

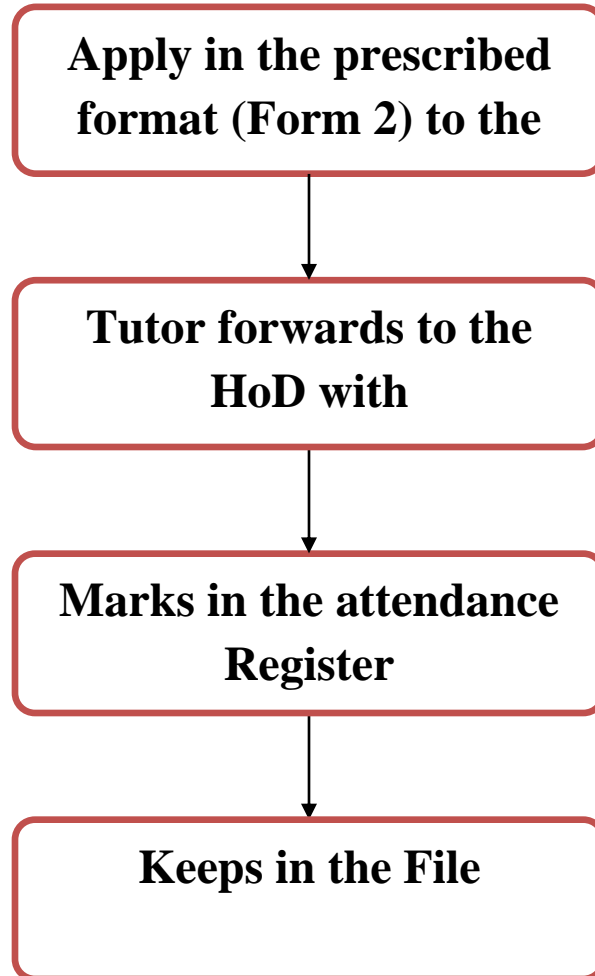
Standard Operating Procedure (SOP)

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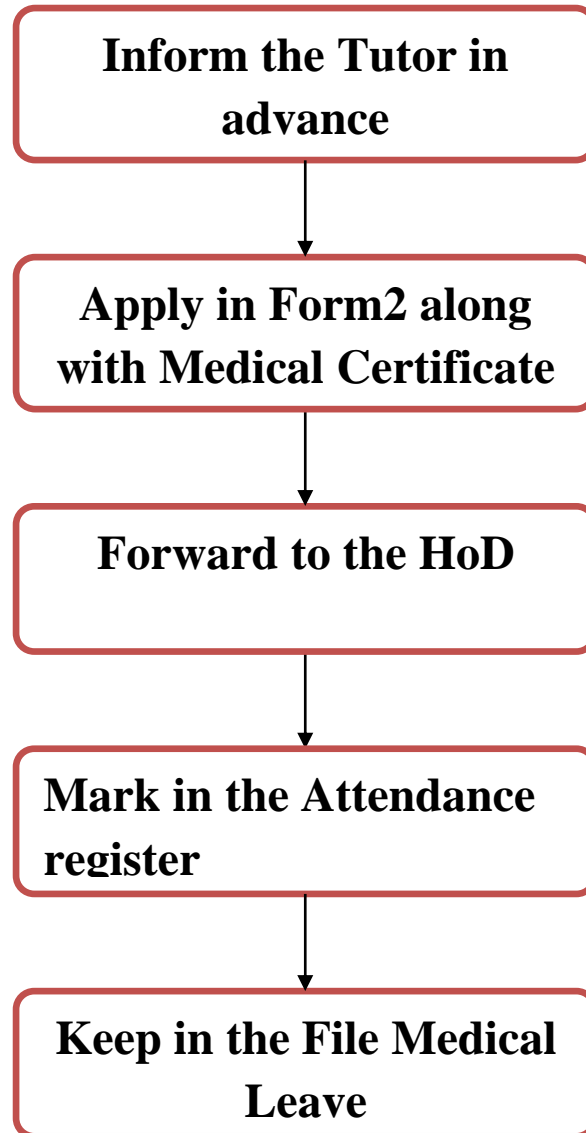
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STUDENT'S LEAVE APPLICATION

