

## RAMANUJAN COLLEGE OF EDUCATION - PALWAL STUDENT CHARTER

The document aims to set out, as clearly as possible, what standards of service can be expected by students and what university/ institute/ college can expect of students in return.

### 1. ADMISSION AND REGISTRATION

- Ramanujan College of Education will follow and administer a fair and efficient admission procedure.
- Admissions to 100% of total allotted seats will be done through online off campus counseling by Haryana Government / University. After completion of counseling, college seat will be allotted to candidates based on merit list.
- All types of services and facilities along with fees and charges in clear and unambiguous terms will be informed to prospective students.
- Special Scholarship Scheme: Sometimes, deserving / meritorious students/ candidates are unable to pursue higher education due to shortage of funds. So as to encourage such deserving students and also to support meritorious students, the society will provide One-Time Fee Concession to meritorious students, on case to case basis, solely at the discretion of management and society
- All applications will be handled fairly, efficiently and in accordance with the guidelines of regulatory bodies such as state Government, NCTE, affiliating university.

Students are expected to read carefully the information provided and follow relevant instructions available on University / Counseling Society / College website from time to time.

### 2. TEACHING, LEARNING AND ACADEMIC GUIDANCE

- Ramanujan College of Education will commit to provide all its facilities, an effective learning and teaching environment, guidance and supervision, through a variety of study methods, supporting a wide range of learning resources.
- In its pursuit of excellence, the college encourages faculty to learn and upgrade skill continuously by giving them opportunities to attend various faculty development programs. Once a week, Faculty members make subject paper presentation and share their knowledge & experience so as to how to make teaching interactive and effective.
- Students will be provided clear information about their program of study, content and availability of courses and methods and schedule of Internal Assessments and Internal Examinations.
- College will ensure that teaching takes place in suitable and adequately equipped rooms and labs according to announced academic calendar and lectures, Lab sessions are held at scheduled times.

**Students on their part should:**

- Read and note the information and guidance provided to them through out the program and act on it accordingly.
- Take responsibility for their own learning and pursue their academic program with a positive commitment.
- Comply with any college regulation relating to their study program including attendance, examinations whether written examinations or practical assignments which enables the examiner to return a mark or grade.
- Meet regularly with their tutors.

**3. MENTOR SUPPORT**

- College recognizes the importance of monitoring student progress and will provide a high standard of advice, support and academic guidance.
- Students will be assigned a personal tutor cum mentor by the department.
- Role of personal tutor cum mentor will be to provide personal support and academic guidance in their respective area.
- Department will regularly evaluate the effectiveness of their tutorial system through personal discussions or student evaluation questionnaires.

**4. STUDENT ACADEMIC REPRESENTATION AND EVALUATION**

- Tutors need to motivate the students to use their theoretical knowledge into practice by way of discussions, interactive sessions and other classroom exercises.
- Students are required to actively participate in classroom activities.
- Students are required to attempt both internal examinations.
- Reappear examinations are also organized by the college and students are required to submit their assignments and practical files on time.

**5. ACADEMIC SERVICES**

**Educational Technology Laboratory**

- The institute has computer laboratories with latest hardware and software utilities. The Educational Technology Lab is equipped with internet facility. Besides curricular work, the internet facility is available to every student of the college at no extra cost. The Educational Technology Lab has 10 computers and 1 printer,

## Library

- The institute has air cooled library with a spacious reading room. The library has a collection of around 4500 books. The institute subscribes to over 10 reputed journals and periodicals and important national newspapers.
- Book Bank facility is provided to students so as to provide them with best possible study material.

## Guest Lectures

- The College regularly organizes seminars and guest lectures by prominent resources persons to promote all-round development of students. The prominent speakers during the recent period are as under:

- Dr Mahesh Bhargav, Chairman, HBIS, Agra
- Dr Rajkumar Ranjan, Professor Agra University
- Sh. Atul Mangla, President, Saraswati Mahila College
- Dr. Alka Sharma, Principal, Saraswati Mahila College
- Dr. R.P.Vij, Retd. Principal
- Sqn. Ldr.(Retd.) Yudhvir Singh, Director, Golaya Pub. School
- Sh. Mamraj Rawat, Principal, G.G.S.S.S. Camp, Palwal
- Dr Monika, Vice Principal, G.G.S.S.S. Camp, Palwal
- Mr. Devendre, SSA Instructor in Palwal District
- Mrs Indu Bala, Lecturer, Physical Education, G.G.S.S.S. Camp, Palwal

## Personality Development Classes

- Regular personality development classes are organized to facilitate all-round personality development of student. During the recent period, various experts conducted the PDP classes and enriched the students with their experiences. PDP cover the following areas:
  - Building positive and winning attitude
  - Building the professional image
  - Developing interpersonal skills
  - Managing time
  - Resume preparation
  - Dressing etiquettes
  - Class room management

Besides these, students will be able to participate in a range of sporting, cultural, college and inter college fests.

## Educational Tours, Visits to Fairs/Exhibitions

- The College regularly organizes Educational tours, visits to Fairs/Exhibitions to provide real life experience and exposure to the students so as to enhance cultural awareness. Following tours were arranged in last few months:
  - Akshardham Temple

- Surajkund Craft-Mela
- Vrindavan
- World Book Fair

## 6. STUDENT SERVICES

### Transport facility

- Transport facility (College Bus) is available from Faridabad / Palwal.

### Canteen

- A spacious and well-furnished canteen is available in the campus for the benefit of the students.

### First Aid Room

- A first aid room is available in college campus with all recommended facilities.

### Safety and Security

- Although all necessary steps have been taken to ensure students safety & security within the college campus, if required additional necessary measures will be undertaken for student's safety and security if required.

### Women Cell

- For the welfare of girl students and female staff, a women cell is constituted in the college. Women Cell raise awareness about women related issue beside looking after the safety and welfare of girls.

## 7. DISCIPLINE

- Students are expected to behave in a seemly and orderly manner both on and off campus.
- Students will use all academic services & other facilities responsibly by following all the regulations intended for their use, with due consideration to the needs and rights of other users.
- Discipline Committee is formed for the welfare of students.
- Students are issued ID cards and are required to come in uniform.
- Students are required to be sensitive to the needs of others and uphold the good reputation of their college.
- Disciplinary action against the irritant students will be initiated after due mentoring as per rules of college. Its disciplinary procedures will be fair, clear, well publicized and will follow the principles of natural justice.
- Students are required to follow the disciplinary procedure

## 8. COMPLAINTS, APPEALS AND GRIEVANCE PROCEDURES

- Students can raise their grievance / complaints through their mentors or grievance committee.
- Grievance committee shall in their meeting will look into the issue and recommend necessary and suitable action.
- Students on their part should refrain from making irrelevant complaints.

## 9. STUDENTS SUGGESTIONS AND FEEDBACK

- Students Suggestions and feedback are welcome & entertained for improving academic activities & functioning of college administration.
- Students can use suggestion box to make their suggestion.

