



Guru Nanak Vidyak Society's
Guru Nanak College of Arts, Science and Commerce,
Mumbai
An Autonomous Institution

ACADEMIC REGULATIONS FOR GOVERNING
ACADEMIC PROGRAMS
(With effect from 2024-25)



Guru Nanak College, G.T.B. Nagar, Mumbai – 400037 | www.gnccasc.org

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College Vision & Mission

Vision

Guru Nanak College is a centre of excellence in teaching and research in Higher Education, transforming students into a globally competent human resource, thus contributing to the creation of an inclusive and responsible society.

Mission

- To create opportunities and facilities for holistic teaching-learning environment.
- To lay emphasis on developing and nurturing scientific temper amongst students and staff.
- To promote quality research.
- To provide students with opportunities to participate in co-curricular and extracurricular activities.
- To sensitize students towards global, social, cultural and religious diversities and to promote tolerance and respect for them.
- To provide equal opportunities to one and all so as to include weaker sections of society in the development process.
- To promote competencies necessary in the globalised economic environment.



GNC Academic Regulations for Programs under Autonomy

Guru Nanak College (GNC) of Arts, Science and Commerce, Mumbai was granted Autonomy by the UGC, New Delhi, in May 2024.

The Academic Council of Guru Nanak College (GNC) of Arts, Science and Commerce, Mumbai (autonomous) prescribes the rules and regulations in respect of the different academic programs.

The details in respect of the rules and regulations issued for Programs under Autonomy are as per UGC notification dated **3rd April, 2023** on Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges Regulations, 2023.



Glossary

AC	Academic Council constituted as per the guidelines for autonomous Institutes issued by UGC, New Delhi
AR	Academic Regulations
BoS	Board of Studies constituted as per the guidelines for autonomous Institutes issued by UGC, New Delhi
CGPA	Cumulative Grade Point Average
CoE	Controller of Examinations appointed as per the Guidelines of UGC for autonomous Institutes
Competent Authority	Governing Body / Academic Council of the Institute / University / Government / UGC / Any other Regulating Authority
Course	Single subject or unit of study within a program, identified by a designated code number and a title
DFC	Department Faculty Council
FIC	Faculty In-charge: Faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades
Government	State government of Maharashtra
GNC	Guru Nanak College
HoD	Head of Department
PG	Post Graduate
Programme	A complete, structured path of study that leads to a degree, diploma, or certificate identified by a designated code number and a title
SGPA	Semester Grade Point Average
Student	Student registered for any program offered by Institute
UG	Under Graduate
University	University of Mumbai, Mumbai



Introduction: The regulations listed here are applicable for all programs offered by the Institute and are known as GNC Academic Regulations under Autonomy .	
<p>The regulations here under are subject to amendments from time to time, by the Academic Council (AC) of the Institute keeping in view the recommendations made by the Board of Studies (BOS), alumni and other stake holders. Any or all such amendments shall be effective from such date as may be decided by the AC. Further, GNC shall also be free to make changes in the existing degree programs with the approval by its Governing Body, University and Government.</p>	
AR-1	Governance of Autonomous Institute The Institute shall have the following statutory bodies to ensure proper management of academic, financial and general administrative affairs in accordance with UGC and state government guidelines.
AR-1.1	Statutory Bodies <ol style="list-style-type: none"> 1. Governing Body 2. Academic Council 3. Board of Studies 4. Finance Committee
AR-1.2	Non-Statutory Committee: The Institute shall have other non-statutory committees like <ol style="list-style-type: none"> 1. Internal Quality Assurance Cell 2. Examination Committee 3. Result Processing Committee 4. Admission Committee 5. Internal Complaints Committee 6. Anti Ragging & Discipline Committee 7. Grievance Redressal Committee 8. Research Promotion Committee 9. Library Committee 10. Time-Table Committee 11. Staff Welfare Committee 12. Attendance Committee 13. Unfair Means Enquiry Committee 14. Purchase Committee 15. Sports Committee 16. Cultural Committee 17. Green Club
AR-2	GNC Regulations for all Programs These regulations shall come into force with effect from academic year 2024-25.



