

**Compliance Report**  
**Of**  
**Sat Priya School of Architecture & Design,**  
**Rohtak**  
**On**  
**Students Charter for Technical Institutions in**  
**the state of Haryana.**

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## **List of issues to be addressed by Institute**

1. Admission & Registration.
2. Teaching, learning and academic guidance.
3. Tutorial support.
4. Student Academic Representation & Evaluation.
5. Academic services.
6. Student services.
7. Health, safety & security.
8. Personal Development.
9. Complaints, Appeals and Grievance procedure.
10. Discipline.

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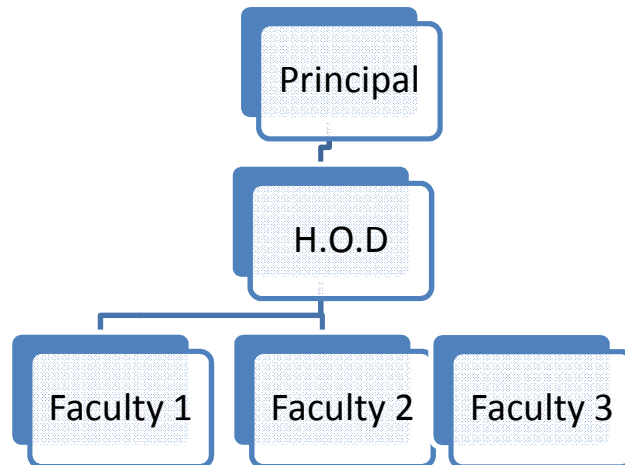
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## Broad details of above mentioned issues:

### **1) Admission & Registration**

- We have made admission committee who is looking after the fair and efficient admission procedure.
- The hierarchy of the admission committee is



- The committee will provide all the necessary information regarding:
- Admission procedure.
  - ❖ Qualify Entrance Test (NATA)
  - ❖ The counseling would be done by **NIC** on website [www.tehadmissions.gov.in](http://www.tehadmissions.gov.in).
  - ❖ Online registration, filling of choices & locking of choices by Candidates will be allowed, as per counseling schedule mentioned in “Key Dates”. Locking of choices is mandatory. Candidates are advised in their own interest to take a print of their filled & locked choices from the system.
  - ❖ Registration & filling of choices should be completed before the last cut off date as mentioned in “Key Dates”. No fresh registration will be allowed after 1st counseling. After result of previous counseling, the candidate shall fill in the choices again to participate in subsequent counseling.
  - ❖ Candidates shall fill choices in order of priority i.e. first filled in choice will be given highest priority. Candidates are advised in their own interest to fill in maximum number of choices.

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- Available courses.

- ❖ Under- Graduate Courses:

1. Bachelor Architecture 40

- Requirements at entry level.

- ❖ Admission to the Bachelor of Architecture Course:

(1) No candidate, with less than 50% marks in aggregate, shall be admitted to the architecture course unless he/she has passed an examination at the end of the new 10+2 scheme of Senior School Certificate Examination or equivalent with Mathematics and English as subjects of examinations at the 10+2 level.

(2) Where 10+2 scheme is not introduced, candidates must have passed after 11 years schooling the Higher Secondary/pre-university/pre-engineering or equivalent examinations in the Science group of any recognized University or Board with English, Physics, Chemistry and Mathematics as compulsory subjects.

(3) The Institutions may subject the candidates, seeking admission to the architecture course, to aptitude tests specially designed to assess the candidates' aptitude; Provided that no separate aptitude tests may be conducted where admissions are made through competitive examinations.

(4) The institutions shall not give weightage of more than 50% marks for aptitude tests in the matter of admissions.

- Services provided by the institute.

- ❖ Communication Skills And Personality Development Training
- ❖ Training and Placement
- ❖ Xerox facility
- ❖ Telephone Facility
- ❖ Internet Facility
- ❖ Hostel Facility

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- Fees and other charges.

#### FEE STRCUTRE FOR THE SESSION 2009-10

S.NO.	PARTICULAR	AMOUNT
1	TUTION FEE	40,000
2	DEVELOPMENT FEE	10,000
3	STUDENT FUND	1,500
4	CAUTION MONEY REFUNDABLE	2,000
5	UNIVERSITY DUES	4500
6	BOOK BANK	2000
	<b>TOTAL FEE</b>	<b>60,000</b>

