



A Visionary Journey to Glorious Success begins from
**CORDIA GROUP OF
EDUCATIONAL INSTITUTES**



“ Where Innovation Has No BOUNDARIES ”

www.cordia.edu.in | www.sanghol.edu.in



Inaugurated by the Former President of India, Dr. A.P.J. Abdul Kalam, August 17, 2006 in the presence of The Rt. Hon'ble Lord Diljit Rana, MBE, Member House of Lords, U.K.

CORDIA PREAMBLE

VISION

“Cordia Group to emerge as a catalyst of socio-economic transformation and improvement in the standards of living of the people through teaching and learning, advancement of knowledge through research and scholarship, empowerment, entrepreneurship, employment and excellence on the spectrum of higher education”.

MISSION

“Cordia Group's mission is to carry forward India's Constitutional ideals of equal opportunity to all, particularly the underprivileged sections of the society, including women and children, their empowerment, to deepen and extend knowledge for building impeccable character, balanced personalities, mutual co-existence citizenry and rich human culture”.

OBJECTIVES

- Provide leadership in the improvement of teaching, learning and assessment of educational outcomes.
- Prepare professionals for taking up the challenges in different spheres of life of a global competitive and innovative world.
- Promote the commitment of faculty and students to uphold diversity, social justice, and democracy.
- Work towards developing professional linkages, collaborations and exchange relationships with faculty, researchers and institutions of higher education in India and abroad.
- Develop cordial inter-personal relationships, team spirit and academic excellence and integrity.

- Promote outstanding teaching and learning services, scholarship and professionalism.
- Develop ethics and values for the integration of teaching, research and individual & collective excellence.
- Promote diversity of ideas, religions, regions, cultures, mutual co-existence of all religious communities and stand for equity and social justice and their growth.
- Providing opportunities to the under privileged sections of the society to enhance their empowerment.

BELIEFS AND PRACTICES

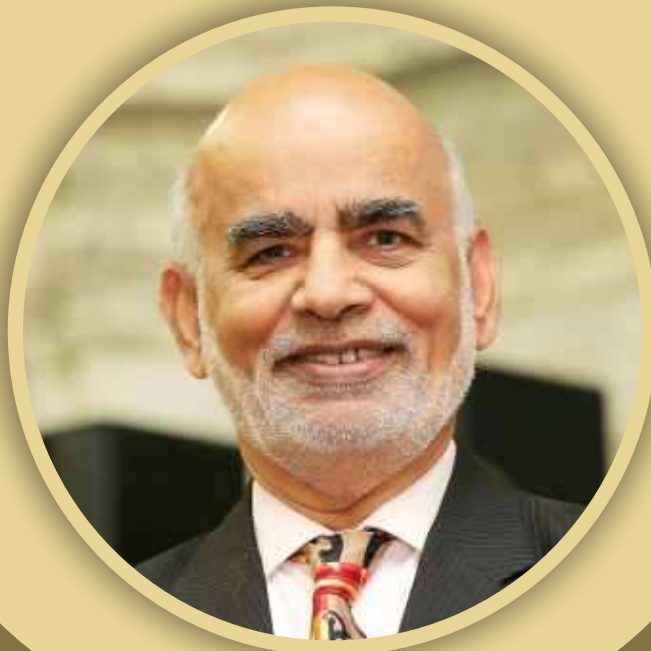
- Total literacy and education is the foundation and backbone of a democratic society.
- It is the right of every citizen to acquire quality education and live with dignity.
- A dynamic education system provides innovative ideas, knowledge in new areas conducive to productive economy and equitable distributive justice.
- Technology is a tool to quality education, and inter-disciplinary teaching-learning, research, that connects state, nation and the international community.

CORDIA ADVANTAGE

- A lush-green campus with composite secular culture comprising diverse religions, regions and cultures.
- Empowers youth to become global leaders through competitive professionalism and motivated entrepreneurship.
- Interactive participatory learning environment buzzing with year round special workshops, hand-on-training, lectures, seminars and conferences.
- Disseminate ideas and knowledge through national and internationally reputed academics and intellectuals
- Highly qualified and experienced faculty to inculcate among students a competitive spirit, vision, innovative versatility, and leadership to take up the challenges of life.
- 24 X 7 wi-fi facility, electricity back-up, hi-tech computer labs and smart class rooms make learning easy and interesting
- International linkages and dynamic placement cell, groom and develop professional competencies, soft skills and balanced professionals to occupy respectable positions in the job market.
- Excellent on campus residential facilities for boys and girls, and, the faculty ensure healthy teacher-taught relations.
- Efficient transport facility connects the surrounding villages and towns to provide easy access and the best educational facilities.
- Cordia stands committed for excellence in education and world-wide opportunities for a bright career to the stakeholders.
- Each student is entrusted to a faculty who acts as his/her mentor and extends all help in resolving the academic and personal problems of the students.

1. Online library resources from Gale/Cengage
2. Dedicated domains for students to manage their studying.
3. Student / Classroom management through advanced ERP system.

