

Standard Operating Procedures (SOP)



MAHARAJA BIJALI PASI
GOVERNMENT P.G. COLLEGE
ASHIYANA , LUCKNOW, UTTAR
PRADESH-226012

Standard Operating Procedures for Admissions

- The students apply online on the University of Lucknow Admissions portal for LURN no. within the period given by University of Lucknow.
- Pay Form Fee Online and you will get Token No which will use in Application Form and also print a receipt.
- Candidates must update the marks after their intermediate results are declared. If the marks are not updated, your form will not be considered.
- Fill Application Form online for UG/PG and take a print out after submission. This Print Out will be necessary to show while counselling.
- The coordinator of admissions, various departmental admission committees formulate the cut-offs and other criterion for different courses and categories of students. In this way, the First List is arrived at in the college, communicated to the students.
- If the student fulfils the admission criterion of the college and stream, he now downloads the admission form. After this, the eligible candidates approach the concerned admission committee of the college. The admission committee checks the marks and certificates of the candidates and ensures that the student fulfils the admission criteria.
- Forms complete in all respects are sent by the admission committees to the coordinator of admissions. After the coordinator is satisfied that all admission criteria have been adhered to, the forms are sent to the college office.
- The admission committees again examine the students form and physically verifies the certificates. The students' candidature is once again checked on the college. The confirmation of admission is duly notified to the candidate via a telephonic message as well as college website.
- The student then submits the fees online and is now considered admitted provisionally to the college.
- If the college is unable to fill up the allotted seats for any course, a second cut-off is announced. The same procedure is followed for the second and subsequent other cutoffs. This is the procedure of admissions followed by the college.

Note:

- In case a student wishes to cancel his/her admission, she/he is required to submit the application and get it signed from Principal. She/he will get her/his originals T.C. and C.C.
- Admission Fees is nonrefundable at any circumstances.

Standard Operating Procedures for Scholarship

The steps involved are as follows:

- 1: Student Registration and Application Submission
- 2: Verification of Application at Institute Level
- 3: Verification of Application at District Level
- 4: Beneficiary Records Creation and Account Validation by Samaj Kalyan Vibhag Uttar Pradesh.
- 5: Applications Deduplication and Merit List Generation
- 6: Payment File Generation and Financial Approval
- 7: Scholarship Disbursement through Samaj Kalyan Vibhag U.P.

Registration Process for Students:

i) The detailed procedure for filling the application form has been provided in the scholarship.up.nic.in

a) Students applying for scholarship for the first time need to "Register" on the portal as fresh applicant, using the icon "New Registration" at U.P. scholarship Portal URL - <https://scholarship.up.gov.in/registrationnew.aspx> by providing accurate and correct information as per their documents.

b) Before initiating registration process, students are advised to carefully go through the "Guidelines for Registration on scholarship.up.nic.in" and keep their Educational and other documents such as Aadhaar number, Enrolment number, Bank passbook etc. in hand.