<b>NOTE:- Detail of Student Fund</b>		<b>1500</b>
3.1	COMMON ROOM FEE	100
3.2	MEDICAL EXAM & HEALTH CARE	100
3.3	SOUVENIR FEE	100
3.4	STUDENT WELFARE FUND	200
3.5	STUDENT AID FUND	250
3.6	YOUTH WELFARE FEE	500
3.7	IDENTITY CARD FEE	50
3.8	SPORTS FEE	200
<b>Detail of University Dues</b>		
5.1	REGISTRATION FEE	1000
5.2	R.K.FUND	70
5.3	SPORTS FEE	35
5.4	HOLIDAY HOME FEE	10
5.5	NSS FEE	6
5.6	YOUTH WELFAIR FUND	500
5.7	DEVELOPMENT FUND	1000
5.8	EXAM. FEE	1400
5.9	ZONEL YOUTH FUND	10

- The admission coordinator will look after the fair & efficient handling of all the application in every department according to guidelines of regulatory bodies like State Government, UGC, C.O.A & Affiliating University.

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## 2) Teaching, Learning and Academic Guidance:

- The Head Of Department of each department provides each and every information about:
  - Contents of their program.
  - Method of assessment.
  - Timing of assessment.
  - Any change in content of the course.
- The institute is having well established built-up area as per C.O.A Norms. The details are given down under:-

**Total Built up Area for the existing programme(s)      10710 sq mt      (Form ABC)**

Particulars	Area required as per norms (Sq.M)	Building with RCC Roof (Sq.M)	Building with Sheet Roof (if suitable for Educational Institution) (Sq.M)	Total sanctioned intake (last 4 yrs. for Engg./Pharmacy/HMCT/ Arch. etc. 2 yrs. MBA/ PGDBM and 3 yrs. for MCA)	Built up area per student	Total Area Available (Sq.M)
Instructional Area (Carpet Area)	1071	1271		<b>40(B. Arch)</b>	<b>15 Sq. Mt</b>	1271
Administrative Area (Carpet Area)	21	30				30
Amenities (Carpet Area)	4309.6	4409				4409
Circulation & Others	1754	100				100
<b>Total</b>	7155.6	5810				5814

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- The lectures and laboratory sessions are held at scheduled times as per university and university scheme guidelines. For a look, time table of B.Arch. ( II Sem.) and its university scheme is as under:-

TIME TABLE - B.Arch. ( II Semester)

**SAT PRIYA SCHOOL OF ARCHITECTURE & DESIGN**

**Time Table - 2nd Semester 2009 - 10**

	9 : 30 to 10 : 20	10 : 30 to 11 : 20	11 : 30 to 12 : 20	12 : 20 to 1 : 10	1 : 10 to 4 : 00
Monday	Building Services - II CL	Structural Design - II GL		Lunch	Surveying - II CL
Tuesday	Building Const. & Materials - II MJ			Lunch	Arch. Design - II RA
Wednesday	Graphics - II RA		Arch. Design Theory - II MJ	Lunch	Arch. Drawing - II MJ
Thursday	Building Const. & Materials - II MJ			Lunch	Arch. Design - II RA
Friday	Graphics - II RA		Arch. Design Theory - II MJ	Lunch	Arch. Drawing - II MJ

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**M.D. UNIVERSITY, ROHTAK**  
**SCHEME OF STUDIES & EXAMINATION**  
**Bachelor of Architecture**

**SEMESTER 1 – 2009-2010**

Course No.	Course Title	Periods/Week	Sessional Marks	Portfolio Marks	Theory Exam Marks	Total Marks	Duration of Exam (HRs.)	Remarks
AR 101-A	Architectural Design-I	6	100	100	---	200	---	
AR 103-A	Building const. & materials-I	4	100	50	---	150	---	
AR 105-A	Structural Design-I	2	50	---	50	100	2	
AR 107-A	Architectural Drawing –I	6	100	50	---	150	---	
AR 109-A	Graphics –I	4	100	50	---	150	---	
AR 111-A	History of Architecture –I	2	50	---	50	100	2	
AR 113-A	Architectural Design Theory-I	2	50	---	50	100	2	
AR 115-A	Workshop-I	4	50	---	--	50	---	
	Total	30	600	250	150	1000		

**Note:**

- 1) Students will be allowed to use non-programmable scientific calculator. However, sharing of calculator will not be permitted in the examination.

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- The library details available for the students are as under.

S.No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
	B. Arch.	500	500	5	2

- The computational facilities for the students are as under.

