

**SHRI RATANLAL KANWARLAL PATNI
GIRLS' COLLEGE, KISHANGARH**



**SHRI RATANLAL KANWARLAL PATNI
GIRLS' COLLEGE, KISHANGARH**

(Affiliated to M.D.S. University, Ajmer)



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PROSPECTUS 2015 - 16

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Pujya Baba Sahib
Late Shri Ratan Lal Ji Patni

“ CHAIRMAN’S MESSAGE



Welcome All,

Our journey in R. K. Group is a narration of deep values, ambition and success. The world that is governed by technology, where modernization and innovation are the order of the day, there could be nothing more of relevance for females than education. Thus, for the inclusive growth of the females we seek to fulfill the region’s long felt need to provide a higher education learning centre exclusively for them.

As education field is very dynamic, we do not wish to continue with the static pattern of the conventional curriculum. Thus, we aspire to achieve an autonomous status in the near term to push the conventional boundaries of education. With this in perspective, the college endeavour to deliver the highest standards in education in the region through practical learning and relevant curriculum.

Given our world-class and collaborative architecture, we aim to present a platform with ample challenges to our students so that they prove themselves after graduation in the real world as innovative entrepreneurs and industry leaders.

Thus, R. K. Group aims to be in the league of extraordinary learning, training, research and development centre for faculties and students.

To the future, please dream and achieve with us at Shri Ratanlal Kanwarlal Patni Girls’ College!

Best Wishes,

Ashok Patni

SECRETARY'S NOTE

Dear Students,

On the occasion of seeking admission, I am pleased to welcome you at Shri Ratanlal Kanwarlal Patni Girls' College. Choosing a college is one of the most significant decisions which have a major impact on your lifetime opportunities for growth and service. We assure that the education you will receive in the college will extend beyond the classrooms and laboratories. With this confidence, we guarantee that you will be challenged to unlock your potential and hone your strengths and abilities which will open the doors of ample opportunities for you. In the journey of three years, you will gain confidence to push yourself towards new horizons.

We regard education as integral to the formation of the human for the fulfillment of her individual and social responsibilities. Thus, we aim at forming leaders, who are intellectually competent, morally upright, psychologically integrated, physically healthy and socially responsible individuals.

With all my wishes for a successful life!

Regards,

Subhash C. Agarwal



PRINCIPAL'S COMMUNIQUE



Dear Students,

Greatness is not a label, it is an inner treasure. It can only be acquired through determination, dedication and discipline in life. Shri Ratanlal Kanwarlal Patni Girls' College is a visual metaphor of majesty and simplicity. It is inspired by a profound spiritual vision of education. The experiential motifs that adorn this tapestry harmonize collective institutional responsibility with democratic space. Above all, it is permeated by an enlightened feminism that is confident of women finding their place under the sun.

The spirit of community enables and encourages every individual to reach out and make a difference. Shri Ratanlal Kanwarlal Patni Girls' College is an institution that does not compromise on the quality of its engagements and commitments to the innovations. It compels the individual to develop an analytical thinking and logical reasoning. We transform challenges into opportunities and provide wings to the dreams. The college strives for an intellectual accomplishment that focuses on critical and creative thinking with the aim of social and economic transformation, which is the long felt need of this very region.

With our scientific oriented, modern learning system and innovative approaches to pedagogy, we aspire to mould our students into diligent and versatile professionals who excel in all endeavours of career and every other sphere of life. The college administration and the faculty are committed to guide the students to develop their best possible faculties for a holistic growth, along with co-curricular activities.

All the efforts are focused towards fulfillment of vision and mission with noble values of Shri Ratanlal Kanwarlal Patni Foundation.

Regards,

Bhanu Kapil

R. K. GROUP: AN OVERVIEW

R. K. Marble has built a legacy of unmatched quality since 1989, and is today recognized across the globe as a leading processor/producer of exquisite marble. The journey started with a humble beginning at a manufacturing facility in Kishangarh, Rajasthan and in the next few years, the company expanded operations to other locations within the state. The company's operations went global with the acquisition of mines in Vietnam and Turkey. Today, R. K. Marble Pvt. Ltd. is world's largest marble producer with Guinness Book of World Records.

