



Student Handbook

2010 - 2011

24 A, Lajpat Nagar IV, Main Ring Road, New Delhi – 110 024
Golf View, Tower A, 1st Floor, Sector-42, Gurgaon – 122001
HB Twin Towers, 2nd Floor, Netaji Subhash Place, Pitampura, Delhi - 110092

Student Handbook

Stratford University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, associate's, bachelor's, and master's degrees. Stratford University is also a member of the Council for Higher Education Accreditation (CHEA), a national advocate and institutional voice for self-regulation of academic quality through accreditation. The Stratford University culinary arts program is programmatically accredited by the American Culinary Federation (ACF). Stratford University is also certified by the State Council of Higher Education for Virginia (SCHEV) to operate campuses in Virginia.

Policies and programs set forth in this handbook are effective through the academic year 2010–2011. Changes in the content of this handbook may be made at anytime by the University administration. Students are expected to become familiar with the policies and procedures listed in this handbook. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students should refer to the university catalog for further information about academic programs, policies, and procedures.

Stratford University was established in 1976. The undergraduate and graduate programs are approved for Federal Student Financial Assistance by the US Department of Education. The University has the authority to issue I-20s by the US Immigration and Naturalization Service for F-1 visas. All programs have been approved for the training of veterans.

The K. K. Modi Group

The K.K. Modi Group has diversified group interest and is known for pioneering many new businesses in India like American Education, Modi Care (Multi Level Marketing), etc. The group's vision for education in terms of helping individuals achieve their career goals through competence-based education, and their vision of using education to help achieve the goals of industry and the economic development were in perfect alignment with the vision of both – Modi Group and Stratford University, USA.

Operating under Ms. Charu Modi Bhartia's guidance, MAII will not only offer Indian students the opportunity to get quality American Education at Indian prices but also have the experience and the ability of placing students in top quality companies, which is the end goal of any student. MAII operates through its three learning sites i.e. Lajpat Nagar, Pitampura and Gurgaon and has plans to expend in the near future not only in newer locations but also in terms of course programs from its current management courses both at Bachelor and Masters level, Information Technology, Hospitality and Health Sciences.

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MESSAGE TO OUR STUDENTS FROM THE UNIVERSITY PRESIDENT



Stratford University is a remarkable institution that caters to the educational needs of international and domestic students. We have campuses in the USA, as well as New Delhi, India. As a comprehensive university, Stratford is well suited to assist all who attend here meet their educational goals. Our experience with students from over 30 countries and from across the USA has taught us how to best satisfy the educational needs of a diverse student body. Our programs are nationally recognized and nationally accredited, are rigorous, and require concentration and focus that is worth the effort.

The faculty that will teach you have been recruited from among the best available. They are well respected in their specialties and are here to ensure you have a successful experience. Likewise the administrative support staff is committed to ensure your well being and to help you at every step – be it registration, financial aid, advising or career services. As a student at Stratford University you will learn competencies such as critical thinking, business acumen, leadership, and technology insertion. By bundling these competencies together you will be well prepared to meet the demands of a competitive job market.

Stratford University is a learning community. And, as part of this community, you have certain rights and responsibilities as outlined in this handbook. So I welcome to the Stratford University community and look forward to learning of your many contributions.

Richard R. Shurtz II, PhD
President

OVERVIEW OF STRATFORD UNIVERSITY

Stratford University is a private institution of higher learning. The student body is quite diverse, including new high school graduates, working professionals, international students, and persons desiring to change their career fields.

Mission

The mission of Stratford University is to prepare students for rewarding and challenging careers by providing quality, competency-based educational programs that meet the changing needs of employers in emerging high demand industries.

In order to meet this mission, the University offers a variety of graduate, undergraduate, and diploma programs in emerging and high employment demand fields. To meet the needs of a diverse community of learners, the University provides education that balances technical, professional, and critical thinking components.

In pursuit of this mission, the institution seeks to ensure:

1. a student's career goals can be met by matching students with appropriate programs of study,
2. a quality learning experience by employing faculty who are committed to learning and who demonstrate excellent teaching skills,
3. relevant curricula through input from the governing board, advisory boards, academic partners and graduates, and
4. student success through a comprehensive support program including testing prior to acceptance, financial planning, academic assistance, and other student services.

MAII's Purpose Statement

To provide world class education which will transform people's lives, empowering them to be wealth creator.

Instructional Philosophy

The face and climate of today's business world is changing rapidly. Economic growth and the constantly transforming needs of modern industries can provide exciting and challenging opportunities for qualified graduates. Stratford University is at the forefront of these changes and is dedicated to assisting graduates find employment in this evolving job market. Our innovative approach to education helps our graduates gain the skills and self-confidence needed to be successful.

