opening Tenders

1. Ask the vendors to come on the day of the opening of the technical bids.
2. Open the technical bid of the tender in a meeting convened by convener.
3. Prepare a comparative chart for the technical bid and qualified vendors are asked to come on the day of the opening of the financial bid.
4. Prepare a comparative chart for the financial bids. Select the vendor with maximum number of items with lowest quote.

STEP 4: Sign Contract

1. Invite the successful vendor.

2. Sign contract with the vendor.

Canteen Quality and Hygiene Control

STEP 1: Dressing Standards

1. All Canteen workers must wear clean clothes.
2. Also, Canteen workers must wear gloves, apron and hair net or cap.

STEP 2: Maintaining Cleaning

1. Mopping and dusting is done in morning and lunch. The frequency may increase based on the requirement.
2. Workers wash their hands before preparing/cooking food.
3. Mopping is done if any item (solid/liquid) falls down in the canteen to avoid the gathering of the flies.
4. Dustbin are placed in and out the canteen for waste disposal, also they must be covered and cleaned on the regular basis.
5. Insect repellent is also used in the canteen premise as and when required.

STEP 3: Maintaining Quality and Hygiene

1. Eating/Drinking is not allowed in the cooking area.
2. Chewing tobacco and Smoking is strictly prohibited inside the canteen premises.
3. Only the certified food commodities (Agmark/FSSAI) are allowed for cooking. No loose items like oil, spices, etc. must be allowed.
6. Only food grade disposable is preferred.
7. Regular inspection is carried out to assess the food quality and hygiene conditions.
8. A suggestion/complaint box must be installed in the canteen which should be checked regular basis and action should be taken.

Contingency

I.   Without Advance

STEP 1: Permission from Principal

1.   Take the permission from the Principal for the purchase of the item(s) on the note sheet.

STEP 2: Permission for Payment

1.   Procure the items for which the permission was taken.
2.   Mention/attach the item(s) procured on/with note sheet.
3.   Also mention the amount spent and the vendor's details (account).
4.   Take the permission from Principal for releasing the amount spent in procurement.

STEP 3: Payment to Vendor

1.   After completing the STEP 2, submit the note sheet to the Accounts section (along with the item's information).
2.   The account section will transfer the said amount to the vendor's account through RTGS/NEFT.

II.   With Advance

STEP 1: Permission for Advance

1.   Take the permission from the Principal for the purchase of the item(s) on the note sheet and mention the required advance amount.
2.   Submitting the permission note sheet in accounts section and get the card (with specified money) issued.

STEP 2: Procure Item(s)

1.   Procure the item(s) for which the advance was taken.
2.   Take the valid/genuine bill from the vendor(s).

STEP 3: Settling the Bills

1.   After completing the STEP 2, fill the contingency form (available in the accounts section).
2.   Submit all the bills (after making into the concerned stock register) to account section along with the contingency form.
3.   Mention the money spent and left (if any in card) in the contingency form.

Note:

The maximum advance amount (cash less) that can be issued is Rs. 5000/-

Extra-Curricular Activity (ECA) Registration

STEP 1: Notification by ECA

1. ECA puts up notice on the college website and notice boards for inviting the students to register under ECA.

STEP 2: Registration

1. Registration will be done online (www.bcas.du.ac.in) by selecting any of the two clubs of your choice.
2. Fill all the details as required on the online portal.
3. After submitting online, confirmation number and link to edit the club chosen will be sent to registered e-mail of candidate.
4. Student can change the club(s) even after registration until online registration is closed (use the sent edit link).
5. Registration will be completed only after receiving the confirmation number.

STEP3: Meeting with Convener

1. After the closing of online registration, registered students will be called for meeting.
2. Notice for meeting will be put on the college website and notice boards by respective club convener.
3. Registered student(s) have to go to meeting of only that club(s) which he/she has chosen while online registration.
4. The club convener will brief about the club, its activities and proposed activities for the upcoming year.

Note:
Student has the provision to change the club chosen until the online registration is closed. Under any condition, students are not allowed to change the club after online registration is closed.

Enrolment for Examination

STEP 1: Notification

1. Notice is displayed on the college Notice board and website to inform the students about filling of examination form and submission of fee (along with fee amount).

STEP 2: Submitting Fee

1. Student has to pay the examination fees online*.
2. After making payment, take the print out of the fee receipt.

STEP 3: Filing and Submission of Examination Form

1. Download the examination form from the college website (www.bcas.du.ac.in) Or collect the hard copy of examination form from the Admin. Office.
2. Fill the Examination form and submit it to the Admin. Office along with the fee receipt.

STEP 4: Collecting Provisional Admit Card

1. After collecting the examination form and fee receipt, the student details are entered on the University Portal by deputed person from the Admin. Office.
2. After entering the details, the Admit Cards of the students are printed (who have completed the STEP 3).
3. Notice is displayed on the college Notice board and website to inform the students to collect their provisional admit card and check if any corrections has to be made.

STEP 5: Returning Back Provisional Admit Card

1. After collecting the provisional admit card students have to check if any correction(s) is/are required or not.
2. In case, correction is required the student has to intimate the same to the Admin. Office. Admin. Office gives the new provisional admit card to the student with specified correction(s) (same day or on next working day).
3. All the students have to **return back** their **provisional admit card** to admin office after **(i) pasting their recent passport size photograph** and **(ii) signature** in the specified duration mentioned in the notification (STEP 4).

STEP 6: Collecting Final Admit Card

1. After receiving the provisional admit card with signature and photograph, admit cards are sent for approval from the Principal.
2. Once, all the admit cards are signed by the Principal, the notice is displayed on the college Notice board and website to inform the students to collect their final admit card.

Note:

1. *The mode of online payment may change thus always specified in the Notification (STEP 1).*
2. *Once the admit cards is signed by the principal, further corrections in admit card(s) is/are not permissible.*

Facilitating Handicapped Students

- Academic activities which take place off-campus (such as industry visits or fieldwork) should be made accessible to people with a mobility or vision disability. Supplementary laboratory practicals, films or videos as alternative options to field trips should be considered.

- Written materials should be provided to supplement lectures, tutorials and laboratory sessions. Announcements regarding class times, activities, field work, industry visits etc, should be given in writing as well as verbally. Key statements and instructions should be repeated or highlighted in some way.

- Information should be presented in a range of formats – handouts, worksheets, videos etc. to meet a diversity of learning styles. Where possible, material should be presented diagrammatically - in lists, flow charts, concept maps etc.

- Recording lectures will assist those students who write slowly or have handwriting or coordination problems as well as those, who because of the effects of medication and/or short-term memory loss may tend to misinterpret or misquote.

- Flexible delivery of teaching material via electronic media would be helpful for students who are unavoidably absent from class.

- Students with psychiatric disabilities who are anxious about workload may benefit from tailored reading lists, with some guidance to important texts.

- One-to-one sessions with a tutor may help students who are unable to participate in class activities.

Physical disability

- Absence or delay of students who use wheelchairs or crutches may be a result of the distance between teaching venues, thus a recap of any information given at the beginning of the class might be helpful.

- Students with a mobility disability may wish to use their own furniture, such as ergonomic chairs or sloped writing tables. Proper arrangements of space should be made in teaching rooms.

Vision impaired

- Required book lists and course materials should be made available early so that there is sufficient time for them to be reproduced in audio or Braille, if required.

- Teaching style should be more 'verbal' in order to communicate information to the students.

- Tactile graphics might be used where necessary.

Hearing impaired

- Students with a hearing loss should be encouraged to seat themselves towards the front of the lecture theatre.

- It should be ensured that any background noise is minimum.

- In order to minimize difficulties for lip-readers, one should not speak when facing the blackboard. Also, the classroom should be brightly lit.

- Any videos or films used should be captioned, wherever possible.

Last but not least, encourage and motivate the disabled to believe in themselves as Theodore Roosevelt very wisely said "Believe you can and you're halfway there."

Fee Concession

STEP 1: Notification for Inviting the Applications

1. Notice is displayed on the college website and notice boards of all departments; inviting applications (on plain paper) from students. The notice indicates that applicant has to submit the following documents (self attested photocopy) along with the application:
    i)   Marksheet of last exam given
    ii) Aadhar card copy
    iii) Income certificate & Above Poverty Line (APL) Ration Card/ Below Poverty Line (BPL) Ration Card*
    iv) Bank Account details of the applicants

STEP 2: Meeting by Student Advisory Committee

1. The Student Advisory Committee holds a meeting after receiving the applications.

2. The applications are distributed to faculty representatives of each department of the college.

3. Applications and all documents (mentioned in step 1) verified with the corresponding original documents along with the cumulative attendance of the candidate in the last semester attended. A **minimum 66.67% attendance** is required to qualify for grant of fee concession.

STEP 3: Notification of Selected Students

1. Shortlisted candidates are called for the verification of documents.

2. After the **verification** of all documents and attendance record the list of selected applications are finalized by student Advisory Committee.

