



Shri Shakti Degree College

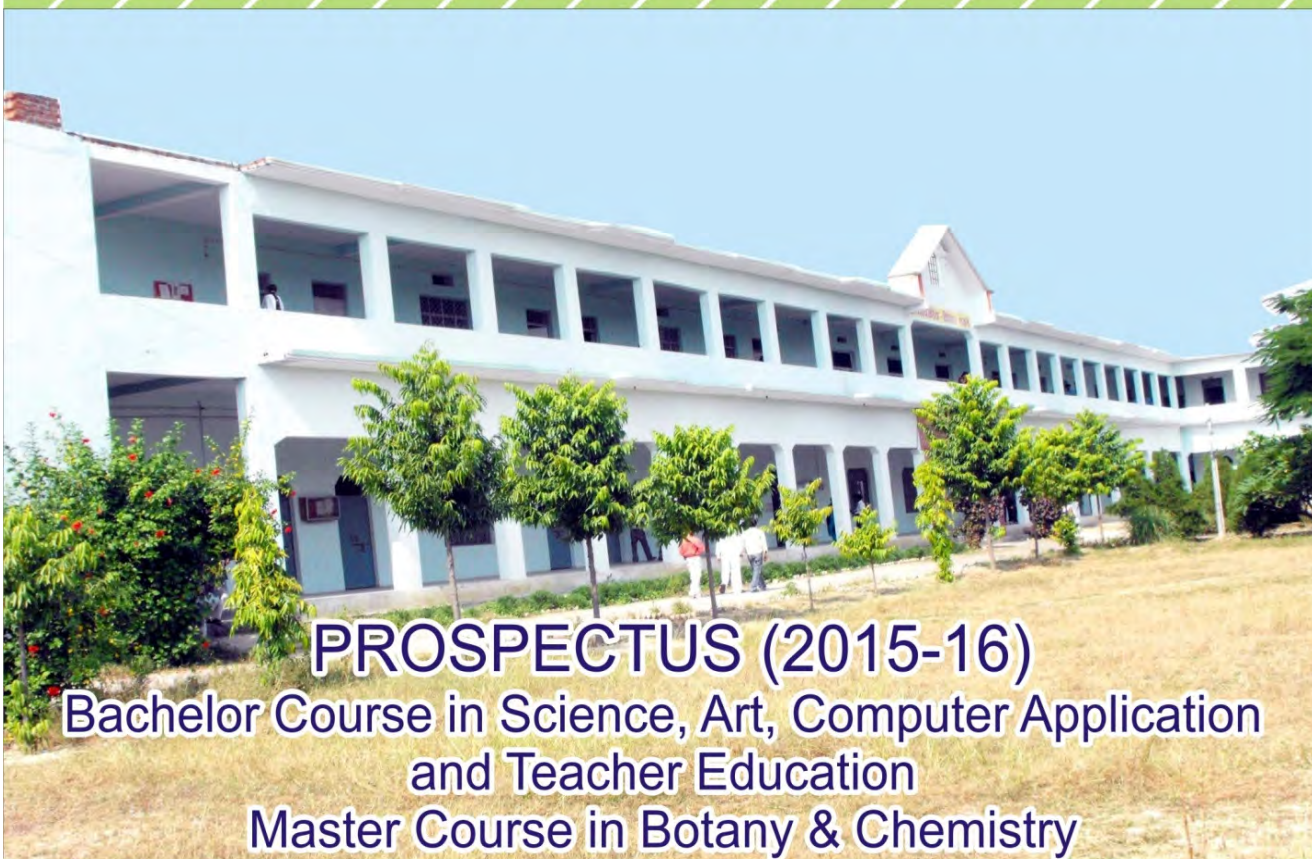
Sankhahari, Ghatampur, Kanpur Nagar-209 206

(Affiliated to C.S.J.M. University, Kanpur) ♦ Regd. Under 2 (f) and 12(B) of UGC Act, 1956
Phone : (05115) 237319, 237381

Website : www.ssdckanpur.org



Email : info.ssdckanpur@gmail.com



PROSPECTUS (2015-16)

Bachelor Course in Science, Art, Computer Application
and Teacher Education

Master Course in Botany & Chemistry

Self-Finance College

"B" Grade Accredited by NAAC, CGPA-2.78
(Department of Teacher Education)

Dr. Narendra Mohan
Principal

Vinay Trivedi
Manager

मातृ पितृ- वंदना

माता और पिता चरणों में, हम सब शीश झुकाते हैं ।

उनके ऋण से उऋण हो सके, प्रभु से यही मनाते हैं ।।

माता और पिता से बढ़कर, कोई भी भगवान नहीं ।

उनकी कृपा दृष्टि पाये बिन, संतति का कल्याण नहीं ।।

मातृ तुल्य गुरु नहीं जगत में, नहीं पिता से बढ़ाता ।

जिनके आशीर्षों से मानव, जीवन उन्नत बन पाता ।।

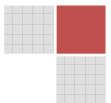
प्राणों को देकर भी उनका, ऋण न कदापि चुका सकते ।