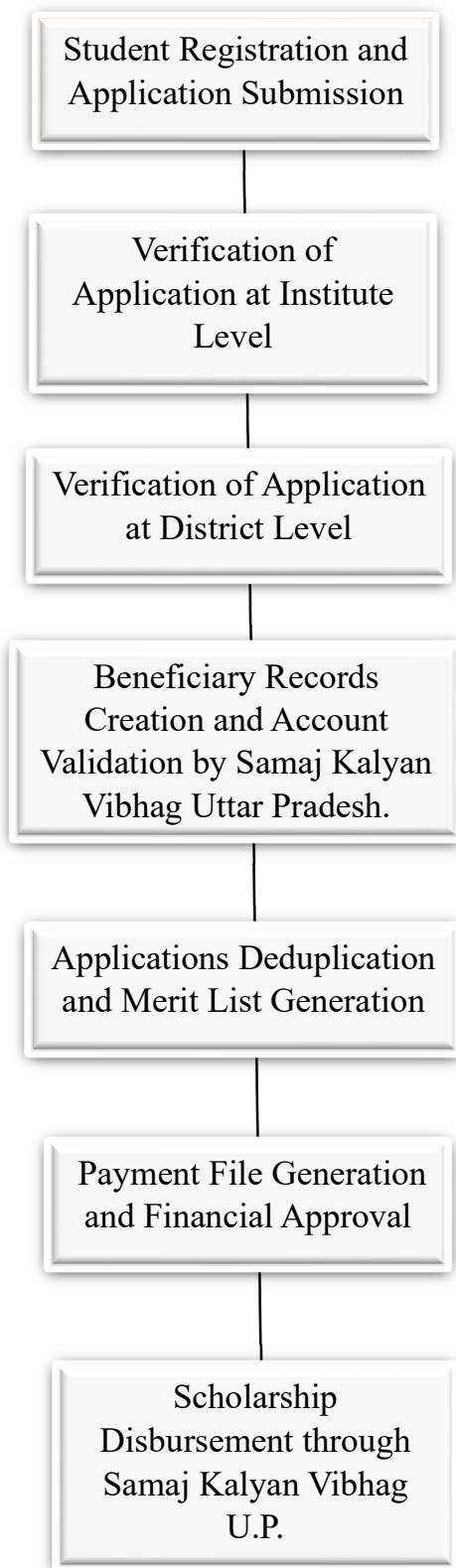
c) Fields marked as '*' are mandatory.

d) Students should have Aadhaar, Bank account number, parents' income certificate, permanent residential certificate, cast certificate and Photograph in JPEG format (Maximum size 200 KB).

f) Upon submitting all the details on registration page, student will get a unique application ID and password through SMS on the provided(registered) mobile number.

g) After filling online form students must have submit 2 sets printout of their online application form along with all necessary document in colleges scholarship committee.

Flow Chart for Scholarship



Standard Operating Procedures for Examination

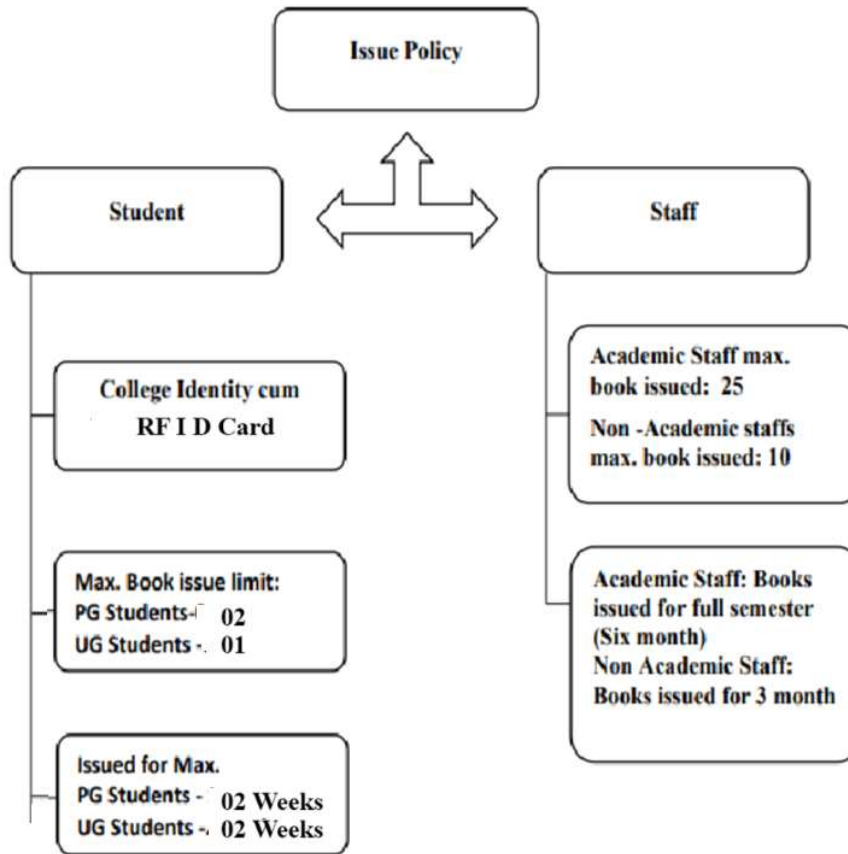
- All enrolled/ admitted students fill up the examination forms from University of Lucknow website.
- The University provides the examination date-sheet on its website well in advance.
 - Before exams admit cards will be downloaded from University of Lucknow website.
- Examination committee are appointed by the Principal before the scheduled examinations to ensure their smooth conduct.
 - The Examination committee assigns the invigilation duties, lays down the seating plan and looks into various other aspects concerning the examinations.
 - The answer sheets are duly collected and sent to the University on session basis. These scripts are examined at the University examination centres.
- The visually challenged students are allowed a scribe for writing in the exam as permitted by the University of Lucknow.
- Visually challenged and other physically challenged students are given extra time as per University of Lucknow rules.
- The examination branch of the University provides the material and other facilities as well as financial aid towards the smooth conduct of the exams.