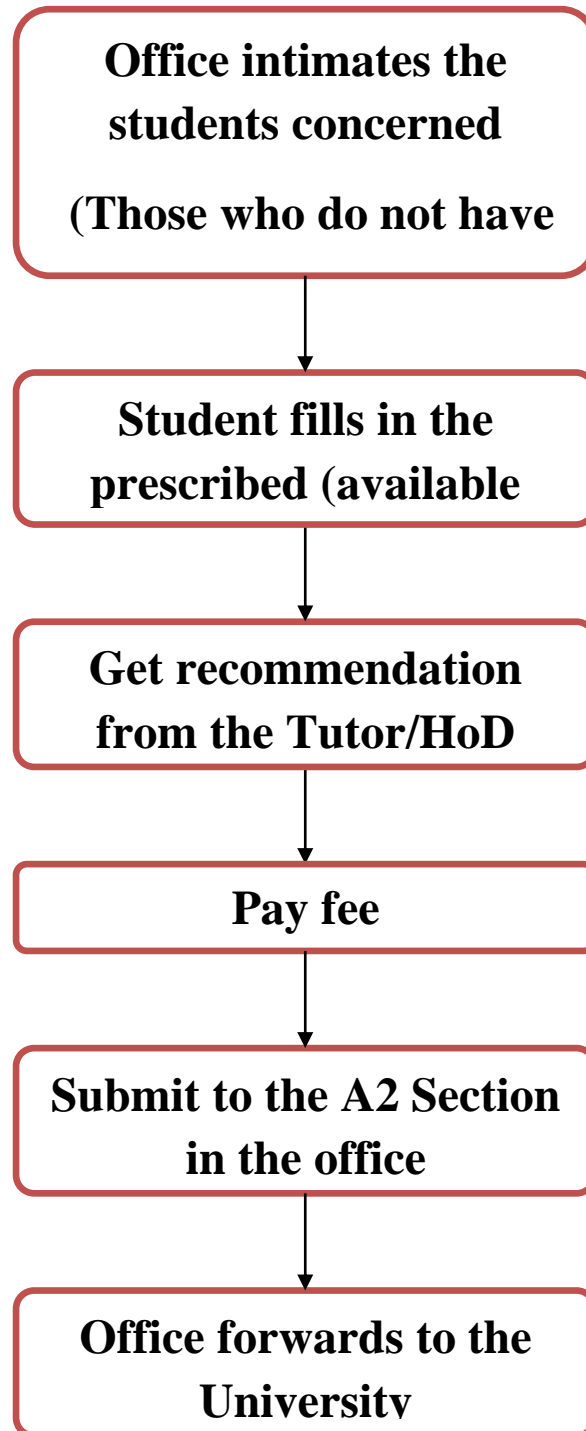
(More than 3 days)



