

## UNIVERSITY PRESS



### SOP (University Press)

1. Printing order form may be collected from the University Press office or DU web site and fill all the required columns with signature and seal of the head of the department.
2. Printing order may be submitted to University Press, fifteen working days in advance if soft copy is not provided. If CD is provided, the order may be submitted in seven working days in advance. The manuscript/sample should be signed by the competent authority/Head of the Department.
3. Only three proofs will be given and time of delivery will be determined from the date of receipt of final proof. For any additional proof, after three proofs, extra charges will be charged.
4. Proofs must be returned to the University Press within 24 hours from the time of receipt.
5. The printing material will be handed over to the departments within 3-30 day time depending on the volume of the work after the finalization of the proof.
6. The quantity/quality of printing should be certified by the concerned department at the time of receiving the items, and bills will be processed only after verification by the concerned departments.
7. Proof will not be given for repeat orders and composing and negative charges will not be charged from the departments. If proof is required by the department than composing and negative charges will be charged again.
8. The CD/negatives may be collected from the University Press within one week of receipt of the printing materials.
9. The order form must indicate that the concerned departments have supplied the CD/negative along with the list of changes to be done. If CD/negative is not provided, it will be presumed that order is fresh so concerned department has to make the payment accordingly.
10. Printing material may be collected from the University Press office.