




**CRITERIA 7.1.10**

**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

  
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Jamshedpur, Jharkhand



Netaji Subhas University, established Under Jharkhand State Private University Act, 2018 APPROVED BY AICTE, NCTE, PCI, BCI, INC & JNRC, has its roots in the anti-colonial National Council of Education, Jharkhand (2000). Its primary aim has been to empower young people by providing them with high-quality global knowledge, technical education, and an awareness of the state, country, and global social, cultural, political, and economic dynamics. Throughout the years, the institution has continually pushed the limits of science, technology, humanities, and social sciences, encouraging innovation and dissemination.

Netaji Subhas University is the premier and one of the best University in Jharkhand, with a venerable legacy, highest academic standards, diverse educational programmes, distinguished faculty, illustrious alumni, varied co-curricular activities and modern infrastructure which stands as the pride of Jharkhand and Eastern India. This is also one of the best University in Jamshedpur which emerges as a symbol of excellence, integrity and openness of manasa (thought), vachana (speech) and karma (action).

Sri Madan Mohan Singh, the Chancellor of the University, realizing the importance of distinguished faculties to act as role models, relentlessly searched for talent all over the country and roped in people of eminence for this University.


The University today is proud of its infrastructure and services provided to both the students and staffs. The Central Library facilitates the teachers, the Research scholars and the students of the University for acquiring and researching on various educational subjects, which are immensely supported by the books and journals available to them. The books and journals available in the library are the edited and updated version by both Indian and International authors. The University has fiber-optic network in the campus connecting different departments with one another.

The campus now spreads over 25 acres of lush in green hilly terrain, pollution free environment, and the buildings in the campus blend attractively with the beautiful natural surroundings.

### **Academic Environment**

The reputed faculties recruited from all across the country are dynamic and updated with the current academic curriculum as well as the industry requirements which help the students not only to acquire academic but industry specific knowledge.

Besides Academics, Personality Development and Communication skills are the area of Prime focus in NSU because a great percentage of success in life depends on a person's confidence and personality. To

  
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help students in personal grooming, special sessions are held on business etiquette, negotiation skills and effective communication. Special classes are held on leadership, teamwork and analytical skills.

Apart from these, Practical, industry-oriented teaching, seminars on contemporary issues are becoming the regular and integral part of our courses.

With such an excellence grooming the students of University are able to secure good jobs for themselves.

NETAJI SUBHAS UNIVERSITY ACT (UPLOAD ON OFFICIAL WEBSITE)

<https://nsuniv.ac.in/wp-content/uploads/2025/01/E-Gazette-NSU.pdf>

NETAJI SUBHAS UNIVERSITY STATUTE (UPLOAD ON OFFICIAL WEBSITE)

[https://nsuniv.ac.in/wp-content/uploads/2025/01/NSU\\_FIRST-STATUTE\\_112zon-1-1\\_compressed.pdf](https://nsuniv.ac.in/wp-content/uploads/2025/01/NSU_FIRST-STATUTE_112zon-1-1_compressed.pdf)

NETAJI SUBHAS UNIVERSITY INSTITUTIONAL DEVELOPMENT PLAN (UPLOAD ON OFFICIAL WEBSITE)

<https://nsuniv.ac.in/wp-content/uploads/2025/02/INSTITUTIONAL-DEVELOPMENT-PLAN-NSU.pdf>

NETAJI SUBHAS UNIVERSITY GOVERNING BODY (UPLOAD ON OFFICIAL WEBSITE)

<https://nsuniv.ac.in/governing-body/>

NETAJI SUBHAS UNIVERSITY VISION AND MISSION (UPLOAD ON OFFICIAL WEBSITE)

<https://nsuniv.ac.in/vision-and-mission/>

NETAJI SUBHAS UNIVERSITY CODE OF CONDUCT (UPLOAD ON OFFICIAL WEBSITE)