Continuing the R. K. Marble's legacy of high quality, prompt service and transparency, R. K. Group envisioned a cement company to emerge amongst the largest and most preferred cement companies in the country. The R. K. Marble Pvt. Ltd. and its sister concerns, today, has a strong team of 5000 plus.

Over the last two decades, R. K. Marble and Wonder Cement have amassed laurels from peers and Government alike.

SHRI RATANLAL KANWARLAL PATNI FOUNDATION: AN OVERVIEW

“Shri Ratanlal Kanwarlal Patni Foundation” was set up by R.K. Marble in the year 1996 under the guidance of Pujya Baba Sahib Late Shri Ratanlal ji Patni under Bombay Trust Act 1950. The trust had a vision to serve mankind as well as to share and give for the public welfare without any discrimination based on caste, creed, class, community, colour or religion. Our focus areas are healthcare, education, sustainable livelihood, infrastructure and espousing social causes.

This trust is primarily run by the following:

- Shri Kanwarlal Patni
- Shri Ashok Patni
- Shri Suresh Patni
- Shri Vimal Patni

The trust has a long history of fulfilling of corporate social responsibilities in various sectors. To keep in mind the state of under-developed female education in region, the foundation has put forward to establish a girls' college with world-class infrastructure to support Rajasthan Government's efforts to increase GER (Gross Enrollment Ratio) of girls.

CONTRIBUTION IN EDUCATION FIELD

R. K. Marble and its sister concern, Wonder Cement have been actively involved in various Corporate Social Responsibility activities in the education field as under:

- Scholarships are given to needy and poor students through its trust. As on date, 3500(approx) students benefit from it each quarter.
- Financial assistance for professional education for Engineering, MBA, MBBS, CA/CS, etc. is provided to students from time to time.
- Many schools and colleges are sponsored by the foundation in Rajsamand, Sanwad, Puthal, Govaliya, Kishangarh, Kota, etc. Various buildings for hostels have been constructed in Jaipur, Mumbai, etc.
- The Trust has donated for centralized kitchens at Kishangarh for the Mid-day Meal programme of the Rajasthan Government, being run by Naandi Foundation, Hyderabad.
- Wonder Cement, in partnership with State Government's Sarva Shiksha Abhiyan, has adopted 20 Government schools since Oct 2012. This partnership has augmented essential facilities like separate toilet for girls & boys, drinking water, pathways, furniture, minor repairing etc. in schools. Tangible changes have happened in these schools.
- 1024 school students are provided with a complete set of stationery and notebooks packed in a school bag during academic session 2013 - 14. Students in need are provided sweaters, dresses and sport kits.

COLLEGE PROFILE

Our continuous efforts within the field of social responsibility in education underscore our profound commitment towards the betterment of the society. However, social responsibility is an integral part of the corporate sector. With this approach, we seek to make an endeavor to increase the gross enrollment ratio of females in higher education and narrow the gap between education and employment through vocationalization of conventional education. Therefore, to accomplish this dream, the Chairman of R. K. Group - Shri Ashok Patni undertook project in collaboration with the Government of Rajasthan under PPP model. Consequently, Shri Ratanlal Kanwarlal Patni Girls' College came into existence in the year 2015 spread over across 15 acres of land with state-of-the-art infrastructure, functioning as per the UGC rules and regulations. The college aims to work on the education to employment model to cater to the regional needs of the society. At present, we offer courses in diverse stream - Science, Commerce, Management, Arts and Computer Application with various add-on certified career-oriented programmes for the horizontal and vertical advancement of the undergraduates. The college aims to maintain high standards of education with advanced pedagogical techniques such as online lecture dissemination and improved assessment strategies.



MISSION, VISION & MOTTO

MISSION

The mission of Shri Ratanlal Kanwarlal Girls' College is to vocationalize the conventional education with state-of-the-art technology leading to professional excellence and empowerment of women. We will do this through our commitment towards academic quality enhancement, improvement in teaching and learning methods and delivering the highest standards of intellectual distinction. Rejecting relativism and following secularism, this college will foster intellectual, moral, spiritual and social development consistent with a commitment to universal truth, morals and freedom.