AR-3	Programs and their Duration.																																																																																																																
AR-3.1	Programs Offered by Institute The Institute shall offer UG, PG and Ph. D. Programs as listed in Table 1 <i>Table 1. List of UG, PG and Ph. D. Programs offered by the institution</i> <table><tr><th>Sr. No.</th><th>Program</th><th>Degree</th><th>Code</th></tr><tr><td colspan="4">Under Graduate Programs</td></tr><tr><td>1.</td><td>Bachelor of Arts</td><td>B.A.</td><td>UA</td></tr><tr><td>2.</td><td>Bachelor of Commerce</td><td>B.Com.</td><td>UC</td></tr><tr><td>3.</td><td>Bachelor of Science</td><td>B.Sc.</td><td>US</td></tr><tr><td>4.</td><td>Bachelor of Arts in Multimedia and Mass Communication</td><td>B.A.M.M.C</td><td>UAMMC</td></tr><tr><td>5.</td><td>Bachelor of Commerce in Accountancy and Finance</td><td>B.A.F.</td><td>UCBAF</td></tr><tr><td>6.</td><td>Bachelor of Commerce in Banking and Insurance</td><td>B.B.I</td><td>UCBBI</td></tr><tr><td>7.</td><td>Bachelor of Commerce in Financial Management</td><td>B.F.Mg.</td><td>UCBFMg</td></tr><tr><td>8.</td><td>Bachelor of Management Studies (AICTE)</td><td>B.M.S.</td><td>UCBMS</td></tr><tr><td>9.</td><td>Bachelor of Commerce in Management Studies</td><td>B.Com. M.S.</td><td>UCMS</td></tr><tr><td>10.</td><td>Bachelor of Science in Information Technology</td><td>B.Sc. I.T.</td><td>USIT</td></tr><tr><td>11.</td><td>Bachelor of Commerce in Financial Markets</td><td>B.F.M.</td><td>UCBFM</td></tr><tr><td colspan="4">Post Graduate Programs</td></tr><tr><td>1.</td><td>Master of Commerce in Accountancy</td><td>M.Com.</td><td>PC</td></tr><tr><td>2.</td><td>Master of Arts in Journalism and Mass Communication</td><td>M.A.J.M.C</td><td>PACJ</td></tr><tr><td>3.</td><td>Master of Arts in Psychology</td><td>M.A. Psy.</td><td>PAPSY</td></tr><tr><td>4.</td><td>Master of Arts in Hindi</td><td>M.A. Hin.</td><td>PAHIN</td></tr><tr><td>5.</td><td>Master of Arts in Public Administration</td><td>M.A.P.A.</td><td>PAPA</td></tr><tr><td>6.</td><td>Master of Science in Organic Chemistry</td><td>M.Sc. Org.</td><td>PSOC</td></tr><tr><td>7.</td><td>Master of Science in Analytical Chemistry</td><td>M.Sc. Ana.</td><td>PSAC</td></tr><tr><td>8.</td><td>Master of Science in Information Technology</td><td>M.Sc. I.T.</td><td>PSIT</td></tr><tr><td colspan="4">Doctoral Programs</td></tr><tr><td>1.</td><td>Doctor of Philosophy in Commerce</td><td>Ph.D. Com.</td><td></td></tr><tr><td>2.</td><td>Doctor of Philosophy in Chemistry</td><td>Ph.D. Chem.</td><td></td></tr><tr><td>3.</td><td>Doctor of Philosophy in Physics</td><td>Ph.D. Phy.</td><td></td></tr><tr><td>4.</td><td>Doctor of Philosophy in Hindi</td><td>Ph.D. Hin.</td><td></td></tr><tr><td>5.</td><td>Doctor of Philosophy in Botany</td><td>Ph.D. Bot.</td><td></td></tr></table>	Sr. No.	Program	Degree	Code	Under Graduate Programs				1.	Bachelor of Arts	B.A.	UA	2.	Bachelor of Commerce	B.Com.	UC	3.	Bachelor of Science	B.Sc.	US	4.	Bachelor of Arts in Multimedia and Mass Communication	B.A.M.M.C	UAMMC	5.	Bachelor of Commerce in Accountancy and Finance	B.A.F.	UCBAF	6.	Bachelor of Commerce in Banking and Insurance	B.B.I	UCBBI	7.	Bachelor of Commerce in Financial Management	B.F.Mg.	UCBFMg	8.	Bachelor of Management Studies (AICTE)	B.M.S.	UCBMS	9.	Bachelor of Commerce in Management Studies	B.Com. M.S.	UCMS	10.	Bachelor of Science in Information Technology	B.Sc. I.T.	USIT	11.	Bachelor of Commerce in Financial Markets	B.F.M.	UCBFM	Post Graduate Programs				1.	Master of Commerce in Accountancy	M.Com.	PC	2.	Master of Arts in Journalism and Mass Communication	M.A.J.M.C	PACJ	3.	Master of Arts in Psychology	M.A. Psy.	PAPSY	4.	Master of Arts in Hindi	M.A. Hin.	PAHIN	5.	Master of Arts in Public Administration	M.A.P.A.	PAPA	6.	Master of Science in Organic Chemistry	M.Sc. Org.	PSOC	7.	Master of Science in Analytical Chemistry	M.Sc. Ana.	PSAC	8.	Master of Science in Information Technology	M.Sc. I.T.	PSIT	Doctoral Programs				1.	Doctor of Philosophy in Commerce	Ph.D. Com.		2.	Doctor of Philosophy in Chemistry	Ph.D. Chem.		3.	Doctor of Philosophy in Physics	Ph.D. Phy.		4.	Doctor of Philosophy in Hindi	Ph.D. Hin.		5.	Doctor of Philosophy in Botany	Ph.D. Bot.	
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AR-3.2	Duration of Program A. Under NEP 2020 all UG Program are for Three/Four-Years with Multiple Entry and Multiple Exit options as Listed in Table 2. <i>Table 2. Duration of UG Programs under NEP 2020</i> <table><tr><th>Year</th><th>Level</th><th>Qualification Title</th></tr><tr><td>First</td><td>4.5</td><td>UG Certificate</td></tr><tr><td>Second</td><td>5.0</td><td>UG Diploma</td></tr><tr><td>Third</td><td>5.5</td><td>Three Year Bachelor’s Degree</td></tr><tr><td>Fourth</td><td>6.0</td><td>Bachelor’s Degree – Honours OR Bachelor’s Degree – Honours with Research</td></tr></table> B. For all non-NEP programs UG Program and PG Programs are for a duration of Three and Two Years respectively.	Year	Level	Qualification Title	First	4.5	UG Certificate	Second	5.0	UG Diploma	Third	5.5	Three Year Bachelor’s Degree	Fourth	6.0	Bachelor’s Degree – Honours OR Bachelor’s Degree – Honours with Research																																																																																																	
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AR-4	Semester System							
AR-4.1	The academic programs in the Institute shall be based on Semester system; two Semesters in a year.							
AR-4.2	The curriculum shall consist of Credit courses.							
AR-4.3	The courses offered in a Semester shall be continually assessed and evaluated to judge the performance of a student.							
AR-5	Course Codes							
	All courses will be identified by a Unique Course Code.							
	The course code structure shall be as per following format.							
	I	II	III	IV	V	VI	VII (For Practical Courses)	
	Table 3. Course Code Format							
	I	Program Level	U	Indicates Under Graduate Program				
			P	Indicates Post Graduate Program				
	II	Faculty	A	Indicates Arts				
			S	Indicates Science				
			C	Indicates Commerce				
III	Department/ Program	ECO	Economics					
		HIN	Hindi					
		HIS	History					
		POL	Political Science					
		PSY	Psychology					
		MMC	Multimedia and Mass Communication					
		JMC	Journalism and Mass Communication					
		PA	Public Administration					
		BOT	Botany					
		CHE	Chemistry					
		CHA	Analytical Chemistry					
		CHO	Organic Chemistry					
		IT	Information Technology					
		MAT	Mathematics					
		PHY	Physics					
		COM	Commerce					
		ACC	Accountancy					
		BAF	Accounting & Finance					
		BBI	Banking & Insurance					
		BFM	Financial Markets					
		BFMg	Financial Management					
		IV	Vertical Under NEP	BMS	Management Studies (AICTE)			
				MS	B.Com. in Management Studies			
MJ	Major							
		MN	Minor					