<https://nsuniv.ac.in/policies/>

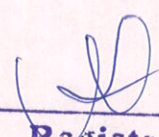
## **PROCEEDINGS OF MONITORING COMMITTEE**

1. Court
2. Executive Council

## **PROCEEDINGS OF MONITORING COMMITTEE**

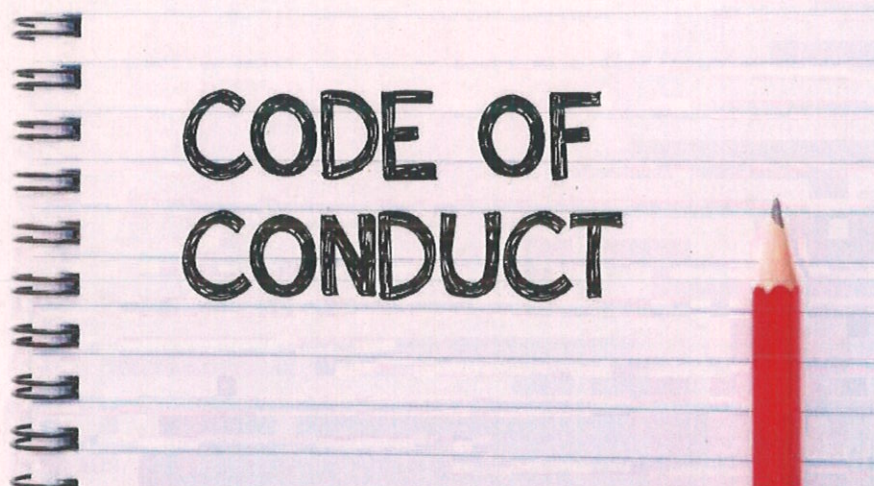
1. Court
2. Executive Council
3. Faculty Councils for post graduate and undergraduate studies
4. The Board of Studies/Academic Councils
5. The Finance Committee
6. Planning and Development Committee
7. Admission Committee
8. Students Welfare board
9. Doctorate Committee
10. Sports Board
11. Library committee
12. Internal Complaints Committee
13. Anti-Ragging Committee

The constitution and regulations are provided in the university statutes and Netaji Subhas University act. All these committees are responsible for monitoring the specific aspects of the code of conduct of the university members.

  
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#### 7.1.10. Annual Awareness Programs on Code of Conduct: Promoting Ethical Behaviour and Responsible Conduct



#### INTRODUCTION:

In an ever-changing world filled with ethical quandaries and complex obstacles, the need of maintaining a strong ethical compass becomes more obvious. Academic institutions play a vital role in shaping individuals who excel academically while also exhibiting impeccable ethical behaviour.

Netaji Subhas University is no exception to this. Annual code of conduct awareness programs have evolved as an important tool for establishing ethical ideals, creating a courteous atmosphere, and sustaining the ideas that drive our institution's community. This paper examines the relevance, aims, program highlights, effect, and outcomes of these yearly awareness campaigns.

  
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## **ANNUAL AWARENESS PROGRAMS' SIGNIFICANCE:**

Any flourishing society is built on ethical behaviour, and educational institutions are no different. The yearly code of conduct awareness programs are intended to act as a means of integrating moral behaviour within our academic community. In order to facilitate the integration of moral behaviour into our academic community, these initiatives seek to establish a common understanding of the principles. These initiatives seek to provide a common understanding of the standards, beliefs, and expectations that govern the conduct of every individual inside our organization. Include administrators, staff, instructors, and students. By encouraging moral consciousness and by encouraging appropriate behaviour, these initiatives help to foster a peaceful and welcoming atmosphere.

## **OBJECTIVES OF THE ANNUAL AWARENESS PROGRAMS:**

The yearly awareness campaigns on the code of conduct are purposefully designed to accomplish a number of important goals:

**Educational Outreach:** These initiatives provide forums for informing people about the institution's code of conduct, explaining its significance, and illuminating its different elements.

**INCREASE ETHICAL AWARENESS:** Raising awareness of ethical dilemmas that people may face in their academic or professional endeavours is a crucial objective.

**CONSEQUENCES OF NON-COMPLIANCE:** Participants are made aware of the possible repercussions for breaking the code of conduct, emphasizing how important it is to follow moral principles.

**DEVELOP DECISION-MAKING SKILLS:** The courses provide participants the knowledge and abilities needed to handle difficult moral dilemmas and come to well-informed conclusions that are consistent with the institution's principles.

**ENCOURAGE MUTUAL RESPECT:** Stressing the value of honesty, integrity, community, and respect for one another is another crucial goal. Acceptable conduct in the classroom The yearly awareness campaigns are painstakingly crafted to provide a thorough and dynamic experience that captivates participants on several levels. These programs' salient features include:

**EXPERT PRESENTATIONS AND SEMINARS:** Well-known authorities in behaviour management and ethics give captivating talks and seminars that explore the subtleties of the code of conduct. Case studies and real-world situations are examined, promoting ethical decision-making and critical thinking.

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**OPEN TALKS AND DIALOGUES:** Participants are given a forum to express their opinions on moral conundrums through facilitated talks. These conversations create an environment of open dialogue and encourage participants to share their valuable insights.

**EXPERT SEMINARS AND PRESENTATIONS:** Well-known authorities on behaviour management and ethics offer captivating seminars and presentations that explore the subtleties of the code of conduct. Case studies and real-life situations are examined, promoting ethical decision-making and critical thinking.

**Open Discussions and Dialogues:** Facilitated conversations provide participants a forum to express their opinions on moral conundrums. These conversations provide an atmosphere of candid communication and invite participants to contribute their knowledge of how to successfully handle moral dilemmas.