4. Residential & Mess facilities.
5. Career Counselling.
6. Health & Safety facilities.



The RT. Hon'ble Lord Diljit Rana, MBE

Chairman

Andras House Ltd

Chairman & Founder



ANDRAS
HOTELS



The Rt Hon'ble Lord Diljit Rana is a British Parliamentarian & Member of the House of Lords, UK. He was appointed to the House of Lords in 2004 by the then UK Prime Minister Mr. Tony Blair in recognition of his work in driving the successful regeneration of Belfast city centre and his efforts to encourage political dialogue in Northern Ireland. The Government of India conferred upon him Bhartiya Pravasi Samman Award in 2007 to honour his exceptional and meritorious contribution to India in building Trade, Cultural, & Educational links. He holds honorary degrees from the region's two Universities, Queen's University Belfast and the University of Ulster, as well as the Bengal Engineering and Science University, India. He is the founder of two Trusts, i.e. The Lord Rana Foundation Trust (UK) and Smt. Jawala Devi Memorial Trust, (India). He is the Honorary Consul of India to Northern Ireland, and the Founder President of the Consular Association of Northern Ireland. He is also serving President of the GOPIO (Global Organisation of People of Indian Origin).



Ms. Urmil Verma,
Director,
Lord Rana Foundations
Charitable Trust, UK.
Executive Trustee,
Smt. Jawala Devi Memorial Trust,
Sanghol, India



Dr. B.D. Budhiraja
Director Campus



Mr Tommy Taylor
*(Head Coach, Cordia
Southall Football Club).*

PATRON

Lord Navnit Dholakia, OBE, PC & DL

Deputy Leader of Liberal Democratic Party, House of Lords, Westminster, UK.

Advisory Board

1. **Shri Kamallesh Sharma GCVO**
Chairman Advisory Board
Former Secretary-General, Commonwealth of Nations & Chancellor, Queens University, Belfast, Northern Ireland, UK.
2. **Mr. Ronen Sen**
Former Ambassador of India to USA, Mexico, Russia, Germany and High Commissioner of India to UK.
3. **Prof. Thomas G Fraser MBE**
Former Pro-Vice Chancellor Ulster University, Northern Ireland. Emeritus Professor of History and Visiting Scholar, Cordia Group of Educational Institutes, Sanghol.
4. **Prof. (Dr.) Sumantra Ray**
MRC Senior Medical Advisor & Senior Clinician Scientist University of Cambridge, UK
Founding Chair, NNEdPro.
5. **Prof. L. K. Maheswari**
Former Vice Chancellor, Birla Institute Of Technology and Science (BITS), Pilani, Rajasthan, India.
6. **Dr. Chandra Shekhar**
Former Additional Secretary, Government of India, Director CEERI (Central Electronics Engineering Research Institute, Pilani), Rajasthan, India.
7. **Prof. V. S. Rao**
Former Acting Vice Chancellor, Birla Institute of Technology and Science (BITS), Pilani, Rajasthan, India. Former Director, BITS (Hyderabad).
8. **Dr. S. N. Joshi**
Emeritus Scientist, CSIR-CEERI, Pilani, Rajasthan, India.
9. **Prof. Kapil Kapoor**
Former Rector, Jawaharlal Nehru University, New Delhi, India.
10. **Justice (Retd.) Rajeev Bhalla**
Punjab and Haryana High Court, Chandigarh.
11. **Prof. (Dr.) Anil Suri Ph.D., F.N.A.Sc,**
Director -National Institute of Immunology, New Delhi
12. **Prof. Sanjeev Sharma**
Director, University School of Applied Management, Punjab University, Chandigarh
13. **Dr. Satish Kumar**
Senior Lecturer Society, Space and Cluture (SSC),
School of Natural and Built Environment
14. **Prof. Paramjeet Singh Jaswal**
Vice Chancellor, Rajiv Gandhi National Law University, Patiala.

Cordia College



A multi-disciplinary co-educational centre of learning spanning Arts, Social Sciences, Computer Science, Commerce, Non-Medical and Agriculture Sciences, comprises of highly dedicated, qualified and experienced faculty.

VISION

“To attain the goal of a developed nation-state, with belief in production and reproduction of knowledge to create statesmen, thinkers, logicians, good human beings, leaders of eminence and civilized citizens to promote and uphold spirit of nationalism and democracy”.

MISSION

“Engage in innovative and creative teaching-learning to impart disciplinary and inter-disciplinary knowledge to students and enable them to question critically, think logically, communicate clearly by upholding ethics and values”.

In pursuit of the vision and mission, Cordia College offers following Graduate and Post Graduate degree courses. The admission is subject to fulfilment of eligibility conditions laid down by the Punjabi University, Patiala mentioned against each course/degree programme.



Under Graduate/Post Graduate Courses Under Cordia College

Arts, Humanities, and Social Sciences

Bachelor of Arts (B. A.) **Seats : Open**
Eligibility: 10+2 with minimum 45 % marks

Master of Arts (M. A. in Punjabi) **Seats : 30**
Eligibility: 45 % Marks in Graduation

Master of Arts (M. A. in History) **Seats : 30**
Eligibility: 45% Marks in Graduation

Commerce and Business Administration

Bachelor of Commerce (B. Com) **Seats : 120**
Eligibility: 45% Marks in 10+2 in any stream

Bachelor of Commerce (B.Com Hons) **Seats : 60**
Eligibility: 45% Marks in 10+2 any stream

Bachelor of Business Administration (BBA) **Seats : 50**
Eligibility: 45% Marks in 10+2

Master of Commerce (M.Com) **Seats : 60**
Eligibility: 50 % Marks in B. Com

Medical, Non-medical and Agriculture

Bachelor of Science (B. Sc. Non-medical) **Seats : 30**
Eligibility: 10+2 Science (PCM) with 50% Marks