Stratford University seeks to give its students relevant skills and knowledge, leading them to satisfying careers and helping them to maximize their potentials. The University is able to achieve these goals through a carefully-planned program of instructional and career counseling, including timely curriculum revisions, hands-on learning experiences in appropriate undergraduate courses, individual help, and placement assistance.

1. **Instructional Focus:** The entire program is directed towards specific instructional goals with small class size. All curricula, presentations, supportive reference materials, and student-teacher interactions are collectively driven by this strategy.
2. **Communication:** Effective use of communication reinforces the instructional message. Creative seating arrangements and small group projects are used to encourage student/student and student/teacher interaction. A team-building atmosphere is sought during all phases of the program.
3. **Self-Discovery:** Hands-on learning using actual equipment is a key to the Stratford University instructional methodology. Learning by discovery provides self-fulfillment for image building. Stratford University recognizes that self-discovery is the key to long-term retention of information. In the final analysis, the University combines sound instructional technology with an insight into the career market to produce a valuable and unique educational service.

University Administrators

Administrative Team – MAII-Stratford University – India

Name	Title
Charu Modi Bhartia	Chief Executive Officer / Vice Chairperson
Aloke Khanna	Chief Operating Officer
Shobhit Kalia	Dean
Rajinder Chawla	Head – Finance
Dinesh Khosla	Head - Administration
Sanghamitra Sarkar	Head – Human Resources
Rajive Narain	Vice President – Sales & Marketing
Shweta Singh	Manager – Career Assistance
Ramdas.P.	Head – Student Services
Nidhi Aggarwal	Academic Counselor- Masters
Roocheeka Ahuja	Academic Counselor- Bachelors
P. S. Chalam	Center Manager – Gurgaon Learning Site
Aayushi Saini	Academic Counselor – Gurgaon
Sudhir Gupta	Center Manager – Pitampura Learning Site
Shelly Sharma	Academic Counselor – Pitampura

Administrative Team – Falls Church Campus, Virginia USA


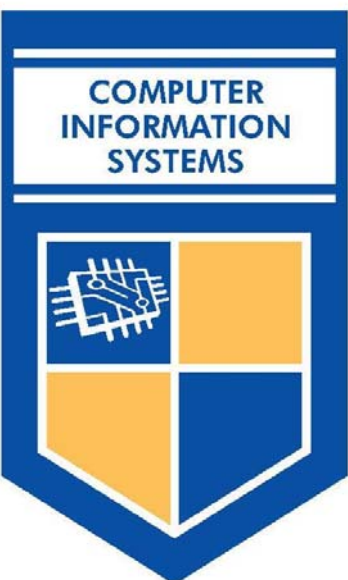
Dr. Richard R. Shurtz, II	President
Mary Ann Shurtz	Executive Vice President
Dr. James J. Flaggert	Chief Operating Officer
John Dovi	Chief Financial Officer




Dr. K. Habib Khan
Feroze Khan
Neha Kuhar

Chief Academic Officer
Vice President, International Programs
Manager, International Student Office

University Schools

Stratford University is organized into several “schools” based on academic specialties. Each school has its own logo.

	<p>Business Administration: Graphic based on Plato's comments on the origin of the State. It shows hands touching each other to signify the fact it takes more than just one specialty to create a business. You need a carpenter, a tailor, a farmer, etc to all work together.</p>
	<p>Computer Information Systems: computer chip, know as a microchip, silicon chip or integrated circuit. Integrated circuits are used in almost all electronic equipment in use today and have revolutionized the world of electronics.</p>

 <p>CULINARY ARTS and HOSPITALITY MANAGEMENT</p>	<p>Culinary Arts and Hospitality: The Pineapple has served as both a food and a symbol of welcome throughout the human history of the Americas. Originally unique to the Western Hemisphere, the fruit was a culinary favorite of the fierce Carib Indians who lived on islands in the sea that still bears their name.</p>
 <p>HEALTH SCIENCES</p>	<p>Health Sciences: the Rod of Asclepius, son of Apollo, and god of medicine and healing. Asclepius was a practitioner of medicine in ancient Greek mythology. The symbol is a serpent around a rod. The significance of the serpent has been interpreted in many ways; sometimes the shedding of skin and renewal is emphasized as symbolizing rejuvenation while other assessments center on the serpent as a symbol that unites and expresses the dual nature of the work of the physician, who deals with life and death, sickness and health</p>
 <p>NURSING</p>	<p>Nursing: Florence Nightingale, Lady of the Lamp. Florence was an English nurse, writer and statistician. She came to prominence during the Crimean War for her pioneering work in nursing, and was dubbed "The Lady with the Lamp" after her habit of making rounds at night to tend injured soldiers. Nightingale laid the foundation stone of professional nursing with the principles summarized in the book <i>Notes on Nursing</i>. The Nightingale Pledge taken by new nurses was named in her honor.</p>

