

# Students Charter



**Shri Balwant Institute of Technology**

(Approved by AICTE, Ministry of HRD, Govt of India & DTE, Govt of Haryana and Affiliated to M. D. University, Rohtak)

**Sonepat**

# STUDENTS CHARTER

## A. Admission & Registration

### 1) Courses offered

Number of seats sanctioned for various courses is as under:

S.No.	Course	Sanction Intake
1	Computer Science & Engineering	120
2	Information Technology	120
3	Electronics & Communication Engg.	60
4	Mechanical Engineering	60

### 2) Entry Requirements

For admission to various B.Tech Courses offered by this Institute, the Entry Qualification is:

- Should have passed in 10+2 examination from recognized board/University with Physics, Math as a compulsory subject along with one of the following subject:
  - A) Chemistry
  - B) Computer Science
- Should have valid AIEEE score card. Admission is made as per merit of AIEEE Rank and the norms and instructions issued by the Technical Education Department, Haryana from time to time.
- For admission to B.Tech, 2<sup>nd</sup> year in lateral entry scheme, candidate should have passed Diploma Course in Engineering/Technology of three year duration or more from the State Board of Technical Education, Haryana or its equivalent.

### 3) Admission Procedure

Admission is strictly as per the Instructions issued by Director, Technical Education, Haryana in this regard. Distribution of seats for different categories is as per notification issued by Directorate of Technical Education (Haryana). Calendar for admission against vacant seats is decided by Director Technical Education and all information is given at website [www.techeduhry.nic.in](http://www.techeduhry.nic.in)

### 4) Criteria and Weightages for admission

Admission to 75% of the seats is made through Central Counseling strictly on the merit of AIEEE rank by Haryana State Counseling Society, if seats still remain vacant, admission to 25% of the sanctioned seats is done by management as per the criteria laid down by the Institute.

### 5) Fee and other charges

#### Details of fee, as approved by State fee Committee, for the Institution:

Fees are charged as per State Govt. and University notification from time to time. The State fee committee, at present has prescribed per annum fee as per detail given below:

Tuition Fee	:	42000.00
Development Fund	:	13000.00
Student Fund	:	1500.00
Caution Money (Refundable)	:	2000.00
<b>Total</b>	<b>:</b>	<b>58500.00</b>

Time schedule for payment of fee for the entire programme:

For 1<sup>st</sup> year students:

- Full fee at the time of admission
- The student not in the position to deposit the full fee at the time of admission may be permit to deposit in installment as per his/her convenience

For all other students:

- As mentioned above.

## **6) Services & Facilities Available:**

Following facilities are available in the institute.

### **i) Library:**

The Institute has a well equipped Library having large number of books on each subject for the various courses offered by the Institute. In addition to Technical Magazines and journals are also available.

Issue and return of books in the library is fully computerized. Two books are issued for period of 15 days. Library is opened from 9:00 A.M. to 9:00 P.M. however it may vary depending on requirement. Books Bank Facility is also provided to the all students.

### **ii) Computer Center:**

The Institute has computer center which includes eight labs with Intel ® Core™ 2 Duo CPU computers with TFT monitors. All the computers are networked both internally on LAN and externally through leased line connectivity. All the machines are running on latest software available to the college through alliances with leading IT software suppliers like Microsoft, Oracle and Sun, Red Hat.

### **iii) Laboratories:**

Well equipped Labs have been provided for the conduct of experiments as per the curriculum laid down by the university.

### **iv) Workshops:**

The Institute has workshop as per AICTE norms measuring 10000 sq ft. area and comprises 9 workshops viz Carpentry shop, Sheet Metal shop, Fitting shop, Machine shop, Foundry shop, Electrical workshop, Welding shop and Smithy shop. The college boasts of having a motive to explore the practical design capabilities of students. The workshop is unique in regard of machines and efficiency throughout northern India. This excellent infrastructure is further augmented by software development lab with a motive to develop CAD and to promote CAM.

### **v) Canteen facility:**

A multi facility canteen has been provided to the students. It is ensured that the preparation in the canteen is hygienic. Quality of items served in the canteen is checked by the concerned committee from time to time. The rate list of the item sold in the canteen is approved by the Director.

### **vi) Transport facility:**

The institute has its own transport to provide transport facility from all around. The Institute is also well connected by Road from Meerut, Delhi, Sonapat, Panipat and Karnal.

### **vii) Power Backup:**

The Institute has its own 62KV, 125 KV, 325 KV Generator sets to provide uninterrupted electrical supply in college campus and Hostels so that the study work does not suffer due to shortage of power. The Institute has 24 Hr power back up.

