

Rules and Regulations

1. Subject combination should be carefully checked to avoid subject clash.
2. Failed/detained/absentee students from any College / University Examination will not be admitted to the college in any case.
3. Such students whose result of the lower examination is notified as 'Result Later' by any Board or University except our college students who appeared as regular candidates, will not be allowed admission to the higher class even provisionally.
4. To maintain the high academic standards in the college the admission criteria for all classes will be laid down by the college authorities which will be either at par or above the minimum requirements of the G.N.D.U. The decision of the college authorities in this regard shall be final and the criteria may be revised from time to time during college admission period.
5. A student who joins the college and subsequently appears as private candidate forfeits the right to admission in the college in future.
6. A student can apply for more than one courses in one session. For each course he/she has to fill in a separate form. In case he/she is selected in more than one course, choice would be with the candidate. As and when the candidate deposits the fee for one course, the claim for the other course will be automatically forfeited.
7. **All candidates will pay Registration Fee of Rs. 500/-**
8. **The candidates applying for the course, where the admission is based on Entrance Test, will pay Registration Fee of Rs. 1200/- (non refundable).**
9. Principal has the right to reject admission to the candidates who applied for provisional admission before the declaration of their result.
10. Students admitted provisionally to any class are required to submit the original certificate of the lower examination passed within 30 days of the admission for issue of University Registration Number to confirm admission by the university. In case of non-compliance of the same, the admission of the student shall stand cancelled automatically and the dues paid by the student shall not be refunded.
11. If a student makes a false declaration or conceals any information in the Admission Form, his/her admission to the college shall stand cancelled without any notice as soon as the false declaration or concealed information is detected. The case may be handed over to the police.
12. The Principal reserves the right to refuse admission to any candidate, if he is satisfied that the refusal is in the interest of the college.
13. The Principal reserves the right to refuse admission to any candidate/student who was involved in strike/agitation or indulged in misconduct or indiscipline in the college/hostel in the preceding year/years or on the basis of interview or otherwise where the Principal is satisfied that the refusal is in the interest of the college.
14. **In case of serious misbehavior, indiscipline, ragging or disturbance to academic atmosphere of the college, absence from class/house test or indulgence in unfair means in any test/examination or possessing mobiles in the campus, the Principal has the right to impose heavy fine or cancel admission and ban his/her entry into the college.**
15. Equivalent examination means that the examination should be duly recognized by G.N.D.U./College as equivalent thereto.
16. Change of faculty or subject within the faculty will be allowed as per G.N.D.U./College ordinance and regulations.
17. **The candidates with gap year after passing Plus Two or Graduation Degree will not be admitted to Graduate or Post Graduate Courses respectively.**
19. A student must abide by the undertaking submitted (if any) at the time of admission, failing which his admission will stand cancelled.

For the Attention of Parents and Students

1. Each student is issued an Identity Card which he/she must always carry and shall produce whenever asked by the college authorities. **No student will be allowed to enter the College premises without the Identity Card.**
2. **The carrying of Mobile Phones in the College is strictly prohibited. Strict disciplinary action will be taken against the violator.**
3. **Students with two wheelers will have to pay a parking fee. Four wheelers and Enfield Motorcycles are not allowed except with special permission from the Principal.**
4. Don't scribble, put posters or litter the campus.
5. Attendance of the students in all college seminars, functions and celebrations is compulsory.
6. Keeping in mind the academic atmosphere of the college, the students (girls/boys) are instructed to wear decent clothes in the college.
7. The notice regarding lecture statements of students falling short shall be displayed on the college Notice Board. Parents/Guardian of the students/wards are advised to contact respective Head of the Department in the month of September/March to know the status of the lectures attended by their wards. Any student falling short of lectures as prescribed by the University shall not be issued the Roll Number.
8. No Visitors are allowed to meet students during the college hours.
9. Smoking & Drinking are strictly prohibited. Anybody found drunk or smoking in the College Campus will be immediately expelled.
10. Dispute, if any will be subject to the jurisdiction of Amritsar Court only.
11. In case the student's identity card is lost, he/she may apply for duplicate I card with the copy of FIR lodged with the police.

Note : The parents and the students are required to read the Prospectus carefully before signing the admission form. The responsibility of having read the rules and regulations shall be upon the parents and the students and they shall be

Rules for Eligibility for Final Examination

Note : Attendance in the House Tests conducted by the College is compulsory. Any student who fails to appear in the tests will not qualify for the final examination.

1. A student is admitted to the final Examination only when he/she fulfils the lecture condition and his/her form is accompanied by the following certificate by the Registrar of the college.
 - a. That the student of Under Graduate Classes (Arts, Commerce, Science) has attended at least 75% of the full course of lectures in theory and practical separately, delivered to his/her class in each subject offered by him/her.
 - b. That the student of B.Sc. (Hons.) Agriculture Classes, B.Sc. (Hons.) Food Sci. & Tech., M.Sc. (Hons.) Agriculture has attended not less than 80% of the full course of lectures in theory and practicals separately delivered to his/her class (as required by G.N.D.U. calendar).
 - c. That the student of Post Graduate Classes has attended 75 % of the full course of lectures in theory and practicals separately, delivered to his class in each subject/paper offered by him/her.

Note : The student falling short of above stated required attendance shall not be eligible to appear in the final examination.