MEDICAL LEAVE



CONDONATION



STUDENTS' GRIEVANCE

Student submits required details in the Form 3 to the HoD



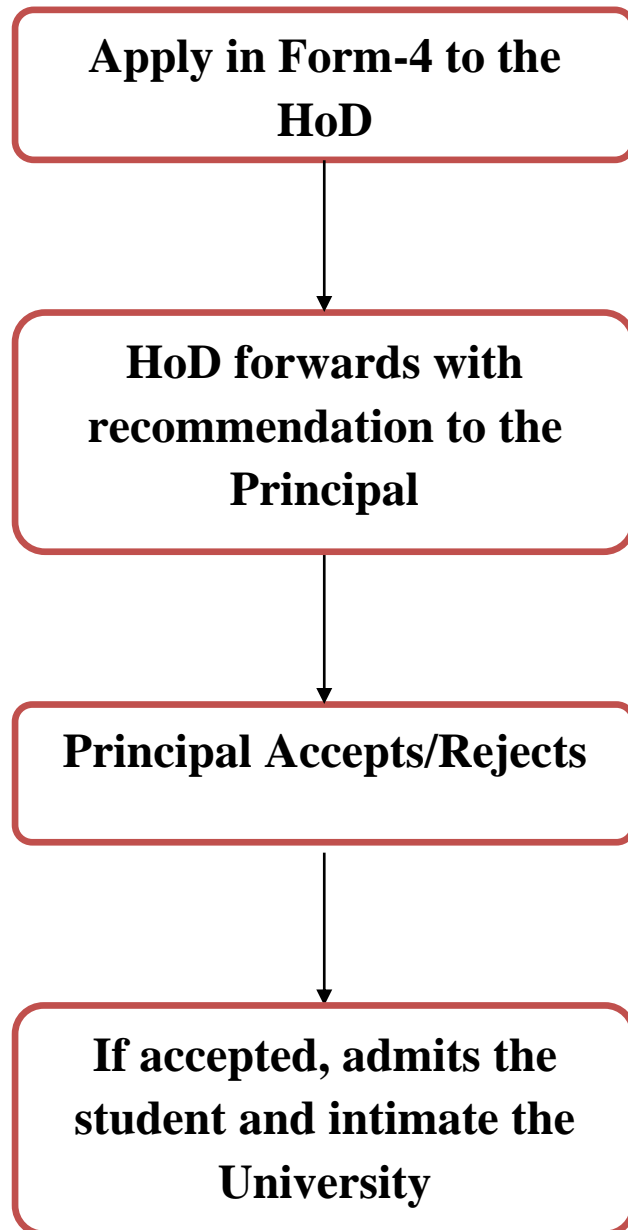
HoD forwards to the Principal



Principal forward to the University with cover letter

RE-ADMISSION

(After Maternity Leave/ Sem-out, etc.)



INTER-COLLEGE TRANSFER

**College notifies the vacancies
in the News Papers**



**Office hands over the
applications to the
departments concerned for
indexing**



**HoDs submit rank list to the
Office (A2)**

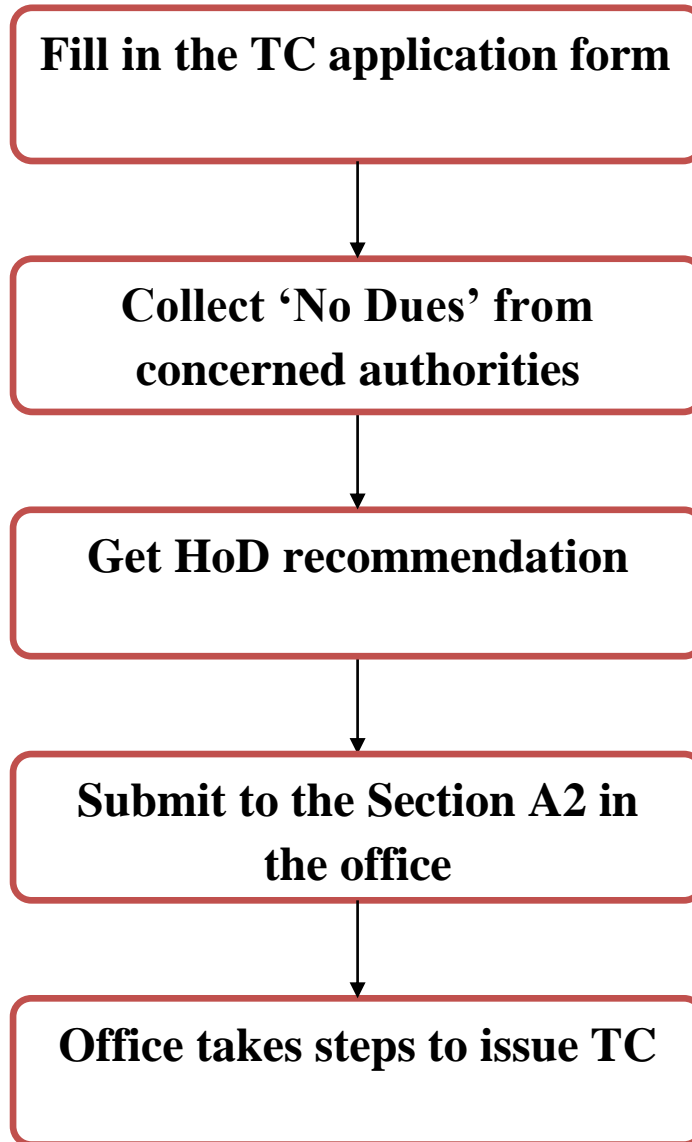


**Eligible candidates fill in the
prescribed form for Inter
Collegiate Transfer (available
in the University website)
submit to the office**