Bachelor of Science, Agriculture - (B.Sc. Agriculture - 4 years) **Seats : 80**
Eligibility: 10+2 Science/Agriculture with 50 % Marks

B. Sc. (Agriculture- Hons - 4 years) **Seats : 40**
Eligibility: 10+2 Science/Agriculture with 50 % Marks

Computer Applications and Information Technology

Bachelor of Computer Applications (BCA) **Seats : 30**
Eligibility: 10+2 with 45% Marks

Master of Science- IT (M. Sc. IT) **Seats : 30**
Eligibility: Graduation in any stream with 50 % Marks

Master of Science- IT (M. Sc. IT- Lateral Entry) **Seats : 30**
Eligibility: PGDCA

Post Graduate Diploma in Computer Applications (PGDCA) **Seats : 30**
Eligibility: Graduation in any stream

Smt. Jawala Devi College of Education



**NAAC Accredited B++ Grade, NCTE Recognised, Enlisted under 2(f) of the UGC Act 1956
Affiliated to Punjabi University, Patiala**

A premier Teachers' training college with a mission to develop core competencies through innovative teaching-learning pedagogies, best teaching practices among the Prospective Teachers keeping in view the long run educational needs of students.

VISION

Excellence in teachers' education through innovative teaching-learning pedagogy and maintaining higher standards

MISSION

Progressive and positive approach to prospective teachers' training and education, transparency, accountability and promotion of quality in education

College offers the following degree/Diploma courses

Master in Education (M.Ed)

Eligibility: B. Ed with 50 % marks (Gen.) and 45 % marks for SC/ST Category
2-Year Regular Course (Total Semesters : 4)

Seats : 50

Bachelor in Education (B.Ed)

Eligibility: Graduation with 50 % marks (Gen.) and 45 % marks for SC/ST Category
2-Year Regular Course (Total Semesters : 4)

Seats : 100

D.El.Ed. (ETT) affiliated to SCERT, Mohali, Punjab.

Eligibility: B. Ed with 50 % marks (Gen.) and 45 % marks for SC/ST Category
2-Year Regular Diploma

Seats : 50

SJDCE turns out excellent teachers who build excellent citizenry community by laying strong foundation for learning in schools in tune with NCTE mandate:

Faculty: NCTE and Punjabi University, Patiala approved qualified experienced faculty well versed with Modern educational needs of the education system.

Pedagogy: ICT induced teaching and learning, smart class room, interactive lecture session through video conferencing, projection of e-lessons and enhancing language.

Placement: Organization of annual campus recruitment and placement drive. All graduating students find placements in schools

Research: Continuous research in education published in the IQAC Cordia Multi-disciplinary Research and Texts - Enriching Learning Through ICT, ICT Skill Development and Proficiency in English

Teaching Practice: The graduate trainees carry on their teaching practice in public and private sector highly reputed Schools under the direct supervision of faculty to enhance their teaching skills

Results: This College has the unique distinction of hundred percent results in the examinations conducted by Punjabi University, Patiala and SCERT, Mohali.



CORDIA INSTITUTE OF BUSINESS MANAGEMENT

Affiliated to NAAC Accredited A Grade Punjabi University, Patiala,
Approved by All India Council of Technical Education (AICTE), New Delhi



VISION: Fostering a culture of innovative ideas, teaching, learning and research for socio-economic transformation.

MISSION

Educating and developing business leaders, researchers and entrepreneurs to build enterprises, disseminate path breaking knowledge and business perspectives and careers.

VALUES: Quest for excellence through thinking beyond class room.

Master in Business Administration (MBA)

Seats: 60

Eligibility: Graduation in any stream with 50 % marks (45 % for SC/ST Category)

2 Years Regular Degree

Programme offers specialisation in Marketing, Retail Management, Operation Management, Finance, Human Resource, International Business and Information Technology

Cordia Institute of Business Management (CIBM) is committed to move forward by equipping the young prospective corporate business leaders with:

- 🧠 Advanced knowledge, skills, business ethics, values and enlighten a spirit of entrepreneurship
- 🧠 Team spirit and leadership
- 🧠 Innovative ideas in emerging areas of knowledge and abilities
- 🧠 Enhancement of organizational sustainability and overall growth.

Curriculum: Articulate, Interactive and participatory modules for international exposure.

Faculty: Dedicated and innovative faculty, visiting faculty from academia, world class business schools, industry and corporate houses.

Faculty Development: Regular organisation of Faculty Development Programme in collaboration with NITTER & other resource centres.

Placements: Strong industry and corporate linkages through the dynamic faculty and placement cell

Student Support: Library with 24X7 wi-fi facility, Delnet, Cengage learning, J-gate e-resources, International journals and books

Separate hostels for boys and girls with state of the art facilities.

Join CIBM and Build a Career in Global Business and Corporate Sector and Banking.

CORDIA INSTITUTE OF HOTEL MANAGEMENT

Affiliated to Maharaja Ranjit Singh
Punjab Technical University, Bathinda (Punjab)



A premier hospitality management institute in Punjab, CIHM has been training youth for the US \$ 7.2 trillion strong market job which at present employs 300 million people world over. To create employable youth in the hotel industry CIHM looks forward with:

Vision

“Qualitatively transforming lives of people and communities through scientific education and learning in culinary arts and hotel management”.

Mission

“Promotion of scientific teaching of theory of culinary arts in the class rooms and application of knowledge thus acquired in the laboratories for quality production, service and entrepreneurship”.

