

St. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN
Sambasivapet, GUNTUR - 522 006

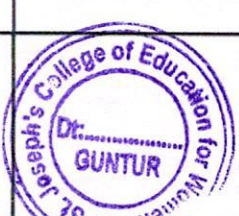

www.stjosephbedcollege.ac.in

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CITIZEN CHARTER

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S. No	Name of the Service	Service Delivery Standard Time Limit	Contact Person	Guidelines
1.	Admission: 1) Admission procedure and time frame for admissions 2) Grievance redressal	As per guidelines of University concerned	Principal	Whom to Approach 1) Contact person concerned mentioned in the table 2) Principal shall be contacted when the Grievance is not redressed within the stipulated time at first level
2.	Facilities and Fee 1) The Courses, infrastructural facilities, faculty position, counseling and fee structures 2) Grievance redressal	As given in the Prospectus 7days	Office S. Angel Mary 9885910480	Public Participation 1) It is ensured through College Planning and Development Committee (CPDC) and Parent Teacher Association meetings at least twice in a year in the college
3.	Admission Programmes 1) No. of Working days and teaching hours (theory and Practical take up for each subject. 2) Grievance Redressal	As given in the Prospectus	Dr. J.R. Priyadarsini HOD, Mathematics	Help Line Individual staff members, incharges of the departments and the principal can be approached by student/s & Parent/s for any help
4.	Action Taken Committees Internal Complaints Committee	As given in the Prospectus 7 Days	Dr. Sr. Roselin 6389806737	What we Expect from You Students 1) Come regularly and punctually to the college 2) Attend all classes without exceptions 3) Be sincere and honest in all activities and dealings 4) Participate in curricular and extra curricular activities with zeal and enthusiasm 5) Appear for both unit tests and pre final examinations compulsorily 6) Be courteous and polite to all 7) Use proper methods while seeking grievance redressal. Parents 1) Ensure and check the regular attendance of her ward 2) Attend all parents - teacher meetings compulsorily 3) Participate actively in developmental activities of the college 4) Immediate response to intimation by the college 5) Above all, identify them-selves with the institution and extend active cooperation and guidance.
	RTI (Right to Information Act)		Dr. T. S. Subhashini 9866814375	
	Anti Ragging Cell		Dr. P. Prasanthi Madhavalatha	
5.	Extra - Curricular Activities Games and Sports Facilities	As given in the Prospectus	Mr. Isaiah	
	NSS, Red Ribbon Club		Dr. T.S. Subhashini	
	NCC		Dr. M. Sudha	
	Literacy and Cultural Activities		Dr. J. Vijayakumari	
	Women Empowerment Cell		Mrs. Suneetha	
	Eco Club		Dr. J.R. Priyadarsini	
	Placement Cell		Dr. Aktharunnisa	
	Grievance Redressal			
6.	Issue of Certificates of Regular Students 1) Transfer Certificate 2) Bona-fide & conduct Certificate 3) Migration Certificate (if issued at the college level) 4) Grievance Redressal	As per the rules and submission of Application in proper form 3-5 days 2-3 days 3 days 2 days		 PRINCIPAL ST. JOSEPH'S COLLEGE OF EDUCATION FOR WOMEN GUNTUR-522 001., A.P.