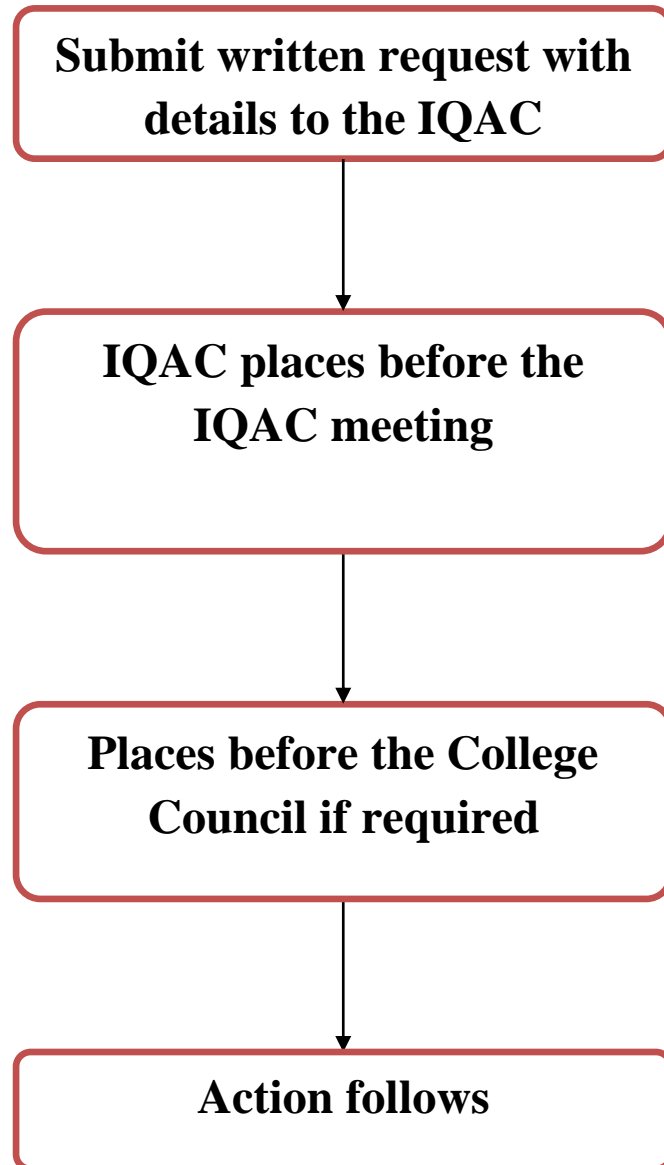


**Forwards to the University for
sanctioning**

TRANSFER CERTIFICATE



SUGGESTIONS/ REQUIREMENTS



RAGGING

Inform the Tutor



Tutor collects the complaint in writing



Hand over it to the Anti-Ragging Committee



The committee conducts preliminary enquiry



If found genuine forward to the College Discipline committee



Discipline committee submits report to the Principal



Principal reports to the Police. (If found the complaint not coming under the purview of 'ragging' the matter may be settled by the committee/Principal.

GRIEVANCE REDRESSAL

**Submit written complaint
to the Convenor of the
Grievance Cell**