STRATEGY AND EXECUTION

- Lifelong education and training to budding graduates with skills necessary to sustain career success within the global economy.
- Making available trained human resources in culinary arts for the economic success of the enterprises.
- Leadership to formulate innovative culinary arts curriculum linked to culture, economy and market.
- Initiation of applied research for innovations in culinary production and services to sustain community health and economic health of the nations-state.

In the realization of the vision and mission CIHM offers:

Bachelor of Management Studies (BMS) - Hotel Management & Catering Technology (HM & CT)

Eligibility: 10+2 pass in any stream
3-years Regular Degree Course

Seats : 60

Hunar Se Rozgar Programme Certificate of Ministry of Tourism, Government of India

Course : Food Production, Food & Beverages Services, Bakery, House Keeping
Eligibility : Middle School (8th Class onward) Pass Certificate

**Seats : 20
in each
course**

International Collaborations



The Cordia Group committed to establish an interface with the international academic and vocational training institutes in the highly competitive globalizing world to provide world class exposure to its students and faculty has resulted in the development of international academic and vocational training linkages with the reputed universities and skill development institutes.

The primary objective of the international collaboration is to:

- Establish academic and skill development linkages for the faculty and students from Cordia Group of Institutes to have world-wide exposure of the latest development in the field of knowledge and skills
- Develop bilateral understanding with academia and vocational experts for a direct interface for learning and knowledge acquisition
- Help the students and faculty to acquire excellence and competencies to blossom in the global socio-economic scenario

CORDIA INSTITUTE OF VOCATIONAL TRAINING (CIVT)

(Established in 2013)

(In Collaboration with Vocational Training Charitable Trust, U. K.)



VISION

“A paradigm shift in line with the national skill development policy to transform theoretical proficiency in to skills among youth in Punjab”.

MISSION

“Launch multiple skill development programs and education, to instill a sense of empowerment, entrepreneurship and abilities to generate employment for themselves and for others while being in rural areas”.

Cordia Institute of Vocational Studies offers the following:

Level 2 Diploma in Women Hair Dressing (QCF) (6 Months duration)

Eligibility: Matriculation (10th pass)

Level 2 Diploma in Beauty Specialist techniques (QUF), (6 Months duration)

Eligibility: Matriculation (10th pass)

Commercial Services Orientation through Public Service in:

Hair care / Bridal make-up / Beauty / Spa services



CIVT Advantage:

- International partnership provides opportunities to trainees to interact with and acquire knowledge of international hair styles and hair care therapies.
- It helps promote chances of self employment and generating employment for others.
- VTCT certification provides opportunities to seek employment in the global hair care and beauty therapy market.

Cordia Institute of Heritage Studies

(Established 2013)



Concept and Scope:

The broad spectrum of heritage includes studies in socio-cultural, human, physical and natural evolution, environment, both man made architectural complexes and archeological sites, folk heritage of the countryside, the urban- industrial heritage, including signs and symbols passed on by oral transmission, artistic and literary forms.

VISION

“Continuous growth and development of repository of knowledge on the composite culture and civilization of Indian society, a mirror for the present and future generation to reflect upon their heritage and future course of action”.

MISSION

“Exploration into the socio-cultural, human, physical and natural evolution of Sanghol, an ancient site with considerable historical and archeological significance; understanding nature and type of folk heritage in the context of ancient Indian composite culture and civilization; establish spatial and cultural linkages between the past and the future; and disseminate new facts and knowledge for the betterment of human society”.

Pedagogy:

Developing a broad spectrum of heritage studies through analytical understanding of the conceptual and theoretical dimensions, classification and typology, and defining the scope of the concept.

Research into the socio-cultural, economic and political aspects of Sanghol by using totality and causality methods, and thereby combine the historical and sociological causality to arrive at objective reality.

To develop archives and museum of available original artifacts, signs, symbols, visual expressions, coins, travelogues and oral history accounts.

Finally, develop a teaching and research curriculum of the institute for formal education at the Graduation and post-graduation levels.

Glimpses of International Conference



CORDIA SKILL DEVELOPMENT CENTRE (CSDC)
(Established in 2015)
(In partnership with West Nottinghamshire College, United Kingdom)



VISION

“Transform the untapped vast human potential into skills for the empowerment of youth in Punjab”.

MISSION

“Impart specialized scientific training of international standards to ensure quality. Capacity building to enable youth for generating self employment, provide employment to others by setting up enterprises and explore opportunities in India and Abroad”.



CSDC offers the following courses in skill development:

Brick-laying (Masonry)

Carpentry (Wood-craft)

Automobile Assembly & Repair

Basics in Mathematics

Basics in Communication skills (English)

Basics in Information Technology

Duration: 6 to 9 months; **Eligibility:** Middle class (8th pass) and above with skill aptitude

Certification: West Nottinghamshire College, United Kingdom

Pedagogy: Excogitation of natural functional interface with industry, multi-national corporations, skill development centres for mutual benefits and national development.

Memorable Experience



Romesh Kumar

B.Sc. H &HM

“The degree programme at Cordia Institute of Hotel Management has developed my creativity and attitude of a thorough hospitality professional”

Presently working as Assistant Prof. at CT Institute, Jalandhar.

Dalip Kumar

B. Sc. H & HM

“I will recommend Cordia Institute of Hotel Management for remarkable professional education in hospitality world”

Presently working at TAJ Chandigarh.