3. The list of selected students duly signed by the members of the committee is sent to the Principal for approval.

4. The names of selected students displayed on the college website and notice board of the college.

5. The same sent to the Account office for sanction of fee concession and the sanctioned amount transferredbank transfer to the student's account.

Note:
Income certificate of parents either from the Deputy Commissioner Office/ Revenue department or verified from the resident commissioner of the concerned state must be valid for the current financial year.

First Aid Protocol

- **Do not panic**

- **Do not leave the patient alone and go anywhere**

- **Give first aid**

- **Report the matter to your teachers / any adult / colleague nearby**

- **Ask a friend to call the emergency phone numbers**

Contact:

Ms. Ira	(Administration)	9968367181
Ms. Ritu Sareen	(Administration)	9868814835

EMERGENCY PHONE NUMBERS

- Maharaja Agrasen Hospital, Dwarka
  Phone no.: 011-41347700

- Bhagat Chandra Hospital
  Phone No.: 011-45254525

- Rockland Hospital
  Phone no.: 011-48222222

List of emergency/rescue/management contact numbers currently in operation in India:

100	Police
102	Ambulance
101	Fire
108	Disaster management
181	Women's helpline
1097	AIDS helpline
1098	Child abuse hotline
+91 9540161344	Air ambulance

For details refer ANNEXURE II

Floating Tender

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. The SOP is based on the confirmed minutes of the central purchase committee dated 09.05.2017.

I. Open/Limited Tender amounting above 2 Lakhs and upto 25 Lakhs

STEP 1: Permission from Principal
1. Take Permission from the Principal to initiate the purchase of items mentioning quantity available and expenses made till date. Also mention the quantity desired with justification

STEP 2: Forming Local Technical & Purchase committee
1. Formation of Local Technical & Purchase Committee (T&PC) by the Principal.

STEP 3: Inviting Quotation(s)
1. T & PC will frame specifications, tender value, EMD & performance security of the desired items and seek permission to float the quotations.
2. Quotations to be also invited through college website, DU website and CPP Portal with minimum 21 days time to submit avoiding Saturday/ Sundays/ Holidays as the last day of submission.

II. Advertised/ Global tender amounting above 25 Lakhs

STEP 1-3 are same as in I above

STEP 4: Advertise the Tender
1. Advertise the tender in the Indian Trade Journal (ITJ) and at least in one national daily mentioning website address.
2. The tender advertisement should also be placed on College, Delhi University and Central Public Procurement Portal and GeM clearly mentioning the date and place of opening of tender.
3. Minimum 45 days to be given to vendor to submit their bids avoiding Saturday/ Sundays/ Holidays as the last day of submission.

Implementation of Anti-Ragging Protection

The procedure below stated *in seriatim*, is enumerated with an objective to effectively guide: a) the victim of ragging in devising the legal recourses; and b) for the authorities in implementing the anti ragging protection to ensure the fulfilment of object intended to be achieved by such anti ragging initiatives.

STEP 1

When any incident falling within the mischief of act defined as "ragging" under clause 3 of the UGC Regulations on "Curbing the menace of ragging in higher educational institutions, 2009 (Hereafter referred as "**Ragging regulation**"- which is analogously adopted by the All institution governed by the UGC) is reported to have been committed, then as a foremost provision as contemplated under clause 7 of the aforesaid Ragging Regulation, shall be given effect to. According to which the Head of institution shall immediately determine if the case complained of as an act of ragging falls within the ambit of "penal laws", if that be so, then he either himself or through any of the member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.

Principally, the assumption of this role is of *Parens patriae* nature and be done so with that spirit.

STEP 2

Without prejudice to the criminal proceedings initiated against the perpetrator of ragging, the institution concerned shall undertake disciplinary proceedings against the wrong-doer by giving effect to the procedure contemplated under clause 9 of the Anti Ragging Regulation:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

i. Suspension from attending classes and academic privileges.

ii. Withholding/ withdrawing scholarship/ fellowship and other benefits. iii. Debarring from appearing in any test/ examination or other evaluation process.

iv. Withholding results.

v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

vi. Suspension/ expulsion from the hostel.

vii. Cancellation of admission.

viii. Rustication from the institution for period ranging from one to four semesters.

ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

STEP 3

For any legal mechanism to be fair, it is imperative that provisions and methods for impeding its abuse, shall exist inherently in regulation itself. Therefore, to obviate the possibility of abuse of anti ragging regulation, the person charged for the commission of act of ragging shall have right to appeal as provided under clause 9(c) of the Anti Ragging Regulation as under:

i. In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
ii. In case of an order of a University, to its Chancellor.
iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

STEP 4

At every stage, it is to be noted that the purpose of regulation is preventive (so all the **preventive steps** enumerated in the Anti Ragging Regulation shall be complied with letter and spirit as first principle of implementation of Anti Ragging Regulation) and then corrective- as no means of retribution can resurrect the wrong done to victim and to obliterate the possibility of institutional shelter to wrong doer, it is categorically provided that where in the opinion of the appointing authority, a lapse is attributable to any member of the faulty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faulty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any

action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

Industrial Visit/Field Trips/Excursion

STEP 1: Seeking Permission

1. Contact to the Industry/Company HR department by writing a letter showing interest in visiting the company and seek their permission for the visit.
2. Mentioning a tentative schedule of visit, number of visitors, advantages of the visit to the students as well as Industry.

STEP 2: Notification and Approval

1. After receiving a positive reply from the company, notice is put on the college notice board regarding visit and interested students are asked to submit consent form (signed by parents) by stipulated date.
2. An Approval is taken from the Principal for availing the transportation facility and refreshment of students and faculty members who are going for the trip.
3. Approval must also indicate the exact schedule of the visit.

STEP 3: Notification and Approval

1. The concerned transporter is informed by giving letter/order for hiring his services to provide transport on the stipulated date, place and time.
2. The attendance of the students is collected prior to start of travel.
3. The concerned person or organizers are contacted and necessary formalities are completed.
4. After the visit, a detailed report about the visit along with photos is submitted to the Principal's office.

Infrastructure Maintenance

I. Lab Equipment's

STEP 1: Entry of Faulty Instruments

1. Enter the details of the faulty Instrument in the register assigned for it (department specific).

STEP 2: Apply for Repair

1. TIC/Department committee takes the estimate for Instrument that needs to be repair.
2. Submit repair budget to the college.
3. As per requirement and availability of funds, TIC/Department committee will take permission for repair of Instruments from Principal.
4. After approval, Place order for repair (Invite quotations if required) as per GFR rules applicable at the time.
5. Take the receipt of items given for repair from the vendor while giving him/her Instruments for repair.

STEP 3: Verification and Bill Processing

1. Instrument must be properly checked by faculty, while receiving the repaired Instruments.
2. Strike through the repaired Instrument from the register.
3. If faculty is satisfied with working of Instruments, Submit bills (TIC/Department committee) to accounts section for making payment to the vendor only after satisfying with the repaired Instrument.

II. Building Maintenance

STEP 1: Submitting Requirement to Caretaker

1. All departments will submit their maintenance requirements to the caretaker.
2. Caretaker will submit requirements to the Building Maintenance Committee.

STEP 2: Applying to PWD

1. The committee will prepare its recommendations regarding the requirements submitted to it.
2. The committee will submit its recommendations to the Principal.
3. After approval from Principal, recommendations will be submitted to PWD.

Maintenance of Garden

STEP 1: Plants/Tree Care

1. Regular watering of the plants and lawns.
2. Pruning of trees and plants/shrubs as and when required.
3. Regular mowing and sweeping of lawn.
4. Removal of garden refuse from garden to the designated place.
5. Plantation of seasonal flowers.

STEP 2: Lawn Care and Signage in Garden

1. Proper maintenance of garden benches if any.
2. Students are discouraged from playing in the lawns.
3. Trees and Plants are classified by proper signage.

Placement and Carrier Counselling

The training and placement cell (T&PC) of BCAS is responsible for carrying out placement related activities. It consists of representatives from each department and acts as a crucial link between academic program of the students and their suitable employment.Time to time placement assistance is also provided to these students by organizing interaction with various organizations. T&PC cell also organises pre-placement training/ workshops/seminars/talks to create awareness among students about their career prospects. Students of BCAS are given job opportunities through on campus placement facility as well as through Central Placement Cell (CPC) of University of Delhi.

I.   Organizing Talk/Lecture

STEP 1: Topic Selection and Approval

1. Members of the cell discuss and recommend topic of lecture/talk to be organized.
2. T&PC coordinator seeks approval from Principal regarding the same.

STEP 2: Notification

1. Notice is displayed mentioning schedule for the event, resource person and other necessary details.

STEP 3: Payment to Resource person

1. Sitting charges and conveyance charges are paid to resource person as per the norms through NEFT/RTGS and Performa for the same is filled by the respective resource person.

STEP 4: Feedback Form and Report

1. Feedback form for the event is collected from the participants.
2. A summary report along with relevant photographs is submitted in the college for future record.