बस कृतज्ञता ज्ञापित करके, अपना शीश झुका सकते ।।

ईश्वर हमें शक्ति दे ऐसी, उनकी सेवा कर पायें ।

कभी नहीं उनका ऋण भूलें, चाहें प्राण चले जाये ।।

नोट: प्रत्येक छात्र/ छात्रा को कक्षाएं प्रारंभ होने के पूर्व होने वाली प्रार्थना सभा में नित्यप्रति उपस्थिति होना अनिवार्य है ।



VISION

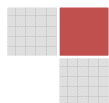
To Provide excellent higher education integrating with ground realities of life.

MISSION

- 1) To ensure the availability of minimum basic infrastructure as per Norms and Standards fixed by Affiliating University/State Government.
- 2) To give first priority for the professional development of teachers and to establish co-ordination with National and International organizations relating to teaching-learning and Social Services and also to ensure optimum utilization of these organizations.
- 3) To develop the collaboration/link with Institutions/Industries for providing job orientation and need based knowledge exposure.
- 4) To develop the quality of teaching-learning by optimum use of innovative methods particularly e-technology and all available infrastructure.
- 5) To encourage for self-discipline ,self-dependency, self-confidence, personality development, nationality and need based community oriented activities through value-added education.
- 6) To introduce and encourage the emotional feelings of being in “Mahavidyalaya Pariwar” through the concept of participative contribution.
- 7) To introduce and encourage the sense of mutual trust,mutual respect and mutual co-operation within and outside the institution.

VALUE

- 1) To develop the awareness among the students about the ground realities of life and also to provide job- orientation.
- 2) To prepare good citizens with effective and developed personality through value-added education by encouraging the feelings of social commitment and nationality on participatory basis.
- 3) To make competent to face the global problems like unemployment, poverty, illiteracy, terrorism and also to gain the success in global competition in the field of education through excellent education.
- 4) To create awareness about ecology and environment and to encourage such activities which may be an example for others.



COLLEGE INTRODUCTION

Shri Shakti Degree College is owned and controlled by Shri Shakti Shikshan Sansthan , a society registered under Society Registration Act,1860(Reg. No. 1418/22-06-07)through its Managing Committee.College is registered under section 2(f) and 12(b) of UGC act 1956.The foundation brick was laid down by Shri R.C.Trivedi (Ex-Director – Bank of Baroda) on 8th August 2002 in a village of remote area being his native place.The college is spread over 20,000 Sq.Mtr. area with attractive greenery inside the college and with completely pollution free ,calm and quiet environmental situation decorated by outside greenery of agriculture crops .The college is situated in the village of Sankhahari,Post-Harbaspur,Tehsil-Ghatampur,District-Kanpur Nagar-209206(Uttar Pradesh) on Ghatampur-Amouli road via Paras at a distance of 13 Km from Ghatampur and 12 Km from Amouli where frequent private buses and tempoes are available to reach the college.

ADMISSION PROCEDURE

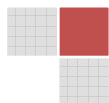
Eligibility for admission in first stage of

- 1) Bachelor of Science (B.Sc.) –Minimum 40 % marks in 10+2 examination.
 - 2) Bachelor of Art (B.A.)-Minimum 36 % marks in 10+2 examination.
 - 3) Bachelor of Computer Application(B.C.A.)-Minimum 45 % marks in 10+2 examination with mathematics as one of the subjects.
 - 4) Bachelor of Education(B.Ed.)- Through Combined Entrance Test (CET) conducted by State Government.
 - 5) Master of Science(M.Sc.in Botany & Chemistry)- Minimum 50% marks in graduation level.
- Applicants of SC/ST are given relaxation of 5% marks to be eligible for admission as per government rules.

General Formalities:

Prospectus along with admission form ,library membership form ,scholarship form and syllabus are available on office counter from 9A.M. to 4P.M. on every working day on payment of Rs.100. No such formalities are required for admission in subsequent stage as it is a automatic switch over for pass-out students.Eligible applicants for first stage of every faculty are required to submit all forms duly completed in every respect on the notified counters alongwith :-

- 1) -8- Passport size photographs for the use of one each for admission form,identity card and two each for scholarship form and library form.
- 2) Original Income Certificate along with two Photostat copies.
- 3) Certified Photostat copies of all educational certificates / marksheets.
- 4) Original Transfer Certificate / Migration Certificate.
- 5) Caste Certificate.



Students would be required to appear before admission committee which consists of following teachers:-

- 1) Dr. Bhawna Sharma –B.Sc.
- 2) Dr. Sandeep Tripathi-B.A.
- 3) Shri Shyam Ji Shukla-B.C.A.
- 4) Shri Shiv Saran Verma-B.Ed.