		OE	Open Elective
		GE	General Elective
		VSC	Vocational Skill Courses
		SEC	Skill Enhancement Courses
		AEC	Ability Enhancement Courses
		IKS	Indian Knowledge System
		VEC	Value Education Courses
		FP	Field Project
		OJT	On-job-training
		CC	Co-curricular Courses
		RP	Research Project
		CEP	Community Engagement Programme
		EL	Elective
		RM	Research Methodology
		DIS	Dissertation
		CER	Certificate Course
V	1, 2, 3, 4.....	Semester Number	
VI	01, 02, 03.....	Serial Number of Course in Teaching Scheme	
VII	P	Practical Course	

Table 4: Course Code Interpretation

Course Code	Code Interpretation
USCHEMJ301	U : Undergraduate S : Science CHEM : Chemistry MJ : Major 3 : Third Semester 01 : Course Number 1
UAECOMN401	U : Undergraduate A : Arts ECO : Economics MN : Minor 4 : Fourth Semester 01 : Course Number 1
USITMJ302P	U : Undergraduate S : Science IT : Information Technology MJ : Major 3 : Third Semester 02 : Course Number 2 P : Practical
UCBBIVSC301	U : Undergraduate C : Commerce BBI : Banking & Insurance VSC : Vocational Skill Course 3 : Third Semester 01 : Course Number



AR-6	Course Credits																				
AR-6.1	<p>The student earns Credits by passing corresponding courses. The number of Credits of a course in a Semester shall ordinarily be calculated as under: Credit calculation of course is calculated as per Table 5.</p> <p style="text-align: center;"><i>Table 5. Credit calculation of a course</i></p> <table><tr><th>Description</th><th>Credits</th></tr><tr><td>1 hour Lecture (L) per week</td><td>1</td></tr><tr><td>2 hours Practical per week</td><td>1</td></tr></table>	Description	Credits	1 hour Lecture (L) per week	1	2 hours Practical per week	1														
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1 hour Lecture (L) per week	1																				
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AR-6.2	<p>Under NEP2020 all programs will have 22 credits in each semester. (44 credits in a year). The total number of credits is as listed in Table 6.</p> <p style="text-align: center;"><i>Table 6. Total number of credits</i></p> <table><tr><th>Year</th><th>Level</th><th>Qualification Title</th><th>Maximum Credits</th></tr><tr><td>First</td><td>4.5</td><td>UG Certificate</td><td>44</td></tr><tr><td>Second</td><td>5.0</td><td>UG Diploma</td><td>88</td></tr><tr><td>Third</td><td>5.5</td><td>Three Year Bachelor’s Degree</td><td>132</td></tr><tr><td>Fourth</td><td>6.0</td><td>Bachelor’s Degree – Honours OR Bachelor’s Degree – Honours with Research</td><td>176</td></tr></table>	Year	Level	Qualification Title	Maximum Credits	First	4.5	UG Certificate	44	Second	5.0	UG Diploma	88	Third	5.5	Three Year Bachelor’s Degree	132	Fourth	6.0	Bachelor’s Degree – Honours OR Bachelor’s Degree – Honours with Research	176
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AR-7	<p>Distribution of Credits across UG Programs</p> <p>All the undergraduate programmes will be constituted by six verticals.</p>																				
AR-7.1	MJ/CR: Major/Core Subject: A course/s of study pursued by a student as a mandatory requirement of the programme of study. Minimum 50% of total credits corresponding to Three/Four - year UG Degree will comprise of Major.																				
AR-7.2	MN: Minor Subject: A course/s of study pursued by a student as an additional requirement of the programme of study. It will comprise 18-20 Credits of the total credits.																				
AR-7.3	Open Elective Course: A course chosen from a faculty different from the student's Major, promoting multidisciplinary learning. It is offered in the first and/or second year. It will comprise 10-12 Credits of the total credits.																				
AR-7.4	<p>VSEC: Vocational and Skill Enhancement Courses: It will comprise of VSC (Vocational Skill Course) and SEC (Skill Enhancement Course)</p> <p>A. Vocational Skill Courses (VSC): 8-10 credits, includes Hands on Training corresponding to the Major and/or Minor Subject:</p> <p>i. Will be offered in the first three years;</p> <p>ii. Wherever applicable vocational skill courses will include skills based on advanced laboratory practicals of Major.</p> <p>B. Skill Enhancement Courses (SEC): 06 credits</p> <p>i. Will be offered in first and second year</p>																				



