

## MANDATORY DISCLOSURE

### 18.1 Name of the Institution

NAME: CHANAKYA ACADEMY  
ADDRESS: RING ROAD NO.1, UNDER SARONA BRIDGE TATIBANDH RAIPUR (C.G)  
PIN: 492099  
TELEPHONE:9981008000  
E-mail: [chairman@chanakyaacademy.edu.in](mailto:chairman@chanakyaacademy.edu.in)

### 18.2 Name and address of the Trust/Society/Company and the Trustees

CHANAKYA ACADEMY  
ADDRESS: RING ROAD NO.1, UNDER SARONA BRIDGE TATIBANDH RAIPUR (C.G)  
PIN: 492099  
TELEPHONE:9981008000  
E-mail: [chairman@chanakyaacademy.edu.in](mailto:chairman@chanakyaacademy.edu.in)

### 18.3 Name and Address of the Vice Chancellor/Principal/Director

NAME: DR. BHAVESH B. NAIR  
ADDRESS: H.NO 13 VILLAGE JHEET BLOCK PATAN  
DISTRICT DURG (C.G) 491111  
E-Mail : [principal@chanakyaacademy.edu.in](mailto:principal@chanakyaacademy.edu.in)

### 18.4 Name of the affiliating University CSVTU- BHILAI

### 18.5 Governance



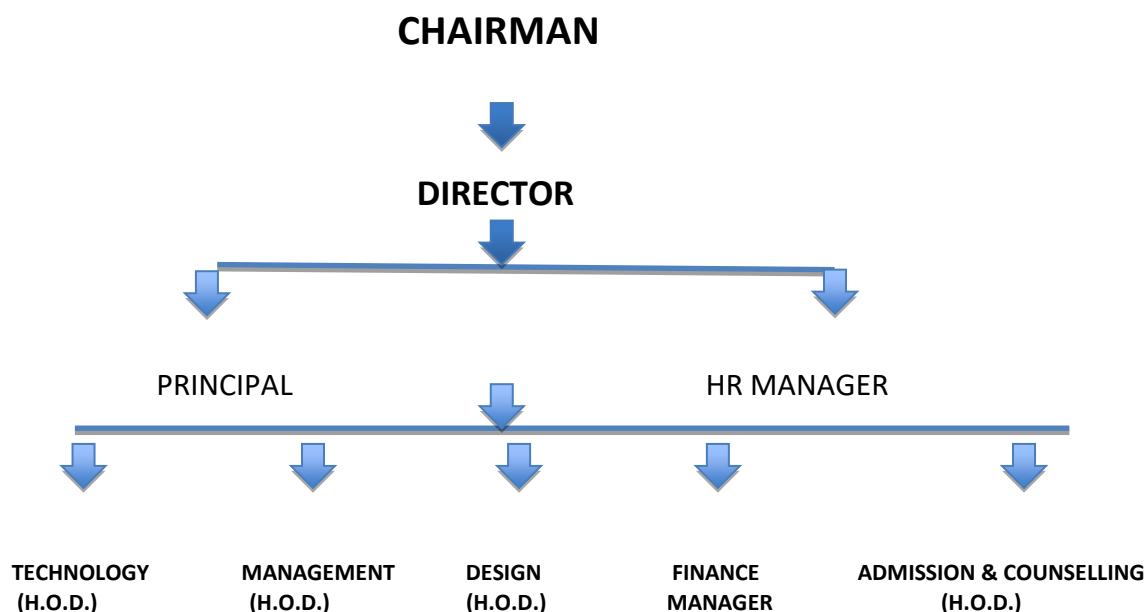
[www.chanakyaacademy.edu.in](http://www.chanakyaacademy.edu.in)

[director@chanakyaacademy.edu.in](mailto:director@chanakyaacademy.edu.in), [principal@chanakyaacademy.edu.in](mailto:principal@chanakyaacademy.edu.in).

CAMPUS and ADMINISTRATIVE OFFICE

Ring Road No.-1, Near Sarona Bridge, Tatibandh, Raipur(C.G.)-492099

i. Organizational chart



ii. Grievance Redressal mechanism for Faculty, staff and students. **ANNEX-A**

iii. Establishment of Anti Ragging Committee. **ANNEX-B**

iv. Establishment of Online Grievance Redressal Mechanism- **ANNEX-C**

v. Details of Grievance Redressal Committee in the Institution and OMBUDSMAN by the University  
**ANNEX- PENDING FOR CSVTU**

vi. Establishment of Internal Committee (IC)- **ANNEX-D**

vii. Establishment of Committee for SC/ST **ANNEX-E**

viii. Internal Quality Assurance Cell **ANNEX-F**

ix Equal Opportunity facilities Cell.