Preeti Naik

B.Sc. (Agriculture)

“Honestly, I am highly pleased with my B. Sc. agriculture education at Cordia College.

Faculty are well qualified and exceptionally helpful”

Anshu Lalotra

B. Sc. H & HM

“My Education at Cordia Institute of Hotel Management provided me the knowledge, confidence and critical thinking skills highly useful in hospitality profession”

Presently working with Costa Cruise, USA



Arif Ahmad Dar

B.Sc.H&HM

“The step by step approach is incredible when we start with the basics and move gradually to highly technical levels”

Presently working as HOT, Radisson Jalandhar

Sukhvir Singh

B.A. Final

“Cordia College is the institute for quality education, with which I have formed a life-long relationship”.



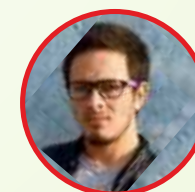
Gurpreet Kaur

B.Sc.H&HM

“The teaching pedagogy is incredible, starting with basics and moving gradually to highly developed fields of culinary science and Hospitality.”

Presently working with Hyatt, Chandigarh

I am **Zakir Hussain** coming from Leh, J & K pursuing B.Sc. agriculture. For me, attending Cordia College was a logical decision after seeing the campus and having interaction with the learned faculty. Everyone is nice and friendly.



Memorable Experience

I am **Lycan Irfan** from Pulwama, J & K doing MBA (Professional) from Cordia College. I would like to express my gratitude to the management of Cordia for providing me a chance to study under roof of excellent facilities.



I am **Romi** from J & K, and doing BBA from Cordia. Through this small note, I would like to convey regards to the founder of this group who has really provided us with such kind of quality education.

I, **Tarandeep Singh**, belong to Jammu & Kashmir, pursuing BCA from Cordia College. I want to share that I am extremely happy to join such a reputed institute which is equipped with well qualified faculty members.



I am **Stanzin Paskit** from Kargil, J & K, doing B.Sc. Agriculture from Cordia College. I want to express my regards to faculty members for their best deeds.

I am **Deeksha Kashyap** from Himachal Pardesh doing B.Sc. Agriculture from Cordia College. I want to express my regards to faculty members for their best teaching and overall support.



I am **Manvir Singh** from Macchiwara Sahib and feel proud to be associated with Cordia Institute of Business Management (CIBM), Sanghol, for pursuing MBA. I adjudge this as premier Business Institute for learning management skills, modern techniques and pedagogy.

I, **Jahangir**, from J & K pursuing MBA from Cordia Institutes of Business Management (CIBM), Sanghol take the privilege to convey that another name of personality transformation is CIBM. Thanks to the management of Cordia Group of Institutes.



I am **Rajinder Singh** pursuing BCA. from Cordia College. My experience with the Cordia Group of Educational Institutes is excellent. I am sure that this knowledge center will definitely continue imparting quality education and its learning environment is the greatest asset to the rural youth.

I, **Ayash Manzoor** from Anantnag, Kashmir, student of M.B.A. hereby extend my gratitude towards Cordia Group of Educational Institutes for the endless support in enhancing my communication skills with all kinds of facilities that definitely seed in us educational skill consciousness.



From Visitors Diary



Late Dr. A.P.J. Abdul Kalam

Former President of India

“Delight to visit Lord Rana’s Cordia Group of Institutes. Best wishes to Students and Teachers.



Prof. Ved Prakash

Retd. Chairman, UGC, New Delhi

“I was very impressed by the Institutional ambience of Cordia Group of Institutions”



Dame Asha Khemka

DBC Principal & CEO, West Nottinghamshire College, UK.

“It is a privilege and honour to be at Cordia institute. Our partnership now with Nottinghamshire College will allow those who need to develop their skill”



Dr. S.N. Joshi

Em Scientist
CSIR-CEERT (Raj.)

“ I got fascinated after visiting this great education hub and it is worthwhile to visit here whenever I have an opportunity”



Dinkar Gupta IPS

ADGP Law & Order, Punjab

“Really impressed with what has been created & built by Lord Rana in Sanghol”



Dr. Samuel K. Mbambo

High Commission of Namibia in India

“It was blessing to be here. I think this is the way to go. May God Bless with many Examples of wisdom”



Dr. M. Satish Kumar

School of Geography, Queen’s University BELFAST

“Extremely eventful and grateful to be a part of this great organization”

From Visitors Diary



Baroness Sandip Verma

House of Lords, UK

“It was a wonderful visit and a great pleasure to meet all the fabulous students of Cordia Group of Institutes, Sanghol”

Scot Slessor

Consulate General of Canada

“Cordia always organize great & informative events. Let’s keep the idea flowing”



Baroness Angela Harris

House of Lords, Westminster, UK.

“A great joy & honour to be with you all”

Lord Navnit Dholakia

British Politician

“A dream come true, well done Lord Diljit Rana”



Dr. Stephen Vickers

VTCT

“I am delighted to be here on such a wonderful occasion”

Terence Robinson

Sr.Vice President, Gale Cengage Learning Inc. UK

“The Excellent complex and Lord Rana’s Leadership is an inspiration to all”



Dr. Vinod Chandiramani

Head of Department of General Surgery at P. D. Hinduja National Hospital, Mumbai.

