



# Shri Shakti Degree College

Sankhahari, Ghatampur, Kanpur Nagar-209206

Mob : 9651924648, 9454878511, 9415467732, 9450134719

(Affiliated to C.S.J.M.University, Kanpur)

Regd. Under 2(f) and 12(b) of UGC Act.1956

Web : [www.ssdckanpur.org](http://www.ssdckanpur.org)

Email. [info.ssdckanpur@gmail.com](mailto:info.ssdckanpur@gmail.com)



**"B" Grade Accredited by NAAC, CGPA- 2.78**

(Department of B.Ed. ) Conducted on  
January 5, 2013 for five  
Years & march 17, 2016  
for 5 years



(IQAC Chairman)



## 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 भगवानं नहीं।

उनकी कृपा दृष्टि पाये बिन, संतति का कल्याण नहीं ॥

मातृ तुल्य गुरु नहीं जगत में, नहीं पिता से बढ़ त्राता।

जिनके आशीषों से मानव, जीवन उन्नत बन पाता ॥

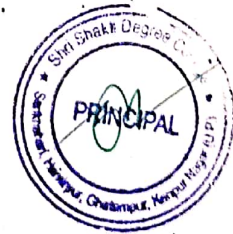
प्राणों को देकर भी उनका, ऋण न कदापि चुका सकते।

बस कृतज्ञता ज्ञापित करके, अपना शीष झुका सकते ॥

ईश्वर हमें शक्ति दे ऐसी, उनकी सेवा कर पायें।

कभी नहीं उनका ऋण भूले, चाहें प्राण चले जायें ॥

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



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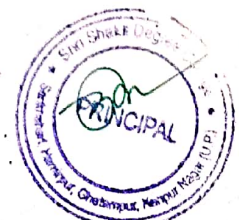
## VISION

To contribute for attainment of corporate objectives as envisaged in NEP-2020 and Sustainable Development Goals as promulgated by UNO ensuring accessibility, equity and quality for holistic development of students through Choice Based Credit Courses, barrier free, integrated approach and multidisciplinary educational system.

## MISSION

1. To provide congenial teaching-learning environment ensuring the availability of appropriate physical, academic, intellectual, emotional and financial infrastructure as per norms and Standard fixed by statutory bodies ensuring that whole building and all facilities are Persons with Disability (PWD) friendly.
2. To provide flexible curriculum not confined only to syllabus but to cover holistic development of every student under multidisciplinary education system and to integrate with STEM, vocational, co-curricular courses and affection for nature.
3. To identify and to bring out hidden academic and non-academic talents of students and to develop technical and non-technical competencies and skills to acquire adequate strength to achieve all learning outcomes.
4. To encourage the teachers to understand the real spirit of National Educational Policy 2020 and to transform their mind-set to meet its objectives particularly to generate entrepreneurship, employability, research element, scientific temper, critical thinking and creativity.
5. To develop the collaboration with reputed NGOs and Government organizations, educational institutions like Vidya Bharti and industry for students exposure about technical and non-technical skills for providing job orientation and need based knowledge exposure through internship.
6. To develop the quality of teaching-learning by optimum use of innovative methods creating awareness about ground realities, e-technology and removing of rote learning.
7. To sensitize the students about self-discipline, self-confidence, self-dependency, ethical values, constitutional obligations problem solving, ancient Indian educational system, culture, guru-shisya parampara, customs, art, social responsibilities, social behavior and concept and impact of joint families through field work and community engagement.

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8. To introduce and encourage the feelings of being in " Mahavidyalaya Pariwar" through the concept of Participative Management seeking emotional and not only professional co-operation from various stakeholders like alumni and community.
9. To introduce and encourage the sense of mutual-trust, mutual-respect and mutual co-operation within and outside the institution through competent and effective human relationship and governance.