VISION

We aim to provide transformational experience where highest integrity, professional commitment and ethics are inbuilt in the training mechanism itself, so that young girls may be transformed into leaders and cultural ambassadors of tomorrow having an effective personality and ability to address social, economic and technological challenges of the global world. In the near term, we aspire to achieve the autonomous status to offer curriculum as per the global needs and practices of the industries. The college is also looking to become truly top-notch by introducing career oriented programs in the fields of Science, Commerce, Management, Arts and Computer Application. We seek to become world class institute through long years of work to be pursued by the commitment and dedication of students, faculty and staff.

MOTTO

Knowledge is Power!

OUR GOALS

- Deliver the academic programs in modernized and innovative ways that meet the changing global and regional requirements.
- Affordable, quality education to students coming from a wide cross-section of society without any distinction of caste or creed, rich or poor.
- To provide an academic environment conducive to optimum learning through adequate state-of-the-art facilities.
- To bridge the gap between education and employment by offering add-on skill based certified programmes.
- To conduct researches in the fields of pure science, commerce, IT, social science and humanities and other scholarly activities that generate new knowledge and contribute to the improvement of the "quality of life" for all.
- To inculcate ethics like honesty, integrity, compassion, patience, fairness, fidelity in students to make them better, responsible citizens of the society.
- To instill the spirit of democracy, secularism and progressive values in the minds of the college students.

ACADEMIC PROGRAMMES

The following are the three year graduate programmes

S.No.	Programmes	Eligibility	Medium of Instruction
1	B.A. (Pass Course)	50%	English and Hindi
2	B.A. (Honours)	60%	English and Hindi
3	B.Com. (Pass Course)	55%	English and Hindi
4	B. Com. (Honours)	60%	English and Hindi
5	B. Sc. (Biology)	60%	English and Hindi
6	B. Sc. (Maths)	60%	English and Hindi
7	B. Sc. (Home Science)	60%	English and Hindi
8	B.B.A.	55%	English
9	B.C.A.	55%	English

Note:

1. Eligibility criteria for S.T / S.C / O.B.C students are passing marks.
2. English language/ Hindi language and Environmental Studies are compulsory subjects for all the first year classes. Compulsory papers will be applicable as per the guidelines of M.D.S University, Ajmer.
3. For detailed syllabus and subject combinations, kindly refer to the link <http://www.mdsuajmer.ac.in/syl1314.htm>

BACHELOR OF ARTS (Pass Course)

SUBJECTS: Drawing & Painting, Economics, English, Geography, History, Hindi, Home Science, Music, Psychology, Political Science, Sanskrit and Sociology.

Note: As per the ordinance of the MDS University ordinance number 200, the students opting for subjects from column 1 cannot choose the subjects mentioned in the column 2 at the same time.

S.No.	Column 1	Column 2				
1.	History	Maths				
2.	Political Science	Maths				
3.	Sociology	Arabic	Persian			
4.	Hindi Literature	Arabic	Urdu	Sindhi	Persian	
5.	Economics	Arabic	Persian	Music	Drawing and Painting	
6.	Public Administration	Arabic	Persian	Music	Drawing and Painting	
7.	Sanskrit	Urdu	Arabic	Punjabi		
8.	English Literature	Arabic	Persian			
9.	Geography	Philosophy	Music			
10.	Philosophy	Geography				
11.	Urdu	Hindi	Sanskrit	Sindhi	Maths	Punjabi
12.	Psychology	Arabic	Persian	Drawing and Painting		

B.A. (Honours)

SUBJECTS: Economics and History

Running of B.A. (Honours) degree programme in our college with the subjects mentioned above is subjected to the condition of minimum number of students enrolled in the first year.



BACHELOR OF COMMERCE (Pass Course)

SUBJECTS

B.Com I Year	B.Com II Year	B.Com III Year
Cost Accounting	Corporate Accounting	Income Tax Law & Accounts
Business Statistics	Financial Accounting & Decision Making	Taxation/Auditing
Management	Company Law	Principles of Marketing
Business Law	Fundamentals of Entrepreneurship	Fundamentals of Insurance/ International Marketing
Economic Environment in India	Financial Management	Project Planning & Budgetary Control
Business Economics	Banking Law & Practice in India	Banking & Financial System/Financial Market Operations

B. COM.(Honours in Accountancy and Business Statistics)

SUBJECTS

B.Com (ABST Hons) I Year	B.Com (ABST Hons) II Year	B.Com (ABST Hons) III Year
Business Statistics	Management Accountancy	Income Tax Law & Accounts
Cost Accounting	Strategic Cost & Portfolio Management	Taxation Law & Practice
Corporate Accounting	Auditing & Assurance	Advance Costing Problems
Financial Accounting	Advanced Business Statistics	Operational Research
Business Laws	Company Law & Secretarial Practice	Management
Business Economics	Money & Banking	Rural Development

Running of ABST (Honours) degree programme in our college is subjected to the condition of minimum number of students enrolled in the first year.