	ii. Wherever applicable skill enhancement courses will include skills based on advanced laboratory practicals of Major.
AR-7.5	<p>Ability Enhancement Courses (AEC), Indian Knowledge System (IKS) and Value Education Courses (VEC): 14 Credits</p> <p>A. AEC: 08 credits</p> <p>i. Will be offered in first and second year</p> <p>ii. English: 04 Credits</p> <p>iii. Modern Indian Language: 04 credits</p> <p>B. IKS: 2 Credits</p> <p>i. Will be offered in first year</p> <p>C. VEC: 04 Credits</p> <p>i. Will be offered in first and second year.</p>
AR-7.6	<p>Field Projects (FP) / On-job-training (OJT) / Community Engagement Programme (CEP) corresponding to the Major (Core) Subject, Co-curricular Courses (CC) and Research Project (RP):</p> <p>A. On-job-training (OJT) corresponding to the Major (Core) Subject for 4 Credits (UG Degree) 8 Credits (UG Honours)</p> <p>B. Field Projects (FP) / Community Engagement Programme (CEP) corresponding to the Major (Core) Subject: Minimum 4-6 credits</p> <p>i. Will be offered in second and third years of UG Degree Programmes.</p> <p>C. Co-curricular Courses (CC): 8 credits</p> <p>i. Will be offered in first and/or second year and is non evaluative in nature.</p> <p>D. Research Projects (RP): 12 credits: To be offered in the final year for 4 year UG Honours with Research.</p>
AR-8	Assessment
AR-8.1	<p>Theory Course Assessment:</p> <p>The College will conduct continuous assessments for all theory courses each semester.</p>
AR-8.1.1	<p>Theory: Continuous Internal Evaluation (CIE)</p> <p>A. This component will constitute 40% of the total evaluation and encompasses various assessment methods, including class tests, assignments, and presentations, as determined by the respective BoS.</p> <p>B. Minimum two CIEs per course will be held during each semester; one written test and other written test or Project/Assignment/presentation/ or any other mode deemed appropriate for that course by the Board of Studies. The modes of assessment and evaluation will be communicated to the student at the commencement of the course/semester.</p>



	<p>C. A course (in consultation with the Principal) may club the two CIEs into one (40% marks). In this case, the lecturer concerned must give the Controller of Examination and the Principal the breakup of the continuous marking scheme.</p> <p>D. A course (in consultation with the Principal) may conduct more than 2 CIEs totalling 40% marks. In this case, the lecturer concerned must give the Controller of Examination and the Principal the breakup of the continuous marking scheme.</p> <p>E. It is also possible that (in consultation with the Principal) the 50% marks of CIE II could be broken down into assignments running throughout the concerned Semester.</p>						
AR-8.1.2	<p>Theory: (Semester End Examinations - SEE)</p> <p>A. Contributing 60% to the total evaluation, these exams will assess the entire syllabus and will be conducted as written examinations or final projects, depending on the course requirements and the decision of the respective BoS.</p> <p>B. The duration of the SEE will be determined based on the allocated credits.</p> <p>C. For all courses there will be a Single Evaluation with Moderation of the SEE as listed in Table 7.</p> <p style="text-align: center;"><i>Table 7. Selection of answer books for moderation</i></p> <table><tr><td>Failing by 10% of the total marks of the paper</td><td>First Class and Above</td><td>Marks between Passing and First Class</td></tr><tr><td>100% papers to be Moderated</td><td>100% papers to be Moderated</td><td>5% papers to be Moderated</td></tr></table> <p>i. If a moderator finds issues (e.g., inconsistency, inflated/deflated marks) with the markings of the Internal Examiner, from the set given for moderation, the option to increase the number of answer booklets to be moderated in that Course could be exercised in consultation with the Controller of the Examination.</p> <p>ii. If 30 per cent or more of the moderated papers assessed by a particular examiner of a Course have a change of more than 15 percent of the total marks assigned to the course, a second moderator will be called for a blind moderation. If the change is upheld, all the answer booklets of that group will have to be re-evaluated blind by the second moderator. The re-evaluated marks will be the final score awarded.</p>	Failing by 10% of the total marks of the paper	First Class and Above	Marks between Passing and First Class	100% papers to be Moderated	100% papers to be Moderated	5% papers to be Moderated
Failing by 10% of the total marks of the paper	First Class and Above	Marks between Passing and First Class					
100% papers to be Moderated	100% papers to be Moderated	5% papers to be Moderated					
AR-8.2	<p>Practical Course Assessment:</p> <p>A. The practical assessment pattern for a course will be decided by the respective BoS.</p> <p>B. All practical journals have to be signed by the Faculty-in-Charge (FIC) at each of these Practical. The HOD along with the FIC will certify these Journals. No marks are allocated for attendance at practical, but journals will be certified only against the completion of at least 75 per cent attendance at the Practical.</p>						