II.   Placement through CPC

STEP1: Registration

1. Central Placement Cell of University of Delhi notifies all colleges for registration of final year students of all courses.
2. Students are required to register themselves with CPC providing their essential details.

STEP 2: Notification

1. CPC also appoints two student coordinators from each college.

2. University intimates college about the schedule of placement drive/summer trainings, eligibility criteria and other relevant details.
3. T&PC notifies the concerned departments about placement drive conducted by University of Delhi via mail/letter and students are informed through notices in the campus.

III. On-Campus Placement

STEP1: Registration

1. Final year students are required to register themselves through **online registration** link provided on college website for placement related activities.
2. Placement Committee also releases placement brochure having student's details and uploads the same on college website.

STEP 2: Inviting Company for Placement

1. Members of the committee propose names of companies/organisations which can offer placements to the students.
2. College invites companies for placement through T&PC coordinator via mail/letter.
3. After receiving positive response, coordinator conducts pre placement formalities with company to get in depth information about the profiles being offered, pay package, number of posts, etc.
4. All the information regarding the company and the placement drive is discussed among the members of cell in a meeting.
5. Required **approval** for conducting placement drive in the campus premises is taken from **Principal** through T&PC Convener along with other necessary expenses.

STEP 3: Conducting Placement Drive

1. T&PC notifies concerned departments about the schedule for placement drive.
2. Companies conduct their selection process on the scheduled date and evaluate candidates on the basis of written test/group discussion/personal interviews.
3. Final results are announced by the companies soon after the final placement interviews are over.

Prevention of Sexual Harassment

STEP 1: Complaint Initiation

1. The complainant should approach the Presiding Officer, ICC, Bhaskaracharya College of Applied Sciences within three months (or within 6 months under special circumstances which may have prevented the complainant from filing a complaint) to initiate the complaint or send an email to icc.bcas.du@gmail.com.

STEP 2: Submission Of Supporting Documents To Icc

1. Six copies of the complaint to be provided to ICC along with supporting documents / list of witness if any.

STEP 3: Filing Of The Reply By Respondent

1. One copy of the complaint to be sent to the respondent within 7 working days seeking a reply.

2. Filing of the reply by the respondent within 10 working days.

STEP 4: Inquiring The Complaint And Report Submission

1. Conduct of Inquiry by the Committee.

2. Completion of the inquiry within 90 days.

3. Report to be sent to the employer.

Purchase of Library Books and their Filing in Shelves

STEP 1: Approval for book Purchase

1. Submission of books recommendation via books recommendation-form and online by 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, approval is taken from the Principal of the College.

STEP 2: Order Placement and Physical Verification of Purchased Books

1. Placing the order of books satisfying the terms and conditions of library committee.

2. Submission of challan by vendor along with the books.

3. Physical verification and checking of books received against the order.

4. Submission of bill by vendor to the college.

STEP 3: Processing Bill

1. Accessioning of books in the accession register of Library.

2. Finally, the bill is processed and submitted to accounts section.

STEP 4: Technical Processing

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

Note:

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

1. Books are returned at the return/issue counter.
2. From there, the books are placed in shelves according to the call number by library staff.

Repair of Instruments/Infrastructure (2017-2018)

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. The SOP is based on the confirmed minutes of the central purchase committee dated 09.05.2017.

STEP 1: Permission from the Principal

1. Procuring officer will take permission for repair of the Instrument/Infrastructure from the Principal on the Note Sheet with details of the equipment like year of procurement and price.

2. Check for the warranty period of the equipment as well. [Give the information whether repair has been done before. If yes when was the last repair done. Give information about AMC.].

STEP 2: Quotation for Repair

1. Get the quotations for repair of Instruments/Infrastructure from the manufacturing company, if any.

[Repair cost should not be more than the cost of the instrument/Infrastructure. Diary entry of received quotations should be made. If repair cost is more than Rs. 25,000/- only and item is not proprietary then gets quotationsfrom four vendors with a mention of performance period and warranty period.]

STEP 3: Approval and Order Placement

1. Take approval for repair based on quotations received for repair of the Instrument/Infrastructure from the Principal on the Note Sheet with due procedure/process.

2. Place an Order, if required.

3. Get the repair done from the company (L1). If satisfied with the repair done get the Bill from the company and account details of the company.

STEP 4: Bill Processing

1. Take permission for release of payment to the Company from the Principal on the notesheet.

2. Submit the note sheet with account details of the company for release of payment in the account Section.

Seminar/Workshop/Conference

STEP 1: Preparation

Preparation for the seminar /workshop/conference involves a number of activities listed below:

1. Constitute Organizing Committee with the approval of the Principal.

2. Organizing Committee prepares the event schedule.

3. Determine the budget available to host event & sources to raise the funds.

4. Determine the theme / topic to be discussed at the event.

5. Identify target group and number of participants required.

6. Secure venue – (site visit of venue to ensure it is adequate).

7. Finalize event details – (breaks, resources needed).

8. Contact relevant Ministries, Departments or target group to inform them of event – (time, date, venue, duration, break information). Send email(s) to target groups for participation.

9. Follow up on to ensure the information was received.

10. Finalize list of persons attending the event.

11. Source and prepare all necessary resources needed by organizer and Presenter – (books, manuals, projectors, name tags, etc.).

12. Secure caterer to provide meals if not included in venue package.

13. Contact Accountant and request a 'Local Purchase Order'.

STEP 2: Implementation

BUDGET

Funding is an integral part of any event, since the amount of funding available for the hosting of the event will determine a number of factors in planning the event.

1. Venue

2. Duration

3. Number of participants

4. Equipment – (Presentation Media)

5. Informational packets / Materials/ certificates

6. Availability of refreshments

Points to consider:

1. Expertise / strong research background

2. Ability to convey knowledge to a large audience

3. Unbiased and non-partisan (do not invite speakers that are aligned with a particular cause / group)

4. Honorarium

5. Travel expenses

6. Identify alternative speaker as a precaution

- Sponsorship is generated for the event and rests of the expenses are catered by the college.

FINALIZE DETAILS

Determine the length of the seminar, the mode(s) of deliverance, equipment needs of Presenter, handouts and other learning material for participants, breaks and refreshments, and deadlines for replying. Secure a caterer to provide refreshments if not included in venue package.

CONTACT RELEVANT DEPARTMENTS / PARTICIPANTS

Initial contact of those Departments or persons identified to attend the seminar, with the full details of the seminar included. Includes:

1. Deadline for response

2. Seminar overview / outline

3. Requirements for eligibility

4. Number of participants required

INVITATIONS/ADVERTISEMENT/REGISTRATION

1. Invitations from Principal are sent to the invited speaker(s) or resource person(s), Guest of Honor, Chief Guest, colleges etc.

2. The event is advertised on notice boards, college website, poster distributions in other colleges, social networking websites etc. for wider publicity.

3. Registration for the event.

4. A list of registered persons is prepared and intimated about event schedule.

5. On the spot registration (if available) and Attendance.

6. Event starts as per schedule on proposed date.

STEP 3: Evaluation

1. Feedback from the registered persons

2. Certificate Distribution.

Step to Follow after Procurement

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.

I. Steps for Non-Recurring items:-

STEP 1: Issuing the Item

1. After successful installation report, the procuring officer shall issue the item in the desired lab and thereafter it shall remain in the custody of the lab In-charge.

STEP 2: Labeling the Procured Item

1. Label procured items with reference number:

   BCAS/Dept.*/Purchase year/Stock register number/Stock Register page number

STEP 3: Maintaining Log Book and Assest Loan Register

1. Make a log book to be maintained for the equipment.

2. Asset loan register shall be maintained for its purpose, whenever required.

II. Steps for Recurring items:-

STEP 1: Issuing the Item

1. After successful procurement, the procuring officer shall issue the item in the desired lab and thereafter it shall remain in the custody of the lab In-charge.

STEP 1: Maintaining the Record

1. Records to be maintained for the usage.

Stock Verification of Library Books

STEP 1: Noting the Accession Number

1. Staff note down the accession numbers of books on the library shelves.

2. Separate sheets of paper are prepared for each library shelf. Each member of the physical verification committee are given one set of sheets and is asked to note down the accession numbers of books in the library shelves that is specifically assigned to him.

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

STEP 2: Verifying the stock through KOHA

1. Once the work of noting down of accession numbers of books is over, all the sheets of paper containing the accession numbers are pooled together.

2. The accession numbers are then input into an excel file.

3. Excel file is uploaded on to the KOHA Library Management Software (LMS).

4. A report of list of missing books is generated using KOHA LMS.

STEP 3: Re-verifying the missing Books

1. List of books again checked with collection.

2. The final list of missing books is reported to the Principal.

Note:

Stock Verification in the library is undertaken annually during summer vacations.