BACHELOR OF SCIENCE (Pass Course)

BIOLOGY

Subjects: Botany, Zoology and Chemistry

MATHEMATICS

Subjects: Maths, Physics and Chemistry

HOME SCIENCE

Subjects: Education and Communication I & II, Food and Nutrition, Textile & Clothing, Human Development, Family Resource Management



BACHELOR OF COMPUTER APPLICATION (B.C.A.)

SUBJECTS

BCA I Year	BCA II Year	BCA III Year
Management & Accounting	Communication Skills	E-Commerce
Computer Fundamentals	Database Management System	Computer Networks and Mobile Computing
PC Software	Client Server Technology	Visual Basic Programming
Fundamentals of 'C' Programming	Java Programming	Internet Tools and Website Development
Data, Structure and Algorithms	C++ Programming	Management Information System
Multimedia Basics	Computer Graphics	Relational Database Management Systems
	Practical	
PC Software laboratory	Fox Pro Programming	Visual Basic Programming
C Programming laboratory	Java Programming	Web Dev. (DHTML, JAVA Script, Exploring internet, E-commerce)
Multimedia & Tally	C++ Programming & C.G.	Oracle & SQL Programming project

BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)

SUBJECTS

BBA I Year	BBA II Year	BBA III Year
Environmental Science & Management	Macro Economics	Computerized Financial Accounting
English Comprehension	Cost Accounting	Business Infosystem
Principles of Business Management	Business Statistics	Business Environment
Business Mathematics	Functional Management	Management Accounting
Basics of Accounting	Business Communication	Industrial Relations & Law
Organizational Behaviour	Company Law	Elective 1
Business Statistics	Business Research	Elective 2
Computers for Management	Purchase Management	Elective 3
Business Regulatory Framework	Quality Management	Sales & Salesmanship
Micro Economics	Office Management	Summer Training & Viva

ADD-ON SKILL BASED CERTIFIED PROGRAMMES

- Computer Graphics & Animation
- Web Designing & Office Automation
- Tally
- Stock Market & Trading Operations
- Advanced Course in Fashion Designing
- Certificate in Fashion Merchandising & Marketing
- Certificate in Interior designing
- Bakery & Confectionery
- Certificate Course in Cooking
- Cosmetology & Personality Grooming
- Summer Training for Plant Tissue Culture, Microbiology and Plant Pathology
- Summer Training for Horticulture
- Summer Training for Nursery Development
- Summer Training for Mushroom Development

Disclaimer: Running of certificate courses is subjective to the minimum number of students enrolled in the beginning of the session and the availability of the resources. The college reserves the right regarding timing and mode of delivery, place and fee structure.

GUIDANCE FOR ENTRANCE/PROFESSIONAL/COMPETITIVE EXAMINATIONS:

Entrance Exams	Professional Exams
CA-CPT	CA Modules (IPCC & Final)
CS- Entrance	CS Modules (Executive - Professional)
ICWA Foundation	ICWA-CMA Modules (Intermediate - Final)
CAT, MAT	
NEET, AIPMT, PET,	
PTET	
Competitive Exams	
Exams conducted by Union Public Service Commission, Rajasthan Public Service Commission, SSC, Bank & Insurance Sector, UGC NET/SLET in all Faculties, Coaching for Diploma in Business and Finance conducted by IIBF& Others.	

Disclaimer: Guidance in the above mentioned areas will be provided subjective to the minimum number of students enrolled for the same. The college reserves the right regarding timing and mode of delivery, place and fee structure.

HOBBY CLASSES

To groom the personality and for the holistic development of female students, we offer following hobby courses throughout the year. The duration of the course ranges from 2 to 6 months.