## VALUE

1. To achieve all Course Learning Outcomes which would lead to Programme Learning Outcome moving satisfactorily to the VISION of the institution?
2. To develop awareness among the students about the ground realities of life, society and nation marching ahead towards "One Earth, One Family and One Future", "Aatma Nirbhar Bharat" and "Vasudhaiva Kutumbakam".
3. To prepare excellent citizens with effective and developed personality through value- added education by encouraging the feelings of affection for BHARAT not only in words but in thoughts and action.
4. To make students competent to face the global problems like unemployment, poverty, illiteracy, terrorism and also to gain the success in global competition particularly in the field of education through excellent multi disciplinary educational system.
5. To create awareness about ecology, mental and nature based environment and such activities which may be an example for others like our "Best Practices".



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## 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 ). 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 8<sup>th</sup> 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 complete 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.

## GOVERNING BODIES

The Governing body of Shri Shakti Shikshan Sansthan is as under:-

S. No.	Name	Post
1.	Shri R. C. Trivedi	President
2.	Shri Vivek Trivedi	Vice-President
3.	Shri Vinay Trivedi	Manager/Secretary
4.	Shri Akhilesh Kumar Gupta	Joint-Secretary
5.	Shri Awadhesh Kumar Trivedi	Treasurer
6.	Shri Yogesh Kumar Tripathi	Member
7.	Shri R. N. Mishra	Member
8.	Shri R. C. Shukla	Member
9.	Shri Bipin Chandra Mishra	Member

Management Committee of the college consists of the following persons

S. No.	Name	Post
1.	Shri Vinay Trivedi	Manager
2.	Shri R.N. Mishra	Chairman
3.	Shri Ram Kishore	Vice- President
4.	Shri Akhilesh Kumar Gupta	Secretary
5.	Shri Shobhit Kamal Srivastava	Treasurer
6.	Shri Yogesh Kumar Tripathi	Member
7.	Shri Bipin Chandra Mishra	Member
8.	Principal	Ex- Officio Member
9.	Teaching Representative	Member

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### LIST OF PROGRAM AND COURSES

The institution is conducting following courses:-

1. B.A. Hindi, English, Sociology, Education, Home Science 360- seats sanctioned.
2. B.sc. Physics, Chemistry, Math, Zoology, Botany- 600 seats sanctioned.
3. B.C.A. All subjects prescribed by affiliating university, minor project in last semester 120 seats sanctioned.
4. B.ed. Four subjects compulsory with two optional subjects prescribed by affiliating university 100 seats sanctioned.

### ADMISSION PROCEDURE

Eligibility for Admission in first stage:-

- 1) Bachelor of Education (B.Ed.) - our college is recognized for the admission of a unit of hundred students in B.Ed faculty through Common Entrance Test (CUET) at the State level followed by centralized counseling. The reservation policy is followed as per guidelines of Central/State Government
- 2) Bachelor of Science (B.Sc.) -Minimum 40 % marks in 10+2 examination.
- 3) Bachelor of Art and Humanities -Minimum 36 % marks in 10+2 examination.
- 4) Bachelor of Language - Minimum 36 % marks in 10+2 examination.
- 5) Bachelor of Computer Application (B. C. A.)-Minimum 45 % marks in 10+2 examination with mathematics as one of the subjects.

Note:- Students and any stakeholder may visit our website:-[www.ssdckanpur.org](http://www.ssdckanpur.org) to get any information relating to the admission and may download prospectus and admission form as per need.

### GENERAL FORMALITIES

Prospectus along with admission form, library membership form, scholarship form and

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syllabus are available free of cost on office counter from 9A.M. to 4P.M. on every working day. 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 counter along with:-

- 1) 3- Passport size photographs for the use of one each for admission form, identity card and library form.
- 2) Original Income Certificate along with two Photostat copies.
- 3) Certified Photostat copies of all educational certificates / mark sheets.
- 4) Original Transfer Certificate / Migration Certificate.
- 5) Caste Certificate.
- 6) Original counseling letter (For admission in B. Ed).

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

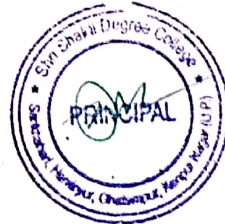
- 1) Shri Shiv Saran Verma-B.Ed.
- 2) Dr. Devesh Dwivedi- B. Sc.
- 3) Shri Shyam Ji Shukla-B.C.A.