Admission would be granted on the basis of “First Come First Serve” till sanctioned seats are filled. Reservation rule of central/state government would be followed. Students after admission is granted would be required to go through the process of assessment of Knowledge, Skill and Need through simple process.

Required admission fee along with all forms is to be deposited on respective counter and for necessary fee received, receipt would be issued immediately on the counter.

No admission is to be granted after the last date fixed by the University.

FEE STRUCTURE AND REFUND POLICY

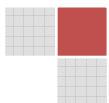
Keeping in view the guidelines about fee structure , college has fixed following fee for the session 2015-16:-

- I. B.Sc.I- Rs. 5000.00 Per Year , B.Sc. II – 5500 Per Year , B.Sc. III- 5500 Per Year
- II. B.A.- Rs. 3500.00 Per Year
- III. B.C.A.- Rs. 20,000.00 Per Year
- IV. M.Sc.- Rs. 25,000.00 Per Year
- V. B.Ed.- Rs.81,000.00(For two years) as per State Government rules

The above fee structure does not include examination fees or any other fees to be charged by the university .Entire fees may be deposited in -2- installments in case of any inconvenience. If any student wants to cancel his admission before the class starts ,fee deposited would be refunded after deducting Rs.500.00 being administrative charges .In all other cases of admission cancellation ,deduction may be up to 50% at the discretion of management.

FINANCIAL AID AND SCHOLARSHIPS

College grants fee concession to all needy students especially coming from S/C,S/T,OBC(below creamy layer)etc.provided these students have not availed such facility from government or any other agency. Students coming from SC/ST categories are also granted a concession of 50% of total fees, if they opt any other course conducted by IGNOU. Students are granted fee refund and scholarship by Central/State Government as per laid down policy. However, college makes it very clear that it would not be responsible for any delay or if there is any change in the policy of government relating to fee refund /scholarship.



From session 2015-16 , college has introduced the scheme of scholarship named “ **Shri Shakti Scholarship Yojana**” for which an amount of Rs. 2,00,000.00 Per Year is earmarked for -100- students with 75% or more attendance.

ORIENTATION PROGRAMME

College organizes two days` orientation programme to create awareness about college rules and regulations, various beyond syllabus activities , assessment & evaluation ,learning outcome, student charter, feedback system and library rules etc.Orientation programme end with cultural activities wherein Principal and Management representative also participate.

STUDENT`S GRIEVANCE REDRESSAL CELL

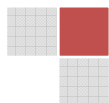
Student`s Grievance Redressal Cell is looked by a committee wherein student representative is there. College has Anti-Women harassment cell to ensure full security to all girl students including lady staff and lady guardians .Anti-Ragging Committee remains quite vigilant to keep every student safe from any type of torture in the name of ragging .College has published a booklet containing procedure to deal with all -3- situations.

TRAINING AND PLACEMENT CELL

Institution has established its own placement cell very recently which provides not only career guidance but has planned to provide appropriate arrangement to develop entry level skill of students which may help in passing written test and interview.Guests are invited to give exposure to students to face challenges of employment market.Students are also sent to outside for the exposure of advance knowledge and to gain experience of work culture.

SKILL DEVELOPMENT COURSES

With the co-operation of Jan Shikshan Sansthan (HRD Ministry , Central Government) .College is conducting skill development courses like Web Designing,computer course ,Fashion Designing with speciality in stitching , knitting ,candle making , artificial jewellery making and communication skill development courses etc.



IGNOU STUDY CENTRE

Our college has been identified as Study Centre (SC-2779) for following courses:-

- 1) Post Graduate Diploma in Rural Development (PGDRD)
- 2) Certificate in Rural Development (CRD)
- 3) Certificate in Guidance (CIG)
- 4) Bachelor Degree Programme (BDP)
- 5) Bachelor Preparatory Programme (BPP)

HOSTEL ARRANGEMENT

There is a State Government owned hostel in Village Koriyan at a distance of -2- Kilometer from the college where needy students reside comfortably. This hostel can accommodate -50- boys at a time.

LABORATORIES

Apart from laboratories for different departments of science and also a laboratory for home science, language lab, art & crafts, institution has a separate laboratory for conducting research activity. Our laboratories are well equipped with hands-on apparatuses.

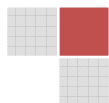
LIBRARY

The College is having a library with sufficient stock of books-13531, journals-21 and periodicals-13. The reading room is attached with the library and the library is having proper arrangement for furniture, light, newspaper and employment news etc. Every student is supposed to visit the library regularly during prescribed hours and to sign in the register provided for the purpose.

The library facility is available on all week days from 10.00 A.M. to 5.00 P.M. At present, college library is having 05 newspaper. Our library is having 4 computers with internet facility, OPAC and NLIST facilities. Library guidelines have been made available in the form of booklet for the convenience of our students. To encourage optimum use of library, provision has been made to organize book exhibition, award for best user and book reading competition. Our library is also having CD's and employment information material.

