

Other Service Sectors

The Proctor Office

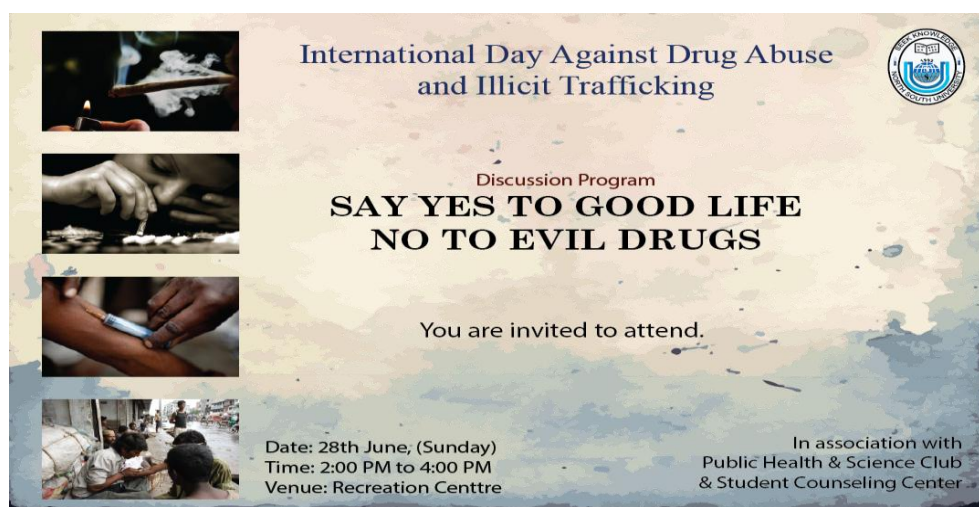
The office of the Proctor is primarily responsible for ensuring student discipline at the university and at any event that is organized under the university banner inside or outside the premise needs permission from the entity. Proctor's office is operating under the Director Student Affairs the university, who is operating under the vice-chancellor. There are 6 Assistant Proctors who work under the Proctor. Currently the office also includes one assistant officer, and two OSS, who works under the proctor and assistant proctors. The proctor and assistant proctors ensure that there is no violation of the student code of conduct. Few of the most common misconduct the proctor's office deals with (but not limited to) are free expression and disruption, intolerance, physical and sexual abuse, smoking and drug use, acts of academic dishonesty, and acts of social or personal misconduct. The codes of conduct can be found in the Student Code of Conduct handbook, and also a summary can be found in the North South University catalog 2014-2015 starting from page 29. Proctor's office follows an open door policy. Any faculty member, staff, or student can walk into our office and lodge complain, or discuss issues regarding student discipline. Based on the severity of the misconduct, accused students may be imposed monetary fine, put on disciplinary probation, suspension, or even expulsion, and in some rare cases they might even be handed over to the law enforcement agency. In case of a serious offense the student is brought up in front of disciplinary committee who will decide the appropriate punishment. A summary of punishments and fines for certain offenses can be found in the handbook of Student Code of Conduct.

Student Counseling Centre:

The NSU Student counseling center is a very essential part of NSU. This center is responsible to ensure a positive mental health support to student to overcome their daily life stress, anxiety, depression, anger & others personal & peer difficulties. Student counseling center also help them make healthy decision throughout their student life. Student Counseling centre assist students in the following areas such as:

- ❖ Educational related problem (lack of concentration, language crisis, lack of confidence etc.)
- ❖ Maladjustment to university life
- ❖ Lack of motivation
- ❖ Low self esteem
- ❖ Suicidal ideation
- ❖ Interpersonal relationship
- ❖ Peer & family difficulties
- ❖ Depression
- ❖ Anger management
- ❖ Stress management
- ❖ Anxiety
- ❖ Drugs abuse related problem
- ❖ Sexual assault and sexual concern & Any kinds of personal issues

There used to be one counselor who was a psychologist, and one part time counselor is currently available who works under the Director Student Affairs. There has been an advertisement for recruiting at least two counselors and the recruitment process is underway. The student counseling center follows an open door policy. Students are welcomed to walk into their office regarding their issues. The records of the counselor's office are strictly kept private and confidential. All communications between clients and counselor are kept confidential and not released to the outside the counseling center without written or verbal consent of the clients. The Student Counseling Centre organized *The UN Day against Drug Abuse and Illicit Trafficking* on 28th June in association with the NSU Public Health and Sciences Club in the Recreation Centre at NSU.



NSU Library

North South University (NSU) Library grew over the years since 1992 and now has become one of the best university libraries in the country. This is the first fully automated university library in the country using Bi-lingual Library Management System, developed by NSU Library, which supports MARC-21, web-based online lending and receiving, browsing databases of books, a-v materials, journals, newspapers and magazines, searching full-text online books and journals, creating institutional repositories, tracking circulation system, maintain RFID self check and book drop records, auto email alert services etc. Its online databases provide full access to all users, facilitates navigation and reservation of books from distant work-stations through its own website <http://library.northsouth.edu> The users can also

check their borrowing status, renew issued resources and can reserve three books at a time for 48 hours through the library website. This is the only university library in Bangladesh where the Library of Congress Classification System is being used to organize and arrange books, reports, journals and other resources.