Admission in B.Ed faculty would be governed by policy and procedure decided by State Govt./NCTE/Affiliating Body.

However, admission in other faculties would be granted on the basis of "First Come First Serve" till all sanctioned seats are filled.

Required admission fee along with all forms is to be deposited on respective counter and for fees deposited; proper receipt would be issued immediately on the counter. Student is also free to deposit the Cash/ Online (with College's Q R Code).

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



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## FEE STRUCTURE AND REFUND POLICY

The fee for admission in B. Ed faculty and procedure of payment is governed by the policy of NCTE/ State Government/affiliating university.

College has fixed following fee for other faculties for the session 2024-25:-

- I. B.Sc. - Rs. 5500/= per Year
- II. B.A. -Rs. 3500/= per Year
- III. B. C. A. -Rs. 20,000/= per Year

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/= being administrative charges immediately. In all other cases of admission cancellation, deduction may be up to 50% at the discretion of management.

## FINANCIAL AID AND SCHOLARSHIP

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 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.

## STUDENT'S GRIEVANCE REDRESSAL CELL AND OTHER COMMITTEES

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. Institution follows strictly the decision of Hon. Supreme Court and guidelines issued by UGC for taking all preventive measures. Some of other important committees are as under:-

- a. IQAC
- b. NEP 2020 and IKS Awareness Committee
- c. Research elements generating Committee

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- d. Skill Development Committee
- e. Curriculum Implementation Committee
- f. Cultural, games and sports Committee
- g. AI Knowledge Developing Committee
- h. Special Committee for attending Nationals calls like Aatm Nirbhar, Vocal for Local etc.
- i. Student's Quality Management Council
- j. Disciplinary Committee
- k. Internal Quality Assurance Cell
- l. Library Advisory Committee.
- m. Student Council.
- n. Magazine Publication Committee.
- o. Ladies Care Unit.
- p. Games, Sports and Cultural Committee.
- q. Research Committee.
- r. Grievance Redressal Committee.

### TRAINING AND PLACEMENT CELL

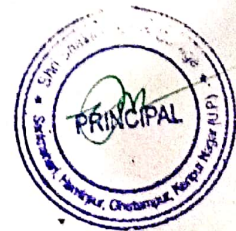
Institution has established its own placement cell very recently which provides not only career guidance but has planned to provide appropriate arrangement to develop entry level skill of students for any job which may help in passing written test and interview. Guests are invited to give exposure to 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 stitching , knitting ,candle making , artificial jewelry making and communication skill development courses etc. Following vocational courses are available for the selection by students as per his interest:-

1. Introduction to MS Office
2. Office Management and Secretarial Practice
3. NCC
4. Animal Husbandry and Dairying

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## INDUCTION PROGRAMME

Just after admission process is over, the institution organizes two day's Induction Programme which concludes with a Get-Together-programme. Get-Together programme is organized by the students but the expenses are born by the management. This Induction Program is organized with a view to provide pleasant and cordial environment for the the starting of study of the new students. Programme Learning Outcome, Course Learning Outcome, Code of Conduct for students and their entitlements as per UGC are explained in Induction Programme. Co-option of student representatives for certain committees/cells are also done during the programme.

## 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)
- 6) Certificate for Food and Nutrition
- 7) Certificate in Child Care.

For SC/ST student opting any course of IGNOU, no fee is charged. Institution is also in process for collaboration with the other reputed institutions providing distance education so that student may get an opportunity for double degree.

## 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. Our college has been permitted by Samaj Kalyan Vibhag, Kanpur to use hostel facility. However students prefer to live in college village in private houses.

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## RESOURCE-CENTER

The college is insisting more and more practical work and for the purpose, it is having following well equipped Resource Centers in addition to subject based Laboratory:-

1. Art and craft Resource Centre
2. Psychology Resource Centre
3. Information and Communication Technology Centre
4. Health and Physical Education Resource Centre
5. Language Resource Centre

Every student is supposed to go to his/ her concerned Resource Centre to gain practical experience.