**EXERCISES USING ROLES:** Ethical dilemmas are simulated through interactive role-playing exercises. These activities boost participants' confidence in applying ethical concepts by giving them the chance to experience making moral judgments in a safe environment.

**GUEST SPEAKERS:** outside speakers to discuss their experiences in a variety of disciplines additionally, insights enhance participants' comprehension of the code of conduct's real-world applications. The ethical concepts are brought to life via real-world instances.

**QUESTION AND ANSWER SESSIONS:** During dedicated Q&A sessions, participants can ask questions and get advice on particular situations or issues pertaining to the code of conduct.


**DISTRIBUTION OF MATERIALS:** Participants get thorough handbooks, educational booklets, and digital materials that are useful tools for the code of conduct and its real-world implementation.

**EFFECTS AND RESULTS:** The yearly awareness campaigns have produced observable benefits for the academic community:

**INCREASED ETHICAL AWARENESS:** Participants show a greater comprehension of the institution's code of conduct and how it directly relates to their positions as administrators, teachers, or students.

**INFORMED ETHICAL DECISION-MAKING:** Participants gain the abilities needed to evaluate difficult circumstances, balance moral dilemmas, and make defensible decisions that comply with the code of conduct.

**COMMUNITY COHESION:** The initiatives promote solidarity and a mutual dedication to preserving the inclusive environment's ideals. As a result, the atmosphere becomes more inclusive, sympathetic, and courteous.

  
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**INCREASED CONFIDENCE:** As a result of the information and abilities they have gained from the programs, participants report feeling more confident in their capacity to handle ethical dilemmas. In order to emphasize the gravity of ethical transgressions and to preserve a secure, courteous, and welcoming atmosphere for all community members, Netaji Subhas University employs exemplary punishment for code of conduct violations. In addition to being deterrence against future misbehaviour, the harshness of the punishment should be in line with the seriousness and type of the infraction. The following are some examples of sanctions that the university takes into account for infractions of the code of conduct:

**WARNING AND COUNSELING:** A formal warning combined with counselling sessions may be useful for first-time or minor infractions. This method provides people with a Caution & Guidance: For first-time or minor violations, a formal warning along with therapy sessions may be beneficial. This approach gives people the opportunity to see the value of the code of conduct and modify their behaviour. Probation: When someone is placed on probation, their behaviour is closely monitored for a set period of time. During this time, they have to uphold the institution's values and demonstrate that they are following the code of conduct.

**COMMUNITY SERVICE:** Requiring community service as a result of breaking a code of conduct encourages people to think critically about their behaviour and make constructive contributions to the community.


**EDUCATIONAL PROGRAMS:** Enforcing attendance at courses on ethics, conflict resolution, or responsible behaviour can help people comprehend the consequences of their behaviour and provide them the tools they need to stay out of trouble in the future.

**LOSS OF RIGHTS:** Removing some rights, such participation in extracurricular activities or access to particular facilities, either temporarily or permanently can be a significant punishment for misbehaviour.

**RESTITUTION:** Demanding restitution or compensation from the offending party can assist make amends and show accountability in situations when the violation results in injury or damage to others.

**SUSPENSION:** A brief expulsion from the organization makes it very evident how serious the infraction was. This measure gives time for introspection, personal development, and realizing the significance of the code of behaviour.

**EXPULSION:** In extreme circumstances, leaving the institution may be an option. This stage highlights how the infraction contradicts the institution's principles and values.

  
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**LEGAL RAMIFICATIONS:** Institutions may contact law enforcement in situations involving unlawful conduct, which might result in both internal disciplinary punishment and legal ramifications.


**PUBLIC APOLOGY:** Requiring individuals to make a public apology to impacted parties or the larger community may be an effective strategy to demonstrate accountability and contrition.

**RECORD OF MISCONDUCT:** Maintaining a record of transgressions of the code of conduct may have an impact on decisions about future chances within the organization, including leadership roles or financial aid.

The University is aware that exemplary sanctions must be used carefully and in accordance with the due process, fairness, and transparency standards. It is essential to provide people the chance to defend their choices, share their points of view, and provide a clear route to recovery and reintegration. To preserve a polite and moral atmosphere, institutions should regularly enforce their code of conduct, educate the public on its tenets, and explain it effectively.

#### **CONCLUSION:**

Our institution's commitment to promoting responsible behaviour, ethical behaviour, and a community that exemplifies these values is demonstrated by the yearly awareness programs on the code of conduct. Our dedication to creating a supportive and values-based learning environment is anchored by these initiatives. As we move forward, the yearly awareness activities will remain essential in raising ethical consciousness, directing responsible conduct, and making sure that our academic community flourishes in an environment of integrity, respect, and ethical consciousness.