Apart from above, we have launched our village library for the use of local community. The college has Library Advisory Committee with the representative of students therein.

New arrivals are communicated to the students /teachers regularly. Special arrangement has been made in library to see that no inconvenience is caused to the differently abled students. A Book Bank has been established for the assistance of students coming from marginalized category.



GAMES AND SPORTS

The College on the one hand , ensures the completion of syllabus prescribed by the University but on the other hand, gives full encouragement to the games and sports including yoga which play important role in motivation and overall personality development of every student. Institution has the unit of NCC,Red-Cross and Scouting which would be useful not only for personality development only but for a community orientation also.

At present, College is having following facilities:-

Gymkhana, Volleyball, Kho-Kho, Cricket, Table-Tennis, Carom, Chess, Badminton, Kabaddi ,Physical Exercise

Moreover,College has provided an amount of Rs.1,00,000.00 per year to utilize by way of prize/ awards for the winners of any competition at University/State /Central level.

PUBLICATION

Our College is publishing its own Magazine named “Pathik Prerna” once in two years but its annual publication will have to be ensured in future.Students are also encouraged to develop their creativity through wall magazines.Institution is publishing newsletter named “ Prerna” every quarter and a International Journal named “ Vigyan Shakti” with ISSN number.An amount of Rs. 25,000.00 per year is fixed for distribution amongst all best article writers of magazine.

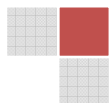
PARENTS CONTACTS

Our College remains in touch with parents/guardians of the students through village visit and thus keeps them well informed about performance of their sons/daughters.We also seek their feedback on various college matters.Parents are also requested to respond to the messages sent by college about their wards.

UNIFORM

The College has prescribed following uniform:-

- 1) B.Sc and B.A. : For Boys- Gray Paint with White Shirt . For Girls- Gray Kurta with White Salwar and White Duppata.
- 2) B.C.A: For Boys – Sky Blue Shirt(with check) with Navy Blue Paint and Tie. For Girls- Sky Blue Kurta(with check) with White Salwar and White Duppatta.
- 3) B.Ed.-For Boys- White Paint with White Shirt . For Girls- Yellow Kurta with White Salwar and White Duppatta.
- 4) M.Sc.- For Boys-Marroon Paint with White Shirt . For Girls- Marroon Kurta with White Salwar and White Duppatta.



ALUMNI ASSOCIATION

College has Alumni Association which is registered one with registration no K-47174 named “Shri Shakti Alumni Association” .This association works as ambassador for our college. Apart from regular meetings , annual function is also organized .

ASSESSMENT AND EVALUATION

College has its own system for assessment and evaluation .A booklet on this is made available to every teacher so that he/she may know in what way students would be assessed and evaluated during the session.

FACILITY FOR DIFFERENTLY ABLED STUDENTS

Our Institution is very much sensitive to cater to the needs of differently abled students .At present, following facilities have been made available to such students:-

1. Vaisakhi -02
2. Vent-03
3. Tipai-02
4. Walker -02
5. Cycle-01
6. Finger-02
7. Hath Bandhar(Cloth) -02
8. Commode Chair(Fibre)-02
9. Commode Chair(Iron)-02
10. Hath Jali (Iron)-02
11. Braille
12. Translator
13. Ramp

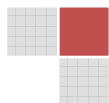
SPECIAL CELL

As per UGC guidelines , a special cell has been established to lookafter the grievances by S/C,S/T,OBC(below creamy layer) ,Minority. There is a representation of one boy student and one girl student from above category in this cell.

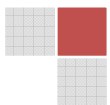
OTHER SUPPORT SERVICES

Following other Support Services are also available for our students:-

- 1) Guidance and Counseling
- 2) Remedial Teaching and Mentoring



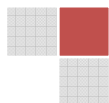
- 3) Working Canteen
- 4) Transportation
- 5) Prompt and Courteous services by staff
- 6) Group Insurance of Students for final years and Medical Facilities
- 7) Facilities for Extension activities and field experience



LIST OF TEACHING STAFF

FACULTY OF SCIENCE

S.NO	NAME	DEPARTMENT
1.	Dr. Narendra Mohan	Principal
2.	Dr. R.K.S.Kushwaha	Director-Research
3.	Dr. Bhawna Sharma	Botany
4.	Dr. Harshita Jaiswal	Botany
5.	Dr. Prabha Kant Mishra	Botany
6.	Dr. Siddharth Dubey	Botany
7.	Dr. Vishal Awasthi	Botany
8.	Dr. Subha Trivedi	Botany
9.	Shri Arvind Mishra	Botany
10.	Dr. Manju Agnihotri	Chemistry
11.	Dr. Ram Naresh Yadav	Chemistry
12.	Ms. Neelima Mishra	Chemistry
13.	Shri Jaswinder Singh	Chemistry
14.	Ms. Akansha Gaur	Chemistry
15.	Shri Subhash Singh	Chemistry
16.	Dr. Vidyottma Saraiya	Zoology
17.	Dr. Yachana Mishra	Zoology
18.	Shri Satyendra Agnihotri	Zoology
19.	Mrs. Pragati Mishra	Zoology
20.	Mrs. Reshu Sachan	Zoology
21.	Dr. Devesh Dwivedi	Physics
22.	Shri Ankit Trivedi	Physics