## 18.6 Programmes

i. Name of Programmes approved by AICTE **N/A**

- a) B-DES-BACHELOR OF INTERIOR DESIGN
- b) BCA- BACHELOR OF COMPUTER APPLICATION
- c) BBA- BACHELOR OF BUSINESS ADMINISTRATION

ii. Name of Programmes Accredited by NBA: **N/A**

iii. Status of Accreditation of the Courses: **N/A**

iv. Total number of Courses -03

v. For each Programme the following details are to be given (Preferably in Tabular form):

| 1.NAMES        | B.DES   | BBA    | BCA    |
|----------------|---------|--------|--------|
| 2.NO. OF SEATS | 60      | 30     | 30     |
| 3.DURATION     | 4 YEARS | 3YEARS | 3YEARS |

d. Cut off marks/rank of admission during the last years. **N/A**

vi. Fee (as approved by the state government)

vii. Name and duration of Programme(s) having Twinning and Collaboration with Foreign University(s) and being run in the same Campus along with status of their AICTE approval. If there is Foreign Collaboration, give the following details, if any: **N/A**

a. Details of the Foreign University, if any **N/A**



b. Name of the University

c. Address

d. Website

e. Accreditation status of the University in its Home Country -**N/A**

f. Ranking of the University in the Home Country. **N/A**

g. Whether the degree offered is equivalent to an Indian Degree? If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country

viii. Nature of Collaboration. **N/A**

ix. Complete details of payment a student has to make to get the full benefit of Collaboration

x. For each Programme Collaborated provide the following:

xi. Programme Focus

xii. Number of seats

xiii. Admission Procedure

xiv. Fee (as approved by the state government)

xv. Whether the Collaboration Programme is approved by AICTE? If not whether the Domestic/ Foreign University has applied to AICTE for approval

## 7. Faculty

i. Course/Branch wise list Faculty members:

ii. Permanent Faculty

|            |                      |
|------------|----------------------|
| B.DESIGN - | 1.MS. ANJULA SINGH   |
|            | 2. MS. SUSHMA RUNGTA |
|            | 3. MR.TAPAN BADESHA  |
|            | 4. MS.ROMA POPTANI   |
| BBA -      | 1. DR. BHAVESH NAIR  |



2. MS. ALKA DEWANGAN

BCA-

1. DR WASIM AHMAD ANSARI

2. MS. YAMINI SAHU

iv. Permanent Faculty: Student Ratio. B-DES 1:15, BBA, BCA 1:25

**8. Profile of Vice Chancellor/Director/Principal/Faculty.**

i. Name: Dr. Bhavesh B. Nair

ii. Date of Birth: 07.11.1982

iii. Unique ID:

iv. Education Qualifications:

Ph.D (Management), MBA, MSc Ag(Economics).

v. Work Experience:18+ Years

vi. Teaching/ Research/ Industry/ Others:

Technical Advisor to Agri Farms,  
AISHE Nodal Officer,  
ICAR Accreditation

vii. Area of Specialization:

Marketing Management

viii. Courses taught at Diploma/ Post Diploma/ Under Graduate/ Post Graduate/ Post Graduate Diploma Level:

Courses Taught:

Economics and Marketing — HEC-5111

Statistics and Agri Informatics — HSTAT-5221

Extension Education and TOT — HEXT-5311

Entrepreneurship and Business Mgt. — HEXT-5321

Statistics and Agri Informatics — HSTAT-5211

Business Mgt. — HABM-5321

Horti Based Industry — HEC-421

ix. Research guidance (Number of Students): 75 (RHWE & ELP)

x. No. of papers published in National/International Journals/Conferences:

National: 4 | International: 3

xi. Master Completed

xii. Ph.D.

xiii. Projects Carried out: AGRI INPUT MGT. — 2024–25

Nursery Prod. Mgt. — 2017–18

xiv. Patents (Filed & Granted)

xv. Technology Transfer:

HOTS for Vermicomposting

HOTS for Agri Professionals



xvi. Research Publications (No. of papers published in National/International Journals/Conferences)-4

xvii. No. of Books published with details:

9. Fee

i. No. of Fee waivers granted with amount and name of Students-N/A

ii. Number of scholarship offered by the Institution, duration and amount N/A

10. Admission

i. Number of seats sanctioned with the year of approval.- 120

ii. Number of Students admitted under various categories each year in the last three years. N/A

iii. Number of applications received during last year for admission under Management Quota and number admitted .N/A