  
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## Orientation 2018



Media Coverage of orientation 2018 – Parichaya 2018

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## ORIENTATION 2019



  
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## ORIENTATION 2021 - Parichaya



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## ORIENTATION 2022 Parichay - 2022



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**Janishi - Ipur, Jharkhand**



## ORIENTATION 2023

### AAGAMAN - 2023




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Convocation 2021



Convocation 2022

  
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Convocation 2019

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**Blood donation camp**



**Blood donation camp**

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**Asansol, Jharkhand**





**Health check-up of Faculty Members**



**Health check up of Faculty Members**

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**Inquest international conference-2022**



**Inquest international conference- 2022**

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Cultural program in Inquest International Conference



Inquest 2022 -International Conference

  
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## **HOSTEL RULES**



### **GIRL'S HOSTEL**



### **BOY'S HOSTEL**

  
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**NETAJI SUBHAS UNIVERSITY, JAMSHEDPUR**

**नेताजी सुभाष विश्वविद्यालय, जमशेदपुर**

Approved by UGC and AICTE

Estd. Under Jharkhand State Private University Act, 2018

## **CODE OF CONDUCT**

[UNDER SECTION 2.4 OF NSU HOSTEL REGULATION]

1. All resident are required to maintain standards of behaviour expected from students of a prestigious private University and follow the prescribed code of conduct. They are expected to behave courteously and fairly with all both inside and outside the campus.
2. All resident are requested to carry their valid Identity Card issued to them by the University/Hostel and show it whenever asked for.
3. All the resident must make entries in the In-Out Register kept at the gate of the hostel as per norms decided by the hostel administration.
4. A resident who wishes to stay out late or to remain absent overnight shall inform the Warden concerned in the prescribed form and take prior approval for same before leaving the hostel.
5. Ragging of students admitted to the University is totally banned. Any violation of this by the student(s) shall be dealt with very severely and the offender shall be liable to punishment. For details, kindly go through the Anti-Ragging policy, regulations and notices.
6. The residents must not indulge in any act of intimidation or violence and drunken or riotous behavior.
7. Use of narcotics, consumption of alcoholic beverages and gambling in the hostel are prohibited.
8. The inmates shall not hold any political function (other than related to students activities) within the premises of the hostel, except with the prior written permission of the competent authority.
9. The hostel administration reserves the right to take disciplinary action, including eviction from the hostel, for violation of any of the rules.
10. The Warden, Chief Proctor or any other competent authority of the University reserves the right to inspect the hostel rooms at any time.
11. Pets are not allowed within the Hostel.
12. The University reserves the right to close any or all hostels suo motto.
13. No day-scholar is allowed to enter the hostel without prior permission of the Chief Warden.
14. All visitors to the hostel including the parents and guardians shall have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
15. The visit of male students to the female hostel and vice-versa is strictly prohibited. Any violation in the said guidelines may lead to expulsion from the hostel.
16. The inmates must not remove any property from the dining hall, common rooms, or the visitor's rooms or any other room of the hostels.
17. The residents will be given furniture in their rooms according to the prescribed norms. Demand for additional furniture will not be entertained.
18. The resident should not remove / change any fittings from any other room to his / her room.
19. Hostellers will not be allowed to keep motor-bike or car in the hostel. However, they may keep bicycle in the hostel.
20. Any case of theft should be reported promptly to the Chief Warden/Warden.

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## **HOSTEL SUPERVISORS AND BOARDERS**

### **Room Amenities and Maintenance**

Each single- and double-seated room has one ceiling fan and one fluorescent tube light, while all other rooms have two ceiling fans and two fluorescent tube lights. Furthermore, there are electrical outlets in each room for lighting table lights for study purposes.

Each boarder is given with a bed, a table, a chair, and a shared locker/wardrobe. The resident(s) of the room are fully responsible for the security of their things. The University will not be held liable if personal possessions are lost, stolen, or destroyed as a result of boarders' negligence. Furniture must not be removed from one room to another.

If any damage is wilfully or carelessly caused to any furniture, electric fixtures, utensils, or property belonging to the hostels, it must be made good by the boarders who caused it, and fines will be imposed on the boarders concerned based on a report by the caretaker submitted through the hostel's superintendent.

When a boarder leaves his room, all lights and fans must be turned off. It is not permissible to extend existing electrical wire across any border. Radios, heaters, irons, and other electric equipment should not be utilized.

Hostel rooms must be kept clean, authorised staff may be allowed to enter the room for sweeping and cleaning of the rooms.

The boarders require any repair/maintenance work should have the requirement entered in the register kept with the Caretaker/Hotel Superintendent for the hostel, which will be attended by the concerned maintenance department Of the University.

### **ADMINISTRATION:**

Each hostel unit operates independently, with the supervision of a Hostel Supervisor. There are additional University workers required for hostel office establishments. The mess in each hostel is controlled by the Mess Committee, which is created by the hostel's boarders for a single session and is chaired by the hostel's supervisor. The mess serves two major meals: lunch and supper.