**The committee conducts a
preliminary enquiry**



**If found genuine, submit a
report to the Principal**



**Principal takes required
action**

PROPOSAL FOR PURCHASE

Office notifies the departments regarding Govt. Notification



Departments discuss their requirements



HoD Submits the proposal to the Principal



Principal places the proposals before the purchase committee



The Committee consolidates all proposals and forward to the Section A3 in the office



Office forwards to the DCE

PURCHASE OF ITEMS

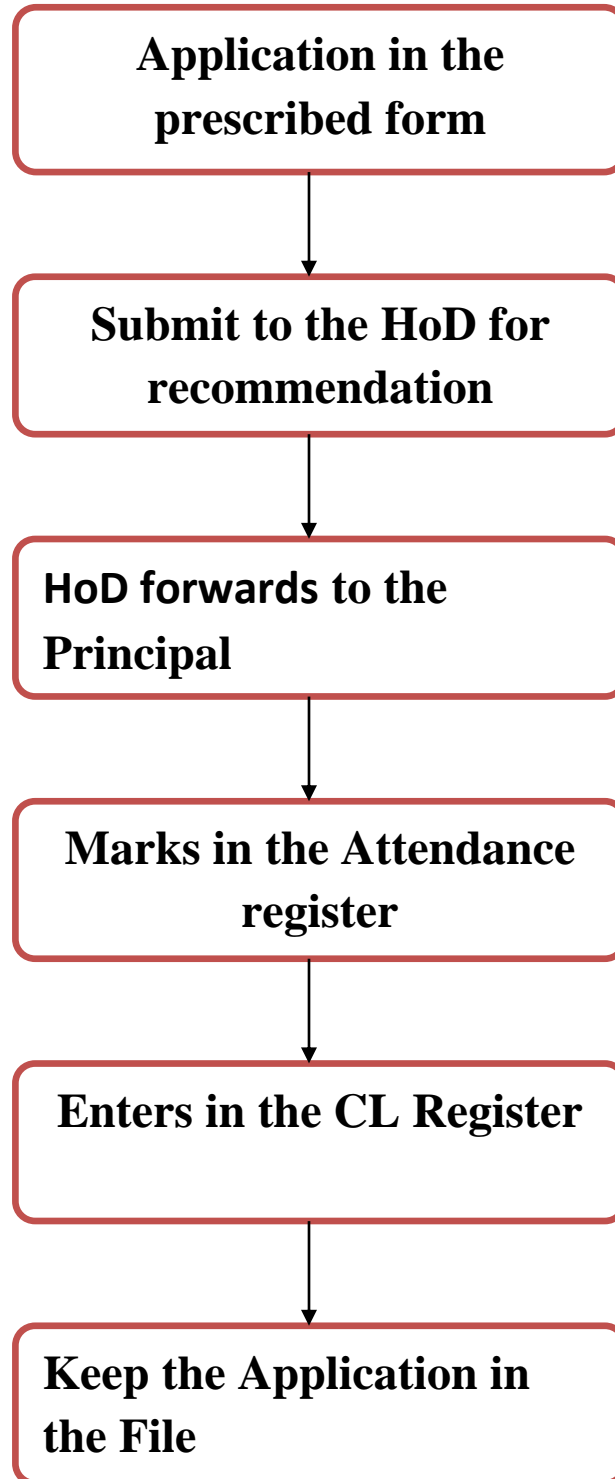
**Submit written complaint
to the Office intimates
purchase committee about
the sanctioned fund**

