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NETAJI SUBHAS UNIVERSITY

Estd. Under Jharkhand State Private University Act, 2018

Standard Operating Procedures (SOP)

for *Pranjan*
5.12.21
VICE CHANCELLOR
NETAJI SUBHAS UNIVERSITY
JAMSHEDPUR, JHARKHAND

[Signature]
Registrar
Netaji Subhas University
Jamshedpur, Jharkhand

Standard Operating Procedures
NETAJI SUBHAS
UNIVERSITY

for
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5.12.21
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Standard Operating Procedures For Admissions

- The students apply online/Offline on the University Admissions portal of their choice within the period given by NSU.
- Under the leadership of a teacher representative working as the Coordinator of admissions/Counselling offices, various departmental admission committees formulate the cut-offs and other criterion for different courses and categories of students.
- If the student fulfills the admission criterion of the college and stream, the eligible candidates approach the admissions/Counselling offices, The admission committee checks the marks and certificates of the candidates and ensures that the student fulfills the admission criteria.
- The non-teaching staff again examines the students form and physically verifies the certificates. The confirmation of admission is duly notified to the candidate via a telephonic message/WhatsApp as well as e-mail.
- The student then submits the fees and is now considered admitted provisionally to the college.

Note:

In case a student wishes to cancel his/her admission, she/he is required to submit the handwritten application get it signed from Admission in-Charge (TIC), S.O.Admin, Admission Committee/ Convener She/he will get her/his originals by giving receipt of the same after cancellation . Then fee may be refunded as per University rules.

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Standard Operating Procedures For Examination

- All enrolled/admitted students fill up the examination forms along with the examination fees as per notification by Examination Cell.
- The University provides the examination date-sheet on its website well in advance.
- Before exams admit cards are distributed.
- The Examination Controllers assign the invigilation duties, lay down the seating plan and look 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.
- Special writers are provided for the visually challenged students.
- Visually challenged and other physically challenged students are given extra time as per Examination rules of NSU.
- The examination branch of the University provides the material and other facilities as well as financial aid towards the smooth conduct of the exams.

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Standard Operating Procedures For Laboratory

Chemistry Laboratory

Procurement of Equipment/Chemicals/Glassware

- Internal purchase committee is constituted.
- Requisition from faculty for requirement of equipment/ Chemicals / Glassware in every academic year is taken.
- The lab-in-charge informs the teacher-in-charge about the stock of chemicals.
- Call for quotations are put up on the website or purchased under limited quotations.
- Comparative statement is prepared on the basis of price quoted and required specifications.
- Order is placed through Accounts section with the approval of Procurement committee..
- The equipment and chemicals are entered in the main stock register of the store along with bill number and on the bill, page number of the stock register under the head consumables and non- consumables.
- Issue slip books are kept in each lab where teachers fill up their requirements.
- The required chemicals and equipment's are then deducted from the main stock register.

Issue of Glassware to students

- Issue forms are issued to the students.
- Teachers verify them.
- Lockers are issued to the students and the number of the locker is noted down against each student in a register.
- Glass apparatus are issued to the students which are kept in the locker.
- A breakage register is maintained in each lab where broken equipment is recorded with the students and teachers signature.
- Chemical prepared in each lab is also maintained in a register.
- Record of apparatus issued on daily basis are recorded in a separate register.

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Standard Operating Procedures For Laboratory

Maintenance

- Dusting of equipment and working area are carried out on a regular basis.
- Maintenance of equipment is carried out every two months.
- Working condition of equipment is routinely checked.

Central Computer Laboratory

- Serial number of issued computers are entered in the register.
- A number is assigned to each computer against their serial number.
- The students duly enter the Check-in time and Check-out time.
- The computers are maintained on a regular basis.