Standard Operating Procedures for Prevention of Sexual Harassment

- The College has a duly constituted Internal Complaints Committee which follows the University of Lucknow norms as detailed in the following link <https://www.lkouniv.ac.in/article/en/icc-policy>

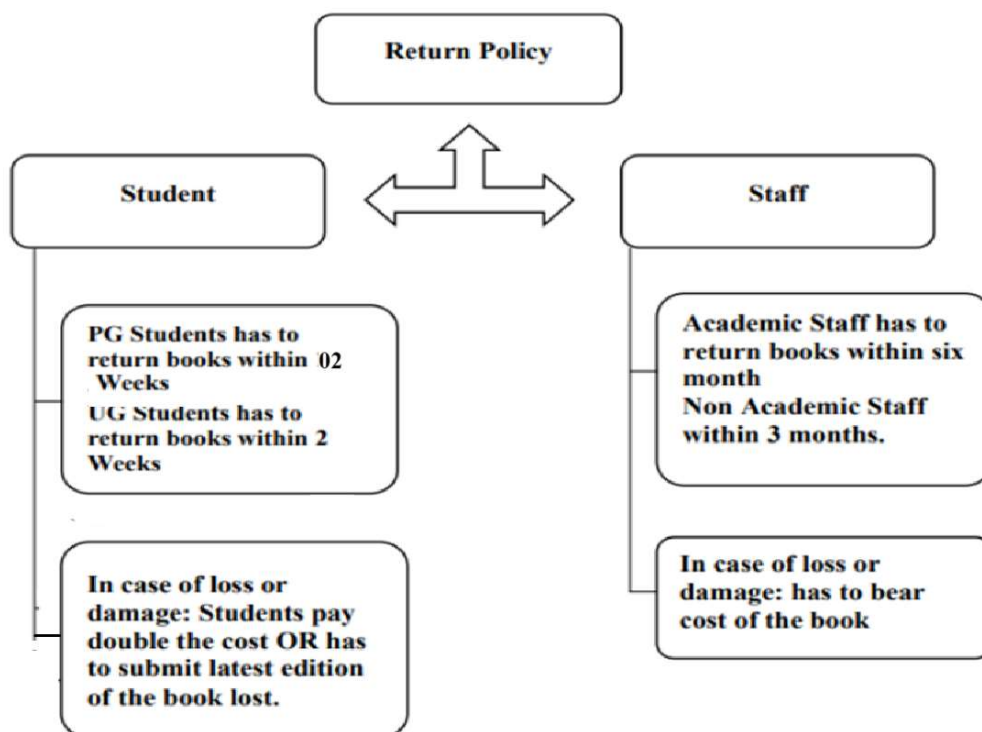
Circulation of Library Books

Flowchart for the Issue Policy of Library Books



Circulation of Library Books

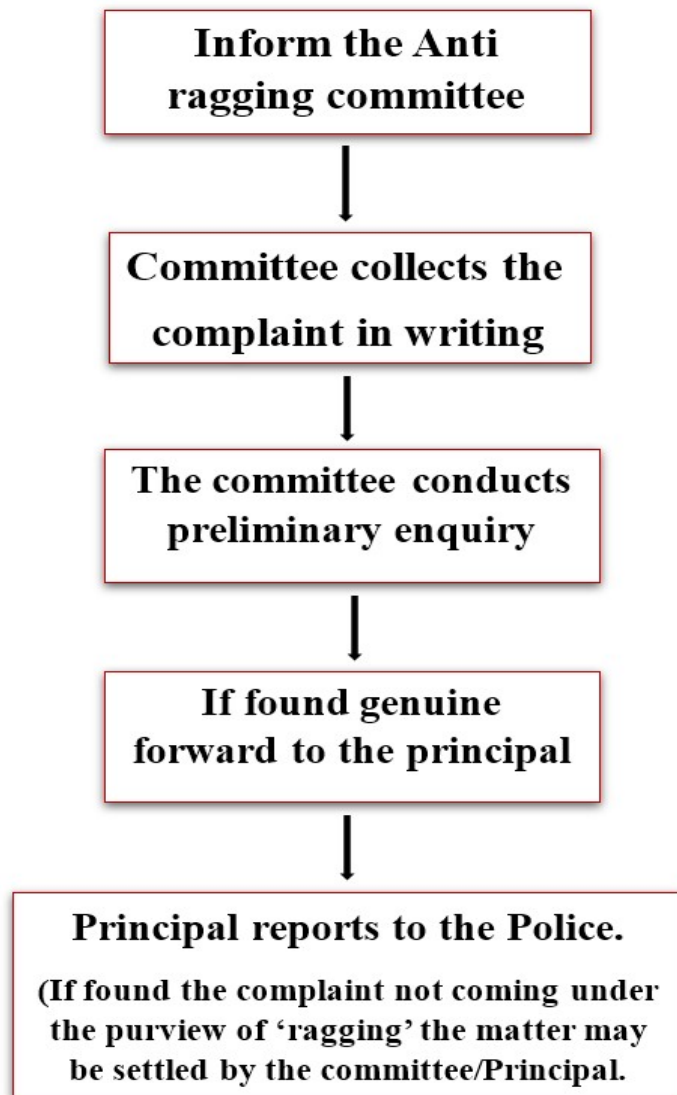
Flowchart for the Return Policy of Library Books



Standard Operating Procedures for Anti Ragging Implementation

- An anti-ragging committee is formed by the staff council. The members name and numbers are displayed at prominent location in the college.