“The Cordia Institutes are performing a yeoman service in providing a broad based education to the rural community’



CANTEEN



STAFF QUARTERS



GIRLS HOSTEL



EXPERIMENTAL LAB



BASKET BALL COURT



LIBRARY



AGRI. ENGINEERING LAB



BOYS HOSTEL



ANIMAL HUSBANDRY LAB



CORDIA TRANSPORT



COMPUTER LAB



IDEAS & DIALOGUE



SMART CLASS

Cordia Beyond Class Rooms Sports Development Initiatives





ADMISSION AND GENERAL RULES

Statutory Warning

Ragging in any form is a cognizable offence and prohibited in and outside the Cordia campus. Any student studying in the Cordia Campus found indulging in ragging will be strictly dealt with in accordance with the provisions of law.

Admission Procedure

Application for admission will be accepted only on the prescribed Admission Form appended to the prospectus along with the following mandatory documents:

- i) Attested copy of the University/Board Certificate of the last examination passed.
 - ii) Attested copy of the Character Certificate from the Head of the institution last attended.
 - iii) Proof for claiming any type of reservation: Single Girl Child, Sports Quota, SC, ST, Minority etc.
 - iv) Attested copy of Date of Birth Certificate/Copy of Aadhar Card.
 - v) Caste Certificate issued by the SDM or Class I Magistrate (for SC/ST students only).
 - vi) Migration Certificate and the Original Certificate of the examination passed in the case of a student from a University, other than Punjabi University, Patiala.
 - vii) Two Passport Size photographs (Four photographs for Bus Commuters).
 - viii) Residence Proof: Aadhar Card/ Voter Card/ Passport (first and the last page) along with self addressed envelopes attached with the admission form.
-  All original Certificates must be produced before the Admission Committee at the time of admission.
-  The candidate must appear physically before the Admission Committee at the time of admission.

Admission Rules

- i) **All the students are required to deposit their semester, examination and other dues, if any, strictly in accordance with the Schedule notified by the Cordia Administration. The failure to deposit the semester fee in time will be subject to penalty to be decided by the administration in accordance with the University rules and regulations. The SC/ST candidates of all states will pay all such funds which are not covered in scholarship schemes.**
- ii) No Failed/Compartment student from other institutions will ordinarily be admitted.
- iii) A failed student from any of the Cordia Institute/College who rejoins as a regular student will be permitted to appear in the University Examination as a regular student, only if he/she fulfils the eligibility conditions in the year of rejoining.
- iv) A student having a gap year after passing the last examination will have to furnish an Affidavit stating that he/she was not involved in any unlawful activity during the gap year.
- v) **A student admitted to any class is required to deposit fees and other dues as specified in the Fee Structure on the spot, failing which he/she may have to forgo his/her right to admission.**
- vi) The change of subject or the faculty may be allowed strictly in accordance with the Punjabi University, Patiala rules.
- vii) A candidate whose result is declared late by the Punjabi University, Patiala may seek admission within 10 days of the declaration of his/her result.
- viii) The foreign nationals seeking admission to any course are required to provide the particulars of their passport along with long term Visa from Home Ministry and Eligibility Certificate from the Punjabi University, Patiala.
- ix) **The student who remains absent for a continuous period of 7 days in any subject, without leave, his/her name will be struck off from the institute/college rolls. He/She can seek re-admission after paying the arrears, re-admission fee and re-registration fee.**
- x) Reservation of seats in different categories will be made in accordance with the rules and instructions issued by the Punjabi University, Patiala/Punjab Government.

Admission to all the classes is provisional and subject to approval of the Punjabi University, Patiala.

College/Institute Fees & Dues Rules of Payment

All the students are required to pay college/institute fees and other dues during the course of their studies as per the structure and schedule below:




Fee Structure

Sr. No.	Courses	Duration	Odd Semester	Even Semester
			Total Fee	Total Fee
1.	MBA	2 Years	51400.00	42400.00
2.	M.Com	2 Years	22700.00	18600.00
3.	M.Sc (IT)	2 Years	24300.00	19300.00
4.	M.Sc. (IT) Lateral Entry	1 Year	29050.00	21050.00
5.	M.A (Punjabi & History)	2 Years	16650.00	13450.00
6.	PGDCA	1 Year	21100.00	16600.00
7. *	B.Sc (Agriculture)	4 Years	35000.00	23900.00
8.	BMS-HMCT (PTU)	3 Years	33450.00	29400.00
9.	B.Sc (Non-Medical)	3 Years	22600.00	13100.00
10.	B.Sc Medical	3 Years	22000.00	18500.00
11.	BCA	3 Years	25800.00	20700.00
12.	BBA	3 Years	25800.00	20700.00
13.	B.Com (Hons)	3 Years	17200.00	10900.00
14.	B.A.	3 Years	16000.00	6500.00
15.	M.Ed	2 Years	39350.00	36150.00
16.	B.Ed	2 Years	37100.00	34100.00
17.	E.T.T	2 Years	22700.00	25900.00
18.	Diploma in Hair Dressing and Beauty Therapy	1 Year	54400.00	54400.00

This will include University registration and examination fee.

* We propose to start B.Sc. Hons (Agriculture) from the session 2018-19

Note: Hostel Fee Per Sem : Air Cool-8 Seater Rs. 24500/-, Air Cool-2 Seater Rs. 30000/-, Without Air Cool-2 Seater Rs. 25500/-. Examination Fee is subject to change by University. All the students are required to deposit their fee as per the schedule below.