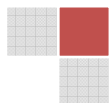
23.	Shri Vikas Tiwari	Phyics
24.	Ms. Nimisha Shukla	Physics
25..	Dr. Manisha Nigam	Maths
26..	Ms. Kanchan Shakya	Maths
27.	Shri Amit Kumar	Maths

FACULTY OF ARTS

S.No	NAME	DEPARTMENT
1.	Dr. Sandeep Tripathi	Hindi
2.	Dr. Sandhya Sachan	Hindi
3.	Dr. Divya Pandey	Hindi
4.	Dr. Vandana Bajpai	Hindi
5.	Dr. Vineeta Mishra	English
6.	Shri Jai Prakash Mishra	English
7.	Shri Ashutosh Shukla	English
8.	Mrs. Anuradha Pandey	Sociology
9.	Shri Ashish Maurya	Sociology
10	Shri Pankaj Shukla	Sociology
11.	Ms. Deepika Trivedi	Home Science
12.	Ms. Monika Gupta	Home Science
13.	Dr. Rajeev Kumar Singh	Education

FACULTY OF COMPUTER SCIENCE

S.No	NAME
1.	Shri Vivek Trivedi
2.	Shri Puneet Dwivedi
3.	Shri Shyam Ji Shukla
4.	Ms. Deepti Sachan

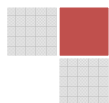


FACULTY OF EDUCATION

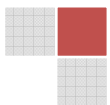
S.No	Name	Subject
1.	Dr. Jay Kishore	Hindi
2.	Shri Shiv Saran	Biological Science
3.	Shri Jitendra Tiwari	Hindi
4.	Shri Rama Kant Sahu	Maths
5.	Mrs. Archana Mishra	Physical Education
6.	Dr. Sumita Tiwari	Sanskrit

LIST OF NON-TEACHING STAFF

S.No	NAME	DEPARTMENT
1.	Shri Amit Kumar Srivastava	Librarian
2.	Shri Kapil Kumar Mishra	Asst. Librarian
3.	Shri Sanjay Kumar Mishra	Staff-Library
4.	Shri Kripal Bindu Agnihotri	Office
5.	Shri Vimal Kumar Tiwari	Office-B.Sc (I)
6.	Shri Satya Narayan Umrao	Office-B.Sc.(II, III)
7.	Shri Anindra Kumar Pandey	Office-B.A.(I,II,III)
8.	Shri Amit Kumar	Technical Assistant
9.	Shri Akhilesh Kumar Mishra	Office-B.C.A.
10.	Shri Amit Kumar	Computer Operator
11.	Shri Mahendra Kumar Trivedi	Office-B.Ed.
12.	Shri Jagroop Singh	Driver
13.	Shri Alkesh Sahu	Driver
14.	Shri Rajesh	Driver
15.	Shri Uma Kant Mishra	Peon
16.	Shri Bansh Lal	Peon



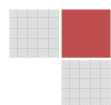
17.	Shri Ram Naresh	Peon
18.	Shri Susheel Kumar	Peon
19.	Shri Nand Kishore	Peon
20.	Shri Ram Vilas	Guard
21.	Shri Santosh Kumar	Sweeper
22.	Mrs. Geeta	Sweeper



ACADEMIC CALENDER (2015-16)

S.No		
1	Admission Form Availability	01 June, 2015 to 20 th June,2015
2	Admission Start	01 July 2015
3	Admission Close	31 July ,2015
4	Induction Programme	13 August,2015 to 14 August, 2015
5	On-Line Submission of Exam Form	20 July,2015 to 31 August,2015
6	On-Line Submission of Scholarship Form	01 July to 30 September,2015
7	Guidance & Counselling	Oct, 2015
8	Scout & Guide	05 October,2015 to 07 October, 2015
9	Preparation for University Games and Sports	3 rd Week of September,2015
10	Youth Festival	15 -17 January, 2015 (Three Days)
11	Temple Foundation Day	30 January, 2016
12	Practical Exam	11 January 2016 to 25 February,2016
13	Preparation Leave for University Exam	26 February 2016 to 28 February 2016
14	University Exam (Tentative)	From 05 March 2016

❖ Holiday and Annual Examination will be decided as per University Guidelines.