Student Counselling System

The University Grants Commission has formulated the guidelines on "safety of students" on and off campuses of Higher Educational Institutional (HEI). One of the important components of the guidelines was that all the HEIs should mandatorily put in place a broad-based "Students Counselling System" for effective redressal of the problems and challenges faced by the students. In accordance to the UGC directive, a "Students Counselling System" has been constituted in Bhaskaracharya College of Applied Sciences. Students often have to deal with day-to-day challenges ranging from anxiety, fear of change, stress, homesickness, financial issues, adjustment problems, emotional issues and a slew of other academic worries. This system involves teaching faculty members who act as mentors/informal local guardians of students, and attempt to cater to their emotional, intellectual needs and guide them to move up in their career at regular interval of time.

STEP 1: Assigning mentors to students

1. TICs of each department are notified to assign mentors to each student in the department along with the Allied departments.
2. Mentees are thereby assigned to mentors (maximum of 25 students) and are notified about their mentors and purpose of such an exercise.

STEP 2: Meeting with mentees

1. All mentors are required to conduct a meeting with assigned mentees regularly as well as on a case to case basis.
2. An attendance sheet needs to be prepared for the same.
3. The concerns raised by the mentees (academic, day to day problems on campus or living as PG as well as other challenges of daily life) are addressed in the sessions.
4. Mentors shall identify mentees whose performance/attendance is below par. Mentors also interact with such mentees and try to find out the cause of these issues and help as much as possible. If need be, mentors can also coordinate with parents/ guardians and exchange personal details of students, behaviour patterns for prompt pre-emptive or corrective action.
5. Mentors are required to note down all the concerns raised by students.
6. Mentors take appropriate actions to address those concerns and maintain a record for the same.
7. Information if desired by the mentee, may be kept confidential.

STEP 3: Report Submission

1. Mentors are required to prepare a report of all the meetings conducted, concerns raised by students, corresponding actions every month.
2. Each mentor shall submit a report on the basis of following schedule:

30th September, 2017	30th November, 2017
28th February, 2018	30th April, 2018

Taking Leave

The permission is required in order to take the any kind of leave from the competent authority which can be Principal

I. Casual Leave (CL)
Max.-08/Academic Year, Entitled: All the Staff members)

Casual Leave is a concession granted to an employee to stay away from college for short period on account of illness or to enable him to attend to urgent private matters. The employee intending to avail CL are expected to get the prior sanction of the leave, however in case of emergent situation, the information about the availing of leave should be given to the Admin Office on telephone, followed by the application on the prescribed form, which may be sent through email or otherwise, if the leave is of more than one day.

   i.   **Get the prescribed application form from the Admin office or download from the website (http://bcas.du.ac.in).**

   ii. **Fill in the form, and get the permission of competent authority.**

   Entitled   :   All the members of College Staff
   Max. Period of CL: 08 (in one academic year)
   Competent Authority: Principal

1. Earned Leave (EL), Half Pay Leave, Leave on Medical Grounds

   i.   **Get the prescribed application form from the Admin office or download from the website (http://bcas.du.ac.in).**
   ii. **Fill in the form well inadvance, and get the prior permission of competent authority.**
   iii. **The staff member concerned before submitting the application to Authority shall ensure about the admissibility of leave from the Admin office.**
   iv. **The staff member after availing the leave shall submit the joining report.**
   v.   **The Admin office will make necessary entries in the Leave Record of the staff member.**

   In case of extension of leave, the staff member shall send another application, directly to the Admin office. The leave application shall subsequently be processed in the office on the lines indicated above.
   Entitled   : All the members of College Staff
   Max. Period of Leave
   Earned Leave   : 12 (Teaching), 30 (Non-Teaching)
   Half Pay Leave   : 10
   Competent Authority   : Principal

In case of Leave on Medical grounds

i. **Send intimation in writing to the Admin office immediately, enclosing the Medical Certificate.**
ii. **On joining submit the application along with the Medical Fitness Certificate.**

2. Special Casual Leave:

Special casual leave is provided to conduct examinations of a university/PSC/Board of examinations, to inspect academic institutions and to do such works as may be approved by the University as academic works etc.

i. **Get the prior permission of the competent authority through E-mail or written application.**
ii. **Before submitting the application to the Authorityensure about the admissibility of leave from the Admin office.**
iii. **Submit the participation certificate in the Admin office.**
iv. **Admin office will make necessary entries in the Leave Record of the staff member.**

Entitled   :   Teaching Staff
Max. Period of Leave   :   **10** (in one academic year)
Competent Authority   :   **Principal/Governing Body**

3. Duty Leave:

Duty leave is given to attend conferences, symposia, seminars, delivering lectures, participation in a delegation appointed by GOI/State Govt./UGC/University/Academic Body and working in another organization/academic body, when so deputed by the Authority.

i. **Get the prior permission of the competent authority through E-mail or written application.**
ii. **Before submitting the application to the Authority ensure about the admissibility of leave from the Admin office.**
iii. **Submit the participation certificate in the Admin office.**
iv. **Admin office will make necessary entries in the Service Book of the staff member.**

Entitled   :   Teaching Staff
Max. Period of Leave   :   As per rules
Competent Authority   :   Principal

4. <u>Extra-ordinary Leave (EOL):</u>

  i. **Get the prior permission of the competent authority through written application well in advance.**
  ii. **Admin office will make necessary entries in the Leave Recordof the staff member.**
  iii. **During the period of leave no any benefits will be given to the concerned.**

Entitled   : Teaching and Non-teaching Staff
Max. Period of Leave   :   As per rules
Competent Authority   :   Principal/Governing Body

5. <u>Study Leave:</u>

  i. **Get the prior permission of the competent authority through written application well in advance.**
  ii. **Admin office will make necessary entries in the Service Book of the staff member.**

Entitled   : Teaching Staff
Max. Period of Leave: 02 Years
Competent Authority: Principal/Governing Body/Leave Committee

6. <u>Maternity Leave:</u>

Maternity leave is provided to the Female Staff member of the college after giving birth to a baby.

  i. **Send intimation in writing to the Admin office immediately, enclosing the Medical Certificate.**
  ii. **On joining submit the application along with the Medical Fitness Certificate.**

Max. Period of Leave :   180 Days
Competent Authority :   Principal/Governing Body/Leave Committee

7. <u>Paternity Leave:</u>

  i. **Get the permission of the competent authority through E-mail or written application.**

Entitled   :   Male Staff
Max. Period of Leave :   15 Days
Competent Authority :   Principal

8. <u>Child Care Leave (CCL):</u>

Child care leave is provided to the Female Staff member of the college for supporting her children till they attains the age of 18 years.

     i.   **Get the prior permission of the competent authority through written application well in advance.**

    ii.   **Admin office will make necessary entries in the Leave Record of the staff member.**

Entitled   : Female Staff
Max. Period of Leave :   720 Days
Competent Authority : Principal/Governing Body/Leave Committee

9.   <u>Compensatory Leave:</u>

This leave is provided to the non-teaching staff member, who provided his/her services on Saturday or Sunday to the College. This leave should be availed by the concerned within a period of four months after providing his/her services.

     i.   **Get the prior permission of the competent authority through written application well in advance.**

Entitled   : Non-teaching Staff
Competent Authority : Principal

Approval of competent authority (Principal/Governing Body/ Leave Committee)

NOTE:

For Rules and Regulations refer the leave rules of Delhi University available on the college website (www.bcas.du.ac.in).

Waste Management

In the college, chiefly three type of waste are generated electronic waste (e-waste), chemical waste, and biomedical waste along with paper and plant waste.

Electronic waste: Electronic waste is generated mainly from four departments namely; Physics, Instrumentations, Computer Science and Electronics. Also the e-waste comes from administrative office with traces coming from all the departments in the college. There is a provision of collection of e- waste at a designated place in the college. The **Green Colour waste collection bin** is placed near the **Principal office.** All e-waste generated put in this bin, once the amount is sufficient enough (around 50 Kg) is collected from the college by a vendor (with which college has MoU), Earth Sense recycle Pvt. Ltd, Manesar, Gurugram, who has specialization in proper disposal of e-waste materials and has been certified by the Govt. of Delhi for the assigned task.