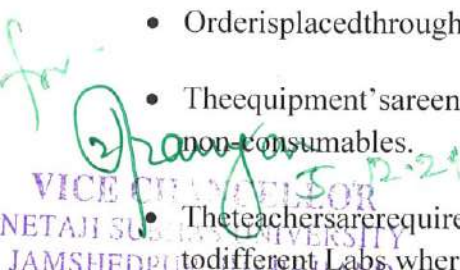
Mathematics Laboratory

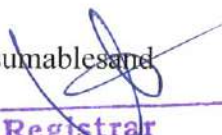
- The computers are issued from the office.
- Serial number of issued computers are entered in the register
- A number is assigned to each computer against their serial number.
- The students duly enter the Check-in time and Check-out time.
- The computers are maintained on a regular basis.

Physics and Electronics Laboratory

Procurement of Equipment

- Internal purchase committee is constituted.
- Requisition from faculty for requirement of equipment's in every academic year is taken.
- Call for quotations are put up on the website or purchased under limited quotations
- Comparative statement is prepared on the basis of price quoted and specified technical specifications.
- Order is placed through Registrar office with consultation with concerned department.
- The equipment's are entered in the main stock register of the store under the heads consumables and non-consumables.
- The teachers are required to fill up a form for the issue of equipment. Equipment are then issued to different Labs where they are again recorded in each Lab stock register.


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Standard Operating Procedures For Laboratory

Issue of equipment to the student

- From each laboratory, the required apparatus is then issued to the students (keeping a record) after duly entering in a register.
- A breakage register is maintained in each lab where broken equipment is recorded with the students and teachers signature.

Maintenance

- Dusting of equipment and working area are carried out on a regular basis.
- Maintenance of equipment is carried out every two months.
- Working condition of equipment is routinely checked.

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Purchase of Library Books and their Filing in Shelves

STEP 1: Approval For The Book Purchase

Standard Operating Procedures For Laboratory

1. Submission of list of books recommended by the teachers of 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 with approval of Library Advisory Committee..
4. Finally, sanction is taken from the Registrar for purchase.

STEP2: Order Placement and Physical Verification Of Purchased Books

5. Placing the order of books satisfying the terms and condition of the library.
6. Submission of challan by vendor along with the books.
7. Physical verification and checking of books received against the order.
8. Submission of bill by vendor to the Departments.

STEP3: Processing of the Bill

1. Accessioning of books in the accession register of Library.
2. Finally, the bill is processed and submitted to accounts section, through principal for release of payment.

STEP4: Technical Processing

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

Note:

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

1. Books are returned at the circulation counter.
2. From there, the books are placed in shelves according to the classification number by library staff.

STEP1: Noting the Accession Number

1. Check cards are issued to library staff for writing of accession number on them.

2. Staff note down accession number of books on check card for each book staff allotted to them.

Standard Operating Procedures For Laboratory

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

STEP2: Verifying the stock through LIBWARE

1. Once the work of noting down of accession numbers of books is over, all the check cards are pooled together and arranged as per accession no.
2. The accession numbers are then input into an excel file.
3. Excel file uploaded on the LIBWARE (Library Management Software)
4. A report of list of missing books is generated using LIBWARE (Library management Software).