	C. A student whose Journal is not certified in a Course will be given ZERO marks for the Journal in that Course.										
AR-9	Passing Norms										
AR-9.1	<p>To pass a theory course:</p> <p>A. Combined Minimum Requirement (CIE + SEE): The student will have to achieve at least 40% of the total marks when combining the Continuous Internal Evaluation (CIE) and the Semester End Examination (SEE).</p> <p>B. Individual Minimum Requirement (CIE and SEE separately): The student will have to secure at least 30% of the total marks allotted to CIE and at least 30% of the total marks allotted to SEE individually.</p> <p>An example Scenario of Passing Norms is described in Table 8.</p> <p style="text-align: center;"><i>Table 8. Example Scenario of Passing Norms</i></p> <table border="1"> <tr> <td colspan="2"> <ul style="list-style-type: none"> Total Marks: 100 <ul style="list-style-type: none"> CIE Marks: 40 SEE Marks: 60 </td></tr> <tr> <td colspan="2"> Pass Criteria: <ol style="list-style-type: none"> CIE (30% of 40 marks): Minimum 12 marks required. SEE (30% of 60 marks): Minimum 18 marks required. Combined (40% of 100 marks): Minimum 40 marks required in total (CIE + SEE). </td></tr> <tr> <td>Example 1: Pass Case</td><td> <ul style="list-style-type: none"> CIE Marks Obtained: 15 (≥ 12 ✓) SEE Marks Obtained: 25 (≥ 18 ✓) Total Marks: 40 (≥ 40 ✓) Result: PASS ✓ </td></tr> <tr> <td>Example 2: Fail Case (Low SEE Marks)</td><td> <ul style="list-style-type: none"> CIE Marks Obtained: 25 (≥ 12 ✓) SEE Marks Obtained: 15 (< 18 ✗) Total Marks: 40 (≥ 40 ✓) Result: FAIL ✗ (because SEE minimum criteria not met) </td></tr> <tr> <td>Example 3: Fail Case (Low Combined Marks)</td><td> <ul style="list-style-type: none"> CIE Marks Obtained: 12 (≥ 12 ✓) SEE Marks Obtained: 18 (≥ 18 ✓) Total Marks: 30 (< 40 ✗) Result: FAIL ✗ (because combined minimum not met) </td></tr> </table>	<ul style="list-style-type: none"> Total Marks: 100 <ul style="list-style-type: none"> CIE Marks: 40 SEE Marks: 60 		Pass Criteria: <ol style="list-style-type: none"> CIE (30% of 40 marks): Minimum 12 marks required. SEE (30% of 60 marks): Minimum 18 marks required. Combined (40% of 100 marks): Minimum 40 marks required in total (CIE + SEE). 		Example 1: Pass Case	<ul style="list-style-type: none"> CIE Marks Obtained: 15 (≥ 12 ✓) SEE Marks Obtained: 25 (≥ 18 ✓) Total Marks: 40 (≥ 40 ✓) Result: PASS ✓	Example 2: Fail Case (Low SEE Marks)	<ul style="list-style-type: none"> CIE Marks Obtained: 25 (≥ 12 ✓) SEE Marks Obtained: 15 (< 18 ✗) Total Marks: 40 (≥ 40 ✓) Result: FAIL ✗ (because SEE minimum criteria not met)	Example 3: Fail Case (Low Combined Marks)	<ul style="list-style-type: none"> CIE Marks Obtained: 12 (≥ 12 ✓) SEE Marks Obtained: 18 (≥ 18 ✓) Total Marks: 30 (< 40 ✗) Result: FAIL ✗ (because combined minimum not met)
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AR-9.2	To Pass a Practical Course a student is required to secure a minimum of 40 per cent of the total marks allotted for the concerned Course.
AR-10	Additional Examination <ul style="list-style-type: none"> A. If a student misses the SEE while representing the college for NCC, NSS or any sports or cultural activity with prior written permission from the Principal will be allowed to appear for additional examination. This examination will be conducted immediately after the regular semester end examinations. B. A student who misses the practical examination due to participation in NCC, NSS, or any sports or cultural activity with prior written permission from the Principal, will be permitted to appear for the practical additional examination. C. Department(s) will take an additional CIE Test (of one or more courses) for a student who misses the practical examination due to participation in NCC, NSS, or any sports or cultural activity with prior written permission from the Principal. D. Students who do not appear for the Additional Examination will not be permitted to appear for the additional examination(s) the second time. Such students will have to register for a Retake Examination in the course for which they are failing.
AR-11	Retake Examination
AR-11.1	<p>A student will be required to reappear for -</p> <ul style="list-style-type: none"> A. SEE if they fail to achieve at least 30% of the total marks in the SEE during the Regular Examination. B. CIE if they fail to obtain a minimum of 30% of the total marks in the CIE. The mode of additional CIE will be determined by the respective Board of Studies. C. Both the CIE and SEE if they fail to secure at least 30% of the total marks in each, separately. D. SEE if they fail to achieve a combined minimum of 40% of the total marks from both SEE and CIE, despite meeting the individual minimum requirement of 30% in each. E. Practical Examination if they fail to achieve a minimum of 40% of the total marks for the practical course.
AR-11.2	A student who wishes to improve their grade will be required to apply for improvement within 10 days of the declaration of result. The application for grade improvement must be submitted according to the guidelines provided by the Examination Cell. The student can apply twice for a course in case of grade improvement within 1 year of the declaration of the result. In case of a lower score in the improvement attempt, the higher score will be considered.
AR-11.3	Those students who do not register for the Retake Examination within the stipulated period displayed on the Examination Notice Board will not be permitted to appear for the concerned examination(s).