18.11 Admission Procedure

i. Mention the admission test being followed, name and address of the Test Agency/State Admission Authorities and its URL (website) Approval Process Handbook 2024-2027 - N/A

ii. Number of seats allotted to different Test Qualified candidate separately (AIEEE//JEE/ CET (State conducted test/ University tests/ CMAT)/ Association conducted test etc.)

iii. Calendar for admission against Management quota seats:

iv. Last date of request for applications

v. Last date of submission of applications

vi. Dates for announcing final results

vii. Release of admission list (main list and waiting list shall be announced on the same day)

viii. Date for acceptance by the candidate (time given shall innovate be less than 15 days)

ix. Last date for closing of admission & Starting of the Academic session

x. The waiting list shall be activated only on the expiry of date of main list

xi. The policy of refund of the Fee, in case of withdrawal, shall be clearly notified

12. Criteria and Weightages for Admission



i. Describe each criterion with its respective weightages i.e. Admission Test, marks in qualifying examination etc.

ii. Mention the minimum Level of acceptance, if any

iii. Mention the cut-off Levels of percentage and percentile score of the candidates in the admission test for the last three years

iv. Display marks scored in Test etc. and in aggregate for all candidates who were admitted

13. List of Applicants List of candidate whose applications have been received along with percentile/percentages core for each of the qualifying examination in separate categories for open seats. List of candidate who have applied along with percentage and percentile score for Management quota seats (merit wise)

14. Results of Admission Under Management seats/Vacant seats

i. Composition of selection team for admission under Management Quota

ii. List of candidate who have been offered admission

iii. Waiting list of the candidate in order of merit to be operative from the last date of joining of the first list candidate

15 Information of Infrastructure and Other Resources Available

i. Number of Class Rooms and size of each

i. Number of Class Rooms-4

ii. Size of each -66x4= 264

ii. Number of Tutorial rooms and size of each

i. Number of Tutorial Rooms -4

ii. Size of each -36sm

iii. Number of Laboratories and size of each

i. Language Lab-36sm

ii. Photography Lab-66sm

iii. Sculpture/Carpentry -78sm

iv. Number of Computer Centre with 40 capacities.

1no - 100sm.



- v. Central Examination Facility, Number of rooms and capacity of each - **4 with 40 capacities each**
- vi. Online examination facility (Number of Nodes, Internet band width, etc.)- **30 [300 mbps]**
- vii. Barrier Free Built Environment for disabled and elderly persons- **YES**
- viii. Fire and Safety Certificate. **ANNEX – G**
- ix. Hostel Facilities. N/A
- x. Number of Library books/ebooks/Titles/Journals available (Programme-wise)-**ANNEX- H**
- xi. List of online National/International Journals subscribed-**ANNEX- I**
- xii. National Digital Library (NDL) subscription details-**CLUB DETAIL**
- xiii. List of Major Equipment/Facilities in each Laboratory/Workshop **ANNEX- J**
- xiv. List of Experimental Setup in each Laboratory/Workshop
- xv. Innovation Cell
- xvi. Social Media Cell
- xvii. Compliance of the Academic Bank of Credit (ABC), applicable to PGCM/ PGDM Institutions and University Departments
- xviii. To upload the respective short video (1-2 min) of Infrastructure and facilities available w.r.t the courses in the website
- xix. Games and Sports Facilities. **AVAILABLE**
- xx. Teaching Learning Process
- xxi. For each Post Graduate Courses give the following:
- xxii. Title of the Course
- xxiii. Laboratory facilities exclusive to the Post Graduate Course





16. Enrolment and placement details of students in the last 3years –**N/A**

17. List of Research Projects/Consultancy Works **N/A**

18. MOUs with Industries.

NOTE: Suppression and/or misrepresentation of information shall invite appropriate penal action.  
The Website shall be dynamically updated with regard to Mandatory Disclosures.



## GRIEVANCE REDRESSAL COMMITTEE

### **Grievance Redressal Committee**

The institution looks into general and academic complaints of the students, faculty and staff. It promptly tries to offer solutions for their redressal in periodical meetings of the committee. The students, faculty and staff are notified to put their complaints about academics, library, accounts, finance etc. through the grievance form available on college through suggestion/complaint boxes located in the main building and academic premises.

If the grievances are not within the purview of the committee, then the issues are brought to the notice of the higher authorities.