## LIBRARY

The College is having a library with sufficient stock of books, journals and periodicals. 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. Our library is having sufficient number of computers with internet facility, facility of photocopy, OPAC and N-List 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.

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 and alumni 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, SPORTS AND CULTURAL ACTIVITIES

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

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development of every student. Institution has the unit of NCC, NSS, and Red-Cross which would be useful not only for personality development only but for a community orientation also.

At present, College is having facilities for following games and sports:-

1. Gymkhana
2. Volleyball
3. Kho-Kho
4. Cricket
5. Table-Tennis
6. Carom
7. Chess
8. Badminton
9. Kabaddi
10. Physical Exercise

Moreover, College provides 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 "Library Waves" with ISSN number. An amount of Rs. 10,000.00 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 door-to-door village visit and thus keeps them well informed about performance of their sons/daughters. We also seek their feedback from community 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:-

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- 1) B. Ed- For Boys- White pant and White Shirt.  
For Girls Pink saree with dark red border and matching blouse or Pink kurta with white salwar and white dupatta.
- 2) B.Sc and B.A. : For Boys- Gray Paint with White Shirt .
- 3) For Girls- Gray Kurta with White Salwar and White Duppata.
- 4) 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 Dupatta.

### ALUMNI ASSOCIATION

College has Alumni Association which is registered 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

Institution follows the guidelines provided by affiliating body for Assessment and Evaluation and same is made available to every student and also are uploaded in our website.

College has its own system for internal Assessment and Evaluation and same is made available to every teacher and students through college website so that he/she may know in what way students would be assessed and evaluated during the session. The criteria of assessment and evaluation is made known to every student so that well in advance he may keep himself ready to participate in such process.

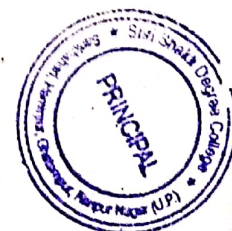
The feedback about assessment and evaluation is communicated to the student as early as possible. Feedback is used not to highlight the weaknesses but to locate the deficiencies so that deficiencies are removed through remedial measures. Inter-face-session is unique and innovative method of the assessment and it has been termed as BEST PRACTICES.

### FACILITIES FOR PHYSICALLY 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. Exercise bench
3. Kood Rassi

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4. Flying Disk
5. Chess
6. Ludoo.
7. Gola Fenk
8. Magnetic web
9. Slim Trim
10. Crunch
11. Chest Expendable
12. Weight Lifting
13. Jewelian through
14. Shot put
15. Spiring chest

### **OTHER SUPPORT SERVICES**

Following other Support Services are available for our students:-

- 1) Guidance and Counseling
- 2) Remedial Teaching and Mentoring
- 3) Working Canteen/ Parking
- 4) Transportation
- 5) Prompt and Courteous services by staff
- 6) Facilities for Extension activities and field experience

### **SPECIAL CELL**

Institution has been recognized to have Scout and Guide unit, N.C.C. Unit, Red-Cross unit and NSS unit. Suitable arrangement has been made for guidance and counseling and also for Redressal of Students grievances. As per UGC guidelines special cell has been established to look after the grievances of SC/ST/OBC (below creamy layer) minority. There is one student representative from each category. The institution is committed to ensure that in local area, all confusions against AGNIVEER ARE REMOVED.

### **SEMINAR/ WORKSHOP**

To ensure quality based teaching-learning, college organises seminar, goshies and workshop etc on different subjects. We also invite guest speakers to address our students on current issues. The institution encourages students for developing the knowledge through

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survey, projects and various activities relating to community work.\*Students are also encouraged to developed their creativity and research element through wall magazines and poster presentation in classroom.

### INTERNSHIP FOR B.Ed. COURSE

It is mandatory to attend 4 weeks internship during 1st year and 16 weeks internship during second year in nearby practice- teaching schools which includes practice/teaching and school field activities.