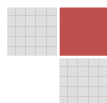
छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर
सत्र 2015-16 के एकेडमिक कैलेंडर हेतु कार्य दिवसों एवं अवकाश दिवसों का विवरण

संलग्नक : 1

माह	कार्य दिवस	रविवार	अवकाश दिवस	अवकाश विवरण
जुलाई, 2015	25	04	02	17 जुलाई, शुक्रवार, अंतर्विदा/रमजान का अंतिम शुक्रवार 18 जुलाई, शनिवार, ईद-उल-फ़ितर
अगस्त, 2015	24	05	02	15 अगस्त, शनिवार, स्वतंत्रता दिवस 29 अगस्त, शनिवार, रसायन
सितम्बर, 2015	23	04	03	05 सितम्बर, शनिवार, जन्माष्टमी 17 सितम्बर, गुरुवार, विश्वकर्मा पूजा 25 सितम्बर, शुक्रवार, बकरीद 27 सितम्बर, रविवार, अनांत चतुर्वशी
अक्टूबर, 2015	20	04	07	02 अक्टूबर, शुक्रवार, गाँधी जयन्ती 13 अक्टूबर, मंगलवार, महाराज अग्रसेन जयन्ती 20, 21, 22 अक्टूबर दशहरा 24 अक्टूबर, शनिवार, मोहर्रम 27 अक्टूबर, मंगलवार, मल्लिकार्जुन जयन्ती
नवम्बर, 2015	19	05	06	10 नवम्बर, मंगलवार, नरक चतुर्वशी 11 नवम्बर, बुधवार, दीपावली 12 नवम्बर, गुरुवार, दीपावली (गोवर्धन पूजा) 13 नवम्बर, शुक्रवार, भैष्णव दूज (यम द्वितीया) 24 नवम्बर, मंगलवार, गुरु तेग बहादुर शहीद दिवस 25 नवम्बर, बुधवार, गुरुनानक जयन्ती
दिसम्बर, 2015	20	04	07	23 दिसम्बर, बुधवार, चौ० चरण सिंह का जन्म दिवस 25 से 31 दिसम्बर (शुक्रवार से गुरुवार) क्रिसमस व शीतअवकाश
जनवरी, 2016	23	05	03	05 जनवरी, मंगलवार, गुरुगोविन्द सिंह जयन्ती 14 जनवरी, गुरुवार, मकर संक्रान्ति 26 जनवरी, मंगलवार, गणतंत्र दिवस
फरवरी, 2016	22	04	03	13 फरवरी, शनिवार, बसन्तपंचमी 25 फरवरी, गुरुवार, रविदास जयन्ती/माघी पूर्णिमा 26 फरवरी, शुक्रवार, महाशिवरात्रि
मार्च, 2016	05	—	—	07 मार्च, सोमवार, वार्षिक परीक्षा प्रारम्भ होली, बैशाख रामनवमी, चैतीचन्द अवकाश ।
अप्रैल, 2016	—	—	—	अम्बेडकर जयन्ती, महावीर जयन्ती आदि ।
योग	181			

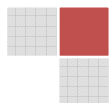
- नोट : 1. पाँच अवकाश प्राचार्य/प्राचार्या के विवेकाधीन होंगे, जिनके दशहरा एवं दीपावली के साथ सम्मेलित किया जा सकता है ।
2. शीतअवकाश (25 से 31 दिसम्बर, 2015 या 01 से 07 जनवरी, 2016) प्राचार्य/प्राचार्या के विवेकाधीन होगा ।
3. मुस्लिम त्यौहारों पर अवकाश बन्द दर्शन पर आधारित होगा ।

समन्वयक




LIST OF IMPORTANT DAYS`

S.No	Activity	Date
1.	Prof. P.C.Ray Birthday	2 August 2015
2.	College Foundation Day	8 August 2015
3.	Independence Day	15 August 2015
4.	Teachers Day	5 September 2015
5.	Literacy Day	8 September 2015
6.	International Teachers Day	8 September 2015
7.	Hindi Day	14 September 2015
8.	Gandhi Jayanti	2 October 2015
9.	Birthday- Birbal Sahani	14 November 2015
10.	NCC Day	4 th Sunday of Nov. 2015
11.	Computer Day	2 December 2015
12.	National Mathematics Day	27 December 2015
13.	National Wet Land Day	2 February 2016
14.	National Science Day	28 February 2016
15.	Birthday- Prof. Hargovind Khurana	9 January 2016
16.	National Youth Day	12 January 2016
17.	Netaji Subhash Chandra Bose Birthday	23 January 2016
18.	Republic Day	26 January 2016
19.	Temple Foundation Day	30 January 2016
20.	Earth Day	22 April 2016
21.	Red Cross Day	8 May 2016
22.	International Year of Light	



UGC Guidelines-Students Entitlement

These guidelines have been issued by the University Grants Commission (UGC) in order to help students, teachers, administrators and institutions understand what the minimum entitlements of the students are. These guidelines apply to all the colleges and universities in the country (this expression includes every institutions of higher education even if it is not called college/university) without any exception. It shall be mandatory for every college/university to publish the present Guidelines in full in its Prospectus and also post it on the homepage of its website.