**Committee reviews the
proposals from the**

**Committee recommends
purchase of items with
specifications**

**Principal takes required
Principal places orders as
per govt. Norms.**

CASUAL LEAVE/SPECIAL CL/ OD/ DL/ COMMUTED LEAVE



LWA

**Application in the prescribed form
(preferably in advance)**

Duly signed by the applicant

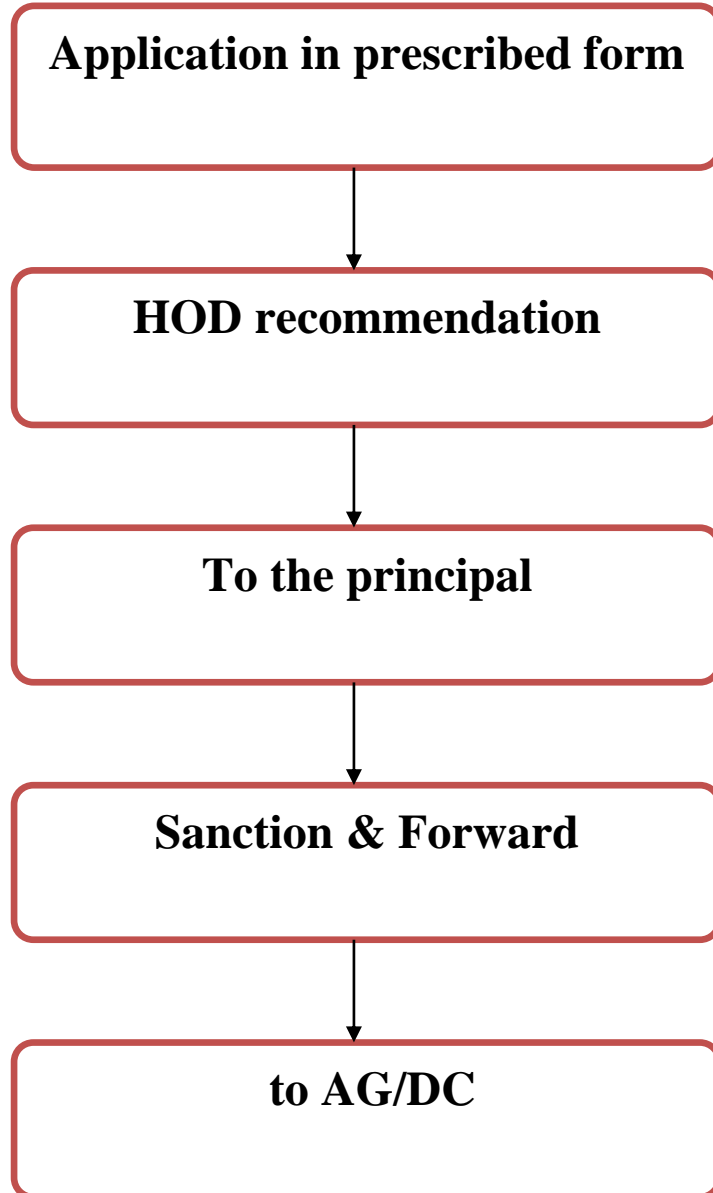
Submit to the HoD for recommendation

HoD forwards to the Principal

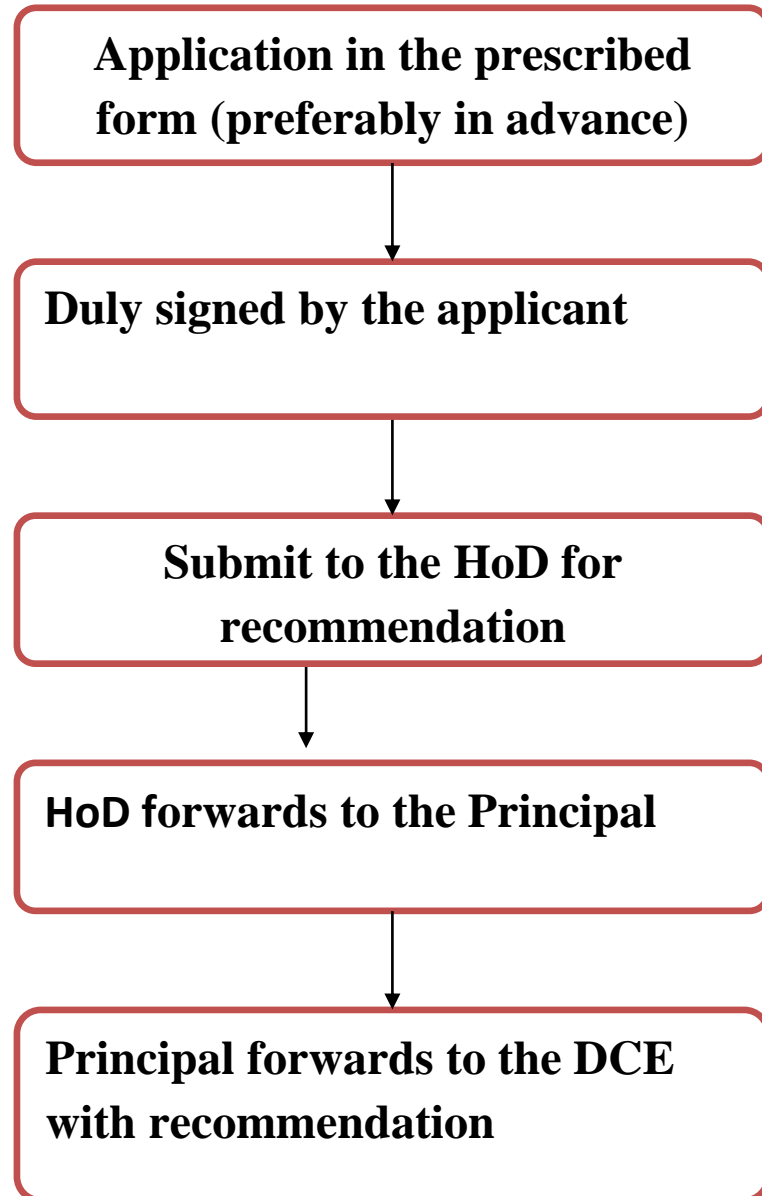
**Principal rejects /accepts and forwards to
the DCE/ Mark in the Attendance register**