Every month, the Mess Committee of each hostel nominates Mess Conveners from among the hostel's boarders to oversee the day-to-day operation of the mess in line with the Mess Committee's current regulations and standards. The university provides culinary items and dining hall equipment. There are

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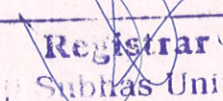
hostel/mess personnel who prepare and serve the two main meals, such as lunch and dinner. Furthermore, there are three canteens—one at the Main Hostel complex, another at the P.G. dormitories (Boys) at the Main Campus, and a third at the Ladies' Hostel.

Serving breakfast, Tiffin, and drinks to hostel boarders; the canteens are supervised by students, who organize committees from among the various groups of hostel boarders, under the general leadership and supervision of three independent hostel supervisors. Serving as the Chairman of the three canteens

### **CANTEEN MANAGEMENT**

The Mess Committee of the local hostel is responsible for the general organization and operation of the mess. The general boarders of a hostel shall constitute the Mess Committee for that hostel based on the following norms:

- a) In the month of August, Every year, the hostel's superintendent invites nominations from general boarders on each level.
- b) B) Nominations must be submitted and seconded by a boarder from the relevant floor.
- c) Boarders seeking to join the Mess Committee must have no unpaid mess dues at the time of nomination
- d) The tenure of the Mess Committee of the hostel is normally for one session only. However, a Mess Committee may continue functioning till a new Mess Committee is formed for the next session.
- a) The general boarders and the Mess Committee of a particular hostel will formulate the rules for efficient and smooth running of the mess.
- b) All boarders shall take their meals in the dining hall and no utensil of the mess should be taken by any boarder to his/her room. Any case of violation in regard to the prohibition of taking utensil to the room may lead to suspension of boarder ship.
- c) The boarders shall pay their messing dues for a month within the 10<sup>th</sup> day of the next month or within such date as may be fixed by the Mess Committee.
- d) Admit Card for any examination shall not be issued to a hostel boarder unless he/she produces the clearance certificate from the concerned Hostel superintendent Examination results of the boarders will be withheld on the advice of the superintendent of the hostel, if the boarders do not pay all their dues towards messing charges of the hostel.

  
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### **VALIDITY OF BOARDERSHIP & RE-ADMISSION:**

Hostel accommodations are valid for one academic session or portion thereof only, and can be renewed subject to good conduct and timely payment of all dues. The boarder who wishes to be re-admitted to the hostel for the next term must apply to the Superintendent. By July of the following session, in the prescribed form accessible in the office of Hostel Superintendent. The Superintendent will assess the application for Re-admission, When the boarder is judged to have followed the hostel rules, including the discipline laws, and to have paid all outstanding dues, including seat rent and power expenses.

### **TERMINATION OF BOARDERSHIP:**

A student's boardership in the hostel will be cancelled within 7 days following the final test. In the case of Research Scholars, the boardership must be ended within one month of the conclusion of the Fellowship or the Scholarship's duration. Aside from this fundamental norm, a student's boarder ship can be discontinued if— Nature.

- a) The individual is determined to have consumed alcohol or drugs, watched pornographic videos, or circulated undesirable literature and periodicals.
- b) Failure to pay mess dues for two consecutive months or exceeding the total messing advance.
- c) He/she is determined to have been gone from the hostel for three (three) months, with the exception of medical reasons or academic assignments/training.

### **DISCIPLINE REGULATIONS:**

- i) The boarders will be required to confine to their respective seats and should not behave in any way so as to cause disturbance to others during the study hours.
- ii) Remaining in the hostel without sufficient reason during class hours is not permitted and will be considered against norms of hostel discipline.
- iii) Prior permission from the Superintendent is necessary in case of absence from the hostel.
- iv) The boarders shall in no case remain outside the hostels after 10p.m.
- vi) The boarders are to keep their respective visitors in the visitor's room only.
- vii) No video show shall be arranged inside the hostel premises without the approval of the competent authority.

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## **CLOSURE OF THE HOSTELS:**

As per the University's announcement, the hostels never close throughout the summer and Puja vacations, students may stay at the hostel during holidays for examinations or academic purposes. Boarders leaving the hostel for vacation should take all personal goods with them, and if they leave anything in their room, it is entirely at their own risk and responsibility.


### **7.1.10 THE INSTITUTION HAS A PRESCRIBED CODE OF CONDUCT FOR STUDENTS, TEACHERS, ADMINISTRATORS AND OTHER STAFF AND CONDUCTS PERIODIC PROGRAMMES IN THIS REGARD.**

## **JOB MANUAL FOR THE NON-TEACHING STAFF**

(A detailed manual covering the many items of work to be undertaken by the University's non-teaching staff members)

To increase mobility and effectiveness in the day-to-day job of administration, management, and control, efforts are being made to simplify the machinery by ensuring a more complete and free flow of work. With this goal in mind, job descriptions for several types of non-teaching services have been developed, specifying the numerous pieces of work that the designated incumbents must complete, and have been authorized by the University's Executive Council.