#### Computer Facilities for the existing programme(s)

S.No	Particulars	Requirements as per Norms ( UG Programmes and 1:2 for B.Arch.)		Availability	
1.	No of Computer terminals	50		50	
2.	Hardware Specification	P4		P4 Dual Core	
3.	No of terminals of LAN/WAN	25		25	
4.	Relevant Legal Software	<i>Application</i>	<i>System</i>	<i>Application</i>	<i>System</i>
		5	2	5	2
5.	Peripheral(s)/ Printers	10		10	3
6.	Internet Accessibility (in kbps & hrs)			100 mbps	
Whether the computer facilities are suitable for the existing programmes? Yes <input type="checkbox"/>					

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### 3) Tutorial Support:

- Every student is assigned a Tutor, who will provide a high standard of advice, support and academic guidance.
- The details of the tutors assigned in each department are as under.

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S.No.	Name	Class Roll No.	Tutor Name	SIGNATURE
1	Arjun Dalal	09/Arch/01	Rashmi Ashtt	
2	Bhawna	09/Arch/02	Rashmi Ashtt	
3	Deepak	09/Arch/03	Rashmi Ashtt	
4	Dikshit Sharma	09/Arch/04	Rashmi Ashtt	
5	Kanwar Gaurav	09/Arch/05	Rashmi Ashtt	
6	Kushal Garg	09/Arch/06	Rashmi Ashtt	
7	Nitin	09/Arch/07	Rashmi Ashtt	
8	Lokesh Nigam	09/Arch/08	Rashmi Ashtt	
9	Mamta	09/Arch/09	Rashmi Ashtt	
10	Meenakshi Singh	09/Arch/10	Rashmi Ashtt	
11	Monika	09/Arch/11	Mamta Jhangra	
12	Pragya Ganju	09/Arch/13	Mamta Jhangra	
13	Sanjay Kumar	09/Arch/14	Mamta Jhangra	
14	Savita Malik	09/Arch/15	Mamta Jhangra	
15	Shivang Mittal	09/Arch/16	Mamta Jhangra	
16	Sunita Rani	09/Arch/17	Mamta Jhangra	

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17	Tasawwur Khan	09/Arch/18	Mamta Jhangra	
18	Udit Sharma	09/Arch/19	Mamta Jhangra	
19	Vijay Singh	09/Arch/20	Mamta Jhangra	
20	Nidhi Singhal	09/Arch/21	Mamta Jhangra	
21.	Amarjeet Singh	09/Arch/22	Neeraj Singh	
22.	Heena Kataria	09/Arch/23	Neeraj Singh	
23.	Uday Bhanu	09/Arch/24	Neeraj Singh	
24.	Naresh Kumar	09/Arch/25	Neeraj Singh	
25.	Nisha Sharma	09/Arch/26	Neeraj Singh	
26.	Pummy Rani	09/Arch/27	Neeraj Singh	
27.	Rajeev Kumar Kaushal	09/Arch/28	Neeraj Singh	
28.	Vikash Samaniya	09/Arch/29	Neeraj Singh	
29.	Renu	09/Arch/30	Neeraj Singh	
30.	Deepika Chauhan	09/Arch/31	Neeraj Singh	

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#### 4) Student Academic Representation and Evaluation:

- In our Institution, every class is having two student representatives known as Class Representatives who meet with their HOD, Principal & Managing Director in first week of every month regarding their problems or suggestions on their current course work and class work.
- The timings and dates of the meeting of C.R. Committees with HOD, Principal & Managing Director are finalized by HOD after confirmation from Principal & Managing Director.
- The name of the various class representatives are:
  - B.Arch. : Mr. Shivang  
Ms. Monica

#### 5) Academic Services:

- Library facilities.

S.No	Course(s)	Number of titles of the books	Number of volumes	Journals	
				National	International
	B. Arch.	500	500	5	2

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- Computing facilities.

**Computer Facilities for the existing programme(s)**

S.No	Particulars	Requirements as per Norms ( UG Programmes and 1:2 for B.Arch.)		Availability	
		Application	System	Application	System
1.	No of Computer terminals	50		<b>50</b>	
2.	Hardware Specification	P4		<b>P4 Dual Core</b>	
3.	No of terminals of LAN/WAN	25		<b>25</b>	
4.	Relevant Legal Software	Application	System	Application	System
		5	2	5	2
5.	Peripheral(s)/ Printers	10		<b>10</b>	<b>3</b>
6.	Internet Accessibility (in kbps & hrs)			<b>100 mbps</b>	
Whether the computer facilities are suitable for the existing programmes? Yes <input checked="" type="checkbox"/>					

- Institute has hired professionals from Hero Mind Mine for communication skills improvement and Personality Development.