Relieve the applicant from Duty

MATERNITY LEAVE

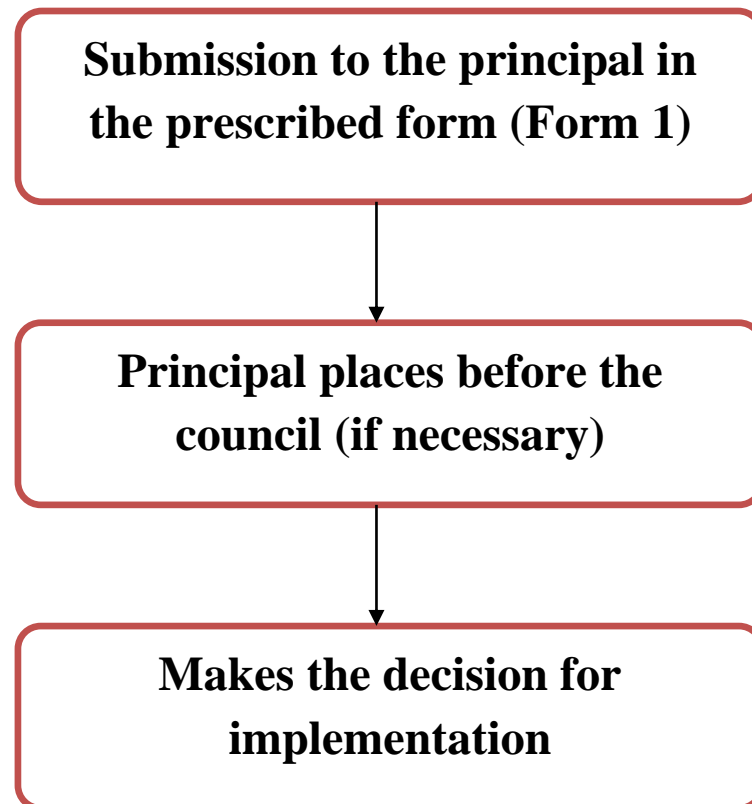


NOC

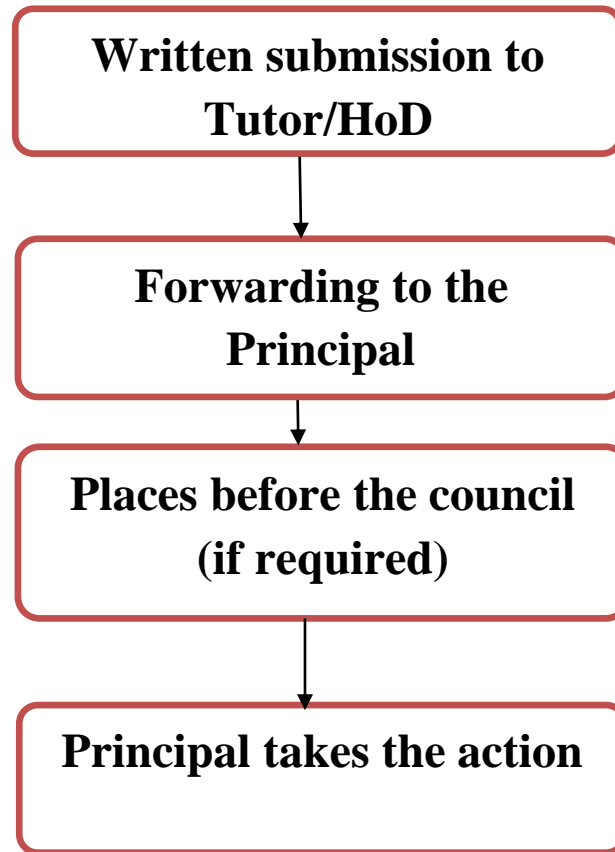


PROPOSAL/INNOVATIVE PLANS

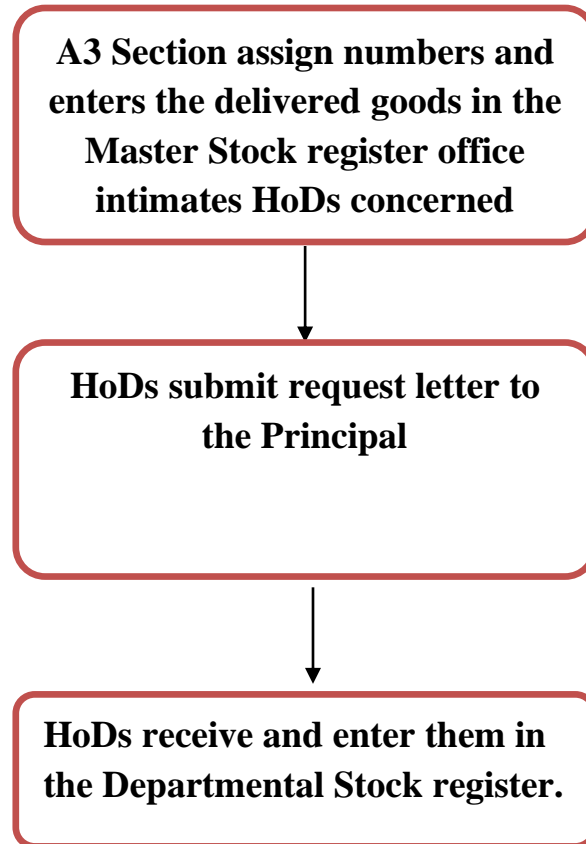
(by Individual/Dept. to be implemented in the Dpt./ college)



