

Standard Operating Procedure

Color Coding of SOPs

Faculty of Contemporary Studies (FCS)



QUALITY ENHANCEMENT CELL

Version: 1.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 01 page and has been prepared in line with the provisions of NDU Academic Regulations and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after approval of any changes in the Academic Regulations or after the statutory bodies' decision or as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the Academic Regulations or other superior documents on the subject.

List of Acronyms

FCS	Faculty of Contemporary Studies
NDU	National Defence University
SOP	Standard Operating Procedures

COLOR CODING OF SOPS
FACULTY OF CONTEMPORARY STUDIES (FCS)
NATIONAL DEFENCE UNIVERSITY, ISLAMABAD

1. **Gen.** A standard operating procedure (SOP) is a set of step-by-step instructions compiled by an organization to help employees carry out routine operations. Unique Color Code of SOPs helps to organize different SOPs within the institution.
2. **Aim.** Allocate unique color to SOPs for differentiating them branch-wise at Faculty of Contemporary Studies, National Defence University Islamabad.
3. **SOP's Color Code.** SOPs Color coding of different Departments/Branches is an important part of an organization which improves the traceability of SOPs. Branch wise color code for SOPs at FCS is as under:-

Administrative Branches - FCS			
Sr.	Branch/Dept	Color Code	Color Shade
a.	Administration Branch (Admin)	Yellow	
b.	Examination Branch	Blue	
c.	Finance Branch	Brown	
d.	Office of Research, Innovation & Commercialization (ORIC)	Purple	
e.	Planning & Development (P&D)	Light Blue	
f.	Public Relations Student Affairs & IT (PRSA & IT)	Pink	
g.	Quality Enhancement Cell (QEC)	Green	
h.	Registration Branch	Gray	
Academic Departments - FCS			
i.	Dean Faculty of Contemporary Studies (FCS)	Light Red	
j.	Department of Government and Public Policy (GPP)	Light Gray	
k.	Department of International Relations (IR)	Light Green	
l.	Department of Leadership and Management Studies (LMS)	Light Brown	
m.	Department of Peace and Conflict Studies (PCS)	Light Yellow	
n.	Department of Strategic Studies (SS)	Light Pink	

4. This SOP will come into effect immediately after approval of the Dy President NDU for compliance of all Branches & Departments at FCS.

Director QEC
(Dr. Farrukh Idrees)