### **Grievance Redressal Committee Composition:**

As per statute of AICTE New Delhi, F. No.: 1-10UPG RC/AICTE/Regulation/2019 Dated: 22/07/2019, the Grievance Redressal Committee is formed. The composition of the committee is as below:

|   |                   |                           |             |                 |
|---|-------------------|---------------------------|-------------|-----------------|
| 1 | Dr Bhavesh        | Principal                 | Chairperson |                 |
| 2 | Ms. Anjula Singh  | BDES                      | General     | Member          |
| 3 | Ms. Alka Dewangan | BBA                       | General     | Member          |
| 4 | Ms. Yamini Gupta  | BCA                       | General     | Member          |
| 5 | Bhumika Tarak     | Student by Principal      | Student     | Member          |
| 6 |                   | Ombudsman from university |             | Special Invitee |

### **Objectives:**

- To provide a platform where students, faculty and staff can raise their problems about academic and non-academic matters
- To get suggestions from the staff and students for improvement
- To ensure effective solution to the students, faculty and staff to redress their problems

### **Mechanism:**

1. The students, faculty and staff shall raise their concerns/complaints to the respective Head of the Department/Section in charges.
2. Head of the Departments/Section in charges will try to provide solutions at their levels in week time on receipt of the written complaint. In case the matter is not in their purview then those cases were forwarded to institute level Grievance Redressal Committee.



3. On receipt of written grievances from the student, faculty and staff, the Grievance Redressal Cell reviews the cases and acts accordingly as per the policy.
4. The cell submits report to the higher authorities regarding the cases attended within 15 days and communicated to the aggrieved student/faculty/staff.
5. Grievances are also received directly through the college website.
6. The steps as given in points 3 and 4 above are followed for redressal of the grievances.



## INSTITUTE LEVEL ANTI-RAGGING COMMITTEE:

### Constitution of Anti Ragging Committee and Anti Ragging Squad at CHANAKYA ACADEMY

CHANAKYA ACADEMY has taken significant steps to combat the menace of ragging with the aim of providing a safe and nurturing environment for all students. For this, an Anti-Ragging Committee (ARC) and an Anti-Ragging Squad (ARS) have been constituted at the CHANAKYA ACADEMY in compliance with the UGC (Curbing the menace of Ragging in Higher Education Institutions) Regulations 2009.

| S. no. | Name                        | Designation            | Email id                                                                               | Address & Contact No                                                                             | Reference No.  | Date of joining |
|--------|-----------------------------|------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------|-----------------|
| 1      | Dr Wg.Cdr SUBHASH SINDHWANI | CHAIRMAN               | <a href="mailto:sindhwanisubhash@gmail.com">sindhwanisubhash@gmail.com</a>             | KACHANA ROAD<br>KHAMARDIH<br>RAIPUR MOB:<br>6264064602                                           | CA/102/2025-26 | -               |
| 1      | Dr.BHAVESH B NAIR           | PRINCIPAL              | <a href="mailto:principal@chanakyaacademy.edu.in">principal@chanakyaacademy.edu.in</a> | H.NO. WARD No-11<br>JHEET BLOCK<br>PATAN DISS. DURG<br>(C.G)9424200107                           | CA/102/2025-26 | 7/6/26          |
| 2      | MS SUSHMA RUNGTA            | FACULTY                | <a href="mailto:sushmar7@gmail.com">sushmar7@gmail.com</a>                             | SINGAPUR CITY<br>RAIPUR<br>MOB:9617055567                                                        | CA/102/2025-26 | 7/7/2024        |
| 3      | MS VIJAYA LAXMI YADAV       | NGO                    | <a href="mailto:vl8006@gmail.com">vl8006@gmail.com</a>                                 | ANANAD NAGAR<br>RAIPUR<br>MOB: 9406003966                                                        | CA/102/2025-26 | 7/7/2024        |
| 4      | MS. ANJULA SINGH            | FACULTY                | <a href="mailto:singhanjula53@gmail.com">singhanjula53@gmail.com</a>                   | ANANAD NAGAR<br>RAIPUR<br>MOB: 7415025000                                                        | CA/102/2025-26 | 7/7/2024        |
| 5      | MS SANGITA BANSODE          | Non-teaching           | <a href="mailto:bansode.sangita@gmail.com">bansode.sangita@gmail.com</a>               | PROFESSOR<br>COLONY SEC-3<br>ROAD-6 ,RAIPUR                                                      | CA/102/2025-26 | 7/7/2024        |
| 6      | MS SAPNA JAIN               | PARENT                 | <a href="mailto:Mokshasankhala112@gmail.com">Mokshasankhala112@gmail.com</a>           | MAHAVIR<br>BHAVAN MARG,<br>PANDEPARA,<br>BALOD. 491226<br>MO : 7089011902                        |                |                 |
| 7      | VANYA SRIVASTAV             | Student representative | <a href="mailto:Vanyashrivastava9@gmail.com">Vanyashrivastava9@gmail.com</a>           | WARD NO 11,<br>KAILASH NAGAR,<br>DHAMDA ROAD,<br>KUMHARI, DURG,<br>CG. 490042.<br>Mo: 7477055203 |                |                 |