-  **At the time of Admission**
-  **During the month of October**
-  **During the month of December**

- The details of fee for all semesters and charges are obtainable from the Fee Section, Cordia Administrative Building.
- In addition to the above specified period of paying fees and charges, a fifteen days advance notice is also put up on the notice board of the college to enable students and parents to pay the dues in time.
- The students are required to pay all their dues on dates notified well in advance.
- Defaulters can pay their dues within ten days after the scheduled date of payment along with late fine of Rs.20/- per day.
- The names of the students who fail to pay their dues in the stipulated time period, may be struck off the college/institute rolls.
- They may re-join the college/institute after paying the arrears along with re-admission fee of Rs.500/ and re-registration fee of Rs.500/-.
- However, they cannot claim any benefit of lectures for the period their names were struck off.
- The re-admission will be with the sole permission of the respective college/institute Principal.

- All security deposit by the student will be refunded to him/her at the time of leaving college/institute, provided he/she submits no dues from all the concerned offices.
- Student can claim security refund within six months of their leaving the college/institute.
- All security deposits not withdrawn within six months of leaving the college/institute shall lapse automatically.

Library Rules

The College/Institute Libraries are equipped with highly knowledge-rich books pertaining to different disciplines and subjects by Indian and foreign authors. A large number of journals, periodicals, magazines and news papers are available in the library. The library services are open to all the students and are governed by following rules and regulations.

- Students may draw books at a time as under:
 - i) All Under-Graduate classes – Two Books for a period of 14 days.
 - ii) All Post-Graduate Classes – Three Books for a period of 14 days.
- Every student is provided with a Library Card and it should be with the student entering Library and can be asked to show the card.
- The books are issued by the Librarian as per the standard book issue and return Library manuals.
- Loss of Library Card should be brought into the notice of the Librarian immediately. The duplicate card will be issued on the request of the student with a payment of Rs.125/- only.
- The Library Card is non-transferable and any student found using/misusing the Library Card of other student will be liable to disciplinary action as per the recommendations of the Library Committee headed by the Principal of the College/Institute.
- **Students can borrow books for themselves only and not for any other person.**
- A borrowed book retained by a student for more than 14 days will attract a fine of **Rs.5/- per day**.
- A borrowed book may be recalled at any time at the discretion of the Librarian.
- In case a borrower loses the book, is liable to either replace the book with a new book or pay one and half time of the currently prevailing cost of the book.
- In case the book is a volume of the set, the student will be required to replace the entire set or pay one and half time of the currently prevailing cost of the set.
- The stock checking of library books is carried out once in a year. During this period all the books are recalled from the borrowers and the Library will be closed for that period.

Leave Rules

- The students are entitled to avail leave provided that the period of leave does not prohibit their 75 per cent compulsory attendance in each of the subject studied.
- The student is required to apply for leave in advance stating the reasons on a prescribed Form obtainable from the College/Institute office.
- In the case of sickness or emergency, the leave application must be submitted within a week.
- Application for Sick leave for more than 5 days must be supported by a Medical Certificate issued by a Medical Officer with a clear statement that the nature of sickness requires leave.

No benefit of medical leave under normal circumstances will be given to the student in meeting lecture requirements.

Transport Service

Under Cordia Transport Service Policy, the service is provided on the specified routes. At the time of admission, the student seeking transport service is required to fill up prescribed Transport Service Form with Two Passport Size photographs and submit along with the admission Form for assessment to Marketing Manager.

The students using transport service are required to deposit transport fee twice in the year on 6 month basis (covering complete semester and examination period).

General Warning

The following are strictly prohibited and punishable in accordance with the provisions of the law:

- i) The wielding/brandishing of firearms (pistol/revolver/tamancha etc.), sharp-edged weapons (knives, sword, khukhri, or any other item dangerous to life).
- ii) Use of mobile phones in the class rooms, corridors, campus internal pathways and sports ground. In case any student is found using such devices, the same will be confiscated.
- iii) The use of drugs, tobacco and tobacco products, alcohol and any other intoxicant substance.
- iv) Use of abusive language, shouting, quarreling, violence, damage to college property inside and outside class room etc.
- v) Eve teasing and sexual harassment.
- vi) Agitation, protests and any kind of political activity.

ATTENDANCE & INTERNAL ASSESSMENT

Minimum Attendance

1. To appear in the examination of Punjabi University, Patiala a student must have attended not less than:
 - (i) 75% of the total lectures delivered to his/her class in each of the subjects offered.
 - (ii) 75% of the periods assigned to Practical work in each Practical subject/Tutorials.
2. No Condonation of absence is permissible on medical grounds. However, leave will help in limited remission of fine only.
3. The Condonation of the shortage of lectures cannot be claimed as matter of right. However, the Principal may condone a shortage of lectures/tutorials/practicals for valid reasons as Per the University rules.

GUIDELINES FOR CONTINUOUS INTERNAL ASSESSMENT







REGULAR STUDENTS OF UNDER GRADUATE COURSES 10%:

In order to maintain uniformity in the calculation of 10 per cent marks as Internal Assessment in each paper of each of the Under Graduate classes the following criteria will be followed:

1. Mid-term Class Test/Mid Semester Test : 5%
2. Academic Activities (Seminar, Project, Assignment) : 3%
3. Attendance : 2%

REGULAR STUDENTS OF POST GRADUATE COURSES 20% (SEMESTER SYSTEM)

- (I) Mid Semester Examination Evaluation : 80%
- (II) Continuous Assessment : 20%
- (a) May include written assignment, class tests, participation in class room discussions, term papers, attendance.
- (b) The marks for different criteria are as below:

 Written Class Test	: 25 (reduced to 5)
 Snap Test	: 25 (reduced to 5)
 Participation in discussions in classroom/seminars	: 15 (reduced to 3)
 extension lectures/training programmes	
 Term Papers	: 25 (reduced to 5)
 Attendance	: 10 (reduced to 2)

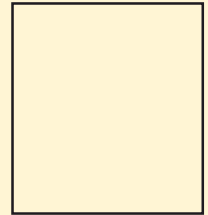


Serial No:.....