- Anti-ragging warnings are displayed at prominent locations in the college.
- An anti-ragging undertaking is taken from the students at the time of admission.
- Proctorial board members are vigilant to prevent incidents of ragging by taking frequent rounds in the college.

Ragging is prohibited in college campus. (If there is any case, please follow given steps in flowchart)



Standard Operating Procedures for Placement and Career Counselling

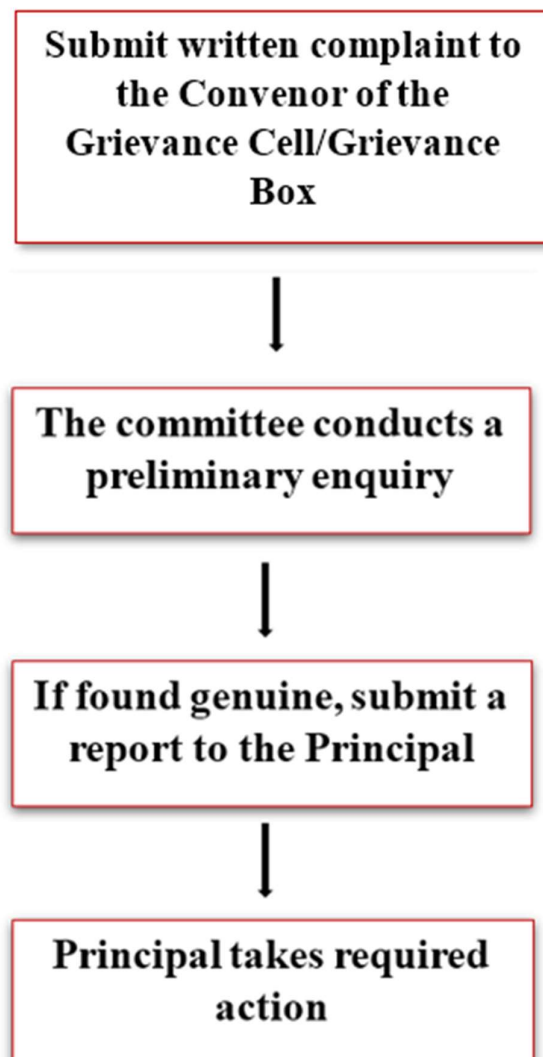
- There is a placement cell in the college.
- They invite different companies for campus placement.
- Interested students apply with their CV.