Flow chart for Electronic waste
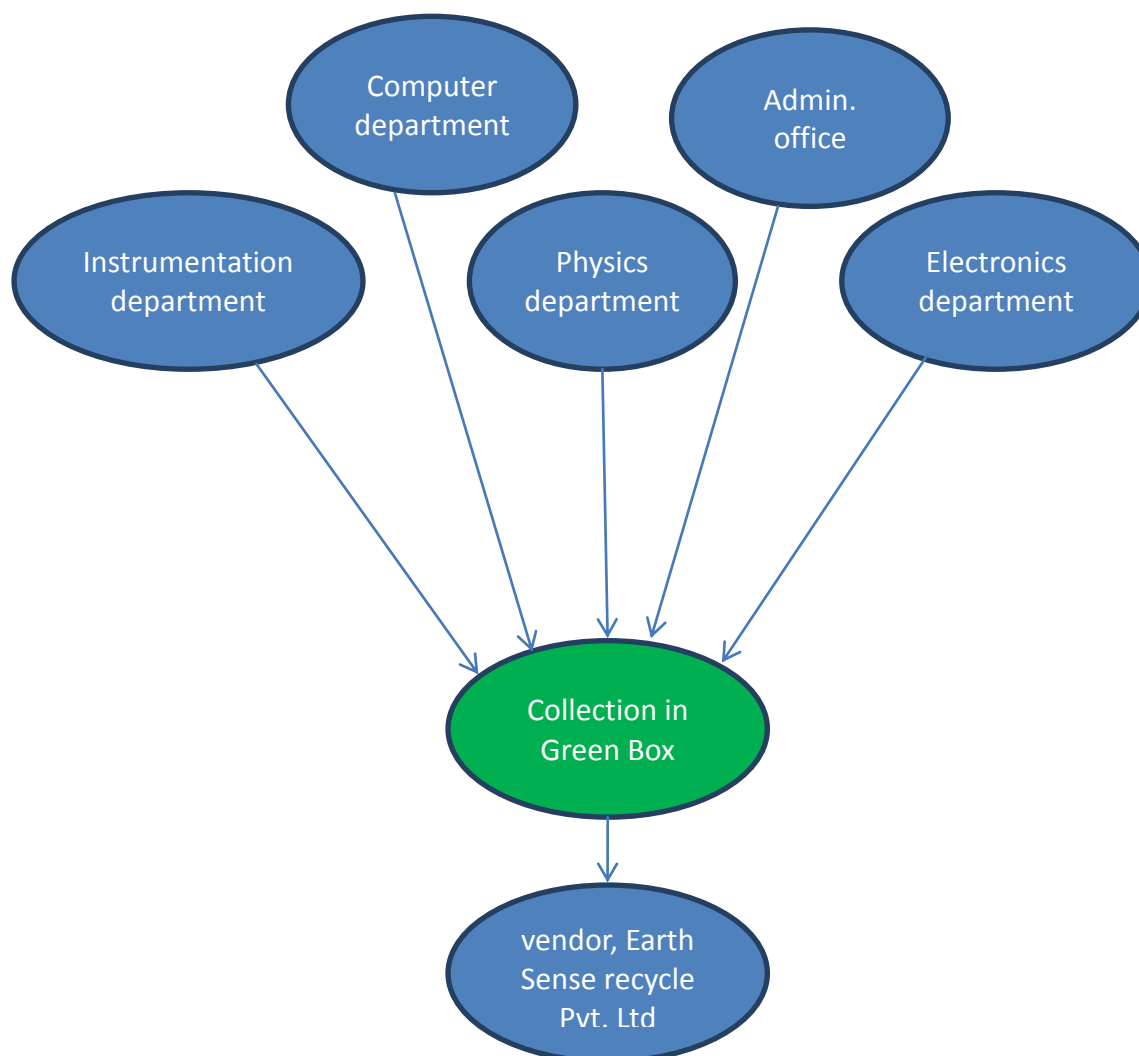
Biomedical waste: biomedical waste mainly generated from department of food technology, department of Microbiology, department of Biochemistry, department of Botany, department of zoology and department of Biomedical Sciences. The waste generated can be categorized into two states, 1. The Solid waste and 2. The Liquid waste.

Two waste collection bins are placed in the respective departments, Blue bin meant for the collection of solid metal and glass ware, syringes etc. red bag for plastic waste and the green bin meant for the collection of biodegradable waste like cotton, culture etc.. For the solid waste collected, the college has assigned the collection of this solid waste to a vendor, the college has a MOU with the vendor, SMS Water Grace Pvt. Ltd, who has specialization in proper disposal of solid bio-waste materials and has been certified by the Govt. of Delhi.

The liquid waste collected in jar in the department itself checked for the acidity and if found acidic is neutralized by base and disposed off safely on soil surface.

Flow chart for plant biological waste
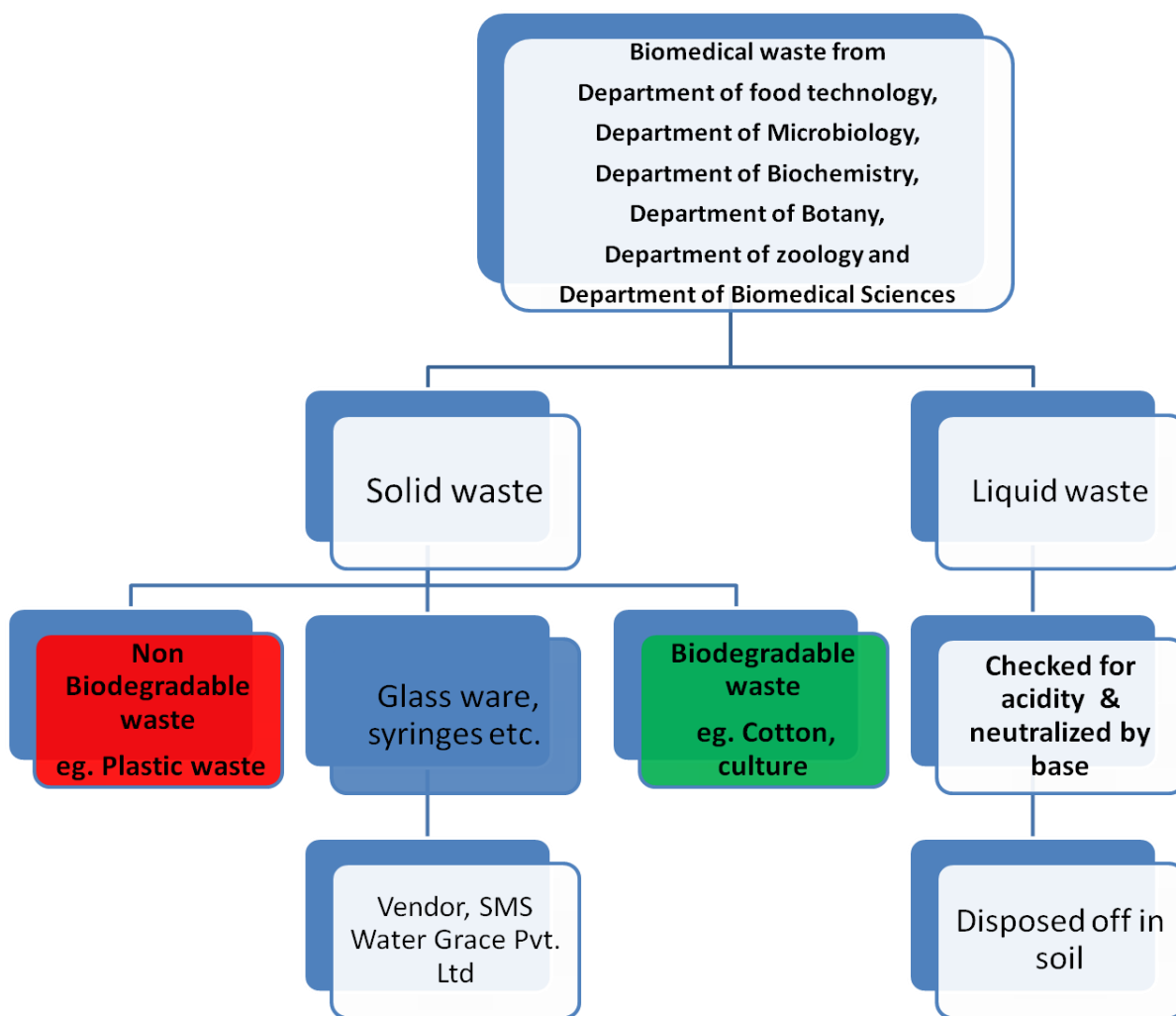
Chemical waste: chemical waste chiefly comes from two departments namely Department of Chemistry and Department of Polymer Science during laboratory exercises and research work carried out by research students and faculty. Here again the waste generated comprises of solid and liquid waste. There is a prerequisite of systematic collection of the solid and liquid waste in each laboratory. To collect the solid waste, two bins of blue colour and green colour is being used for the collection of solid waste. The blue colour bin is used for the collection of solid inorganic and organic waste and broken glass waste and green colour bin is used for the collection of paper waste and other chemical free waste.

Polymer waste: polymer waste generated in various processing techniques is recycled and again used in practicals.

And to collect the liquid waste, there is a systematic labeling of liquid waste in to a). Liquid containing acidic impurities and 2). Liquid containing organic solvents.

The liquid waste containing the acidic impurities is collected in a separate jar. And this acidic content is treated with a base to neutralize and disposed safely in soil.

The organic liquid waste collected is stored in big containers specifically purchased for this purpose.