**6) Student Services:**

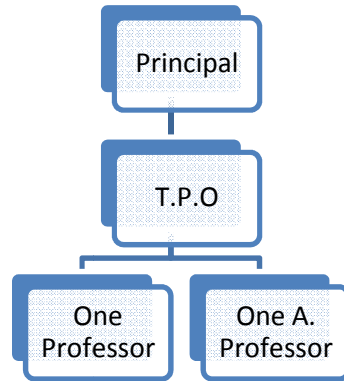
- In our institute we have established “Student service information desk ” in the Library which will provide the students the followings:
  - ID Cards
  - Prospectus
  - Accommodation/Hostel facilities
- One medical officer is appointed by institute to provide health services to the students.
- Counseling services are provided by the counselor appointed for the institute.

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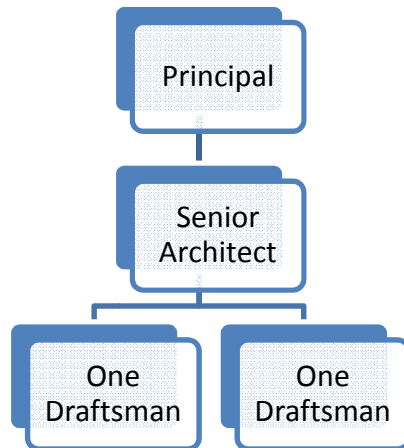
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- We are having a placement cell which is having following hierarchy:



- We are also having the consultancy cell dealing in field work.



- At the end of each semester feedback forms are given to students for their feedback about:
  - Teaching facilities in current semester.
  - Feedback on each faculty.
  - Feedback on lab facilities.

## 7) Health, Safety & Security:

- Institute has provided the general guidelines and framework for safe working environment in Institution.

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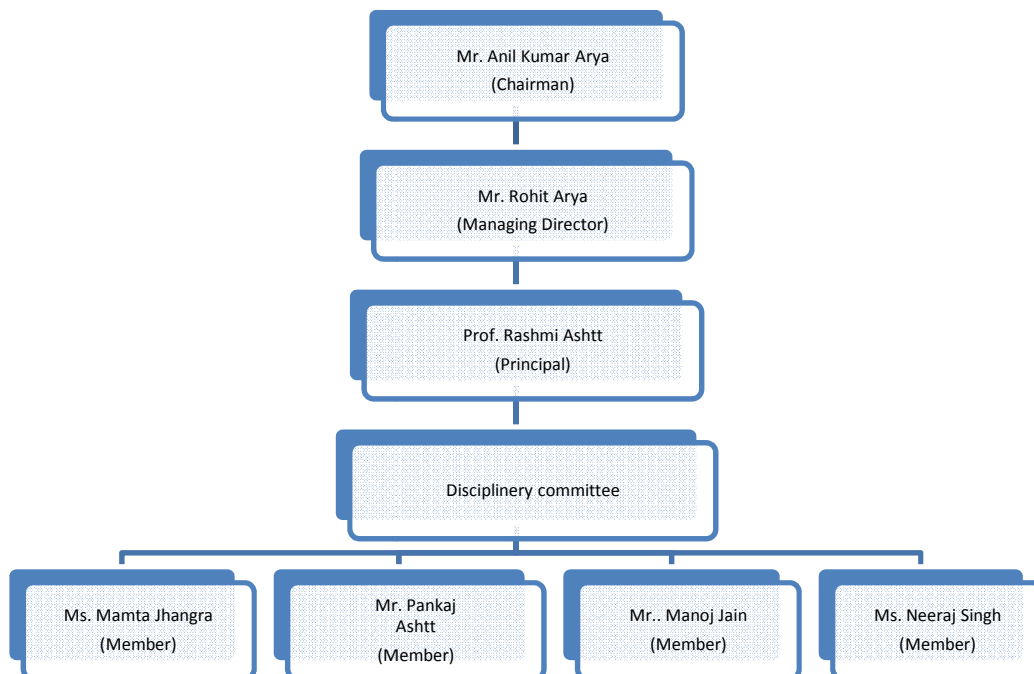
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## 8) Personal Development:

- Institute has already framed various committee which are:
  - Sports committee
    1. Ms. Rashmi Astt
    2. Mr. Manoj Jain
    3. Mr. Pankaj Ashtt
  - Cultural activity committee
    1. Ms. Rashmi Ashtt
    2. Ms. Mamta Jhangra
    3. Ms. Neeraj Singh
  - Personal Development committee
    1. Ms. Rashmi Ashtt
    2. Ms. Mamta Jhangra
    3. Ms. Neeraj Singh
    4. Professional hired from outside world

## 9) Complaints, Appeals & Grievance procedure:

- Our institute have a disciplinary committee looking after the above mentioned facts.
- The constitution of committee is as under:



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**10) Discipline:**

- The institute is having a well maintained disciplined environment.
- To maintain the same disciplinary committee is constructed.

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