


Standard Operating Procedure

Maintenance of student records by Accounts Office and Schools/Departments

1. In each academic session after last date of admission, the list of admitted students shall be made available to each Schools/Department by the admission cell.
2. All the Dean(s)/HoD(s) of Schools/Departments shall make the necessary arrangements for regular conduct of classes and practical as per the curriculum.
3. Change of course/branch/subjects is allowed well before the 1st semester examination and with proper approval from the competent authority. The copy of approved application shall be made available to the Controller of Examinations and account office for updating the existing records.
4. All the fee records such as total fee, received fee and balance fee for each students shall be maintained by account office of the University.
5. In case a student discontinue a particular course due to his/her personal issues, the respective School/Department (Dean/HoD), shall inform to the account officer about the student immediately.
6. The account office shall make a note of all such students and shall mark all such students as detained/left as applicable in the records.
7. After the declaration of end semester/annual exams results of an academic session, the passed students as per the rules laid down in the ordinance shall be promoted in the next year but the names of those detained/left and failed students shall not appear in the promoted list of students for next academic session. Therefore, the detained/left students shall continue in the roll list of academic session in which they were declared as detained/left.
8. In future if these students wish to resume their course/study, the request application shall be forwarded to account office duly approved by competent authority. The account office shall ensure that the pending fee of that academic session is paid fully. The fee paid earlier at the time he/she has left the course shall be adjusted in the balance fee.
9. For students who have attendance more than 60 percent but have not paid full fee, the internal assessment is to be carried out along with the regular students. But these students will not be allowed to appear in end semester/annual examination without clearing all dues. Also, the names of these students shall be forwarded to accounts office by the respective Dean/HoD and account office shall mark them as detained/left.
10. Under extraordinary circumstances, if Dean/Head recommends and assures the case of a student(s) that the fee shall be recovered by the school/department before the completion of examinations, the student(s) may be allowed to appear in the end semester examination.
11. If detained students because of non-submission of tuition fee, submit the remaining fee of an academic session before the carry over examination, and request to appear in these examination, all such students shall be allowed to appear with the payment of carryover fee. However, the carry over fee can be waived off/reduce in special circumstances after recommendation from Dean/HoD and approval of competent authority.
12. After the elapse of maximum permissible time period allowed to complete a particular course/programme as mentioned in the respective ordinance, the names of detained students shall be removed permanently by the accounts office after receiving input from the respective department/school. Now, these students shall not be the registered/enrolled student of the University.


 27.8.22

Undertaking from students/Parents/Guardian

To,

The Head,

School Department,

Shobhit University,

Gangoh, Saharanpur (Uttar Pradesh)

Dear Sir/Madam,

I, D/S/o Mr. Age years, residing at
..... a student of (program), Roll
No. do hereby undertake the following:-

1. I understood that the University, has decided to reopen the Schools/departments w.e.f. 25/01/2021.
2. I have read the guidelines and SOPs laid down by the UGC, Government of India and SUG.
3. I hereby undertake that I shall strictly follow the guidelines with all precautions and preventive measures.
4. I have joined the course/department at my own risk and responsibility.
5. I shall report to the authorities immediately if, I get any symptom related to covid-19, even after joining of SUG.
6. If symptomatic for Covid-19, I will voluntarily quarantine myself and undergo the testing of the same at designated hospital.

Date:

Signature of Student

DECLARATION BY PARENT/ GUARDIAN

I,
(Mother / Father / Guardian) hereby fully endorse the above undertaking/declaration given by my child/ward, and I will endeavour to induce my child/ward to do his/her best to observe the above stated undertaking in words and spirit.

Date:

Signature of Parent/guardian



Shobhit University, Gangoh-Saharanpur
Re-opening of Campus for Physical Classes
Standard Operating Procedure (SOP)

In compliance to the guidelines issued by the University Grants Commission (UGC), Government of India, (Ministry of Home Affairs) and the Government of Uttar Pradesh, Shobhit University, Gangoh, Uttar Pradesh has laid down the following guidelines to be followed on re-opening of the campus for the students.

The University hereby notifies the broad guidelines /SOPs for re-opening of its departments for all the students post-lockdown due to COVID-19 pandemic. The guidelines/SOPs/ procedures have to be followed by the students, faculty members, staff, and other stakeholders. It is mandatory for all to fill the Declaration & Consent Forms. The primary purpose of the elaborated SOPs stipulating the policy and procedural observance is to instill a sense of self-discipline to comply the Corona Protocol.