**viii) Hostel facility:**

Institute has separate Boys & Girls Hostels fully power backed up & Wi-Fi with state of art architecture to provide homely accommodation and well developed mess to provided hygienic food.

**ix) Sports facility:**

Facility for the different sports has been provided in the Institute like Badminton, Lawn Tennis, Football, Volley Ball, Cricket Table Tennis, Best Physique, Chess and Athletic etc.

**x) Medical Facilities:**

A part time doctor has been appointed to provide the medical facility to the students. The Institute has also tied up with Anguri Devi Hospital, Bahalgarh, Distt Sonapat for any case of emergency. Conveyance is provided to take care of medical emergencies and for major problem hospital at Delhi.

**xi) Pollution free environment:**

The Institute has lush green lawns and conducive & pollution free environment.

**xii) Water Supply:**

The Institute has its own water supply system complete with a tube well and a pump house to supply cooled, filtered and purified water.

**xiii) Publicity & Media Cell:**

The Printing Industry plays an important role in the dissemination of knowledge and information. It is also an excellent tool of spreading literacy and knowledge. To keep up the standards of printing high, the Institute had to have its own Publicity & Media Cell.

**xiv) Security:**

A professional security agency has been deployed to guard the Institute and the hostel round the clock.

**xv) Parking:**

For outsiders coming to the SBIT, the Institute has separate parking where they can park their vehicles. This stand ensures the safety of the visitor's vehicles while they are away and also helps in maintaining smooth traffic within the campus.

**xvi) Guest House:**

The Guest House plays host to a number of guests of the SBIT with well furnished rooms and excellent catering service most guests prefers to stay in the SBIT Guest House. Situated in Sector-15, Sonapat at walking distance from Sector 15 main market. Institute Guest House has an ideal location.

**xvii) Telephone, Intercom & Fax:**

SBIT has its own internal telecom system. All the offices and Departments are linked together with telecom. The Institute office has many Printers and Fax Machine.

**xviii) Scholarships:**

- The Institute provides scholarship to the students who secure 85% or more in 10+2 PCM as well continuation same in every semester.
- The institute provides scholarship under tuition fee waiver scheme (Govt. of India) for women, economically backward & physically handicapped meritorious students.
- The tuition fee is also waived off of the student from each stream having the best rank within college taking the admission by HSCS.

- Prime Minister merit scholarship scheme.
- Scholarship for weaker section (SC, ST & BC students) from Distt. Welfare Office.
- Scholarship funded by Guru Harkishan Educational Society, Chandigarh.
- 50% tuition fee waiver for Kashmiri Migrant by Director of Technical Education Haryana.

**xix) Conference Hall:**

College has a fully air-conditioned and well furnished conference hall for small conferences, student meetings and group discussions.

**xx) Seminar Hall:**

Taking due care of latest and interactive teaching aids requirements the college has 3 Seminar Hall with all latest facilities & equipments like LCD projectors etc. The Seminar Halls remains an activity hub of the college throughout the year.

**xxi) Auditorium**

Taking due care of latest and interactive teaching aids requirements the college has 1 Auditorium having a capacity of 250 students, with all latest facilities & equipments like LCD projectors etc. The Auditorium remains an activity hub of the college throughout the year.

**xxii) Instructions on Registration and other essential information on services & facilities**

The students are briefed about the program, the Institute, the University etc. and relevant information is passed on to them during the orientation programme which is conducted after the admission is over.

The required instructions are given in a booklet and also displayed on the notice board of the Institute on the first day of the opening session. Full day orientation program for the students is organized on the first day of joining the Institute, in which the students are briefed about the objectives of the course, course contents, examination pattern, discipline matters, facilities available and other relevant information's. Faculty members are introduced to the new students by the Director during the orientation programme.

**B. Teaching, Learning and Academic Guidance**

**Aim:** To provide all the faculty and students, an effective & teaching environment, guidance and supervision, through a variety of study methods, supported by a wide range of learning resources. Students, on their part, should take responsibility for their own learning and pursue their academic programme with a positive outlook and commitment.

**1) Methods and timing of Assessment**

The students admitted to this Institute have two types of assessment.

**i) Continuous evaluation:**

Every student is monitored in the various labs/workshops/classes continuously for internal assessment. The marks for internal assessment as provided in the study scheme are awarded on the basis of his performance and learning in the labs/workshops/classes.