While the list is by no means complete, every effort has been made to cover as much terrain as possible to ensure that there are no gaps in the plan.

  
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The undersigned would like to use this occasion to express gratitude to the non-teaching staff members in particular and the Honourable Members of the University's Executive Council in general for their assistance and support of the plan. During implementation, it is hoped that all parties involved, particularly Netaji Subhas University, would provide comparable assistance and collaboration.

## **PART-I**

### **JOB MANUAL FOR THE NON-TEACHING STAFF**

The following is a categorized list of job descriptions for the university's non-teaching staff, which serves as a guide for carrying out daily tasks and associated tasks:

Jobs descriptions for the non-teaching employees of the University are listed below categorically as a companion manual for performing day-to-day and related activities of the University:

#### **SENIOR HEAD OF DEPARTMENT**

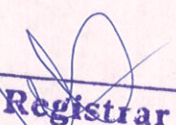
They will be in charge of overseeing the daily operations of the relevant sector or unit. In conjunction with the controlling officer, they will assign or distribute jobs to the employees in the relevant division. In the first week of December, they will construct a year-planner and present it to the controlling officer. Each year, under the direction of the controlling officer, they will be held accountable for any work done by the relevant section under their responsibility. Any additional responsibilities that the commanding officer may assign them that pertain to the nature of their employment

#### **JUNIOR HEAD OF DEPARTMENT**

They will carry out the tasks that the Senior Superintendent in question assigns them. If Junior Superintendents are in charge of any section 2 of 15 independently, they will take on all of the Senior Superintendent's duties as described by the controlling officer, which is relevant to the nature of the position.

#### **SENIOR/JUNIOR ASSISTANT**

They shall be accountable to the Officer / HOD /Director / Section-in-Charge / Senior Superintendent / Junior Superintendent in all issues pertaining to such administrative and academic tasks of the University as may be entrusted to them.

  
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Under the supervision of the relevant superintendent, make the required entries in each employee's service book and update the duplicate copy that will be retained by the concerned individual throughout their month of increment.

In order to identify when a paper is lost or detached, it is necessary to serially mark the documents in each staff member's personal file and keep an index of those documents. Each file should be tagged with the file itself.

- 1) To keep a data book for the institution's department, section, or unit in order to make it easier to provide statistics to other agencies as needed
- 2) To start a note-sheet on the section's varied activities, etc., and send it to the higher authorities
- 3) To help the superintendent, section, or unit-in-charge with staff leave accounts as needed, and to set up the issuance of leave sanctioning orders as needed
- 4) To maintain and disseminate grade reports, mark sheets, transcripts, and other documents to students and former students
- 5) To handle all tasks associated with staff training;
- 6) To carry out admissions and examination tasks as needed
- 7) To keep track of the address, job, and location of students who have graduated to keep track of university residence hall boarders
- 8) To provide identity cards to researchers, employees, and students, among others to draft and assist in the distribution of notices, circulars, etc.
- 9) To appropriately manage office files, including creating new files with indexing
- 10) To use computers and typewriters as needed and assigned to help students, employees, and others obtain information on exams, university courses, etc.
- 11) To have knowledge of 3 of 15 accounts so as to maintain ledger book etc.
- 12) To maintain office files properly including opening of new files with indexing
- 13) To work with typewriters / computers as and when required and assigned
- 14) To assist students, staff and others to have information about examination, courses of the University etc.
- 15) Must be knowledgeable about accounting in order to keep a ledger book, etc. Maintaining student placement data, recording alumni in top roles in domestic and foreign companies, and updating records on a regular basis.
- 16) To assist with computer-related tasks, such as faxing, creating power point presentations, sending emails, and accessing and updating databases.

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17) Any additional responsibilities that could be given to them in connection with the nature of their employment

#### **A. TECHNICAL HEAD**


In conjunction with the HOD or Lab-in-Charge, they will design the technical activities. In all matters pertaining to the tasks that may be delegated to them, they will answer to the HOD or Lab-in-Charge.