## 2) Institute level Anti-ragging Squads:

| S no. | Name               | Role     | Designation    | Contact No                                                                           | Email.id                                                                     | Reference No.  | Date of joining |
|-------|--------------------|----------|----------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------|-----------------|
| 1     | MS ANJULA SINGH    | CHAIRMAN | FACULTY        | ANANAD NAGAR<br>RAIPUR<br>MOB: 7415025000                                            | <a href="mailto:Singhanjula53@gmail.com">Singhanjula53@gmail.com</a>         | CA/102/2025-26 | 7/7/2024        |
| 2     | YAMINI SAHU        | MEMBER   | FACULTY        | E6/2 AVANTI<br>VIHAR NEAR<br>GANESH MAIDAN<br>RAIPUR                                 | <a href="mailto:yamini_sahuindore@yahoo.com">yamini_sahuindore@yahoo.com</a> | CA/102/2025-26 | 7/6/2026        |
| 3     | MS SANGITA BANSODE | MEMBER   | ADMIN          | PROFESSOR<br>COLONY<br>9926468838                                                    | <a href="mailto:bansode.sangita@gmail.com">bansode.sangita@gmail.com</a>     | CA/102/2025-26 | 7/7/2024        |
| 4     | ALKA DEWANGAN      | MEMBER   | MARKETING HEAD | SENIOR HIG-113,<br>DDU NAGRAR,<br>SECTOR -1,<br>RAIPUR. CG. 492010<br>Mo: 9243166605 | <a href="mailto:alkadewangan@gmail.com">alkadewangan@gmail.com</a>           | CA/102/2025-26 | 7/7/2024        |

The ARC and ARS will be functional for a period up to 31st July 2027. The Anti-Ragging Committee and Anti Ragging Squad deal with various aspects related to preventing and addressing incidents of ragging on and off campus. Their primary focus is to create a safe and inclusive environment for all students.

If you are a victim of ragging or perceive yourself to be one, then immediately contact any member of the ARC, verbally, in writing, or via email to [principal@chanakyaacademy.edu.in](mailto:principal@chanakyaacademy.edu.in).



## **ESTABLISHMENT OF ONLINE GRIEVANCES REDRESSAL MECHANISM**

As per the AICTE regulations 2019 vide F. No. 1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019 and the Governing Body (GB), Chanakya Academy constituted Student Grievance Redressal Committee with the objective of resolving the grievances of students and their parents. Provision has been made available in the Institute website, for registering the grievance through **[grievance-redressal@chanakya.edu.in](mailto:grievance-redressal@chanakya.edu.in)**. The students and their parents may henceforth approach the Grievance Redressal Committee and submit / register any grievance online, which will be accessed by the GRC headed by the principal, and appropriate action taken and the decision of the GRC will be intimated to the complainant. The grievances include:

- Making admission contrary to merit
- Irregularity in the admission process
- Withhold or refuse to return any certificates
- Breach of the policy of reservation
- Complaints of alleged discrimination (SC/ST, OBC, Women, minority or PH)
- Delay in conduct of examinations or declaration of results
- Withholding student amenities
- Denial of quality education
- Harassment and victimization of students including sexual harassment



[www.chanakyaacademy.edu.in](http://www.chanakyaacademy.edu.in)

[director@chanakyaacademy.edu.in](mailto:director@chanakyaacademy.edu.in), [principal@chanakyaacademy.edu.in](mailto:principal@chanakyaacademy.edu.in).