- They are scrutinised by the companies and shortlisted candidates are interviewed. Thereafter, the final selection takes place.
- Career counselling is routinely carried out by the teachers, experts are also invited occasionally.

Standard Operating Procedures for Sports Facilities

- The Sports facilities include a huge and well-maintained Sports Ground with lush green grass.
- The facilities include a Football court, a Basketball court, 200-meter standard six lane tracks, a standard Long Jump pit, one Throwing Circle, one Javelin throw Area.
- Physical education department maintains a stock issuing register to issue the required sports equipment's to students against their college I card.
- Students are selected for participation in various games through a rigorous screening process.
- A large number of intra-college competitions are regularly held, and an Annual Inter College athletic meet is held every year.

Standard Operating Procedures for Grievance Redressal

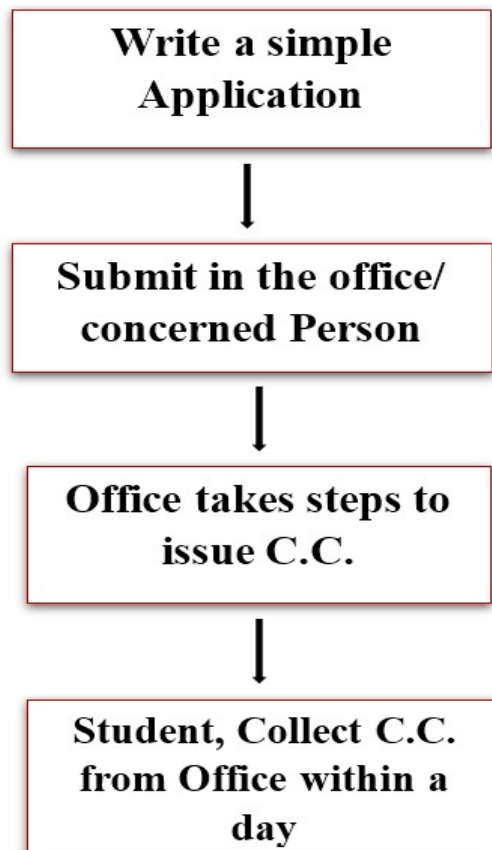


Standard Operating Procedures for College Classrooms Facilities

- All Class Rooms are cleaned every day before the classes commence.
- The Class Rooms are well knit and lighting facilities are regularly inspected.
- Most of the class rooms have white boards.
- Wi- Fi facility is available in all the classrooms.
- Many rooms are ICT enabled. Projectors are used to aid and improve the teaching learning process.

- Cleanliness of the college campus is maintained through duly appointed Safai Karamcharis.
- Strict schedules for cleaning corridors, Laboratories, pathways etc are adhered to.
- Washrooms are cleaned regularly.

Standard Operating Procedures for Character Certificate



Campus Beautification

- The campus beautification is constituted by the Staff Council.
- Suggestions are invited from the teachers.

First Aid/ Emergency Medicine

- The college has weighing machine, first aid box.
- Health and hygiene committee periodically organises health checkup camps for the students and staff members.
- For serious casualties, the students are taken to the nearby Lok Bandhu hospital Ashiyana Lucknow.

Standard Operating Procedures for Student Programmes