#### **B. TECHNICAL ASSISTANT**

- 1) Shall be responsible to the HOD / Officer-in-Charge / Section-in-Charge
- 2) Shall assist the concerned teacher / lab-in-charge for properly holding and conducting the laboratory classes
- 3) Shall prepare the instruction sheets of different experiments under the guidance of the lab-in-charge
- 4) Shall supervise the return of gadgets / tools / consumable materials from the students
- 5) Shall monitor shut down / switch off / disconnection of electrical power of the equipment / measuring instruments etc. after the lab is over shall assist in conducting / performing experiments / jobs related to research shall take the responsibility to maintain the Machines/ Lab. Equipments etc. regularly after the semester classes
- 6) To perform any other duty that may be assigned by the HOD / Section-in-Charge / Lab-in-Charge which is related to the work nature of the post

#### **SR. MECHANIC / JR. MECHANIC**

- 1) Shall fabricate and repair/maintain the machines and tools.
- 2) Shall keep the setups ready for experiments before starting of the classes;
- 3) Shall assist the Superintendent Technical throughout the year in performing student experiments / research related activities; will build, fix, and maintain the equipment and tools.
- 4) Must maintain the experimental setups ready before lessons begin; will help the supervisory technical staff throughout the year with student experiments and research-related tasks; to keep the equipment clean and in good condition throughout the year; will support the faculty in maintaining the research lab, its supplies, tools, and other associated issue.
- 5) To carry out any additional tasks relating to the nature of the position that may be delegated by the H.O.D., Section-in-Charge, University Engineers, Assistant Engineers, SAE, etc.

  
**Registrar**  
Netaji Subhas University  
Jharkhand



### **STORE IN-CHARGE**

- 1) Officer-in-charge, HOD, Section-in-Charge, Superintendent, or Chief Storekeeper will be held accountable.
- 2) To keep a record of every item in the stock book
- 3) To routinely update the ledger and store for every item
- 4) To provide an update on the goods' status
- 5) To set aside funds for timely material (consumables stock) procurement and any other tasks that could be delegated to them.

### **SENIOR CARETAKER OR CARETAKER**

They will handle and maintain of the administrative and academic buildings. With the assistance of an estate assistant, inspect gate passes, hostels, non-teaching and teaching quarters, and report back to the relevant superintendents. For the sake of university security, they will maintain detailed records as the arrival and departure of the workers and payment slip

Any other duty that may be assigned to them by the controlling officer / superintendent which is related to the work of the post

### **ASSISTANT TO THE ESTATE OR SENIOR ESTATE ASSISTANT**


They will take care of issues related to sanitary cleaning and upkeep, weed removal from the roof, sunsets, and all outside walls of academic and administrative buildings, as well as the hostel and the teaching and non-teaching areas. Any additional responsibilities that the superintendent or controlling officer may assign them that are relevant to the nature of their work

### **SUPERVISOR OF THE GARDEN**

Under the direction of the relevant superintendent, he or she will be responsible for the overall planning and oversight of the garden maintenance activities.

### **ASSOCIATE LIBRARIAN (JR)**

- 1) To support the librarian's and chief librarian's monitoring duties.
- 2) To oversee all activities pertaining to circulation, binding, membership registration, current and bound serials, book buying, accessioning, categorization, cataloging, etc.

  
**Registrar**  
Netaji Subhas University  
Ranchi, Jharkhand



- 3) To carry out all additional tasks related to the acquisition, processing, circulation, preservation, serial procurement, and administration of books, among other things, and
- 4) To provide services to users both manually and with the use of computers, in addition to supervision-work.
- 5) To compile and preserve the relevant unit's records and statistics in order to forward them to the library authorities. Any additional responsibilities that they could be given by the controlling officer which is related to the work nature of the post.

#### **ASSISTANT LIBRARIAN**

- 1) Selecting and organizing books
- 2) Receiving books from vendors, receiving donated books in exchange, acquiring the books, inspecting them, and verifying the bills.
- 3) To compile the list of orders for the different departments' book purchases to carry out book accession and keep a separate accession registry.
- 4) To verify that there are no duplicate copies of the books
- 5) To carry out any additional tasks associated with the manual and computer-assisted arranging and accessioning of various documents

#### **SECTION ON CATALOGUING**

- 1) To issue book numbers and classify books.
- 2) Making catalogue cards for every book; to file catalogue and shelf list cards, as well as to produce book cards and shelf-list cards; to get the additional list of new arrivals ready for regulate; to swap out the shelf list if required; list cards; to compile and distribute the supplementary list of newly arrived individuals; to swap out the shelf list if required; to fill out catalogue cards and replace ripped cards in catalogue cabinets.
- 3) To carry out any additional tasks related to the technical processing of various documents, both manually and with computer assistance

**Registrar**  
Netaji Subhas University  
Jamshedpur, Jharkhand



## **SECTION ON CIRCULATION**

Distributing books to students and other participants; organizing Readers Cards and book cards following the distribution of books; retrieving and placing cards in book pockets upon return of books; to give books to instructors and support staff; to accept books from pupils; reminding all user categories about past-due books; managing the lost membership card file; creating challans for late fines; maintaining circulation records both manually and with the aid of the hols cards; creating challans for late fines; maintaining circulation records both manually and with the aid of a computer.