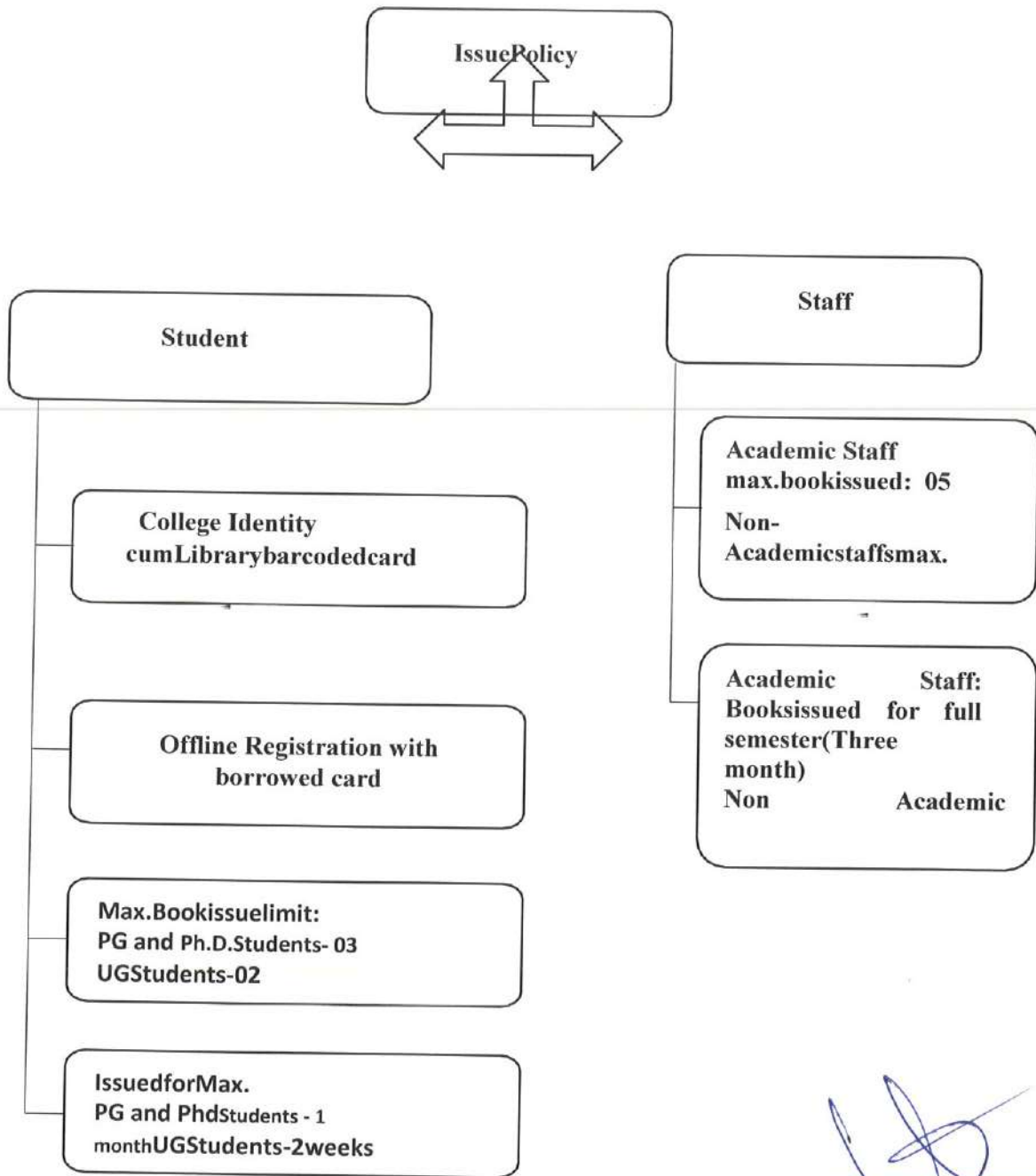
STEP3: Re-verification of the missing books

1. List of books are again checked with collection.
2. The final list of missing books is reported to the Registrar..

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Flowchart for the Issue Policy of Library Books