History

Since the establishment in 1976, Stratford University has been dedicated to the advancement of the students' knowledge and career opportunities. Since beginning over thirty years ago, they have seen dramatic expansions in the curriculum, student population, the size of their campus and most importantly, the success of their graduates.

1976 - Stratford University is established as ATI

1978 - Stratford University is approved to accept international students (as ATI Career Institute)

1987 - Stratford University becomes accredited

1990 - School of Culinary Arts and Hospitality opens

1995 - School of Computer Technology is opened

1998 - Stratford University is accredited to award Undergraduate degrees; School of Business is opened; First Woodbridge, VA, branch is opened.

2001 - School is approved to offer Master's degrees, becomes Stratford University

2007 - School OF Health Sciences opens

2009 - School of Nursing is opened; New Woodbridge campus opens; New Delhi Campus opens

History of MAII

2001- MAII established in India

2002- MAII opened its first campus in India

2003- MAII launched the Bachelors and Masters programs of Western International University

2004- MAII accredited by NCA-HLC to offer Bachelors and Masters programs of Western International University

2005 - MAII opened its first Learning Site at Gurgaon and Pitampura

2007 - MAII tie-up with Corporate Houses like GENPACT to offer MBA programs at corporate Sites

2008 - MAII launched its MBA programs at corporate site of GENPACT, Hyderabad

2009 - MAII tie-up with Stratford University, USA to launch bachelor & master programs in India

History of K .K. Modi Group- A Multi billion dollar Conglomerate

K.K. Modi is the eldest son of Rai Gujarmal Modi who was never after power and had led a very simple life. Throughout his life, he helped many people, including his relatives, friends and refugees by setting up industries for them. He won respect and esteem of everybody because of his inimitable capacity to distinguish between right and wrong and to stand up fearlessly for what he regarded as his moral duty.

As a philanthropist, he contributed greatly in the field of education. He established a chain of schools and colleges at his birth place, Mahinder Garh, in Patiala and in Modinagar. He also contributed a lot in the field of higher education by giving grants to established institutions such as Banaras Hindu University, and different colleges in Meerut and other places.

K.K. Modi Group is a part of the US\$ 2 Billion Modi Group and employs over 15,000 people. The Group runs over 22 educational centres in India and thus has experience of over three decades in education industry. Successful companies in K.K. Modi Group include Godfrey Phillips India, MAII, Modi Healthcare Placements, Modi Entertainment Network, Modicare and INDOFIL. The group also has strategic alliances and partnerships like Philip Morris, FTV, Voyages etc.

Infrastructure

The network of MAII's educational sites provide with learning facilities in locations across Delhi-NCR that is conveniently located close to where the student live and work. The infrastructure is comparable to world standards. It mirrors high rise corporate buildings with a professional ambience.

Each learning site is WIFI enabled with digital technology tools in each room. Each room is designed like a boardroom with a maximum class strength of 25 students. This enables personal individualized attention to all students.

Infrastructure at USA

Located just outside of Washington, DC, in the beautiful suburbs of Virginia, Stratford University strives to prepare students for challenging and rewarding careers in high demand fields such as information technology, hospitality, culinary arts and business administration. Stratford University offers Associate, Bachelor's and Master's Degrees with excellent graduation and placement rates. Stratford's curriculum combines advanced technology and hands-on labs with traditional educational methods. The competencies and industry certifications embraced by its demanding curriculum are employer-centric, while the teaching methods and delivery style are student-centric.

Where many universities offer large and impersonal classes, Stratford offers students a unique educational experience with class sizes allowing each individual to receive the assistance and attention they need to thrive in their educational environment. Stratford University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award diplomas, Associate's, Bachelor's and Master's degrees. The ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education.

Stratford University has been given the authority to issue I-20's by the US Immigration and Naturalization Service. In addition, all programs have been approved for the training of veterans, and all degree and diploma programs have been approved by the State Council of Higher Education for Virginia (SCHEV).

As they continue to celebrate landmark expansions in their curriculum and their campus, Stratford University look ever forward to the future. They continue to bring the very best in education to their students and go forward in confidence of the future successes of graduates.