Flow chart for chemical waste
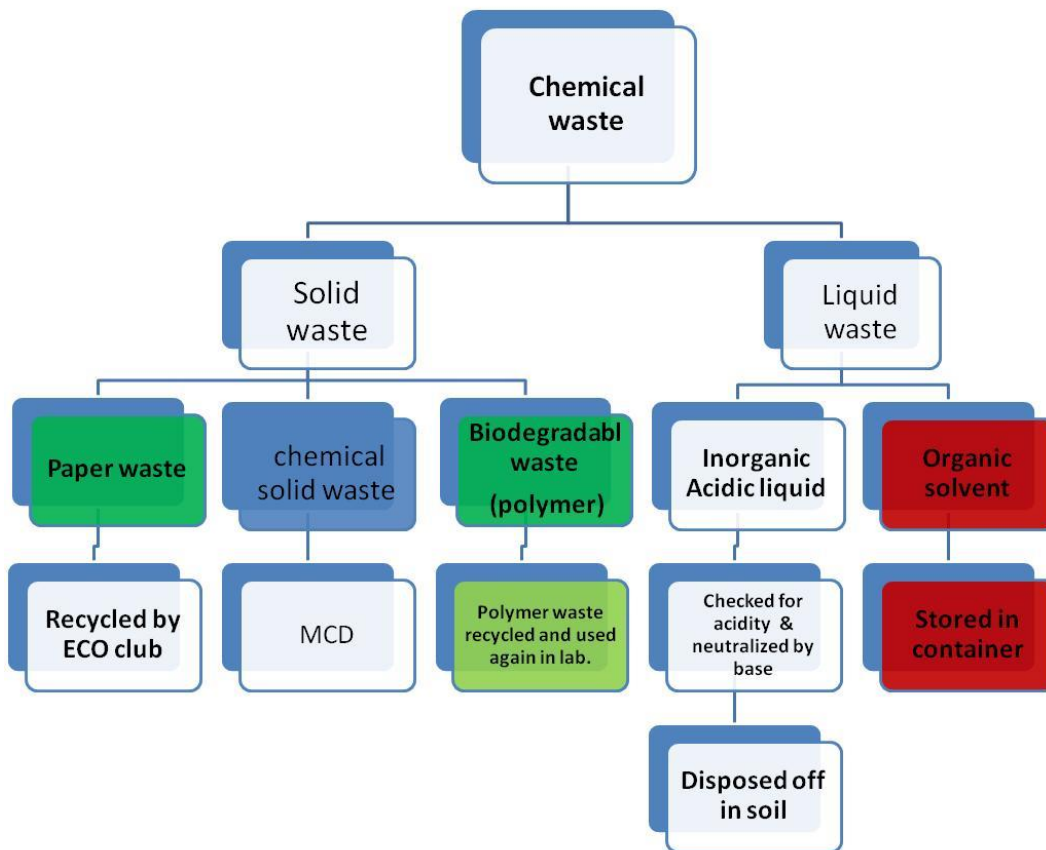
Paper waste:
paper waste generated from all departments is collected by the care taker and handed over to the ECO club. The ECO club of the college has paper recycling machine where this paper waste is recycled.

Plants waste: The waste generated from the plant leaves and shrubs is collected at designated place in the college and made compost which can be again used as manure for plants.

Flow chart for plant waste

plants	• **Plants leaves** • **Small shrubs**
college	• **Collected at designated place**
Reuse	• **compost** • **Used as manure**
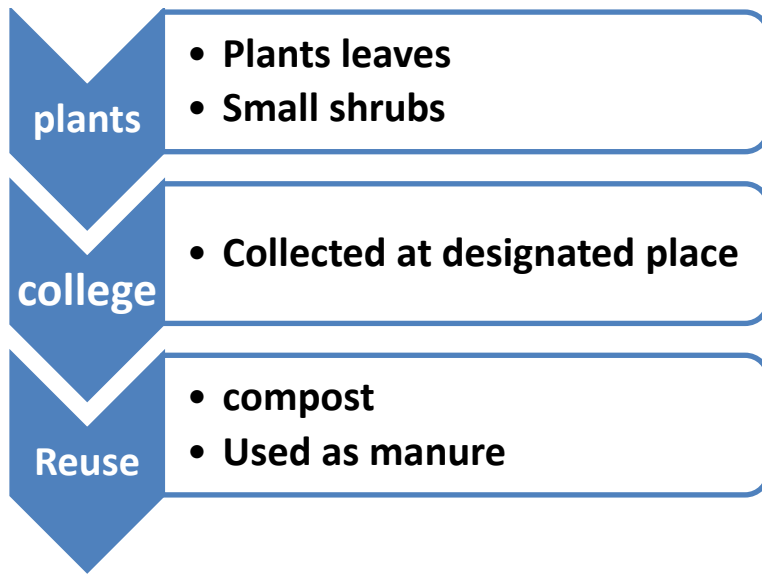
**GUIDELINES FOR ADMISSION TO VARIOUS PROGRAMMES IN THE
UNIVERSITY OF DELHI (OVERSEAS STUDENTS)**

Introduction Foreign Students' Registry office is the single window for all the foreign nationals who wish to take admission in University of Delhi in different programmes.

Who is a "Foreign National"?

a) Candidate who holds a passport/ Citizenship of a country other than India.

b) Candidate who has an OCI/ PIO Card and also holds a Passport of a country other than India.

Who is not a "Foreign National"?

a) Non-Resident Indian (NRI).

b) Indian Citizen whose qualifying examination is from an International Board/ Foreign University.

Filling up of Admission Form:

a. Candidates seeking admission to the programmes in different colleges/ departments/ centers of the University of Delhi are required to register online.

b. There is a common Web Portal for the centralized registration of the candidates and a common registration form for admission to all the programmes for foreign nationals in the University.

c. Online registration details are available on the following admission portal: http://fsr.du.ac.in

d. As a first time user, candidate shall create the login details by entering the details in "New User registration" (At the right bottom of the front page of the portal).

e. In the "New User Registration", candidate shall provide the email-id, which would be used for any future communication with the University for admission purpose.

f. Candidate shall then create a password (of maximum six characters) of his own choice for online registration purpose. This password does not need to be same as candidate's email account password, which is used to access one's email account.

g. Applicant shall now log on to the admission portal to fill the online registration form. In the "Registered User Login" section applicant shall enter "registered email-id" as username and the

"Password", which the applicant created in point (f) above. The same login information is used every time to login to the applicants' account.

h. All columns must be carefully filled as per the programme selected by the applicant. In case the applicant is not required to submit information then relevant column must be filled with 'NOT APPLICABLE (N/A)'

i. For undergraduate and post-graduate programme, applicant can select a maximum of three programmes. The candidate must ensure that he/she is eligible for the programme, he/she is applying for.

j. After submission of the online form, a copy of the application must be printed and the candidate must get it attested from concerned embassy/ official as stated on the second page of application form and upload the same for the final submission. In case the embassy refuses to attest the application form a separate certificate must be obtained from the concerned embassy, clearly stating that the candidate is a foreign national.

k. Hard copy of application along with relevant documents must reach the office of Foreign Students' Registry within 15 days of online registration.

Submission of Form:

The Applicant can personally submit or send by post the printout of online application form along with copies of the certificates etc., to Foreign Students' Registry (FSR) office.

Before Submitting the form please check the following:

a) The deadlines for submitting the form.

b) All the required documents are enclosed.

c) Form is attested by the Indian Diplomatic Representative or a responsible Official of the Ministry of Education of applicant's country or an Official of the applicant's country's Embassy / High Commission in India. Deadlines for submission of the Foreign students application form are also available on Delhi University Web site: http://fsr.du.ac.in/

Selection Process:

The Applications are forwarded to the admission committee constituted by the concerned Department/ Faculty for screening the applications of foreign nationals. The committee short lists the applications according to the eligibility requirement, merit, and number of seats. Candidates may visit www.du.ac.in for the detailed information regarding the eligibility requirement, etc. Schooling from Indian Board & Indian Universities: Those foreign nationals who have appeared for Grade 12th examination from an Indian Board or passed their last qualifying examination from Indian University will come under the category of 5% quota for

admission to various programmes. All foreign nationals with foreign qualifications are required to submit the Equivalence certificate from Association of Indian Universities (AIU) with the application form.

AIU address is given below:

AIU House 16,

Comrade Indrajit Gupta Marg,

New Delhi-110002,

India Phone: (91)-11-23230059, (91)-11-23232429

Fax: (91)-11-23232131

Email: aiu@del2.vsnl.net.in

Website: http://www.aiuweb.org

Note: The admission in any course shall not be granted on predicted scores.

Provisional Admission letter:

Only those applicants who fulfill the eligibility requirements and are recommended for admission by the respective admission committee are issued a provisional admission letter by the Foreign Students' Registry (FSR) office by the end of May. The provisional admission letter is sent to the applicant's Embassy in New Delhi, Indian High Commission in applicant's Home country and a scanned copy of the letter to the applicant's email address. Therefore, applicants are advised to write their email addresses and other details clearly on the application forms. All foreign students should report to the Foreign Students' Registry (FSR) office by the date mentioned on provisional admission letter. In case due to emergency, the candidate is unable to report on the mentioned date, he/she can ask for extension with a formal request sent by email to the office of Foreign Students' Registry before the reporting date.