Fulfillment of these entitlements imposes obligations on educational institutions, administrators, policy makers, teachers and students themselves. If these obligations are not met, a student can approach the Grievance Redressal Authority or the Ombudsman. Any serious or persistent violation of these Guidelines can be brought to the notice of the University Grants Commission and can be the basis of punitive action against the offender. Some of the provisions stated here are already covered by existing laws or Rules and Regulations of the UGC. But the students shall continue to enjoy all the right under existing laws, rules and regulations which may not have been mentioned in these Guidelines.

1. Admission

1.1. An announcement or advertisement for any course of study must clearly specify whether the degree granted is notified by the UGC and other relevant statutory authorities [Under Section 22 c of the UGC Act, latest list available at the UGC website] and whether the university that awards the degree figures in the list of universities maintained by the UGC [available at the UGC website].

1.2. A student seeking admission is entitled to a document (usually called 'Prospectus') that specifies the curricula including syllabi, names and academic profile and status of the faculty, mode and frequency of evaluation, duration of the course, academic calendar, comprehensive information about fees or charges of any kind, and refund rules. The information given in the prospectus should not be changed to the disadvantage of the student during the course of study; any change if necessary must be communicated to each student individually spelling out reasons for such a change.

1.3. The Prospectus must spell out exactly the process and criteria for admissions. This includes weightage given to previous academic performance, entrance examination and interview. The syllabi and format of the entrance examination must be spelt out. The final scores of each candidate who appeared for entrance examination including all the components and the entire waiting list must be made public.

1.4. Information about any reservations or quota for any category, the eligibility criteria for these reservations/quotas, certificate required for seeking admission under these must be stated clearly in the Prospectus.

1.5. The student must not be asked to produce documents which have not been mentioned in the Prospectus. While the institution can ask the student to produce the original documents (such as School Leaving Certificate, Marksheet, Caste certificate) for verification, they cannot retain any original documents of any students. [As notified by UGC on 23rd April 2007, F. No. 1-3/2007 (CPP II)]

2. Quality of teaching and learning

2.1. It is the responsibility of the college/university to help the students develop their learning skills by facilitating the creation of learner centric environment conducive for quality education. The students are entitled to receiving instruction and reading material in all the languages allowed by the institution as medium of instruction or examination.

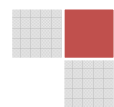
2.2. The students who begin with a difficulty due to social handicap or a shift in the medium of instruction are entitled to special support to bridge the gap.

2.3. The students are entitled to availability and presence of qualified teacher, fulfillment of the specified number of teaching days and contact hours for each course and completion of syllabus on time. [UGC Regulations on Minimum Qualification of Teachers... 2010]

2.4. The students are entitled to reasonable access to facilities, services and resources including library (that stocks textbooks, reference books, journals, e-resources), laboratories, and ICT facilities in the languages permitted as medium of instruction or examination.

2.5. The student are entitled to fair, transparent and timely evaluation, including fair provisions for timely re-checking or re-evaluation of the scripts and redressal of any grievance related to the evaluation process. The students are entitled to a copy of their answer scripts after the declaration of results.

2.6. The students are entitled to timely conduct of examination and declaration of results as specified in the academic calendar in the Prospectus. They shall be entitled to the award of degree within 180 days of the



declaration of results.

2.7. The students are entitled to give regular feedback on the quality of teaching, students services and institutional infrastructure. The college/university shall establish mechanisms for seeking this feedback regularly and taking student feedback into account for review and improvement.

3.Fee and financial aid

3.1. The students are entitled to prior and full information about amount, components, frequency and mode of any kind of payment including fees or charges of any other kind and refund rules. If a student withdraws before the beginning of the course, the student should be refunded the entire fee given to it with a maximum deduction of Rs. 1000. [As notified by UGC on 23rd April 2007, F. No. 1-3/2007 (CPP II)]

3.2. A college/university will make utmost effort to ensure that no student is deprived of opportunities of quality education for lack of sufficient financial resources. It is the responsibility of the policy makers to ensure that sufficient funds are made available to implement this principle. The Prospectus shall contain consolidated information about scholarship/fellowship/financial aid scheme of any type that is available to the students. It shall bring to notice and assist the students in accessing such schemes. It shall ensure that the procedure for selection is fair and transparent.

4.Infrastructure

4.1. The students are entitled to access to appropriate resources including classrooms, libraries, laboratories and other academic facilities necessary for quality education. [UGC rules and regulations for fitness of universities and colleges for Grants under section 12 B of the UGC Act 1956, Private University Regulation, Deemed University Regulation].