A. Generic Preventive Measures

The generic measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures will be observed by all staff and students at all times. These include:

- i. Download and install **Arogya Setu** App in mobiles.
- ii. Follow distancing of at least 6 feet.
- iii. Wear face mask, maintain social distance and wash hands at regular intervals.
- iv. Follow respiratory etiquettes strictly. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly. Spitting/sneezing is strictly prohibited.
- v. Use hand sanitizers available at entry points in all Block, Labs, and Library as and when necessary.
- vi. The students will have to strictly follow and abide by all rules/regulations/guidelines issued from time to time and any reported non-compliance will be dealt with strictly.



B. Safety Measures to be followed by the Students/Staff at the Main Gate, Entry/ Exit Point of the Campus

General guidelines to be followed by students/staff to prevent the risk of COVID-19 to enter the campus are as follows:

- i. All students should Carry your institute ID card and wear face mask before entering the campus. The mask should be used throughout the day while inside the CLASSROOM OR in PUBLIC AREAS OF THE CAMPUS.
- ii. Gathering at the entrance gate as well as public areas of the campus is prohibited.
- iii. In case of any health issues, do not come to the campus. Inform to the concerned person.
- iv. It is mandatory for all the students/staff to follow the general guidelines as stated by Ministry of Health & Family Welfare for prevention of spread of COVID-19 such as, cleanliness, use of face mask, frequent washing of their hands for 20-30 seconds.

C. Safety Measures to be followed by the Students/Staff in Hostels

- i. Stay in the hostels only if you are in sound health condition with no symptoms of the prevailing Covid-19 and having no other health complications. In this regard, students need to send in advance an undertaking, duly endorsed by the parents/guardian as attached and send it to the email id:- [registrargangoh@shobhituniversity.ac.in]
- ii. Students who are coming to the University and would be residing in the hostels must intimate their arrival date and time to the Hostel Office on email id of the Registrar office as mentioned above. Further, students are advised to follow the prevailing Government of India guidelines at the time of undertaking travel.
- iii. Once a student starts living in the hostel, it would be the individual student's social responsibility to carry out all his/her works with restricted movements and observing Covid-19 guidelines (keeping social distancing, wearing mask, avoiding close contact with others in hostel areas (i.e., common room, mess, utilities, etc.), avoiding hand shaking and washing/sanitizing hands frequently).
- iv. Students must maintain hygienic conditions in hostel premises, mess and utilities and must avoid eating outside foods. This is very important and would be helpful, not only to prevent spread of Covid-19, but also other seasonal diseases.
- v. While visiting mess to take food, it would be mandatory for all students to follow all Covid- 19 norms (i.e., maintaining social distancing, wearing face mask, avoiding close contact with others, avoiding hand shaking and washing/sanitizing hands).
- vi. Students are not permitted to carry out any group activities or social gathering in the hostel premises.



- vii. No outside food vendors will be permitted to enter into the University campus to deliver food- items and hence, students are required not to place any order to such vendors.
- viii. Students are expected to observe self-discipline and COVID responsible behavior at all time in and outside hostel premise and will take care of cleanliness of their hostel rooms, common washrooms, as well as the nearby areas.
- ix. Students can contact the respective Hostel Care Taker or Warden, if they need any help.
- x. Hostel authority should ensure the regular cleaning (twice/thrice a day) about the hostel facilities, rooms and mess area.

D. Safety Measures to be followed by the Students/Staff in Working Areas

- i. Head of Department shall introduce the guidelines that students need to follow as a safety measure while coming in the Department/Practical Lab/Research Lab/Classes.
- ii. Head of Department must ensure strict compliance of guidelines.
- iii. Students/Staff are advised to avoid handshake and frisking with others.
- iv. Faculty should conduct the classes/project discussion with students in phases. Sitting places in classes, laboratories, computer labs, libraries etc. should be clearly marked keeping in view the norms of physical distancing.
- v. All students/staff to strictly wear masks while working in their Departments/Schools/Labs/Library/Seminar room etc.
- vi. Head of Departments should ensure that proper sanitization at all learning sites is done regularly in the School/Department.
- vii. Adequate arrangements for safe drinking water are to be ensured in all Schools/Departments of the campus.
- viii. An adequate supply of water in toilets and for hand washing is arranged and ensured.
- ix. Dustbins in the Schools/Departments/labs/library are ensured to be cleaned and covered properly.