STUDENT RIGHTS AND RESPONSIBILITIES

Academic Responsibility

Stratford University is a place where freedom of inquiry, expression, and thought are recognized. However, the exercise and preservation of these freedoms require a respect for the rights of all in the community so they can enjoy them to the same degree. Thus, purposeful disruption of the educational process, destruction of university or others property, and interference with the orderly function of the university will not be tolerated.

Academic Standards

The university is an academic community and expects its students to maintain high academic standards and to submit their own work and display a sincere commitment to academic integrity. All work should be properly cited as to source. Proper grammar is expected.

Appeal Process

The Dean or a designated representative is responsible for the administration of all disciplinary procedures. After reviewing all pertinent information, informing the student of charges and meeting with the student, the Dean, or a designated representative, may impose disciplinary actions or dismiss the charges. A student that is dissatisfied with this decision may appeal the case to the Review Committee within seven days of receipt of the original decision. The Review Committee is composed of at least three University staff members drawn from the Academic Department, Student Services, Chief Operating Officer, and any member as nominated. The members of the Review Committee are selected for each appeal based on their availability and to avoid the perception of any conflict of interest that might jeopardize a fair hearing for the student. The Review Committee will hear the appeal within 14 days of the request unless both parties agree to an extension of the time limit. The student has the right to call witnesses. The Dean or designated representative that made the original decision will present the case against the student. The Review Board's decision will be made in writing within seven days and its decision is final.

Conduct Standards

Students are expected to be truthful, not steal, or tolerate those who do. Students, faculty, and administration are expected to create an atmosphere where the honesty of individuals will not be questioned.

Nondiscrimination Statement

Stratford University does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap. The school complies with the Civil Rights Act of 1964, related executive orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 and all civil rights laws of Virginia.

POLICIES AND PROCEDURES

Alcohol Policy

Students are expected to comply with all state laws regarding alcohol use. Student activity funds are not authorized to provide alcohol at any Stratford University event. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned or controlled by Stratford University is strictly prohibited, except as licensed by the state of Virginia or otherwise permitted in these regulations.

Abuse /Physical Assault/Violence Prevention

Students are expected to resolve personal differences in a mature and unthreatening manner. Conduct that threatens or endangers the health, safety, or welfare of any university student, faculty member, or staff member is strictly prohibited. Stratford University has appointed the Administrative Department, MAII to enhance the safety of both the students and the employees. Security policies are available to all enrolled students and for any prospective student upon request. All students and employees are encouraged to report crimes, suspicious activities or other security problems to the proper authorities at the campus. The list of the Administrative Department Team members is provided to all students and employees.

Bomb Threats

Any student who initiates a bomb treat will be turned over to authorities and expelled from the university.

Breaking and Entering

Any person attempting to enter any room, computer lab, office, parking lot vehicle, or other area without authorization is prohibited and will be turned over to authorities.

Cellular Phone Policy

Cellular phones are expected to be turned off or on silent mode while students are in classroom lectures, the library, or at functions where ringing phones and phone conversation would be distracting to other students. Use of cellular video features is not permitted without the consent of the person being recorded.

Closing Hours

The building is open seven days a week, Monday to Sunday and is closed for holidays as announced at the beginning of the calendar year. Once classes are ended and the school buildings secured all students must remain out of classroom buildings until they are reopened. No overnight occupancy of any building is allowed without express approval of authorized university personnel.

Cafeteria

The cafeteria offers a selection of nutritious foods each day. One would find complete meals ranging from delicious hot breakfast to Chinese and Indian cuisine not to miss the south Indian delights at competitive prices. The cafeteria provides lip-smacking hot food entrees, pizzas,

soups, salads, sandwiches, snacks refreshing juices and milk shakes. Its mom's cooking away from home. The cafeteria offers large, comfortable seating arrangement in the open. It is often home to students gathering to talk study or share ideas about most happening things around. The cafeteria is open on all working days of the week from 9:00 in the morning to 9:00 in the evening.

Computers/Use of Computing Resources

In an effort to assist students with adequate preparation for course-work, the university provides a computer center with computers and software applications to support the curriculum requirements, internet access and the access of the Online Library.

Students are expected to use computers and computer resources for the purposed intended. Students are expected to protect computers from damage (e.g. liquid spills, reckless treatment). Also university computers may not be used to:

- harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals
- impede, interfere with, impair, or otherwise cause harm to the activities of others
- download, post or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights.