4.2. The students are entitled to reasonable access to sports and recreation facilities, avenues for literary, aesthetic and other extra-curricular pursuits.

4.3. The student are entitled to reasonable attention to medical and health requirements including free and periodic health check-up and treatment/hospitalization in case of medical emergencies.

4.4. The students are entitled to a reasonable access to adequate, clean and hygienic hostel/residence accommodation that provides basic amenities including recreational facilities. Such accommodation should be affordable and must not be utilized by the institution for profit making. Accommodation meant for students must not be encroached upon by the institution for any other purpose.

4.5. Student with disability are entitled to access to all schemes, facilities and services in the university without discrimination. The college/university shall strive towards a universal design of learning based curriculum that can address the needs of the broadest possible range of students by minimizing barriers and maximizing learning for all students. The college/university shall provide barrier free access, special library resources (including Braille and ICT resources), provisions for sign language interpreter/transcriber, the required equipments and electronic resources and the required relaxation in examination to all students with disability. [Person with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995; UGC D.O.No.F-6-1/2006(CPPII), F.No.6-1/2012(SCT)]

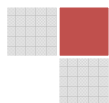
5. The students are entitled to non-discriminatory treatment (in the sense of absence of harassment, victimization or exclusion) in every aspect of institutional functioning. Any discrimination based on caste, gender, creed, colour, race, religion, place of birth, political conviction, language and disability shall be prohibited.

5.1. In particular, institutions shall not discriminate against students belonging to Scheduled Caste and Scheduled Tribes and racial profiling of students from any region or ethnic group. [UGC (Promotion of Equity in Higher Educational Institutions) Regulations, 2012]

5.2. The students are entitled to protection from sexual harassment by complaining to the Gender Sensitization Committees against Sexual Harassment. It is mandatory for each college/university to constitute and publicize this committee as per the Guidelines and norms laid down by the Hon'ble Supreme Court [Vishaka and Others Vs. State of Rajasthan and Others(JT 1997 (7) SC 384)]

5.3. All students are entitled to protection from ragging in any form [UGC (Curbing the Menace of Ragging) Regulation, 2009]

6. As democratic citizens, the students are entitled to freedom of thought and expression within and outside their institution. The college/university must allow space for free exchange of ideas and public debate so as to foster a culture of critical reasoning and questioning. College/university authorities must not impose unreasonable, partisan or arbitrary restrictions on organizing seminars, lecture and debates that do not otherwise violate any law.

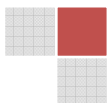


7. The students are entitled to forming associations and unions, directly electing their representatives to Students Unions and having their representatives on the college/university decision making bodies including internal quality assessment, grievance committees, Gender Sensitization Committees against Sexual Harassment and the Academic/Executive council. University/colleges shall evolve mechanisms for adequate consultations with students' representatives before taking any major decision affecting the students.

8. The students are entitled to full and correct information about any institution of higher education in which they study or propose to study. Therefore, every college/university must disclose the following information on its website and Prospectus: status of the institution, its affiliation, accreditation rating, physical assets and amenities, membership of governing bodies and minutes of the meetings of bodies like Academic/Executive council, sources of income and the financial situation and any other information about its functioning necessary for a student to make a fully informed choice. [Section 4 (1) of Right to Information Act 2005]

9. The students are entitled to redressal of their grievance by the Grievance Redressal Committee of the institution within 10 days of making a representation. If they are not satisfied, they are also entitled to an appeal to the Ombudsman of the University concerned for redressal within 30 days. [UGC (Grievance Redressal) Regulations, 2012]

10. The UGC may issue instructions for proper implementation of these Guidelines.



STUDENT CHARTER

A.)Institution's responsibilities towards students

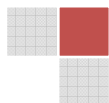
The institution shall:-

- Communicate its goals and objectives systematically and clearly to all students offer programmes that are consistent with its goals and objectives.
- Offer a wide range of programmes with adequate academic flexibility
- Obtain feedback from students on the initiation, review and redesign of programmes if and when necessary.
- Facilitate effective running of the teaching – learning programmes.
- Implement a well – conceived plan for monitoring student progress continuously.
- Ensure that the student assessment mechanism is reliable and valid.
- Provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services.
- Ensure sufficient and well – run support services to all students
- Promote healthy practices

B) Student's responsibilities of learning

The student shall:-

- Appreciate the institutional goals and objectives and contributes to the realization of the same by participating in relevant institutional activities.
- Have a clear knowledge of the programmes, admission policies, rules and regulations of the institution.
- Follow the time schedules, rules and regulations of the institution.
- Undertake regular and intense study of learning materials.
- Make optimum use of the learning resources and other support services available in the institution.
- Prepare for continuous internal assessment and term – end examinations.
- Give feedback for system improvement.
- Have faith and ability to pursue life long learning.
- Live as worthy alumni of the institution.





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