Arrival:

All foreign nationals who receive a provisional admission letter from the Foreign Students' Registry office to any programme in the University of Delhi should obtain a valid visa and bring all original documents to complete the admission process, without which no admission shall be granted. The visa must be endorsed in the name of the University of Delhi. No other endorsement will be acceptable. a)

Student Visa:

a) Student Visa is required to join Undergraduate Programme, Post-Graduate Programme, Certificate or Diploma Programme, and M. Phil. Programme.

He/She undergoes following formalities at FSR office :

a) Candidate fills the arrival form at FSR office.

b) Verification of Valid Visa, Visa endorsement, Passport, Original Education Documents, Medical Insurance, English Proficiency Certificate/ TOEFL/IELTS scores, is done by FSR staff.

c) Candidate is issued Registration Fee slip.

d) Candidate pays the registration fee.

e) Reports back to FSR office with fee receipt.

f) College/ Department is allotted by the FSR office & college admission letter is issued.

g) Candidate with College admission letter goes to allotted college/department/faculty and finishes all admission formalities of the college/ department.

Transfer & Change of Programme:

No request for any Change of Programme and /or College will be entertained after the completion of admission process.

Hostel Accommodation:

University of Delhi has one International Students' House for Men and one International Students' Hostel for Women. In addition, University of Delhi has 7 Post-Graduate hostels for men and 4 Post-Graduate hostels for women. Few seats are reserved for foreign students in each of these hostels. The seats in the hostel are allocated according to the merit. However, all students may not get a hostel seat due to heavy demand. Apart from the above, some colleges of the University of Delhi, have hostel facilities.

Fees:

Foreign Students' Registration Fees (One time)

College / Department fees (annual) INR. 6900* + Course fee.

B.Sc. (Hons.) Computer Science (annual), other than SAARC countries INR. 241500* *

The above estimation is as per existing rate of 1USD as equivalent to INR 69. It may change as per the directives from the competent authority. Government of India

Scholarship:

Indian Council for Cultural Relations (ICCR) offers Scholarships to International candidates to study in India. The candidates interested to apply for this scholarship may contact Indian Council for Cultural Relations (ICCR) for detailed information on address given below: Indian Council

for Cultural Relations (ICCR) Azad Bhawan, Indraprastha Estate, New Delhi-110002, India Contact no.- (91) 011-23379309, (91) 011-23379310, (91) 011-23376315 Website : www.iccrindia.net Email: iccr@vsnl.com Medical

Insurance:

It is mandatory for all foreign nationals to get medical insurance policy with evacuation clause (wherever mandatory) for admission to any programme in the University of Delhi and also to continue the same during the entire tenure of their studies in the University of Delhi. English Language proficiency

Certificate:

English Language Proficiency certificate or TOEFL score (minimum 70) or IELTS score (minimum 6) is mandatory for foreign students at the time of admission in the University. If the candidate is unable to provide any of these score/ certificate then the candidate is required to appear in the English language Proficiency test (ELPC) which is conducted by the Department of Education, University of Delhi. He/She has to clear Intermediate level course to confirm admission. Foreign students will need an overall score of 60% or C grade at the Intermediate Level of English Language Proficiency Course (ELPC) with a minimum of score of 14/25 in each skill. The Score report of ELPC will have 5 different scores: one total score on a scale of 0 - 100 and 4 skill scores, each on a scale of 0-25. The Scores will provide information about the performance in the four skill areas which a student require for success in an academic environment. Listening - 0-25 Reading - 0-25 Speaking - 0-25 Writing - 0-25 The scores will be valid for a period of 2 years. This condition is not applicable for students whose medium of instruction is English.

NOTE: All candidates seeking admission to the University of Delhi are strongly advised not to use the services of third party/ agents/ admission service firms. The University of Delhi has not authorized any agency/ individual/ agent to act on its behalf and/or to charge any fee from prospective students. Applications/ inquiries received through middlemen/ third party will not be entertained and will be categorically rejected.

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EMERGENCY PHONE NUMBERS

- **Maharaja Agrasen Hospital, Dwarka**
  Phone no.: 011-41347700

- **Bhagat Chandra Hospital**
  Phone No.: 011-45254525

- **Rockland Hospital**
  Phone no.: 011-48222222

List of emergency/rescue/management contact numbers currently in operation in India:

100	Police
102	Ambulance
101	Fire
108	Disaster management
181	Women's helpline
1097	AIDS helpline
1098	Child abuse hotline
+91 9540161344	Air ambulance

WHAT IS FIRST AID?

First aid is emergency care provided for injury or sudden illness before emergencymedical treatment is available.

The primary purpose of first aid is to:

- Care for life-threatening situations
- Protect the victim from further injury and complications
- Arrange transportation for the victim to a medical facility
- Make the victim as comfortable as possible to conserve strength Provide reassurance to the victim
- To reduce pain

PRINCIPLES OF FIRST AID

The thumbrule of First aid is "**RAPABCH**".

To make it convenient we are opting the point wise followings:

- ➢ **R** is for R Responsiveness which means that we have to check the following:

  - Is the victim conscious?
  - Touch their shoulder, ask if they are alright.
  - Ask if they need help. If they say no, then proceed no further.
  - If yes, or no response, then proceed to A

- ➢ **A** is for Activate Emergency Management Services (EMS)

  - Your name and contact number
  - The emergency
  - The location of the emergency condition of the victim
  - Check the victim for responsiveness.

- ➢ **P** Position

Only re-position the victim if the victim is in further danger in their present location. And / or there does not seem to be spinal injury and additional care requires moving them. Explain when an injured person should and should not be moved? If there are suspected spinal injuries, do not move the victim (except when the victim is in a life threatening situation

- ➢ **"ABCH"**

  - A is for airway

Check to see if the airway is blocked by: Use your finger to sweep the mouth to remove any seen object. If this fails, then perform the Heimlich maneuver or abdominal thrusts.

- B is for breathing

Check to see if the airway is blocked by: Use your finger to sweep the mouth to remove any seen object. If this fails, then perform the Heimlich maneuver or abdominal thrusts. Look, listen and feel by watching the chest and placing your cheek a few inches above the mouth of the victim to sense any movement of air.

- C is for circulation

If there is not a pulse, then this person needs CPR. The best place to check for apulse is the carotid artery along the side of the neck along the windpipe.If you are not trained in CPR, then find someone who is.

- H is for hemorrhage

If the victim is bleeding, then provide the necessary care.

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┌─────────────────────────┐         YES        ┌──────────────────────────────┐
│ ● IS THE CASUALTY       │ ─────────────────▶ │ ● TREAT ANY INJURIES         │
│   CONSCIOUS?            │                    │ ● GET HELP IF NECESSARY      │
└─────────────────────────┘                    └──────────────────────────────┘
          │ NO
          ▼
┌─────────────────────────┐         YES        ┌──────────────────────────────┐
│ ● IS THE CASUALTY       │ ─────────────────▶ │ ● IS THE CASUALTY            │
│   BREATHING?           │                    │   BREATHING NOISILY?         │
└─────────────────────────┘                    └──────────────────────────────┘
          │ NO                    NO                      │ YES
          ▼                                               ▼
┌─────────────────────────┐                    ┌──────────────────────────────┐
│ ● IS THERE PULSE?       │                    │ ● OPEN AND CLEAR AIRWAY      │
└─────────────────────────┘                    └──────────────────────────────┘
      │ NO      YES                                       │
      ▼                                                   ▼
┌─────────────────────────┐                    ┌──────────────────────────────┐
│ ● DIAL FOR HELP.        │                    │ ● TREAT ANY LIFE             │
│ ● GIVE ARTIFICIAL       │                    │   THREATENING INJURIES.      │
│   RESPIRATION AND       │                    │ ● PLACE CASUALTY IN          │
│   EXTERNAL CARDIAC      │                    │   RECOVERY POSITION          │
│   MASSAGE TILL HELP     │                    │   AND CALL FOR HELP.         │
│   ARRIVES.              │                    └──────────────────────────────┘
└─────────────────────────┘
                                               ┌──────────────────────────────┐
                                               │ ● GIVE BREATHS OF            │
                                               │   ARTIFICIAL RESPIRATION     │
                                               │ ● DIAL FOR HELP              │
                                               │ ● CONTINUE ARTIFICIAL        │
                                               │   RESPIRATION TILL HELP      │
                                               │   ARRIVES                    │
                                               └──────────────────────────────┘
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CONTENTS OF A FIRST AID BOX

(Please maintain these in the first aid box at all times)

- Container/Box: To keep all first aid items in one common container.
- Gauze Pads: To cover wounds and prevent infection.
- Roll Bandage: To stabilize strains and sprains and cover wounds.
- Triangular Bandage: To cover wounds and prevent infection .
- Bandages: To stop minor bleeding and prevent infection.
- Adhesive Tape: To secure bandages to wounds.
- Antibacterial Ointment: To prevent infection on small cuts.
- Calamine Lotion: To prevent itching.
- Soap: To clean minor wounds and cuts and to prevent infection.
- Latex Gloves: To protect the rescuer from infection and blood pathogens.
- Bandage Scissors: To cut gauze and bandages.
- Tweezers: To pull splinters.
- Moleskin: To protect blisters and prevent infection.
- Antiseptic lotion / Antibiotic: To prevent infections.
- Analgesic: Pain killer
- Anti-inflamatory: anti-pyretic/ painkiller

HEAVY BLEEDING

Q. What should one do if the patient is bleeding heavily?

- Put pressure on the wound with whatever available to stop or slow down the flow of the blood.
- Call local emergency numbers or ask for some body help to get to hospital.
- Keep pressure on the wound until the help arrives.