Printing, Copying documents

Photocopy request are restricted to material for the purpose of teaching, study assignments and research or University related research. Availability of photocopy is subject to copyright law stipulated. Charges of Rs. 2.00 (Rupees Two) for each Black & White copy printed by Laser/DeskJet printers (text documents only) and Rs. 1 (Rupee One) for one copy of black and white photocopy is charged.

Electronic Mail Communications

Proper "netiquette" is expected in all class assignment email communications to professors and other students

Dress Code

Students are expected to dress appropriately in neat and clean clothing that promotes a positive image of the university. Some programs (e.g. Health Sciences and Culinary Arts) may have additional dress code requirements.

Drug Policy—Zero Tolerance

For the protection and welfare of all students and staff, Stratford University has established the following Drug Free Policy:

- That the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the school is prohibited;
- That violations of this prohibition will result in the discharge or the appropriate action;
- That as a condition of enrollment, each student of Stratford University agrees that he or she will abide by the terms of the above statement, and will notify the Dean of any criminal drug status conviction for a violation occurring in the school no later than five days after conviction.

This policy is in compliance with the US Department of Education and the Drug Free Schools and Communities Act Amendment of 1989, PL 101-226 20 U.S.C's 1145g, Higher Education Act of 1965, Section 1213.

Emergency Situations

For an on-campus emergency students should call 100.

False Information

Providing false or misleading information to a university official or to local/government authority is a violation of Academic Responsibility subjecting a student to disciplinary action.

Falsification of Records

Falsification of any university record is prohibited. This includes admission materials and financial aids forms among others.

Fire Safety

Tampering with any fire extinguisher, fire system alarm is prohibited and can lead to criminal prosecution.

Food and Drink in Classrooms

In some classroom no food or drink is permitted. Students should check with their professor before they bring food or drink into class. Those students attending classes that prohibit food and drink (e.g. those in the lab classes) can eat in the designated student lunch locations in the university.

Gambling

Gambling on university property is prohibited.

Grievance Procedures

Stratford University supports the right of students, faculty, and staff at all of the University's campuses, to obtain the review of actions taken that they consider unfair or as an impediment to the successful attainment of learning at Stratford University. It is the goal of Stratford University to resolve internal disputes by taking appropriate, prompt, and fair action. Individuals attempting

to resolve disputes should seek appropriate assistance from their supervisor or manager, department head, dean, or any other appropriate University resource. In addition to the availability of the *Ethics Point* system (located on the Stratford University home page) the following procedures are available for students:

Step 1 – Contact the appropriate school official as listed above.

- Present your complaint to the Dean/ appropriate authority.
- Meet with the Dean to discuss the issue.
- Agree or disagree with the proposed solution

Step 2 – Appeal to the Chief Operating Officer or Vice Chairperson

- If the complaint is not resolved to your satisfaction submit, in writing, your complaint and the reason you are dissatisfied with the proposed resolution

Step 3 – Contact the Stratford University, Falls Church, USA campus

- If the complaint is not resolved you may write directly to the President of the University with your complaint and the reason you are dissatisfied with the proposed resolution

Step 4 – Contact the State of Virginia

- Any issues not satisfactorily answered or resolved should be presented to the State:

Director, Private & Out-of-State Postsecondary Education
State Council of Higher Education for Virginia
James Monroe Building
101 N. 14th Street, 9th Floor
Richmond, VA 23219

Step 5 – Contact the Accrediting Council

- If the complaint has not be resolved the complaint may also be referred to the Accrediting Council

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241

Guests

All guests to the university must sign in and have a legitimate reason to be on campus.

Health Insurance

All students are encouraged to obtain health insurance. Note that some degree programs require this insurance and immunizations. See the University catalog for details.

Identification Cards

All students are issued photo identification cards upon admission to the university. This card should be carried on your person while on campus and for access to sponsored activities.

Littering

All trash should be placed in proper receptacles. Students should leave their classroom clean and tidy.

Misuse of Telephones

Office telephones are for university use only. Students are prohibited from making calls without authorization.

Noise

Excessive noise is disruptive to fellow students, faculty and staff and negatively impacts the learning environment. Students should be respectful of others around them.

Pets

Pets, other than those authorized, are prohibited from campus grounds and facilities.

Privacy of Records (FERPA)

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, Stratford

University has adopted policies and procedures which permit the student the opportunity to view his or her educational records upon request. Educational records mean those records, files, documents, and other material that contains information directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The institution does not permit access to or release of confidential information to any individual or agency without the written consent of the student, except for the following reasons: 1) Records required by Stratford University officials in the proper performance of their duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders.

