

# Swami Vivekanand College of Nursing, Udgir

## Standard Operating Procedures for Admission

- The students fill application form for admission after NEET through CET Cell, Mumbai. Once CAP round is confirmed, students are informed for selection of college after detailed document verification by authorities.
- Name list are allotted to concerned colleges through online as well as displayed on website, candidate will approach the college for admission.
- 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.
- Admission committee cell verify the candidate selection list along with the college copy for confirmation of candidate name in the list.
- If the student fulfils the admission criterion of the college, detailed information regarding college infrastructure, rules and regulations, fees structure, uniform, clinical exposures etc is informed to the candidates.
- Once the student agrees for admission, detailed document verification is done by committee members and form is provided for admission.
- All original documents necessary is collected along with the form and discussion with the principal for final confirmation of admission is done.
- The non-teaching staff again examines the students form and physically verifies the certificates. The students' candidature is once again checked on the CET Cell portal and the admission is confirmed.
- Minimum 3 to 5 CAP rounds takes place for each academic year admission process and same procedure is followed for all rounds.
- Finally as per the directions of authorities, report of joined and not joined students is entered in the online portal.



- INSTITUTIONAL ROUND
- Last, Institutional round is limited to institution after completion of CAP round
- Wide publicity of vacant seats are given through advertisements.
- Collect the information and prepare selection list.
- As per merit list contact selected candidate and provide the verification date.
- After verification and fulfillment of criteria, candidates are selected and admissions are confirmed.



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## Standard Operating Procedures for Examination

- The University provides the examination date-sheet on its website well in advance.
- Students need to complete the criteria of min 80% theory and 100% clinical attendance.
- Verify the Internal Assessment and allotting the marks for each students based on the unit test, term examination and assignments completion.
- Collect the suggestions from all HOD for allowing the students for examination as per criteria.
- All enrolled/ admitted students fill up the examination forms along with the examination fees after fulfillment of examination criteria as per MUHS, Nashik.
- Instructions will be provided to students for filling up the forms without error.
- Once IA marks is uploaded online, Seat Numbers of the students are generated.
- Hall tickets will be received online which will be duly signed by the principal and issued.
- Before issuing of hall tickets, no dues from the various HODs as well as accounts need to be cleared by the students for final verification.
- 3 days before commencement of examination, hall tickets will be issued along with the instructions as well as the guidelines to be followed in the examination hall as per SOP of MUHS, Nashik.
- Examination Centre is informed to students and one staff will be accompanied along with the students during entire period of examination.



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## Standard Operating Procedures for Laboratories

### Procurement of Equipment/ Articles / Glassware

- Internal purchase committee is constituted.
- Requisition from faculty for requirement of equipment/ Articles / Glassware in every academic year is taken.
- The lab-in-charges inform the teacher- in-charge about the stock of articles.
- List of articles / equipments is sent to concerned for quotation.
- Comparative statement is prepared on the basis of price quoted and required specifications.
- Order is placed to Management through Principal.
- The equipment and articles 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 articles / equipments to students**

- Request letter is taken from the students.
- Teachers verify them.
- As per request, articles is distributed to concerned students.
- A breakage / Lost register is maintained in each lab where it is recorded with the  
students and teachers signature.
- Breakage by students is replaced with purchase of same article or paying fine.

### **Maintenance**

- Dusting of equipment and working area are carried out on a regular basis.
- Monthly once stock is verified and Maintenance of equipment is carried out.
- Working condition of equipment is routinely checked.



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## Standard Operating Procedures for Library Books

### **STEP 1: Approval For The Book Purchase**

- Submission of list of books recommended by the teachers of different departments and students to the library.
- Recommendations are checked by Librarian for duplicate, availability, etc.
- Approval is taken for the recommended books by Principal.
- Finally, sanction is taken from the Management for purchase.

### **STEP 2: Order Placement and Physical Verification Of Purchased Books**

- Placing the order of books satisfying the terms and condition of the library.
- Purchasing of books directly from the vendor.
- Physical verification and checking of books received against the order.
- Submission of bill through principal to librarian.

### **STEP 3: Processing of the accession.**

- Accessioning of books in the accession register of Library.
- Finally, the bill is processed and submitted to accounts section through principal

### **STEP 4: Technical Processing**

- Technical processing of the books including classification and cataloguing is done.
- Physical Processing of the books including cards of particular book and stamping is carried out.
- Then the books are placed in shelves according to their classification number by the library staff.



*[Signature]*  
Principal  
Swami Vivekanand College  
Of Nursing, Udgir Dist. Latur