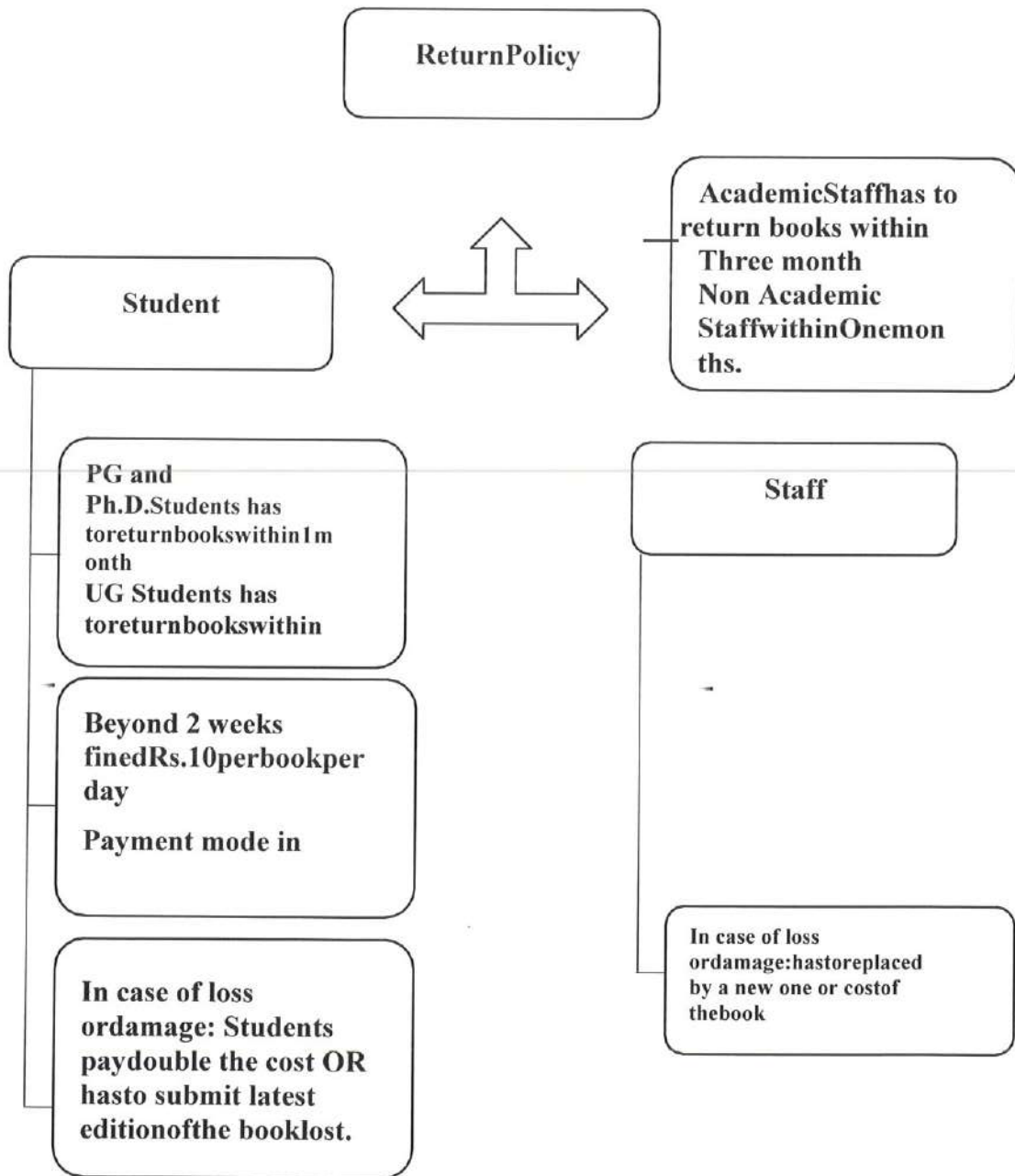


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Circulation of Library Books

Flowchart for the Return Policy of Library Books



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Standard Operating Procedures for Prev

As per UGC letter No – F-6-1/2018 (SCT) dated 3 December 2020 for the compliance of the order of Hon'ble Supreme Court dated 15.12.2017 in WPC No – 292 of 2006, the following Committee has been reconstituted. The Committees are as follows:

The following are the members of the Steering Committee of

INTERNAL COMPLAINT COMMITTEE

Sl. No.	POSITION IN THE CELL	NAME	DESIGNATION	Email Id	ADDRESS
1.	Chairperson	Dr. Dharendra Kumar Mohapatra	Vice Chancellor, NSU	vicechancellor@nsuniv.ac.in	
	Co-chairperson	Prof(Dr.) Acharya Rishi Ranjan	Pro Vice Chancellor, NSU	provicechancellor@nsuniv.ac.in	
	Coordinator	Mr. Nagendra Kumar	Registrar, NSU	nagendra@nsuniv.ac.in	
2.	Members	Mr. Dilip Shome	Dean Academics	d.shome@nsuniv.ac.in	
		Miss Y.Jyoti Laxmi	Chief Finance & Accounts Officer	y.jyotin@rediffmail.com	
		Mr. Ranjan Kumar Mishra	Director, IQAC	ranjan@nsuniv.ac.in	
		Dr.Jyoti Prakash Swain	Principal, B.Ed.	principal.b.ed@nsuniv.ac.in	
		Dr. Prasanta Das	Principal Pharmacy	drpdas2008@gmail.com	
		Dr.Pramod Kumar Singh	Dean Research	pramod.raju21@gmail.com	
		MdMojib Ashraf	HoD BHM	mojib@nsuniv.ac.in	
		Mr. Om Prakash Sharma	Chief Controller of Examinations (I/C)	opsharma@nsuniv.ac.in	
		Mr. J. Rajesh	Dean Administration	j.rajesh@nsuniv.ac.in	
		Dr. Vijay Kant Pandey	HoD Agriculture	pandeyvijay00@gmail.com	
Miss. S. Aiswarya Rao	Office Assistant	aish96rao@gmail.com			