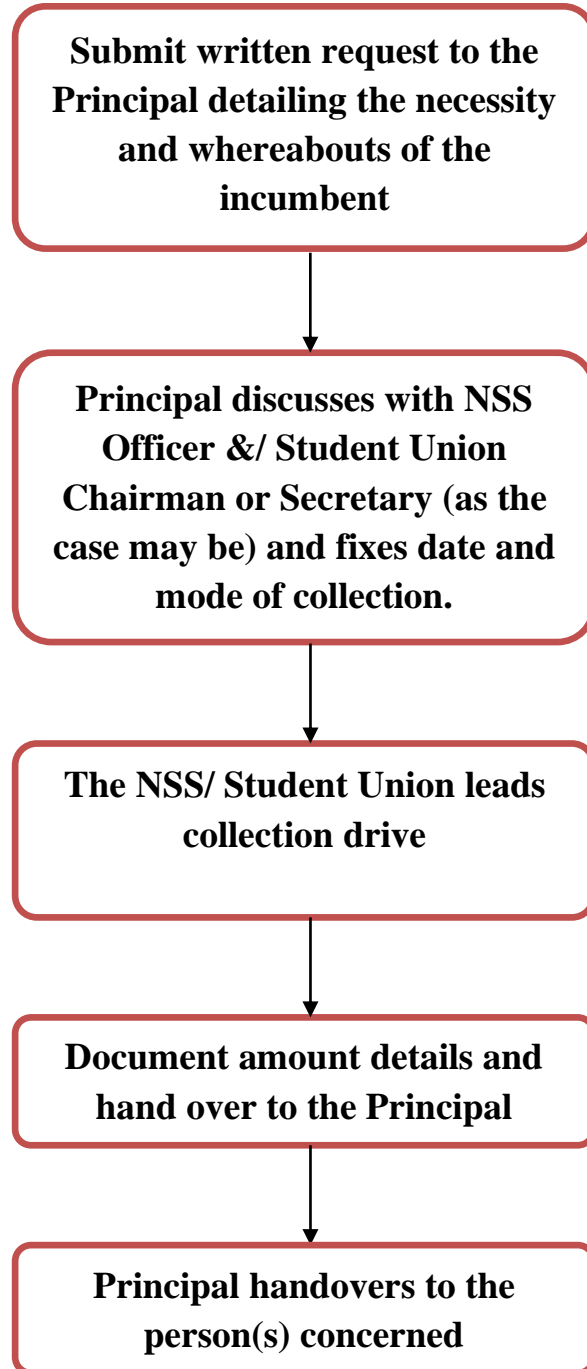
GRIEVANCE



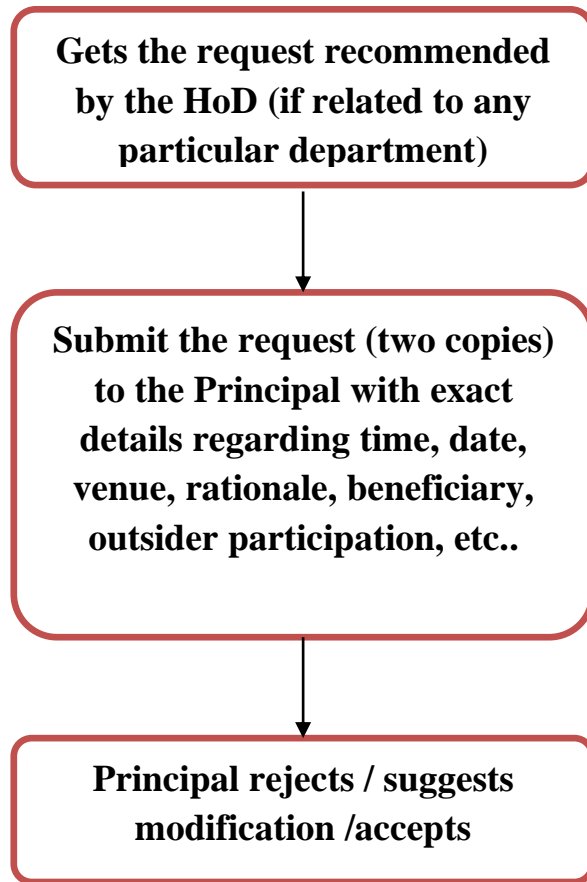
DISTRIBUTION OF PURCHASED ITEMS



REQUESTING FOR HELPS (MONETARY) FOR OUTSIDERS



STUDENT PROGRAMMES



STUDENTS PROTEST/ STRIKE

Submit written request (two copies) to conduct procession/ protest/ rally/ strike detailing the authority who called for, date & time



Principal (after consulting College Council if required) rejects/ modifies / accepts

College Election (Student Union)

