



# **MANUAL OF STANDARD OPERATING PROCEDURES (SOP)**

**INTERNAL QUALITY ASSURANCE CELL  
DYAL SINGH COLLEGE,  
UNIVERSITY OF DELHI  
Lodhi Road, New Delhi, 110003**

## **POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES - LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS**

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities through different committees constituted for each responsibility. The committees hold regular meetings and work as per the requirements in the interest of students.

### **LABORATORIES**

Each department is allocated a budget before the start of academic session and the Lab in charge, departmental lab maintenance committee and HODs supervise the requirements and channelize the sanctioned funds for preparing the labs for forthcoming academic session. All the financial accounts and stocks are maintained by Lab in Charge and are supervised regularly by the HOD.

### **LIBRARY**

1. The college Librarian is the convener of Library Committee of the college which as nominations from all the departments. Each department has a specific allocated budget depending on student strength. The requirement and list of books is taken from the concerned departments by those members. The finalized list of required books is duly approved and signed by the Principal. The committee recommends the purchases for enrichment of library resources.
2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment.
3. College librarian supervises proper management of library functioning like proper organization of books, weeding out of old titles, schedule of issue/ return of books etc. with the help of library attendants. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam.

## **SPORTS COMPLEX**

Department of Physical Education looks after the maintenance of sports related infrastructure. The department has an allocated budget. The teacher in charge chalks out the requirements of purchase and maintenance of sports equipment, maintenance and upgradation of courts, engagement of coaches for training of students as per the sports opted by the students and what are being offered in college.

## **COMPUTERS**

College office: College administrative block, accounts block, student dealing section has sufficient number of computers which are maintained and upgraded time to time by administrative officers with due permission from college principal. ERP software is used for maintaining faculty and students' details, as well as financial management. Each Department has appropriate number of computers for their requirements which are maintained by their allocated development funds under the supervision of HOD.

Internet and WIFI Enabled campus facility is maintained by computer assistants. The funds for the same are sanctioned by the committees constituted for the purpose in coordination with college principal.

The College Central Computer facility meant for students and teaching ICT related papers is maintained by designated computer assistants as per the requirements by teachers and students with due permission from committees for maintenance and upkeep of infrastructure.

## **CLASSROOMS**

Departmental level committees and HODs submit their requirements to the Principal regarding classroom furniture and other maintenance and the approved work is taken care of by the college caretaker.

## **CAMPUS AND OTHER PHYSICAL FACILITIES**

Campus cleaning and housekeeping and security services are outsourced to external agencies through proper protocol chalked out by Delhi University. The campus cleaning, regular cleaning of water tanks, proper garbage disposal, drinking water availability by maintenance of RO purifiers, pest control, etc are supervised and managed by college caretaker and supervisor who work with proper permissions and sanctions by Principal. Carpenter and plumber related work are outsourced and are also managed by caretaker. College campus maintenance is monitored through regular inspection by administrative authorities. Maintenance of gardens and lawns is supervised by Garden Committee. There is a full time electrician in the college to look after different related issues.