AR-12	Gracing Norms																																												
AR-12.1	Up to 5% of the total marks for a course per semester may be added, applicable to a maximum of three courses, to meet the passing criteria.																																												
AR-12.2	If a student is passing all courses but falls short of the minimum 30% requirement in the SEE for one course, a maximum of 2% of total marks will be granted to help meet this threshold.																																												
AR-12.3	Grace marks for Award of Class: Upto 1 percent of the overall marks of that class will be added to the Grand Total to obtain a 1st Class or 2nd Class provided that the student has not obtained Grace Marks for passing in any Course (Note: this applies only to the final Consolidated Marksheet).																																												
AR-12.4	<p>A. A student is eligible for 10 grace marks, which will be added to their Even Semester marksheet in the academic year they represented the College in sports, NCC, or cultural activities. However, this provision applies only if the activity is not categorized under the CC vertical as per NEP 2020.</p> <p>B. Only students who have passed all subjects will be eligible for the grace Marks as indicated in the above AR-12.4A.</p>																																												
AR-12.5	For SWD (Student with Disability), grace marks will be applicable as per the prevalent circular of the University.																																												
AR-13	Grading System																																												
AR-13.1	For every course taken by a student a grade is assigned based on their combined performance in all components of evaluation scheme of a course. The grade indicates a qualitative assessment of the student’s performance and is associated with equivalent number called a grade point.																																												
AR-13.2	<p>A Ten-Point Grade System for all courses has been adopted as listed in Table 9- it involves calculations for a Semester Grade Point Average (SGPA) and the final Cumulative Grade Point Average (CGPA).</p> <p style="text-align: center;"><i>Table 9. 10-Point Grade System</i></p> <table><tr><th colspan="4">Grade Points and Letter Grades</th></tr><tr><th>Percentage of Marks Obtained</th><th>Grade Point</th><th>Letter Grade</th><th>Performance</th></tr><tr><td>90.00 and above</td><td>10</td><td>O</td><td>Outstanding</td></tr><tr><td>80-89.99</td><td>9</td><td>A+</td><td>Excellent</td></tr><tr><td>70-79.99</td><td>8</td><td>A</td><td>Very Good</td></tr><tr><td>60-69.99</td><td>7</td><td>B+</td><td>Good</td></tr><tr><td>55- 59.99</td><td>6</td><td>B</td><td>Above Average</td></tr><tr><td>50-54.99</td><td>5</td><td>C+</td><td>Average</td></tr><tr><td>45-49.99</td><td>4</td><td>C</td><td>Satisfactory</td></tr><tr><td>40-44.99</td><td>3</td><td>D</td><td>Pass</td></tr><tr><td>Less than 40</td><td>0</td><td>F</td><td>Fail</td></tr></table>	Grade Points and Letter Grades				Percentage of Marks Obtained	Grade Point	Letter Grade	Performance	90.00 and above	10	O	Outstanding	80-89.99	9	A+	Excellent	70-79.99	8	A	Very Good	60-69.99	7	B+	Good	55- 59.99	6	B	Above Average	50-54.99	5	C+	Average	45-49.99	4	C	Satisfactory	40-44.99	3	D	Pass	Less than 40	0	F	Fail
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AR-13.3	The pass letter Grades (O to D only) awarded to a student in all the courses shall be converted into a SGPA and CGPA, to be calculated as given below:																																												



	<p>Calculation of Semester Grade Point Average</p> <p><i>Grade Point Average for each semester shall be computed, by dividing the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.</i></p> $SGPA = \frac{\sum C \times G}{\sum C}$ <p>where, C = Credit value assigned to a course G = Grade point value assigned to a student for course corresponding to letter grade SGPA = Semester Grade Point Average shall be calculated for individual Semester and referred to as SGPA.</p> <p>Calculation of Cumulative Grade Point Average</p> <p><i>Cumulative Grade Point Average (CGPA) shall be computed, by dividing the sum of the product of the grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the program together.</i></p> $CGPA = \frac{\sum C \times G}{\sum C}$ <p>where, C = Credit value assigned to a course G = Grade point value assigned to a student for course corresponding to the letter grade (refer table given above) GPA = Grade Point Average shall be calculated for individual term. CGPA = Cumulative Grade Point Average shall be calculated at the end of the Program, for all the semesters taken together. (refer Table 9)</p>
AR-14	Result Declaration & Grade Card
AR-14.1	The grade card shall be issued Semester wise at the end of each Examination to each student after declaration of the result
AR-14.2	If a student secures F grade in any course, his / her SGPA and CGPA shall not be declared till he / she earns the Credit of that course.
AR-14.3	The Semester VI (UG) and Semester IV (PG) results of any student will not be declared until that student has cleared all the courses of previous semesters.
AR-14.4	Any errors in the hard or soft copies of the grade card (such as student name, marks, SGPA, CGPA, grades, PRN No., etc.) must be reported to the Examination Office through the Controller of Examinations within 20 working days of marksheet distribution/uploading. Requests for corrections will not be entertained beyond these deadlines.
AR-15	Progression Rules
AR-15.1	Under NEP, undergraduate students will be allowed to progress from Semester I to IV with backlogs; however, they must clear at least 50% of their major courses before registering for Semester V.