1. Art & Craft
2. Jewellery Designing
3. Dance
4. Mehandi
5. Fine Arts
6. Music
7. Garment Construction
(Cutting and Tailoring)



Disclaimer: Running of hobby classes is subjective to the minimum number of students enrolled in the beginning of the session. The college reserves the right regarding timing and mode of delivery, place and fee structure.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

Co-curricular clubs and activities provide students with the chance to put studies into practice, as well as network with like-minded students and professors. The following co-curricular and extra-curricular activities are offered in the college. Students may join them and make the best use of the opportunities.

- **Nature Club:** The club aims to sensitize the students on issues relating to environmental degradation by organizing various campaigns and activities such as guest lectures, photography/poster competitions, excursions, screening & documentaries, etc.
- **Science Club:** The club offers students the chance to do science-related activities that extend and enhance the science they experience in the classroom such as field surveys, exhibitions, field photography, excursions, etc.
- **Management Club:** The club offers a series of activities to address personality development, professional and business issues that are not generally included in the formal program but are critical to the overall B.B.A. experience.
- **Commerce Club:** This club is a forum for the students to learn about relevant trade & economic topics, developments and concepts through various activities such as guest lectures, budget discussion, workshops, conferences, etc.
- **Literary Club:** The literary club aims to develop analytical and creative thinking through various activities such as case writing competition, debate competition, review writing competitions, workshop, quiz, etc.
- **Sports Club:** For students active in sports and games, the sports club aims to organize various sports events and competitions at inter faculty and inter college such as hockey, football, cricket, basketball, volleyball, athletics, table tennis, etc.

- **Cultural Club:** The club aims to encourage the student's participation in various cultural events like song competition, dance competition, face painting, collage, etc.
- **National Cadet Corps (N.C.C.) – Air Wing, Army Wing & Navy Wing:** Opportunities are provided to cadets to watch the functioning of, and to work with, the Indian Armed Forces so that students imbibe bravery, character and values of conscientious citizenship, and volunteer to defend lives and national properties during calamities.
- **Students' Council:** The student council will consist of representatives of all the classes and clubs. The major duty of student council members are to provide a forum where other students can raise problems and questions about the college and its operations, and act as a liaison between the student body and faculty or administration
- **National Service Scheme (N.S.S.):** The objective of education is to direct the energy of the youth in various national service schemes, develop leadership qualities and foster dignity of labour. N.S.S. units impart basic training of community living for welfare activities.
- **Life Style Club:** The main objective of this club is to rejuvenate the mind, soul and body. It focuses on the self grooming and personality development of the students.
- **Women Cell:** The women cell of this college will seek to empower and educate the students on gender related issues. Hence, the workshops and competitions will be conducted by the cell to encourage students to showcase their talents which will boost their confidence and help in identifying their strength areas.
- **SC/ST/OBC/Minority Welfare Cell:** This cell will function formally as per Government guidelines for the welfare of the students coming from ST/SC/OBC and minority communities.
- **Proctorial Board:** The Proctorial Board will be headed by the chief proctor (disciplinary authority of the Institute) to help students, faculty members and non-teaching staff from any difficulty and to see that the disciplinary rules are followed properly. The board will be conscious and concerned about interests of students, faculty members and non-teaching staff.

- **Career Counselling Cell:** This cell will extend valuable guidance to the students on various career options. Further, it will keep the students updated with the various upcoming entrance/competitive examinations.
- **Anti-Women Harassment Cell:** The Anti-Sexual Harassment Cell will be established as per Government guidelines to provide a healthy and congenial atmosphere to all the staff members and students. It's objective is to develop guidelines and norms for a policy against sexual harassment and procedures for combating sexual harassment.
- **Anti Ragging Cell:** Ragging is an offence and punishable under law. FIR may be filed against a student found indulging in ragging under the Prevention of Ragging Act, 1992. Any incidence of ragging in college must be reported to the anti-ragging cell, which has the right to carry on the appropriate investigation. It is mandatory as per the Hon. Supreme Court & UGC/AICTE regulations that all students fill in an anti-ragging Affidavit, each year. To make the process easy MHRD has developed an online facility. Affidavits can be filled online at www.amanmovement.org / www.antiragging.in
- **Internal Quality Assurance Cell (IQAC):** In pursuit of the national action plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation and quality upgradation of institutions of higher education, the NAAC proposes that every accredited institution establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of Shri Ratanlal Kanwarlal Patni Girls' College, Kishangarh and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions.