Q. The person looks pale and feels cold and dizzy. What does this mean?
It means there isn't enough blood flowing through the body. It can be life threatening because it can very quickly lead to other conditions, such as lack of oxygen in the body's tissues, heart attack or organ damage. This physical response to an injury or illness is called shock. If you suspect someone is going into shock, lie him down and lift his feet higher than the rest of his body. Such that the legs are higher than the heart in this position, which helps increase blood flow to their brain and heart.

Q. Should wound be washed?

For minor cuts and grazes, one can wash the wound to remove any dirt. Don't wash a wound that is bleeding heavily. If a wound that is bleeding heavily put under a tap, then all clotting agents will wash away and will bleed more.

Do's for heavy bleeding

- Reassure victim that help is on the way
- Call ambulance immediately
- Check victim's status regularly
- Use direct pressure to stop bleeding
- Check to see if victim's airways are clear
- If no pulse or respiration, start CPR
- To prevent transmission of disease, use latex gloves
- Raise head if bleeding in upper body areas
- Raise feet if bleeding in lower body areas

Don'ts for heavy bleeding

- Don't move the patient if not required
- Always suspect "spinal injury" (and don't move the victim)
- Don't set fractures and breaks (simply immobilize the victim)
- Use "direct" pressure to stop bleeding
- Don't remove items imbedded in the eye
- Don't use burn ointments
- Call emergency as soon as possible

HEAD INJURY

Q. How does a cold compress work?
A cold compress reduces the swelling and lessens the pain of the injury.

Q. Can I give them painkillers for their headache?
No. Painkillers are not advised because they can mask the signs and symptoms of a serious head injury.

Q. What is concussion?
If a person suffers a blow to the head, the brain can be shaken inside the skull. This is called concussion. It tends to result in a short loss of consciousness (a few seconds to a few minutes). Most people make a full recovery from a concussion, but occasionally it may become more serious. If you think someone has concussion, call medical emergency.

Q. What are the symptoms of concussion?
Symptoms of concussion include:
- Dizziness
- Headache
- Confusion
- Feeling sick
- Blurred vision
- Having no memory of what happened.

BURNS

Q. Should I use ice to cool the burn?

No, use water only. Ice may further damage the skin.

Q. Should I put a plaster over a burn to make sure it doesn't get infected?

One should not use any adhesive bandages as it'll stick to the skin and may cause further damage. Instead the burns should be covered with cling film or a clean plastic bag which will help prevent infection.

Q. If clothes are stuck to the burn, should I try to remove them?

No. Remove any clothing or jewellery near the burned area, but don't try to remove anything that's stuck to the burn. This could cause more damage.

Do's for burns
- Call an ambulance for any serious burns. Burns to children or the elderly, electrical or chemical burns as well as burns to the face or genital area, should be attended to immediately.
- Apply CPR if the person is not breathing normally.
- Try to remove clothes and jewellery (from the area that has been burned) only if it is not sticking to the burned area.
- Hold the burned area under gently running water, for about 10 minutes to half an hour.
- To prevent corneal damage (in the case of chemical burns to the eyes), immediately irrigate the eyes with water or a saline solution.
- For second degree burns on the limbs – elevate the limbs higher than the heart.
- To reduce shock as well as loss of body heat, place clean, dry, non-fluffy cloths lightly over the burn.
- Cover the person with a cool, wet, lint-free cloth, while waiting for an ambulance or when transporting the person to hospital.

Don't's for burns

- Apply lotions, butter, grease or oil to burned area.
- Use ice, as it may cause frostbite.

UNCONSCIOUSNESS

Q. What should a person do if patient is unconscious?
If a patient is unconscious, his head should be tilted backwards. This is done to avoid tongue to fall backwards and block the airway. Tilting the head backwards and pulling the tongue forward will help to clear the airways.

Q. If I think the person has a back or neck injury, should I still turn them on their side?
If one suspect a back or neck injury, it is still advisable to move them onto their side. The priority is to keep them breathing. Try to keep their spine in a straight line when turning them. If possible, get someone's else to help to turn them.

Q. What should I do if someone is feeling faint?
If someone is feeling faint, advise them to lie down on their back and raise their legs to improve blood flow to the brain. Fainting is caused by a temporary reduction in the flow of blood to the brain and can result in a brief loss of consciousness. A person who has fainted should quickly regain consciousness. If they don't, treat them as an unconscious person.

HEART ATTACK

Do's:

- Patient should be made to sit down, rest, and try to keep calm.
- Loosen any tight clothing.
- Ask if the patient takes any chest pain medication for a known heart condition, such as nitroglycerin, and help him take it.
- If the pain does not go away with rest or within 3 minutes of taking nitroglycerin, call for emergency medical help.
- If the person is unconscious and unresponsive, call for emergency and should begin CPR.

Don'ts:

- Do not leave the patient alone
- Do not allow the person to deny the symptoms .
- Do not wait to see if the symptoms go away.
- Do not give the person anything by mouth unless a heart medication (such as nitroglycerin) has been prescribed.

CPR(Cardiopulmonary Resuscitation)includes:

- Chest compressions that keeps patient's blood circulating.
- Rescue breathing that provides oxygen to patient's lungs.

Chest compressions:

- Place the heel of one hand on the lower half of the person's breastbone.
- Place the other hand on top of the first hand and interlock your fingers.
- Press down firmly and smoothly (compressing to 1/3 of chest depth) 30 times.
- Administer 2 breaths as described below in mouth-to-mouth,
- The ratio of 30 chest compressions followed by 2 breaths is the same, whether CPR is being performed alone or with the assistance of a second person.
- Aim for a compression rate of 100 per minute.

Effective chest compressions will be tiring. It is important to get help from others if possible, to allow changeover for rest and to keep the compressions effective.

Mouth-to-mouth Respiration:

- If the patient is not breathing normally, make sure he is lying on his back on a firm surface
- Open the airway by tilting the head back and lifting his chin.
- Close his nostrils with your finger and thumb.
- Put your mouth over the patient's mouth and blow into his mouth.
- Give 2 full breaths to the patient (this is called 'rescue breathing'). Make sure there is no air leak and the chest is rising and falling. If his chest does not rise and fall, check that you're pinching his nostrils tightly and sealing your mouth to his. If still no breathing, check airway again for any obstruction.
- Continue CPR, repeating the cycle of 30 compressions then 2 breaths until professional help arrives.

Q. When should we stop CPR?

Generally CPR is stopped, when:
- The patient's revives and starts breathing on its own
- When medical help arrives
- When the person giving CPR is exhausted

NOSE BLEEDING

Symptoms of nosebleeding

- Bleeding from either or both nostrils
- Sometimes bleeding from ears/ mouth too.

Q. What are the causes of nose bleeding

- Dryness
- Blowing nose with force
- Use of medications, like aspirin
- Nose picking
- Pushing objects into nose
- Injuries / blow to the nose
- Infections of the nose
- Atherosclerosis
- Blood-clotting disorders

Q. How to manage nose bleeding?

- One should not panic and should make the patient sit in upright position with his head slightly forward.
- With thumb and index finger, one should apply pressure on soft part of nostrils below the nose bridge.
- Continue applying pressure until the bleeding stops.
- Ask the patient to breathe through the mouth while nostrils are pinched
- Loosen the tight clothing around the neck

EXPOSURE TO CHEMICALS

In case of exposure to Strong acids or bases (alkali) or any other Chemical Irritants

Symptoms

- Irritation / burning
- Redness of skin
- Pain / numbness
- Blisters
- Coughing
- Breathlessness
- Vision loss, if eye is affected
- Head ache

Symptoms in severe cases

- Dizziness
- Severe cough
- Seizures
- Low blood pressure
- Irregular heart
- Cardiac arrest

Treatment

- Remove patient from accident site
- Wash injury with tepid water liberally
- Identify chemical for effective therapy
- Seek medical treatment
- If Required give Pain medications
- Consult with specialist

REFERENCES

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- http://indiatoday.intoday.in/education/story/112-as-indias-emergency-number/1/629526.html