AR-15.2	Post graduate Students will be allowed to progress from Semester I through IV with backlogs.
AR-15.3	Non-NEP UG students will be allowed to progress from Semester II to VI with backlogs. However, Semester VI results of these student will not be declared until that student has cleared all the courses of 6 semesters.
AR-16	Examination Grievance Redressal Mechanism
AR-16.1	All FICs shall display the assessed answer books to students on a date decided by the CoE. Students will verify their assessment and record their remarks on the Assessment Verification Report, which will be submitted to the CoE by the respective FIC.
AR-16.2	The change of marks, if any, during the Assessment Verification, will be communicated to the CoE by the FIC.
AR-16.3	In the event that a student is dissatisfied with the assessment conducted by the FIC, the CoE shall take appropriate measures in consultation with the Principal. If deemed necessary, the Principal may direct that the answer books be subjected to External Evaluation.
AR-17	Facility of Scribe for Physically Challenged & LD students.
AR-17.1	<ul style="list-style-type: none"> A. A student who may have a permanent or temporary physical disability may apply to CoE for appointing a scribe for the Examinations. B. The student should submit an application for the purpose along-with medical certificate from Registered Medical Practitioner to that effect with rubber stamp of the Registered Medical Practitioner on the certificate well in advance. C. The scribe / writer should be arranged by the student himself / herself well in advance i.e. at least one week before the Examination and inform to the Examination office of the Institute. D. The scribe should be one grade junior in academic qualification. E. Since the student shall be helped by a scribe, extra time of 10 minutes per hour shall be allowed to such students. For example, for an Examination of two hours, 20 minutes extra time shall be allowed. F. The Chief Conductor shall have powers to resolve issues, if any, in this regard. G. The said student shall sit in a separate room under supervision.
AR-17.2	<p>Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of Examinations</p> <ul style="list-style-type: none"> A. At the time of all written Examinations, all Learning Disability (LD) students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents well before the commencement of the first Examination. Also, such students would get 25% additional time for writing the Examination. B. These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exams. C. Concession shall be given for mistakes in spelling or mathematical calculations / graphs. D. In case of LD students the medical certificate of only Government Authorized Agencies would be accepted. The said medical certificate must be produced at the beginning of the academic year to the admission department. E. Retrospective benefit shall not be given to any student in case certificate is submitted after declaration of results.



AR-18	Adoption of unfair means during Examination
AR-18.1	If during the course of an Examination, any candidate is found resorting to any of the following acts, he / she shall be deemed to have adopted unfair means at the Examination. The adoption of unfair means by the candidates during the Examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.
AR-18.2	For unfair means, the Quantum of Punishment for each category will be as per the prevalent circular of the University. (Ordinance 5050)
AR-19	Admission
AR-19.1	Admission of students into a Program will be based on the aggregate marks in the qualifying examination or its equivalent, for both the Undergraduate (UG) and the Postgraduate (PG) programs, unless specified otherwise.
AR-19.2	The eligibility criteria for all programs will be as per the guidelines of the affiliating bodies (UGC/AICTE/MCI/University of Mumbai).
AR-19.3	The admission process is in the online mode. Admissions are provisional until confirmed by University of Mumbai.
AR-19.4	All applications for admission to any UG or PG degree course should be submitted by the date notified by the College. Late applications will not be accepted.
AR-19.5	If an entrance exam is held for any UG or PG degree program, then only those candidates who appeared for the said examination become eligible for admission into the concerned course, in the academic year under consideration. In other words, anyone who has not appeared for the concerned entrance exam, cannot be admitted into that course.
AR-19.6	Admissions will be considered to be completed only when the full fees for the academic year are paid (against an official receipt) and the name of the applicant appears on the relevant rolls.
AR-19.7	All UG and PG admissions are valid only for one year and are therefore to be renewed for each subsequent year of study.
AR-19.8	The College is a Punjabi Linguistic Minority College, administered under the provisions of the Indian Constitution, to promote the welfare of the Minority community. A. As per the Judgement dated 12th October 2017 of the Honourable Bombay High Court vide Writ Petition No. 1726 of 2001, Minority Colleges do not need to set aside seats for Backward Classes. This is reiterated by the University of Mumbai Circular (No. Aff./Recog.I/Admission/(2018-19)/10/of 2018), dated 30th May 2018.
AR-20	Admission Fees
AR-20.1	Fees paid are for one academic year only and no adjustment/ transfer will be done in any case. Enrolment fee, caution money and library and laboratory deposits will be collected from fresh admitters only.
AR-20.2	Students belonging to SC/ST/OBC/EBC /as applicable may apply for government scholarships and free ships at the time of admission. Applicants must produce a valid caste certificate and income documents issued by the Government of Maharashtra to avail of the benefit.