PROGRAMME FEE

- ✓ Arts/Commerce/B.B.A./B.C.A. ₹25,000 per year
- ✓ Honours Programme ₹27,000 per year
- ✓ Science ₹30,000 per year

Fee can be paid quarterly or lump sum as per the convenience of the guardians/parents.

Note: Fee once paid is not refundable or adjustable under any circumstances in future.

TIMINGS

Arts, Commerce and Management:	Summer Timings: 08:30 a.m. to 02:30 p.m.
	Winter Timings: 09.00 a.m. to 03.30 p.m.
Science and Computer Application:	Summer Timings: 09:30 a.m. to 03:30 p.m.
	Winter Timings: 10.00 a.m. to 04.00 p.m.

UNIFORM

The college is proud of its uniform (Shirt with Trouser) and expects it to be worn correctly at all times. Students have to wear college uniforms to attend classes & examinations. For details, kindly refer to the following link www.rkgirlscollege.edu.in

PRE-ADMISSION COUNSELLING

With the purpose to guide the students regarding selection of courses and its related career options, a pre admission counseling cell will be formed. Therefore, students are advised to visit the campus between 9.00 a.m. to 3.00 p.m for any assistance in career planning.

ADMISSION PROCEDURES AND POLICIES

- The admission policies are governed by as per norms of Commissioner College of Education of Rajasthan and M.D.S. University, Ajmer. For detailed admission rules kindly visit <http://www.mdsuajmer.ac.in/admiss.htm>, <http://dce.rajasthan.gov.in/>
- The candidate must carefully read the prospectus and the university rules before filling up the form.
- Applications for admission must be made on the prescribed form available in the college with prospectus on payment.
- The admission form, completed in all respects, must be submitted in the office along with the following documents:
 - Attested two copies of certificates & mark sheets of 10th and original certificate of 12th standard .
 - Four passport size photographs
 - Character certificate (Original)
 - Migration certificate (Original)
 - Transfer certificate (Original)
 - Anti –Ragging Affidavit
 - In case of a gap between year of last exam passed and year of seeking admission, a gap certificate on non-judicial stamp paper signed by a notary is required.
- All the applicants are required to produce the above documents in original at the time of admission.

SCHOLARSHIPS

Scholarships through Government of Rajasthan

- ROSE (Rajasthan Online Scholarship in Education) Scholarship: For details, kindly refer to the link <http://rajpms.nic.in/default.aspx>
- Minority Scholarship: For details, kindly refer to the link <http://www.minorityaffairs.gov.in/Postmetric>
- Chief Minister Higher Education Scholarship: For details, kindly refer to the link <http://dce.rajasthan.gov.in/scholarship.aspx>
- Uttar Matric Scholarships of State Government:
 1. Scholarships payable by Social Welfare Department: For students belonging to SC/ST/OBC, nomadic tribes and disabled students (handicapped, deaf, dumb, blind)
 2. Scholarships payable by Commissioner College Education: For details, kindly refer to the link <http://dce.rajasthan.gov.in/scholarship.aspx>

Note: The above mentioned scholarships are governed by Government of Rajasthan, subjected to the amendments made by them. The college administration has no role in it.

Scholarships by Ministry of Human Resource Development (MHRD), Government of India:

- National Loan Scholarship: For details, kindly refer to the link <http://mhrd.gov.in/scholarships-education-loan>
- National Scholarship: For details, kindly refer to the link <http://mhrd.gov.in/scholarships-education-loan>

Note: The above mentioned scholarships are governed by Government of India, subjected to the amendments made by them. The college administration has no role in it.

Scholarships by UGC: For details, kindly refer to the link <http://www.ugc.ac.in/page/Scholarships-and-Fellowships.aspx>

Note: The above mentioned scholarship is governed by UGC, subjected to the amendments made by them. The college administration has no role in it.

- The application form can also be downloaded from the college website www.rkgirlscollege.edu.in
- Presence of either Father/Mother/Guardian along with candidate is a must for admission.
- Those seeking admission will have to be personally present to gain admission.
- Admission once cancelled will not be re-considered and fee paid will not be refunded under any circumstances.
- All the admissions are provisional till the final approval by the M.D.S. University, Ajmer.