By the order of Chancellor

for
Nagendra
VICE CHANCELLOR
NETAJI SUBHAS UNIVERSITY
JAMSHEDPUR, JHARKHAND
8.12.21

Mr. Nagendra Kumar
Registrar NSU

Registrar
Netaji Subhas University
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Implementation of Anti-ragging

- An anti-ragging committee is formed by the staff council. The members' names and numbers are displayed at prominent locations in the college.
- Anti-ragging warnings are displayed at prominent locations in the college (near the canteen).
- 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.


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Standard Operating Procedure for Placement and Career Counselling

Placement and career counseling

- There is a placement cell in the college.
- They invited different companies for campus placement.
- Interested students apply with their CV.
- They are scrutinized by the companies and shortlisted candidates are interviewed. Thereafter, the final selection takes place.
- Career counseling is routinely carried out by the teachers, experts are also invited occasionally.

Facilitating Handicapped Students

- College building is disabled friendly with rails and ramps
- Braille Software/facilities are available
- Rest Rooms are disabled friendly
- Scribes for examination are provided
- Examination fee exempted as subject to decision of Honorable Chancellor
- Annual fees/college fees are charged within the framework of University
- Many types of special assistive devices and software are available.
- PWD student liaison officer is appointed to coordinate with the students with disability. SC/ST/ deprived section
- Para-games and workshops, sensitizing programs are held from time to time.

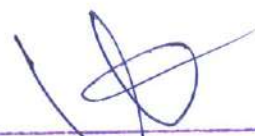
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Standard Operating Procedures for Sports Facilities

- The Sports facilities include a huge and well-maintained Sports Ground with lush greengrass.
- The facilities include a Football court, a Handball court, two Cricket pitches for matches, two practice Cricket nets (cemented and turf), 200-meter standard six lane tracks, a standard Long Jump pit, one Throwing Circle, one Javelin throw Area.
- Coaching is provided for Cricket, Handball and Volleyball. Students from other colleges under Delhi University also use these facilities.
- The Sports department maintains a stock issuing register to issue the required sport equipment 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.


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Standard Operating Procedures for other College Facilities

Classrooms

- 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 classrooms have white boards.
- Wi-Fi facility is available in all the classrooms.
- Many rooms are ICT enabled LCD 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, pathway etc. are adhered to.
- Washrooms are cleaned regularly.

Garden maintenance & Beautification

- Gardening committee is duly constituted by the Staff Council
- Duly appointed gardening staff maintains greenery in the campus.
- Gardening supplies are routinely procured through the standard procedure for financial matters.
- The campus beautification is constituted by the Staff Council.
- Suggestions are invited from the teachers.
- All aesthetics are addressed by Campus Beautification Committees such as site maps, signage, Braille signage for the visually challenged, wall of democracy which is a dedicated space created for the students to express their views on various current issues.


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FirstAid/ EmergencyMedicine

- ThecollegehasafullyfurnishedMedicalRoomwithabed,weighingmachine,firstaidbox,BP measurement, Sugar Measurement.
- Atrainednurse hasalso beenappointed.
- Icepack forsports injuries isavailable.
- Healthandhygienecommitteeperiodicallyorganizeshealthcheckupcampsforthestudentsandstaf fmembers.
- StudentsarealsoofferedmembershipofhealthCentre.
- Forseriouscasualties,the students aretaken tothehospital.

THANK YOU

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