**DR.PRANAY KUMAR SHUKLA- M.SC, P.hD ----- PRINCIPAL**

#### B.C.A. FACULTY

1. CAP. VIVEK TRIVEDI- M.C.A, M.TECH., MCSE, MCP- REGULAR AND APPROVED
2. SHYAMJI SHUKLA- M.C.A, M.TECH.-REGULAR AND APPROVED
3. DEEPTI SACHAN- B.SC, MCA-REGULAR AND APPROVED
4. DR. VINOD KUMAR YADAV- B.SC, M.SC, Ph.D, NET LS, NET JRF CSIR, GATE-REGULAR
5. SHRI PUNEET DWIVEDI- MCA (RUNNING ON WITHOUT INFORMATION)-REGULAR AND APPROVED
6. SHRI R.C. TRIVEDI- M.COM., LLB, CAIIB -GUEST
7. SHRI VINAY TRIVEDI – M.ED., PGDM- GUEST
8. SHRI ARPIT – B.C.A. Passed out student as (STAND BY)
9. SHRI KESH KUMAR- B.C.A. Passed out student as (STAND BY)

#### B.A. FACULTY

1. DEEPIKA TRIVEDI- M.A , M.PHIL.(HOME SCIENCE REGULAR AND APPROVED)

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2. DR.SANDHYA SACHAN- M.A, Ph.D(HINDI REGULAR AND APPROVED )
3. ANURADHA PANDEY- M.A , NET(SOCIOLOGY REGULAR AND APPROVED )
4. DR. RAJIV KUMAR SINGH- M.A. M.ED, Ph.D (EDUCATION REGULAR AND APPROVED)

#### B.SC. FACULTY

1. SHRI SATYENDRA KUMAR AGNIHOTRI- M.SC, M.PHIL.(ZOOLOGY REGULAR AND APPROVED )
2. DR.DEVESH DWIVEDI- M.SC, Ph.D(PHYSICS REGULAR AND APPROVED )
3. DR.KANCHAN SHAKYA- M.SC, M.PHIL, P.hD(MATHS REGULAR AND APPROVED)
4. SANGEETA GAUTAM- M.SC, NET (MATHS REGULAR AND APPROVED )
5. DR.SIDHARTH DUBEY- M.SC, Ph.D(BOTONY REGULAR AND APPROVED)
6. SHRI RAHUL KUMAR- M.SC, NET(CHEMISTRY REGULAR AND APPROVED)

#### B.ED. FACULTY (2 YEARS COURSE)

1. SHRI SHIV SHARAN- M.Sc, M.ED.
2. DR.JAI KHISORE- M.A., Ph.D
3. ARCHANA MISHRA- M.A., M.Ed.
4. POONAM UMRAO- M.A., M.ED, NET
5. SHRI MANOJ KUMAR- M.A. M.ED , NET(UNDER LITIGATION PROCESS)
6. SHRI RAUNANDAN VIDHYARTHI – M.A., M.PHIL. (FINE ART AND PRINTING SERE WITH DELED)
7. SHRI RAJKUMAR SHARMA- M.A., M.ED., (SOCIAL SCIENCE SERE WITH DELED)
8. SMT. JYOSTNA AWASTHI- M.A.(GROUND LEVEL SKILL DEVELOPMENT COURSES PART TIME)
9. SMT. MEENU SINGH- M.A.(OPTIONAL MUSIC)