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The Student Grievance Redressal Committee (GRC) comprises the following members:

| S. No | Name and Address       | Officiating as  |
|-------|------------------------|-----------------|
| 1     | DR.BHAVESH B NAIR      | CHAIRPERSON     |
| 2     | UNIVERSITY APPOINTMENT | OMBUDSPERSON    |
| 3     | ANJULA SINGH           | MEMBER          |
| 4     | SUSHMA RUNGTA          | MEMBER          |
| 5     | SANGITA BANSODE        | MEMBER          |
| 6     | ALKA DEWANGAN          | MEMBER          |
| 7     | SUNITA PRADHAN         | SPECIAL INVITEE |

The member shall hold the office for a period of Two years. The GRC shall meet as and when requires and assess the merit of the complaint. The decision of the GRC will be intimated to the complainant through email / SMS. In case of any false complaint, the GRC will take appropriate action against the complainant.

Email: [principal@chanakyaacademy.edu.in](mailto:principal@chanakyaacademy.edu.in). Mob: 9340011349



[www.chanakyaacademy.edu.in](http://www.chanakyaacademy.edu.in)

[director@chanakyaacademy.edu.in](mailto:director@chanakyaacademy.edu.in), [principal@chanakyaacademy.edu.in](mailto:principal@chanakyaacademy.edu.in).

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## **Internal Complaint Committee (ICC) / Gender Sensitization Cell (GSC) and Committee for Prevention of Sexual Harassment**

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 to deal with the issues of sexual and gender-based harassment and to conduct gender sensitization programme, Chanakya Academy has constituted Internal Complaint Committee (ICC) / GSC and Committee for Prevention of Sexual Harassment. The College has a zero-tolerance policy towards matters pertaining to any kind of harassment & gender sensitivity. It is committed to provide a safe conducive workspace and academic environment to students & employees.

### **Objectives:**

The objectives of the ICC/GSC and Committee for Prevention of Sexual Harassment are:

- To implement a policy against sexual harassment and gender-based harassment.
- To resolve the issues pertaining to sexual harassment at work place.
- To sensitize and create awareness about gender-related issues and functioning of the ICC.
- To create a secure physical and social environment to strictly discourage any act of sexual harassment.
- To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the institute

### **Functions and responsibilities:**

- To receive and take cognizance of complaints received from the students/staff regarding sexual harassment.
- To decide whether the facts contained in the complaint make out a case of “sexual harassment” in the light of definition contained in the policy.
- To ensure the fair and timely resolution of sexual and gender-based harassment complaints.
- To conduct enquiries into the complaints, place findings and recommendations regarding penalties against the harasser.
- To prevent discrimination and sexual harassment against girls by promoting gender parity among students and employees.
- To bring about awareness at the work place by way of workshops, seminars, counselling promoting gender equality and women empowerment.
- To conduct committee meets on half-yearly basis or as and when necessary and deliberate on the issues and document the minutes of the meeting.
- To submit an annual report to the concerned authority in the prescribed format and within the prescribed time.



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In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013., an Internal Complaint Committee (ICC)/ Gender Sensitization Cell and Committee for Prevention of Sexual Harassment is constituted to deal with the issues of sexual and gender based harassment and to conduct gender sensitization programme.

The ICC of the college comprises of the following members:

| <b>s.no.</b> | <b>Name</b>         | <b>Designation</b> | <b>Designation in the committee</b> |
|--------------|---------------------|--------------------|-------------------------------------|
| 1            | Ms. Anjula Singh    | Faculty            | Convener                            |
| 2            | Ms. Sushma Rungta   | Faculty            | Member                              |
| 3            | Ms. Sangita bansode | Accountant         | Member                              |
| 4            | To be appointed     | Girl student       | Member                              |
| 5            | Mr. Tapanjeet Singh | Faculty            | Member                              |
| 5            | Ms. Vijay laxmi     | NGO                | Member                              |

Copy to: All the members of committee/ Notice board/IQAC



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[director@chanakyaacademy.edu.in](mailto:director@chanakyaacademy.edu.in), [principal@chanakyaacademy.edu.in](mailto:principal@chanakyaacademy.edu.in).

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## SC/ST CELL

An SC/ST Cell (also known as the Scheduled Castes and Scheduled Tribes Cell) is a special unit established to promote the interests and welfare of students belonging to Scheduled Castes (SC) and Scheduled Tribes (ST) communities.