**ii) Periodical assessment:**

The Institute has decided to conduct two internal examinations for all the subjects of study for which the dates are notified well in advance. The syllabus to be covered in each test is also notified by the subject teachers. The average of two exams will be counted for awarding internal assessment marks. Students are also evaluated for the practical skills gained by them during the semester. Also a minimum of 85% attendance in class/labs is a must to appear in university exams.

iii) **Shri Balwant Institute of Technology (SBIT)** communicates well in advance about the change structure or content of any programme or modules to the students through notice board and announcement in the respective classes.

In the beginning of the semester the list of reference books web resources and required information pertaining to concerned subject is provided/communicated to the students by the concerned faculty and same is submitted to the library for further reference of the students.

iv) Academic Calendar of each semester is notified and followed

v) The necessary help and advice is provided to the faculties of many resources

## **2) Course Counselor/Tutorial Support**

All the students (Group of 20) have been assigned to a course counselor (CC) who will give them all the information regarding academics, programme of studies and induction at the beginning of the semester. CC will also take care of their personal problems in complete confidentiality. The students can meet their CC any time in the Institution. CC is also available on a call after working hours if needed. The CC provides personal support to the students. CC will act as a link between the students and the administration. There is one hour per week for the CC to interact with the students.

### **Student will be obliged to do the following:**

i) Attend all meetings arranged with their tutor as for as possible

ii) Inform their tutor promptly of any difficulties that they are experiencing might be that might their a bearing on their studies.

iii) Act responsibly on the advice offer to them by the tutors

## **3) Academic Services:**

It has been ensured that all the students have access to the various services such as Library, Computer Centre and Communication Skills Lab to improve their knowledge and fluency in speaking English.

## **4) Student Services:**

Admin Department of the Institute will work as Student Services Information Office. He will provide Identity Cards, Leaflets, Prospectus and other useful information to the students. He will be supported by CCs and guided by other faculty members involved in the welfare of students for their counseling. Authorized person of the Institute will monitor the services being provided to the students, will get their feedback at the end of every semester and implement all possible measures to improve the services further.

## **5) Health Safety and Security:**

The safety code of practice has been evolved; the students have been apprised of the safety measures to be adopted while working in various labs and workshops in the Institution. They have been provided with general guidelines and frame work for the safe working in the Institution. Care has been taken to ensure safety and security of the student while designing the campus.

Fire Extinguishers have been installed at various places in the Institute. Special lecturers and fire extinguisher on safety measures in industry/workshops/labs are being arranged.

## **6) Personal Development**

All the students are motivated to participate in various sports and athletics activities for which facility has been provided in the institution. They are also motivated for their participation in cultural programmes and extra curricular activities by way of certification and award of prizes to the winners of

the various events. Personality development programmes are also offered to the students which help in their placements.

### **COMPLAINTS, APPEALS AND GRIEVANCE PROCEDURES**

Every effort is made to provide best possible facilities for various services to the students as per the available resources. The institute management is always welcome the complaints of the students, if any. The students can lodge their complaint on suggestion box (kept in Engg. Blocks) they are also free to talk to their student Coordinator/Director for any genuine complaint.

The committee is free to enquire, investigate and resolve the complaints of the students, if any. The students can appeal to the Director in case they are not satisfied about the action of the grievance committees formed for various purposes for their complaints. All the students are expected always to behave disciplined in the campus and off the campus. In case of any misconduct on the part of a student, disciplinary action is taken against him/her on the recommendation of discipline committee.

The discipline committee would recommend the disciplinary action to be taken against the defaulting students after proper enquiry of the incident while full opportunity is given to him/her in defense. Principle of natural justice is followed by the committee.

Every student is required to maintain good discipline in the campus and is expected to behave like a good citizen, observe law of land, customs of society and rules & regulation of the institute.

#### **Students will:**

- i) Take notice of the procedure and honour it.
- ii) Refrain from making complaints of trivial or frivolous nature
- iii) Obey the law of the Institute.
- iv) Observe the provision of Institute regulations.
- v) Be sensitive to the needs of the others & uphold the good reputation of the Institute.

#### **DO's:**

- Student counselor will convey the complete information of the charter to the concerned group of students.
- Keeping and maintaining of all the relevant record.
- Counselors will gather the required information of charter from the coordinator of each committee.
- Coordinator of each issue/committee will keep and maintain the record of concerned issue and also will check out the complete process time to time.
- Committee will welcome the suggestions from the students and consider the relevant one.
- Grievances of the students will be solved through proper channel (i.e. in hierarchy from student counselor, issue coordinator, grievance committee and at last principle of the college)

**The Institute would harness all its resources achieving these ideals**

**The charter drawn will be in compliance with the above mentioned agenda.**

#### **Address:**

**Shri Balwant Institute of Technology (SBIT)**

**Meerut Road (Pallri), Near DPS, Sonapat-131001, Haryana.**

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