Name, address, telephone number, date and place of birth, program undertaken, dates of attendance and certificates, diplomas and degrees awarded may be provided to third parties unless the request to omit such information is presented in writing.

All records are maintained in accordance with the Family Educational Rights and Privacy Act of 1974.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian. Any transcripts submitted to the university from prior schools become the property of the university and cannot be released to students.

Sexual Harassment Policy

MAII is committed to creating and maintaining a community in which Staff, Faculty and students, can work together in an environment free of violence, harassment, exploitation, and intimidation. This includes all forms of gender violence, sexual harassment, and discrimination on the basis of sex/gender.

Sexual harassment has come to be widely condemned as a form of human rights violation, and as an infringement on life and liberty as defined by the Constitution of India.

Following this, MAII is committed to uphold the Constitutional mandate ensuring the above mentioned human rights of all those who fall within its jurisdiction. MAII- Stratford University has formed the Sexual harassment committee that will penalize the offenders and will take strict action against people who do not follow its policies and rules. The purpose is to make every employee and student aware that we as a University believe in Gender Equality and protection of Fundamental Rights.

Where sexual harassment is found to have occurred, the University will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.

Smoking Policy

Smoking is only permitted in designated smoking areas.

Solicitation and Posting Policy

All on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization.

Theft or Unauthorized Possession

Students involved in the taking, or possession of property without the consent of its owner may be subject to university disciplinary action as well as arrest and prosecution by legal authorities.

Vandalism or Destruction of University Property

Defacing, littering, or damaging property of the university is prohibited. This includes graffiti on walls, in bathrooms, on classroom screens, or other areas.

Weapons

Weapons are not permitted on university property.

Library

Stratford University has library facilities/services at all campuses that include a number of robust online databases.

The MAII – Stratford Library is open to students from 1st January 2010.

The books are issued to the MAII – Stratford Library Members only.

General Library rules

- Silence should be observed in the library and reading rooms. Mobile phones / pagers should be kept on the silent mode.
- No reservation of seats in the library is permissible.
- Eating, drinking, smoking & conferencing are not permitted within library premises.
- Anyone caught mutilating or stealing library material will be referred to the Campus Security Management & Review Committee.
- Library staff has the right to ask anyone causing disturbances to leave the library.
- Library will be open from 10.00am to 6.00p.m on all working days.
- Issuance of books will be from 1.30 p.m to 6.30 p.m on all working days.
- Issuance of books is subject to availability, one book per member for three days only.
- Issuance of books is based on first come first serve system.
- Borrowers are expected to return the book after referring to the same in the library.
- Borrowing books on behalf of other member is not permitted.
- Borrowers are requested to contact the library staff for any book and not to remove books from the library shelf on their own.
- Borrowers must check and report to the library staff if any mutilation found in library books /material before borrowing them.
- Magazines/ Journals and newspaper are for REFERENCE ONLY and are not being borrowed / issued.
- Library books / material are deemed to be on loan to borrowers until the loans are cancelled
- Reservation for a book is subject to availability of multiple copies.

Return of Books

- Books borrowed must be returned on the due date together with the accompanying diskette or CD at the library counter on any working day.
- Borrowers are held responsible for mutilations found in library books / material when returned.
- Borrowers must see that the due date is cancelled when returning books to the Library.
- All students are requested to leave their e-mail ID and their emergency contact numbers with the library staff. Any change in residential address, e-mail or telephone number is to be intimated to the concerned staff.

Damage / Loss of Books

- For Damage / lost books, the borrower has to pay for the cost of replacing the book or the material.
- For Books / library material returned by the borrowers found damaged, the cost of the book or the repairing charges will be recovered depending upon the damage.
- The security deposit amount of the students can be adjusted against the retrieval charges / damage / loss of library material at the time of completion of their respective program.