STUDENT ORIENTATION PROGRAMME

The general purpose of this programme is to welcome and introduce new students to life at college, from academics and community norms to resources and support services. Further, it will make students aware of the values that institution stands for, and the goals towards which they must all strive. The programme will give an opportunity to the students to uncover the answers to the questions they have regarding resources, course programmes and services, etc.

STATE-OF-THE-ART INFRASTRUCTURE

Spread over around 15 acres of land, the college has the capacity to house thousands of students in coming years.

- **Smart Classrooms:** Class rooms are equipped with all modern high tech amenities, smart board, interactive boards, and projectors functioning through Wi-Fi facilities.
- **Library:** College has a prolific and prestigious library with a vast and unique collection of books comprising text books, reference books, journals, books for competitive exams and other books for leisure reading. We have a massive compilation of journals well preserved in open shelves and simultaneously the books have been digitalized for easy accessibility to everyone. The readers are benefitted with reading room, xerox, back sets of journals, old newspapers and subscriptions.
- **Auditorium:** The college has a well lit and well ventilated auditorium equipped with the latest audio-visual facilities for seminars, workshops, group discussions and other co-curricular activities.
- **Computer Labs:** The college has sufficient number of computers for the students to ensure 1:1 student computer ratio. These labs have licensed application software's, educational software's and other relevant software's to support the learning of the students.
- **Science Labs:** We have large sophisticated well equipped labs for Zoology, Botany, Physics, Chemistry, Mathematics and Home Science to conduct scientific or technological research and experiments.
- **Arts Labs:** We have a unique, well-equipped and modern studio for learning Geography, Psychology, Home Science, Drawing and Painting.
- **Virtual Labs:** The virtual lab will help the students to conduct experiments in



SPECIAL FEATURES

the field of Zoology, Botany, Geography, Psychology, Environmental studies, Physics, Chemistry, etc which cannot be conducted in real life situations.

- **Language Lab:** Presently, Kishangarh region is lacking behind in the field of English which is an international language, therefore, there is a need to work in this area. The college aspires to provide language lab which will help the students coming from rural as well as Hindi background to learn English in a quick and smooth manner through highly sophisticated software's.
- **Food Court:** The college will provide a wide range of hygienic, nutritious and affordable freshly prepared meals.
- **Open Air Theatre:** The college comprises of an extremely impressive amphitheatre which will host interactive events of varying magnitude like movie screening, cultural and creative events, annual functions and seminars.
- **Common Rooms:** The college will provide common rooms to girls for relaxation and recreation on every floor.
- **First-Aid Centre:** The college has a fully stocked first aid centre. Non-emergency first aid is provided by an on-site employee trained in first aid.
- **Mini Market:** The college will have a mini-market to cater to the day-today stationery and other basic requirement of the students.
- **Digital Notice Board:** An electronic notice board connected to the LAN will keep the students updated with the latest news and other relevant activities of the college.
- **Campus Security Service:** For the safety and security of female students an extensive security service system will be always available with 24 hours CCTV cameras and guards on duty at every block of the college.

- **E-Governance:** The college is governed through E- governance with the latest ERP system which ensures the connectivity between teachers, students, parents and office staff through personalized portals.
- **Wi-Fi Campus:** The college provides free and speedy access of internet services through Wi-Fi.
- **Biometric facial attendance:** Electronic facial recognition system will be used to mark the attendance of students which is integrated to the ERP system.
- **Message Alerts:** Our system is ready to extend the service of message alert which will keep the parents informed about ongoing academic achievements and other actions of their wards on regular basis.
- **E-Library:** The E-library of the college will provide an extensive range of e-books, journals, e-material on various subjects etc. accessible to the students from home as well. It will be governed through library automation which is integrated with ERP system.
- **Lecture Capture:** Lecture capture system will be used to record the classroom lectures and events to enhance teaching and learning process. All the recorded lectures will be made available to the students registered on the ERP system.
- **Student Feedback:** Regular feedback from the students will be always welcomed for the maintenance of the system excellence.
- **Smart Card:** Smart card based on RF technology connected with the college's ERP system will enable the authorities to track the record of students' activities in the college premises.