Membership cards are issued to students, teachers, non-teaching staff, research scholars, and other users; clearance certificates are issued to the aforementioned user categories; duplicate cards are issued in the event that a member loses their card; membership records are maintained both manually and with the aid of a computer; all tasks pertaining to binding various documents are completed; transactions with the Departmental Libraries are maintained; and assistance with conservation and preservation procedures pertaining to the life of books is provided.

## **PERIODICAL SECTION**

Receiving journals from vendors, entering receipts in the periodical register, issuing journals to readers, accessioning and cataloguing the bound journals, reminding people to check their bills in order to get newspapers, and recording the newspapers in the register display on the newspaper stand; to arrange the journals for appropriate presentation; and to carry out all tasks associated with procurement, such as order, reception, and accession. Current serials are shown, current awareness services are provided both manually and with computer assistance, and online journal services are provided.

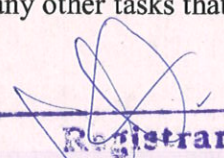
## **READING ROOM/REFERENCE SECTION SERVICES**

To provide all types of human-touch reference services to all member categories; to help members browse the Internet and other networks and search online and offline databases; to carry out various tasks associated with Digital Library Services; and to restore and arrange the Rare and Old Collections

Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post

## **PRESS FOREMAN**

To oversee press administration on the Registrar's behalf and do any other tasks that the controlling officer assigns him that are relevant to the nature of the position.

  
**Registrar**  
Netaji Subhas University  
Jamshedpur, Jharkhand



### **TECHNICAL SUPERVISOR**

Press - To oversee press administration on behalf of the press foreman and do any additional tasks that the controlling officer assigns him that pertain to the nature of the position.

### **MAN OF MACHINES / SENIOR MAN OF MACHINES**

To help the supervisor in maintaining and running the printing machine

Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post

### **OPERATOR FOR DTP/PTS**

To complete all types of job work, text work, scanning work, layout, drawing, and tracing output, as well as to periodically submit it to the proof reader or relevant department, etc. Whatever additional responsibilities relevant to the nature of their employment that the commanding officer may give them

### **CAMERA OPERATOR/PLATEMAKER/IMPOSITOR**

Organizing colour separation, imposing, creating all kinds of plates, and using process cameras.

Whatever additional responsibilities relevant to the nature of their employment that the commanding officer may give them

### **DISTRIBUTOR/COMPOSITOR/COMPOSITOR**

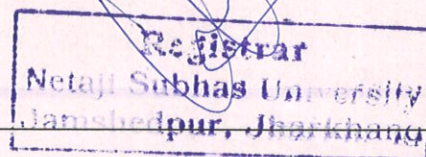
To write various jobs, texts, and other types of compositions. Distributing and proofreading tasks, as well as periodically forwarding them to the relevant department or proof reader and whatever additional responsibilities relating to the nature of the job that the commanding officer may assign them.

### **SENIOR BINDER/BINDER**

Cutting paper, folding, perforating, and sewing, numbering, binding of various types, and using the binding machine, whatever additional responsibilities relevant to the nature of their employment that the commanding officer may give them

### **PROOF READER**

- 1) To proofread after writing, mark for any required corrections, submit it to the compositor or relevant department, and then, as instructed by the supervisor, finalize sending it to the printer for printing.





- 2) Whatever additional responsibilities relevant to the nature of their employment that the commanding officer may give them

#### **WORK SUPERVISOR, SUB-ASSISTANT ENGINEER, GRADES I AND II**

- 1) Creation of work schedules and estimates, including handling both planned and non-scheduled items, Completing the repair, resolving any extra issues that come up throughout the process, doing routine maintenance, and buying non-scheduled products
- 2) Any other duty that may be assigned to them by the controlling officer which is related to the work nature of the post

#### **HEAD DURWAN**

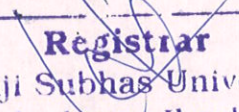
They shall carry out the same duties and be charged with the planning and overall supervision of the work of Durwan /Sr. Durwan under the control of the Superintendent concerned. They shall submit a report daily to the Superintendent concerned

They shall act as watchmen round the clock.

#### **SENIOR DURWAN**

They shall operate as watchmen around the clock, according to the roster provided by the Administration, and shall execute the responsibilities listed below:

- 1) To secure university properties against theft, pilferage, and damage by potential miscreants
- 2) To randomly check the identification of all persons accessing the campus of the institution
- 3) To prevent invoices and posters from being stuck outside of the prescribed areas
- 4) To prevent slogans and marketing strips from being smeared on university walls, both inside and outside.
- 5) To ensure that there are no trespassers on campus and that the plants are not destroyed.
- 6) To switch on and off the street lights regularly at stipulated times inside the campus;
- 7) To maintain visitors' book at the gates for cars and visitors between 7:30 p.m. and 9:00 a.m.
- 8) To apprehend the user narcotics and other banned drugs and liquors for taking appropriate action by the administration.

  
**Registrar**  
Netaji Subhas University  
Jharkhand