Physical Library Tie-up

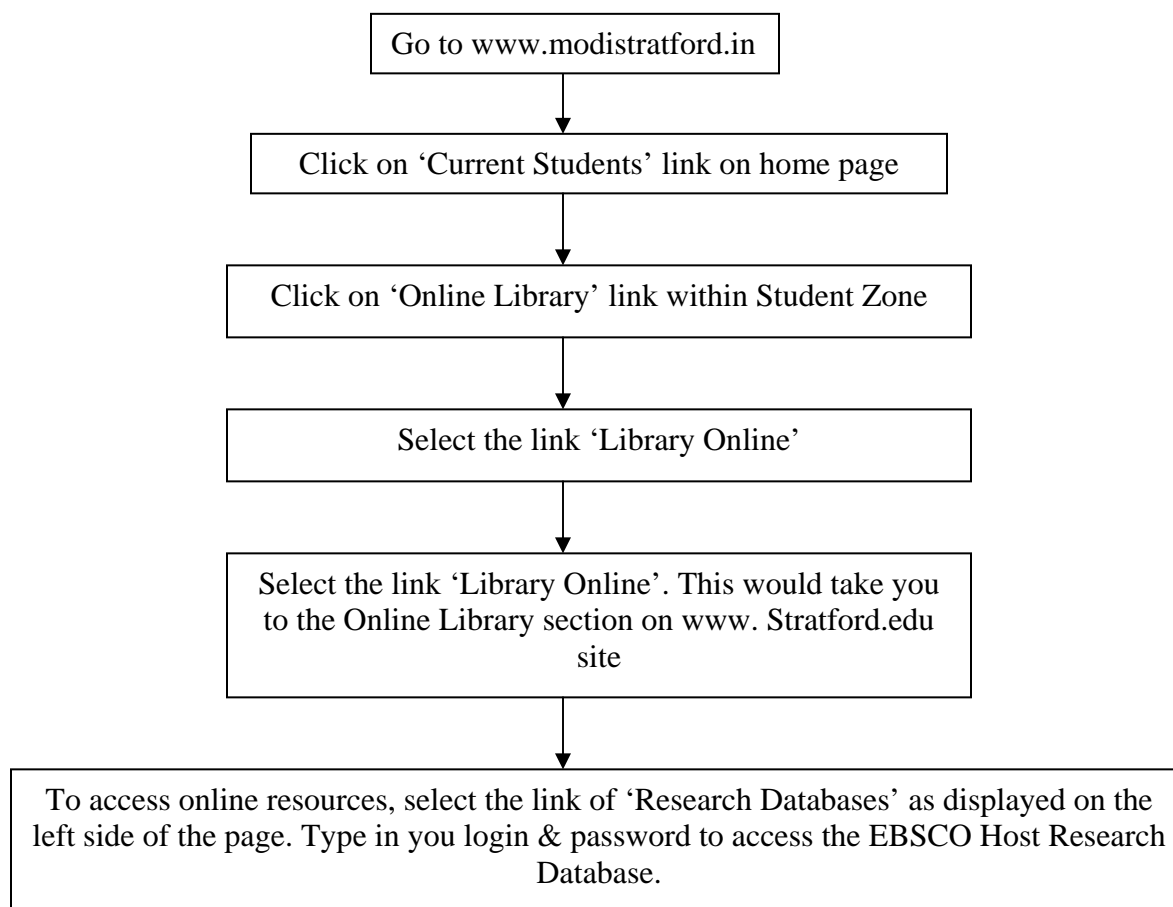
The Online Library Collection

To accommodate student needs, the University offers its library services online. Thousands of scholarly journals and periodicals holding millions of full-text articles relevant to the University degree and certificate programmes are contained in the online library databases.

How to access the Online Collection?

- Students need to access the library individually and create their own password. Registration for the Online Collection is required before access will be granted.
- The Online Library is password sensitive. The user may not share the user name and access password with any other person.
- The registered user of the online library shall not publish, sell or otherwise redistribute the materials of the library for commercial purposes.
- Users are required to use the Online Collection databases for academic research and personal use only.
- The user, may download, print, and store single copies of material found through the Online Collection for personal use. The user may not photocopy the material or post it in online classrooms, Internet newsgroups, list servers, Web sites, or any other means of electronic redistribution.

To register go to:



- In addition to the Online Collection resources for research by topics, Online Library staff also maintains selected readings pages for specific subject areas.
- These pages provide direct links to articles relevant to the program curriculum. In many cases, direct links to relevant organizations are also offered.

Customer Service

Library online services specialists and librarians are ready to help students become successful researchers. Examples of the types of assistance the Library can provide include the following:

- i. Recommending specific Online Collection databases to use to locate various types of information.
- ii. Offering guidance on how to identify keywords and combine keywords effectively for successful research.
- iii. Providing referrals to Websites outside the Online Collection and to other valuable sources of information.

Welcome Center

Welcome to MAII and the Welcome Center! At the Welcome Center, you will find the personnel who would help you regarding many areas in the career development and student services.

Career Development Information

Career Education Services

Career education is offered through workshops by the Career Development office either on a group or individual basis. Primary areas of focus are *resume edit and review*, *job leads*, *job search methods (traditional and online)*, *interview prep and role play*, *salary negotiation skills* and *career development strategy*. Career advising may also come from deans, program directors and others in leadership positions.