AR-20.3	Applicants will be informed whenever there is any change in the fee structure.
AR-21	Refund of Fees
AR-21.1	<p>Application for refund of fees should be made in the prescribed form available in the college office. The rules applicable to refund of fees are as per UGC/University guidelines.</p> <ol style="list-style-type: none"> The candidates who have taken admission in undergraduate/postgraduate courses in aided and unaided courses conducted may request for refund of fees after applying in writing for cancellation of their admission. The fees charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, e charge, disaster management fund, exam fee and enrolment fee) are non-refundable if the payment is made by the college prior to the date of cancellation.
AR-21.2	Fees collected for identity cards, library card, admission form and prospectus, enrolment, and any other course-specific fees are non-refundable after the commencement of the academic term.
AR-21.3	<p>All refundable deposits (laboratory caution money and library deposit etc.) will be fully returned at the time of cancellation.</p> <ol style="list-style-type: none"> Library and Laboratory deposits will be refunded (on production of original fee receipt) when the student leaves the college or his/her admission is cancelled provided that he/she is certified to be owing no money to the college and also has no library books in his/her Possession. Deposits not claimed within one year of leaving the college or cancellation of admission will be forfeited. Deposits will be refunded after fifteen days from the date of receipt of application in the prescribed form (obtained from college office) duly signed by the student and guardian.
AR-21.4	Wherever admissions are made through a centralized admission process for professional and any other courses by other competent authorities, the refund rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year of admission. Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission to relevant courses.
AR-22	Attendance
AR-22.1	The College expects students to maintain 100% attendance in all lectures and practicals for their chosen courses. However, recognizing that full attendance may not always be feasible, a minimum of 75% attendance per course is mandatory.
AR-22.2	A student with less than 75 % attendance in a course will not be allowed to appear for the SEE in that course.
AR-22.3	<p>A condonation of up to 50 per cent of lectures/practicals per course could be made at the discretion of the Principal, in the following cases:</p> <ol style="list-style-type: none"> Serious illness authenticated by a Doctor's Certificate and Medical Records and submitted within 2 working days of resuming classes.



	<p>B. Other serious reasons, with validating documents (acceptable to the Principal) and submitted within 2 working days of resuming college. Such documents will not be accepted after these 2 working days.</p> <p>C. No condoning is possible if attendance, for whatever reason(s), is below 50 percent of the course and the defaulting student will not be allowed to appear for the SEE.</p>								
AR-22.4	For students who represent the College in activities outside the college, the total attendance will be reduced by the number of days spent representing the College. However, such students will have to log in at least 75% attendance of the lessened total.								
AR-23	Award of Degree								
AR-23.1	<p>The Degree shall be awarded by University of Mumbai, on the recommendation of governing body and AC on the fulfilment of following conditions.</p> <p>A. For the award of degree, the student should earn all Credits as prescribed in Teaching Scheme.</p> <p>B. The student should not have any case of indiscipline pending against them.</p>								
AR-24	Discipline and Conduct								
	If a student is found guilty of overall misconduct during their stay in the Institute, they shall be punished as per the recommendations of the Chairperson, Discipline Committee. The maximum punishment may be expulsion from the Institute.								
AR-24.1	Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity, which shall tend to bring down the prestige of the Institute.								
AR-24.2	<p>The students have to follow the code of conduct once admitted to the Institute.</p> <p style="text-align: center;"><i>Table 11. Code of conduct for students</i></p> <table border="1"> <thead> <tr> <th>Code of Conduct</th><th>Line of Action</th></tr> </thead> <tbody> <tr> <td> Alcohol and Other Drugs The unlawful possession, use, purchase, or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed. </td><td> 1. Suspension from attending Institute till pending enquiry. 2. Rustication from the Institute. </td></tr> <tr> <td> Assault, Endangerment, or Infliction of Physical Harm Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force. </td><td>Suspension from attending Institute till pending enquiry.</td></tr> <tr> <td> Bullying, Intimidation, and Stalking Bullying: Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause physical or substantial emotional harm to another person or group. Intimidation: Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads </td><td> 1. Suspension from attending Institute till pending enquiry. 2. Any person resorting to such act shall amount to ragging and appropriate action shall be taken accordingly. </td></tr> </tbody> </table>	Code of Conduct	Line of Action	Alcohol and Other Drugs The unlawful possession, use, purchase, or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed.	1. Suspension from attending Institute till pending enquiry. 2. Rustication from the Institute.	Assault, Endangerment, or Infliction of Physical Harm Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force.	Suspension from attending Institute till pending enquiry.	Bullying, Intimidation, and Stalking Bullying: Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause physical or substantial emotional harm to another person or group. Intimidation: Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads	1. Suspension from attending Institute till pending enquiry. 2. Any person resorting to such act shall amount to ragging and appropriate action shall be taken accordingly.
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	<p>the person(s) in the group to fear for their physical well-being. Stalking: Stalking is engaging in a course of conduct, repeated acts or communication toward another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	
	<p>Discrimination, Including Harassment, Based On a Protected Class Discrimination, including harassment, based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification.</p>	<ol style="list-style-type: none"> 1. Suspension from attending Institute till pending enquiry. 2. Rustication from the Institute.
	<p>Disorderly Conduct Excessive noise, which interferes with classes, Institute offices or other activities; Unauthorized entry into area or closed meeting. Conduct that restricts or prevents faculty, staff, or student employees from performing their duties, including interruption of meetings, classes, or events; Any other action(s) that result in unreasonable interference with the learning / working environment or the rights of others.</p>	<p>Abstain from attendance for the affective lecture / event.</p>
AR-25	<p>Interpretation of Regulations In case of any dispute, difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Principal shall be final and binding.</p>	
AR-26	<p>Emergent Cases Notwithstanding anything contained in the above regulations, the Chairman of the AC may, in emergent situations take action on behalf of the AC as they deem appropriate and report it to the next meeting of the AC for its approval.</p>	
AR-27	<p>Power to Modify Notwithstanding all that has been stated above, the AC has the right to modify any of the above regulations from time to time.</p>	