CODE OF CONDUCT FOR STUDENTS

ATTENDANCE RULES

- M.D.S. university has made 75% attendance compulsory, failing which students will not be permitted to appear as regular candidates.
- Long absence without intimation may lead to striking off of the name from attendance list.
- Students found roaming in the campus and bunking lectures may be punished.
- Class tests and class assignments are part of teaching methodologies; therefore the students must submit and take them sincerely.
- All the students must be present for Flag-Hoisting on 15th AUGUST and 26th JANUARY.
- Monthly Attendance report of all the students will be put on the college website. If a student remains absent for 14 days or more in a month her name will be struck off from the college and she will have to seek readmission.

- No smoking will be tolerated on campus.
- Corruption of any kind is not acceptable in the system, and it is the duty of every student to bring to the attention of the authorities if it is perceived at any level in the system.
- Students must participate in college activities as organizers, participants or audience, in a disciplined manner.
- Students are expected to attend all the lectures and practical labs. Attendance will be marked in each lecture. Students, who do not attend lectures on a particular day, may not be allowed into the laboratory for practical.
- No student is permitted to miss lectures or practical because of any involvement in any co- curricular activity, without permission.
- Lack of attendance, without any genuine reason, may lead to expulsion of the student from the college.
- No outside person can address a class or club without the explicit permission of the Principal.
- New students are to be welcomed with respect and affection. Indulgence in ragging and ill-practices can lead to rustication. It is punishable under law, and a FIR may be filed against a student found indulging in ragging under the **Prevention of Ragging Act – 1992**, as per guidelines by Supreme Court of India.
- Students must reach classrooms five minutes prior the scheduled time and attend classes regularly.
- Students must abide by the dress code policy. The purpose of dress code is to create a respectful and professional environment. The uniform must be neat, cleaned and ironed.

- Students must keep the college campus green and clean:
 - They must throw waste items and papers in waste-bins.
 - They must not tamper trees and lawns of the college.
 - They must not stick posters on the walls of the college.
 - They must prevent others from damaging college property.
 - They must not write on the furniture and walls.
 - They must not spoil and sit on the vehicles in the parking lot.
- Maintain decency in communication and avoid using threats or arrogant expressions in your language.
- Disobedience and debasement of ethical and cultural values may lead to disciplinary action.
- Students must pay due respect and honour to their professors. They must greet them in and outside the institute. They must allow professors to pass first in crowded corridors.
- Students must read the digital notice board daily on arrival and departure. Ignorance of orders displayed on notice board shall not be accepted as an excuse for non-compliance.
- Abstain from college in case of any serious/ infectious disease.
- Students should go to the library in their free periods and leisure time. They must observe silence in the library and should not damage the books and magazines in any manner. They must return borrowed books in time. For details regarding library rules, kindly refer the following link: www.rkgirlscollege.edu.in
- Strangers must be helped and guided in college with courtesy and sincerity. Your courteous behavior will bring good name to the college as well as to your family.

- Smart cards must always be carried by the students, when on campus.
- Use of unfair means in examination is an offence under **Rajasthan Anti-Copying Act, 1992**. It may result in three years imprisonment and/ or fine of ₹2000.
- Students owe their education to the hard-earned income of their parents/guardians. Hence, do not waste the good opportunity that has come your way.
- Time once lost is lost forever. College years are the time to build your career. Read and learn as much as you can.
- **Use of mobile phones, ipods, or any other electronic device is strictly prohibited in the college premises. Defaulters will be fined and their devices will be confiscated.**
- Always remember that you are representative of this college, within and outside the campus. Therefore, keep up your esteem as well as that of the college with your disciplined, cultured behavior. Preserving the repute of our noble family is your sacred responsibility.

Violations of any guidelines in this policy may result in disciplinary action.

Disclaimer: However, no liability can be accepted for any error or omission or views expressed in the prospectus. The programme listed in the prospectus will be taught subjected to final approval or adequate number of enrollment. In case of any unforeseen circumstances such as student's demand or non-availability of resources, Shri Ratanlal Kanwarlal Patni Girls' College, Kishangarh reserves the right to cancel or change the timings, fee structure, manner or place of delivery of any programme. In case of any discrepancy or dispute, the matter will be resolved under the jurisdiction of Kishangarh.