Resume Review

Resumes are reviewed and edited for form, content and proper spelling/punctuation. Sample resumes are provided to students that are appropriate to their program of study. Different resume styles, layouts and formats will be discussed. The Career Development Office will offer the appropriate edits and recommendations.

Job Leads

Job Boards are kept in each Department and in the Career Development Office. Job leads, job fair information and various career related announcements and articles are also sent to students via email.

Job Search Methods

Traditional Job Search Methods

Traditional job search methods (newspaper, job fairs, networking, etc.) are discussed. Recommendations and evaluation from the Career Development Office are made based on each student's individual needs and career track.

Online Job Search Methods

Instruction is given regarding online job search methods with specific "How To" hints and information, including recommending specific job search sites.

Interview Prep and Role Play

An Interview Skills packet is available to students requesting assistance. Interview role play is offered on an individual or group basis. Salary negotiation skills are also discussed.

Career Strategy Development

Career Strategy Development advice and recommendations are available from the Career Development Office for those students interested in assistance in this area. Areas of focus are

program of study and career history as related to targeting specific markets, and the methodology required to reach those markets.

Career Fairs

On-campus *Career Fairs* are generally held semi-annually to coincide with Graduation ceremonies in June and December. In addition, visits from employers and career spotlight events may occur at various times throughout the year.

Placement Assistance for Online Programs

All of the services that are offered in the “actual” Placement Office are available in the “virtual” Placement Office online and deliver the same types of assistance using email, phone and fax as methods of delivery.

Exit Interview

All graduating students are asked to participate in an exit interview with the Career Development Office as part of the Stratford University Academic Check Out process. If the student has not already visited the Career Development office, a review of available assistance is conducted. Job placement information is also obtained during this interview.

Alumni

Career long placement assistance is available to alumni, including access to job leads and on campus career fairs.

Graduate and Employer Surveys

Each quarter of the ACICS year, **graduates** from that quarter are sent a survey. The survey focuses on the quality of the education received and as it relates to their career success. Surveys are also sent to the **employers** of those graduates, with a focus on the education and training received as it relates to career success. Survey results are tabulated per program, per campus and distributed to the University’s academic leadership on a semi annually basis.

Placement Statistics

Each quarter of the ACICS year, placement statistics are tabulated per program, per campus. Survey results are distributed to the University’s academic leadership semi annually.

Student Services Information

Student activities

Student activities are scheduled all throughout the year. We will post all activities on the calendar by month and will send e-mails and flyers to students for notification.

The Stratford Hype Newsletter and Weekly Happenings

Have you heard the news? Get to know about all the activities that is newsworthy and more about the school, don't forget to get a copy of the Stratford Hype newsletter and Weekly happenings for the latest news at Stratford!

Student Orientation

Orientation is held before the beginning of the Quarter so that all new students will get to know all of the information that they need regarding their start. This is also a great way to meet and greet all of the university officials in one place!

Student Counseling and Advising

The Welcome Center is open to all students and graduates for counseling and advising. We have an open-door policy, so everyone is free to come in to the Welcome Center anytime. If students get into any difficulty, we will help you find solution to your problem.

Holding Hands Project

MAII believes in the overall development of its students and the 'Holding Hands Project' is a step taken for the same.

The Project was started when the University Officials realized that there were a few students that needed some extra attention which could boost their morale and some that needed remedial classes.

The Project involves members of the academics as well as the student's services department. The following procedure is followed for ensuring support to the students that need special attention:

1. Identification: With the help of the Faculty, students that require special attention are identified by the academic counselors and grades are not the only indicators of their needs. Their GPA is also considered and all students in academic probation become members of the project by default.
2. Bifurcation: Once the student becomes a part of the project, a one to one meeting is fixed with a member of the academics department and the problem areas are identified. Based on the nature of problems, they are allocated to the respective counselors taking care of particular problems. The four classifications of special needs are: Weak in English, Weak in Academics, Behavioral Problems and Grooming and Illness. One academic counselor is in-charge of following up with all the students that fall in the area that they are handling.
3. Follow up: The academics department member along with the counselor and Faculty (if required), devices a plan of action and the academic counselor follows up with each student till the time the project members feel that a particular student has benefited enough from being a part of the project and now no longer needs follow-up. Student coaches are also involved in extending extra help to these students.

Gym Membership

MAII offers students free gym facilities at the Distributed Educational site at Lajpat Nagar center. Students enrolled to program are eligible to utilize the gym facilities provided at the center. The gym facilities are available on working days between 10:00 am -8:00 pm.

**For more information from the personnel at the Welcome Center, please contact:
MAII - New Delhi, India**

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