Roll No.....

Note : This form is to be filled in by candidate in capital letter's only.

(To Be Allotted By Office)



1. Institute Name : _____
2. Course Opted : _____ Semester _____
3. Name of the Candidate (as entered in class X certificate) _____
4. Admission Category _____
5. Tick the appropriate () Box

Gender: Male [] Female [] Other []

Category: Gen. [] S.C/S.T [] B.C/O.B.C [] Any Other _____ []

6. Date of Birth __/__/____

7. Family Details:

Father's Name _____ Qualification _____ Occupation _____

8. Nationality _____ Country of citizenship _____

9. Mailing Address: _____

Permanent Address : _____

10. Mobile Number (Self) . _____ E-Mail: _____

Aadhaar Card _____

11. Mode of Stay: Day Scholar [] Hostel [] Transport []

12. Eligibility: Pass [] Result Awaited [] Reappear []

Rank in the qualifying Entrance Test, If Any _____

13. Summary of Educational Qualification

Previous Exam Passed	Subjects Studied	Marks Obtd.	%age	Session	Roll No.	Board University	Name of School/College
Matric							
10+2							
Graduate							
Post Graduate							
Any Other							

14. in case of any discontinuity in your academic record please mention the reason and submit the proof if any
15. Extra curricular activities/Sports/Awards/Rewards _____
16. Who guided/referred you to CORDIA (if Any) _____
17. How did you come to know about our College.
 (a) advertisement (b) friends (c) Relatives (d) Radio (e) TV (f) Pamphlet (g) Others _____
18. Address of Previous School/College with Contact No. _____
19. Subject to be offered (Applicable for BA and B.Ed only)

1		6	
2		7	
3		8	
4		9	
5		10	

- I am responsible for the information given above by me and it is true to the best of my knowledge and belief and nothing has been concealed therein.
- I hereby agree to conform to all rules, acts and laws enforced by the University. Further, I hereby undertake that if I disobey any of the rules or regulations, any disciplinary action may be taken against me, even to the extent of expulsion from the College.
- I know that if at any stage of my course, any discrepancy is found in my testimonials / documents / eligibility by the College or any other Authority, the College will not be held responsible and I will own the responsibility.
- I hereby agree to pay the full fee of the course even if discontinue at any time during the course as I am fully aware that the seat so vacated by me will be a loss to the College.
- I bind myself to fulfil 75% attendance condition and to clear the conditional tests to make myself eligible for the final exams as per the University rules.
- I am fully aware that ragging is strictly prohibited/punished under law in the University, If I am found guilty of indulging in or abetting ragging, I shall be liable for punishment and expulsion from the College.
- I would endeavour to excel in my studies & other University Extra Curricular activities.
- I will maintain highest degree of discipline & will not be involved in any activity that harms or damages the dignity & prestige of my esteemed College.,

Date _____

Signature of candidate _____

DECLARATION BY THE PARENTS

- The particulars furnished by our son/daughter / ward in his / her form are true to the best of our knowledge and belief.
- I undertake and bind myself to pay by due date on behalf of my son / daughter / ward such fee / fines / charges etc. as the College may levy upon him/her from time to time and in the event of failure to perform this duty, the College Authorities may take such action against son/daughter / ward as they may deem fit.
- That I being the father/guardian of Ms./Mr. _____ do undertake the entire responsibility of his / her good behaviour and he/she will maintain proper discipline during his/her stay in the College campus as well as Hostel.
- I hold myself responsible for due and prompt payment of fees / fines and other charges of my ward.
- That the College authorities have explained to me about the eligibility Criteria & status of the University regarding Punjab Govt. / UGC / AICTE etc. norms. I am admitting my ward after through consideration and to my full satisfaction.
- I will vouch for ward's sincerity, integrity & discipline, If he/she is found in any in disciplinary activity, strict action can taken against him/her

Date _____

Signature of Parents _____

FOR OFFICE USE ONLY

Date of Submission of Form: _____ Admission Status: Confirm Provisional

Seat: ReserveQuota General Seat Management Quota

List of Original Certificates received: (a) Matric (b) 10+2 (c) Graduation

(d) Migration (e) Character

Pending Certificates (1) _____ (2) _____ Admission Allowed

(Admission Counsellor)

(Admission Convener)

(Office Supdt.)

Principal of Respective
College





Lord Rana Edu-City

- 📍 Lord Rana Foundation Charitable Trust, U.K.
- 📍 Smt. Jawala Devi Memorial Trust, India.
- 📍 Chandigarh-Ludhiana NH-5, Sanghol - 140 802,
- 📍 Tehsil : Khamano, Distt : Fatehgarh Sahib, Punjab

- ☎ +91-1628-255930, 87270-45001
- ✉ admissions@sanghol.edu.in, info@sanghol.edu.in
- 🌐 www.cordia.edu.in | www.sanghol.edu.in

www.cordia.edu.in