### COMPOSITION OF SC/ST COMMITTEE

| s.no | Name                                                                                                                          | Designation |
|------|-------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1.   | Dr WgCdr Subhash Sindhvani<br><a href="mailto:sindhwanisubhash@gmail.com">sindhwanisubhash@gmail.com</a> ,<br>MOB: 6264064602 | Chairperson |
| 2.   | Ar Anjula Singh<br><a href="mailto:Singhanjula53@gmail.com">Singhanjula53@gmail.com</a><br>MOB:7415025000                     | Convener    |
| 3.   | Ms Bhuneshwari Kurre<br>MOB:9669676669                                                                                        | Staff       |
| 4.   | Ms Akanksha Bhaje<br><a href="mailto:akanshabhaje1998@gmail.com">akanshabhaje1998@gmail.com</a><br>MOB:7415759400             | Member      |
| 5    | Ms Roma Lachhwani<br><a href="mailto:romalachhwani39@gmail.com">romalachhwani39@gmail.com</a><br>MOB:9753633233               | Member      |



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**All members of SC/ST Committee are advised to discharge their duties with utmost sincerity and integrity.**

The objectives of the SC/ST Cell are:

1. To ensure equity and equal opportunity to the community at large in the college and bring about social inclusion.
2. To enhance the diversity among the students, teaching and non-teaching staff

Population, and at the same time eliminate the perceptions of discrimination.

3. To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
4. To make an effort to sensitize the academic community regarding the problem associated with social exclusion, as well as the aspirations of the marginalized communities.
5. To help individuals or a group of students belonging to the disadvantaged section of society address the problems related to discrimination.
6. To look into the grievances of the weaker section of society and suggest an amicable solution to their problems.
7. To disseminate the information related to schemes and programmes for the welfare of the socially weaker section, as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
8. To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to assist students from disadvantaged groups.
9. To organize periodic meetings to monitor the progress of different schemes.
10. To adopt measures to ensure due shares of utilization by SC/ST in admissions, recruitments (teaching and nonteaching posts), and to improve their performance



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## **GUIDELINES FOR SC/ST CELL in CHANAKYA ACADEMY**

The Cell conducts regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as Hindi and local language classes. The Cell also organizes interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

### **Functions:**

- Circulate GOI and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the Universities and Colleges for different courses, in suitable forms prescribed, by a stipulated date, and take follow-up action, where required.
- Circulate GOI orders and Commission's decisions and collect information in respect of appointment, training of these communities in teaching and nonteaching posts in the Universities and Colleges, in a suitable form by a stipulated date, and take follow-up action where required.
- Collect reports and information regarding the GOI orders on the various aspects of education, training, and employment of Scheduled Caste and Scheduled Tribe candidates, for evolving new policies or modifying existing policies by the Commission.
- Analyze information on admissions, education, training, and employment of SCs and STs, and prepare reports and digests for onward transmission to the Ministry of Human Resource Development/University Grants Commission and such other authorities as may be required.



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- Deal with representations received from Scheduled Castes and Tribes candidates regarding their admission, recruitment, promotion, and other similar matters in Universities/Colleges.
- Monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and universities.
- Function as a Grievances Redressal Cell for the grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems. Any student, teaching/non-teaching staff who wishes to file a complaint can contact any member of the SC/ST Committee in the college.



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## **INTERNAL QUALITY ASSURANCE CELLS (IQACS)**

### **Establishment and Monitoring of the Internal Quality Assurance Cells (IQACs)**

Internal Quality Assurance Cell is conceived as a mechanism to build and ensure a quality culture at the institutional level. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

### **Composition of the IQAC :**

The IQAC have the following composition:

1. DR.Bhavesh B Nair – Member
2. Dr Wasim – Chairperson
3. Ms Anjula Singh – Member
4. Ms Sushma Rungta – Coordinator
5. Ms Alka Dewangan – Member
6. Ms Sangita Bansode – Member

Two external experts on Quality Management

7. Industry/Local Community – Ar Navin Sharma – Member
8. Industry/Local Community – Mr Anand Singhania – Member



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## ESTABLISHMENT OF GRIEVANCE REDRESSAL COMMITTEE IN THE INSTITUTE

Student Grievance Redressal Committee (SGRC) has been established at the Institute to settle the grievances of students related to academic and non-academic matters; if and when they arise. Objectives:

- To provide opportunities for the redressal of the grievances of students already enrolled at the Institute, as well as those seeking admission to the Institute.
- To develop an organizational framework to resolve the Grievances of students.
- To provide students, hassle free resource to have their grievances redressed.
- To establish structured interactions with students to elicit information on their expectations regarding the grievances.
- To make the Institute student-friendly

.Procedure:

- Student shall make an application to the committee Chairperson regarding the grievance/s.
- The Chairman shall call the SGRC meeting to resolve the Grievance/s.
- SGRC while resolving the grievance/s, will follow the principles of natural justice.
- The SGRC shall send its report with recommendations, if any, to the concerned entity and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.
- Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

### STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

| S.NO | NAME              | DESIGNATION            | ROLE     |
|------|-------------------|------------------------|----------|
| 1    | DR BHAVESH B NAIR | PRINCIPAL              | CHAIRMAN |
| 2    | MS ANJULA SINGH   | ASSOC PROFESSOR        | MEMBER   |
| 3    | MS ALKA DEWANGAN  | ASSOC PROFESSOR        | MEMBER   |
| 4    | SANGITA BANSODE   | ACCOUNTANT             | MEMBER   |
| 5    | JIGYASA BHARATI   | STUDENT REPRESENTATIVE | MEMBER   |



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## 24X7 WOMEN HELPLINE NUMBER

### Establishment of 24x7 women helpline number: 9340011349

As required by AICTE, Chanakya Academy has established 24X7 women helpline number and a security system in the campus for providing safety to students and female faculty and non teaching staff by constituting the women helpline committee (WHC). This is in compliance with the AICTE guidelines which being statutory in nature, are binding on technical institutions in this direction, the institution has set up WHC in July 2025.

Actions to be initiated: call for counseling, advice to approach the concerned authorities, quick relief to the victim, conduct an enquiry and to take appropriate action etc.

| S. No | Name                | Designation         | Designation in the Committee | Mobile No  |
|-------|---------------------|---------------------|------------------------------|------------|
| 1     | Dr Bhavesh Nair     | Principal           | Chairman                     | 9424200107 |
| 2     | Ms. Anjula Singh    | Associate Professor | Convener                     | 7415025000 |
| 3     | Ms. Sushma Rungta   | Associate Professor | Member                       | 9617055567 |
| 4     | Ms. Yamini Gupta    | Associate Professor | Member                       | 9826940835 |
| 5     | Ms. Sangita Bansode | Accountant          | Member                       | 9926488838 |

Any person desire to file a written complain, can send an email to **[principal@chanakyaacademy.edu.in](mailto:principal@chanakyaacademy.edu.in)** or a hard copy which will be registered and process the case to the convener of WHC at the Chanakya Academy.



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**LIST OF TEACHING STAFF**

| Sl.<br>No.                   | NAME OF THE FACULTY      | DESIGNATION            | DATE OF BIRTH | QUALIFICATIONS<br>AND<br>SPECIALIZATION | DATE OF<br>JOINING | EXPERIENCE<br>IN YEAR |
|------------------------------|--------------------------|------------------------|---------------|-----------------------------------------|--------------------|-----------------------|
| <b>DEPT:-INTERIOR DESIGN</b> |                          |                        |               |                                         |                    |                       |
| 1                            | ANJULA SINGH             | ASSOCIATE<br>PROFESSOR | 09-04-1968    | MASTERS IN<br>INTERIOR DESIGN           | 14/6/2003          | 30                    |
| 2                            | SUSHMA RUNGTA            | ASSOCIATE<br>PROFESSOR | 08-04-1970    | M.ARCH                                  | 22/4/2015          | 25                    |
| 3                            | TAPAN JEET SINGH         | ASSOCIATE<br>PROFESSOR | 20-11-1983    | MASTERS IN<br>INTERIOR DESIGN           | 01-06-2026         | 13                    |
| 4                            | ROMA LACHHWANI           | ASSISTANT<br>PROFESSOR | 29-01-1997    | BSC ID                                  | 07-01-2020         | 10                    |
| 5                            | AKANSH BHAIJAE           | ASSITANT<br>PROFESSOR  | 05-12-1998    | BSCID                                   | 01-01-2022         | 8                     |
| <b>DEPT:-BBA</b>             |                          |                        |               |                                         |                    |                       |
| 6                            | DR. BHAVESH B. NAIR      | PROFESSOR              | 07-11-1982    | PHD. MBA                                | 01-06-26           | 16                    |
| 7                            | ALKA DEWANGAN            | ASSOCIATE<br>PROFESSOR | 22/9/1978     | MBA                                     | 05-01-24           | 20                    |
| <b>DEPT:-BCA</b>             |                          |                        |               |                                         |                    |                       |
| 8                            | DR.WASIM AHMAD<br>ANSARI | PROFESSOR              | 5-07-1984     | PHD.                                    | 01-05-26           | 16                    |
| 9                            | YAMINI SAHU              | ASSOCIATE<br>PROFESSOR | 20-06-1978    | M.CA                                    | 01-05-26           | 16                    |



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