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## LIST OF IMPORTANT DAYS

January	12 National Youth Day 14 Uttarayan Festival 26 Republic Day
February	2 World Wetlands Day 4 World Cancer Day 21 International Mother Language day 28 National Science Day
March	8 International Women's Day 12 World Kidney Day 16 Mearles Vaccination Day 21 world Forestry Day 22 World Water Day 23 World Meteorological Day 24 World T B Day
April	2-5 100 hours of Astronomy 5 National Maritime Day 7 World Health Day 18 World Heritage Day 22 Earth Day 25 World Malaria Day
May	1 Gujarat Day 2 Astronomy Day 8 International Thalassemia Day 9-10 World Migratory Bird Day 11 National Technology Day 17 World Telecommunication Day 22 International Day for Biological Diveristy 31 World No Tobacco Day Foundation Stone Laying Day of Gujarat Science City
June	5 World Environment Day 8 World Ocean Day 14 World Blood Donor Day 21 Longest Day of Year 26 International Day against Drug Abuse and illicit Trafficking
July	7 Penumbra Lunar Eclipse 11 World Population Day 20 Moon Landing Apollo-11-1969 22 Total Solar Eclipse 28 World Nature Conservation Day
August	1-7 National Nutrition Week 6 Hiroshima Day, Penumbral Lunar Eclipse 9 International Youth Day 12 Dr. Vikram A. Sarabhai Jayanti 15 Independence Day

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	19 World Photography Day
September	5 Teacher's Day 8 International Literacy Day 16 World Ozone Day, World Engineer Day 22 Equal Day and Light 28 Green Consumer Day, World Rabies Day, World Heart Day
October	1-7 Wildlife Week 2 Gandhi Jayanti 4-10 World Space Week 5 World Habitat Day 8 World Sight Day 9 World Post Day 10 World Mental Health Day 14 International Day for Natural Disaster Reduction 16 World Food Day 21 Orionids meteor Shower 24 United Nation Day 31 Sardar Vallabhbhai Patel Jayati
November	10 World Science Day for Peace and Development 14 Children's Day World Diabetes Day 14-20 National Book Week 17 Leonids Meteor Shower 21 World Television Day
December	1 World AIDS Day 2 National Pollution Prevention Day, World Computer Literacy Day. 3 International Day of Persons with Disabilities 10 Nobel Award Investiture Ceremony Day, Human Right Day 14 Energy Conservation Day 21 Shortest Day of year 22 Ramanujan Jayanti 27-31 National Children's Science 31 Partial Lunar Eclipse



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## 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 rechecking 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 SSDCKANPUR/2015-16 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 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,



esthetic 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. SSDCKANPUR/2024-21

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.



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.

## COURSE OUTCOME AND PROGRAMME OUTCOME

As per views of IQAC, it would not serve the purpose to mention PLO and CLO here in prospectus. However, same should be informed to the students during induction programme and relative papers containing both outcomes should be distributed to all students for their record.

### CODE OF CONDUCT FOR STUDENTS

All students of the institution irrespective of caste, creed and place are required to:-

- 1- Be fully aware with the text of Students Charter already provided in prospectus, explained during Induction Programme and also placed on campus board.
- 2- Show courtesy to all teaching and non-teaching staff.
- 3- Behave decently with head of the institution, representatives of management, staff and mentor teachers of practice teaching schools if applicable
- 4- Behave properly with community members during field assignment, survey and tour period etc.
- 5- remain courteous with peers and all students of other classes.
- 6- Exhibit sobriety in dress and address.
- 7- Behave as a responsible student, a responsible family and social member.
- 8- Concentrate in classroom activities and not to create any disturbance in smooth teaching-learning and other activities.
- 9- remain punctual in classroom attendance and in every activity within and outside campus.
- 10- Attend internal and external assessment and evaluation process honestly and with full preparation.
- 11- Put up any grievance relating to evaluation or relating to any matter as per procedure.
- 12- Pay dues of institution in time regularly.
- 13- Get leave sanctioned whenever it is not possible to attend the class.
- 14- Pay full respect to every guideline of library rules.
- 15- Not to indulge in any act of ragging or misbehaving with girl students.
- 16- Keep class-room, campus both inside and outside clean, green and pollution free.
- 17- Keep drinking water clean and not to misuse energy power.
- 18- Protect every property of the institution from damage and destroy.
- 19- Keep away from any fake complaint against any one.
- 20- Show full respect to own reputation and also to reputation of the institution.



21- Keep away from smoking and drugs.

22- Avoid every act which is not expected from a student.

23- Not to read newspaper or talk with others while teaching is in process.

24- Avoid checking e-mail, mobile message or busying in face book while in teaching

25- Remain away from cheating and teasing.

Date: -