The library has introduced state-of-the-art technology Radio Frequency Identification (RFID) Based Library Management System to automate library operation and management for the first time in the country in December 2012, financed by the World Bank and the University Grants Commission of Bangladesh under the Higher Education Quality Enhancement Project (HEQEP). Now, the library users themselves can issue and return books using Self-Check and Book-Drop machines. They can also track the books on shelves using tracking machines.

The library consists of six floors with over 70,000 sq.ft. area at the south-east side of the NSU campus at Bashundhara, Dhaka. It can accommodate over 1,200 students at a time in its well-furnished reading rooms. On an average 2,000 users use the library every day.



RFID Based Self Check Machine



Detection Gate

Resources

A total of around 49,500 books, reports and bound journals, over 50,000 online e-books, 40,000 online journals, 1,890 CD ROM books and databases, 226 DVDs and videos, 159 audio-cassettes and a good numbers of other resources of the library cover all branches of knowledge. In addition to these collections, the library subscribes print issues of 46 foreign and 19 local journals, 18 foreign and 22 local magazines, two foreign dailies and almost all leading national dailies of Bangladesh.

The NSU library is the pioneer of subscribing online journals and MyAthens in the country. It started subscription to online journals with JSTOR, IEEE, ACM Digital library and 39 titles of online journals in various disciplines for the first time in 2002. After that the other libraries started subscription to online journals in Bangladesh. It has also started subscription to e-resource databases, namely, EconLit, AHEAD and Global Development Finance in 1998. Now, the library has access to over 40,000 titles of full-text online research journals in various disciplines from 52 agencies and publishers.

All registered members of NSU library get access to online journals and e-books databases from inside and outside campus through Internet.

Institutional Repository

The NSU library started developing its online journals and books repositories in 2003. These repositories cover books and articles written by teachers, students and researchers of NSU and full-text articles of 160 online subscribed journals from 2002 to date. The numbers of articles and books of these repositories are over 23,500 and its increasing day by day.



Cyber and Audio-Visual Center

It maintains a cyber and audio-visual center equipped with 50 brand computers with Wi-Fi and broadband Internet connection. In addition to this, the library is donned with 30 computers in its various floors to use online resources for supporting courses. All students, faculty members and staff members of the university can browse, download and print materials from these computers. The audio visual unit is also equipped with TV, VCD, VCR, DVD, multi-media projector and other audio-visual equipments.

Sections

At present, the library maintains 12 different sections, namely, arts and social sciences, applied sciences and engineering, bio-medical sciences, reference, periodicals, cyber & audio-visuals, newspaper archive, study hall, faculty corner, Chinese books, acquisition & processing, and library administration to provide better services to its users.

Services

Currently, the library provides lending, reference, readers' guidance, internet, reading, news clipping, database searching and printing, CD writing, audio-visual, current awareness, SDI and reprography services to its users. The Wi-Fi and broadband internet connection of the library building help the library users to access online resources easily.

Service Hours

NSU library maintains 7 days a working week. It is open, Sunday through Thursday, from 8:00 a.m. to 9:30 p.m. and from 10:00 a.m. to 9:00 p.m. on Saturday. On Friday, it is open from 10:00 a.m. to 6:00 p.m. with a Jumma prayer break from 1:00 p.m. to 2:30 p.m. and maintains single shift from 9:00 a.m. to 5:00 p.m. during the semester break. It remains closed on public holidays and other dates announced by the university authorities.

Orientation and Training

The library arranges orientation program every semester for the new students to demonstrate how to use the university library systems and services effectively.

The library also offers a 14-week training program titled 'Certificate Course in Digital & Online Librarianship' for those who are interested to know how to use the Internet resources in higher education and research, and how to design and maintain website, and set up online digital libraries.

URL of Online Journals and Books <http://library.northsouth.edu/OnlineJournals.php> and <http://library.northsouth.edu/OnlineBooks.php>

NSU Library Staffs:

Sl. #	Name	Designation	Remarks
1.	Dr.Md. Mostafizur Rahman	University Librarian	
2.	Mr. M.M. Shoeb	Sr. Assistant Librarian	
3.	Md. Rajiv Mahmud	Sr. IT Officer	
4.	Md. Abdul Hakim	Library Officer	
5.	Mrs. Ruksana Chowdhury	Assistant Library Officer	
6.	Mrs. Ishrat Jaha Choudhury	Assistant Library Officer	
7.	Mr. Tanveer Ahsan	Assistant Library Officer	
8.	Mrs. Nuri Mahajabi	Assistant Library Officer	
9.	Mr. A. H. M. Tariq Alam	Assistant Library Officer	
10.	Md. Kamruzzaman	Assistant Library Officer	
11.	Mrs. Sonia Naznin	Assistant Library Officer	
12.	Md. Ziur Rahman	Assistant Library Officer	
13.	Miss Mansura Munni	Assistant Library Officer	
14.	Mrs. Umme Kulsum	Book Sorter	
15.	Md. Selimuzzaman	Book Sorter	
16.	Md. Lokman Sarker	Record Assistant	
17.	Md. Shah Alam Bhuyian	OSS	

18.	Mizanur Rahman	OSS	
19.	Md. Sohel Miah	Gate Keeper	
20.	Md. Ibrahim Daria	Gate Keeper	
21.	Md. Russel Parvez	Gate Keeper	
22.	Md. Mujahidul Islam	Gate Keeper	