2. Examination Form

- a. It is mandatory for every student to fill and submit the **examination form** within a stipulated time period as specified by the Examination Branch, so as to enable him/her to appear in final semester examination.
- b. In case of Re-appear, the candidate should specifically fill the name of subject/paper.
- c. In case of Re-appear if the title of the paper remains same the student is to appear with in current syllabus. Student appearing in any Re-appear should procure the syllabus from the respective department.

Rules of Semester Examination

I. Courses having two semester duration:

- a. There shall be no condition for promoting a student from first semester to second semester.
- b. In case a student fails to pass all the courses/papers within a period of two semesters (One Year), he/she shall be given two consecutive semesters (One Year) more to pass.

II. Courses having four semester duration (P.G. Classes)

- a) There shall be no condition for promoting a student from first semester to second semester
- b) However the student shall be promoted to the third semester only if he/she has passed at least 50% courses/papers of the first two semesters.
- c) There shall be no condition for promoting a student from third semester to fourth semester.
- d) In case a student fails to pass all the courses/papers within a period of four semesters (Two years), he/she shall be given four consecutive semesters (Two Years) more to pass.**

III. Courses having six semester duration:

- a) There shall be no condition for promoting a student from first semester to second semester
- b) However the student shall be promoted to the third semester only if he/she has passed at least 50% courses/papers of the first two semesters.
- c) There shall be no condition for promoting a student from third semester to fourth semester.
- d) However a student shall be promoted to fifth semester only if he/she has passed at least 50% courses/papers of the first four semesters.
- e) The student shall be promoted to sixth semester only if he/she has passed all the papers of the first semester.**
- f) After a period of six semesters the student shall be given a period of two consecutive years to pass.**

IV. Courses having eight semester duration:

- a) There shall be no condition for promoting a student from first semester to second semester.
- b) However the student shall be promoted to the third semester only if he/she has passed at least 50% courses/papers of the first two semesters, but there will be no condition for promoting a student from third semester to fourth semester.
- c) However a student shall be promoted to fifth semester only if he/she has passed at least 50% courses/papers of the first four semesters.
- d) There shall be no condition for promoting a student from fifth semester to sixth semester.
- e) The student shall be promoted to sixth semester only if he/she has passed all the papers of the first semester.**
- f) However, a student shall be promoted to seventh semester only if he/she has passed all the courses/papers of the first two semesters.
- g) After a period of eight semesters, the student shall be given a period of two consecutive years to pass.**

Note.

1. **No special chance or exemption shall be allowed beyond what is stated in the above ordinances.**
2. Failing students shall appear in the examination in the regular semester examinations next year i.e., reappear of examination for an odd semester shall be conducted along with the next odd semester, and even semester along with the next even semester and there shall be no special supplementary examinations.
3. If 50% of the courses/papers required to pass involve a fraction, the fraction of the course/paper will be treated as a full course. For example, if in a year there are 13 courses in two semesters, the candidate will be required to pass minimum of 7 courses/ papers.
4. The pass marks for a course shall be 35% at UG and PG Diploma levels and 40% at PG level (Except BPT, MPT & M.Phil) . The student was to pass in theory and practical separately, excluding the internal assessments, pass marks in aggregate for a degree shall be 40% in aggregate at UG and PG Diploma and PG level. Re-evaluation shall be allowed as per ordinances.
5. The medium of instruction shall be as already existing in the ordinances.
If a student is detained due to shortage of lectures, he/she will not be eligible to seek admission in the next semester. He/she can get admission in the same semester in which, he/she is detained in the next academic session.
6. **Use of mobiles, blue tooth and other electronic gadgets are strictly prohibited in the examination. Any student found using electronic gadgets during examination will be punished as per college rules.**
7. The students must report half an hour before the commencement of examination.

Internal Assessment

An internal assessment of 25% has been introduced in all the courses from the academic session 2018-19. The internal assessment will be based on performance in house Examinations, Attendance, Participation in co-curricular activities and classroom conduct/behaviour of the student.

Rules Regarding Attendance

1. The students shall be required to attend the lectures (Theory and Practical) as prescribed from time to time. **As per University rules no lecture can be condoned on the basis of medical ground or any other leave.**
2. **The name of the student who remains absent without prior permission for more than a fortnight will be struck off the college rolls.**
3. Lectures are to be counted upto the last working day before the commencement of the preparatory holidays.
4. A lecture will be considered as delivered even if the whole class is absent.
5. The Principal may condone the shortage in lectures as per the ordinances of Guru Nanak Dev University, applicable from time to time. While condoning the shortage, if any, the Principal will consider the conduct, behavior, unavoidable compulsions and general performance of the student. The student falling short of lectures shall be liable to be detained.

Rights and Responsibilities of Students

For the Attention of Parents and Students

Do you know that as a Khalsa College student,

- a. you have the right to expect a teacher to take your classes on time, sincerely and effectively.
- b. have the right to expect the teacher to grade and evaluate your progress regularly.
- c. own any original work you have produced.

On the other hand, do you know that as a student you are expected to

- a. reach the class on time and remain for the duration of the scheduled class;
- b. submit work that is your own.
- c. expect the faculty members to give assignments for the evaluation of your progress.

It is in the interest of the students of Khalsa College that they should ensure that the learning environment is free from all behaviour that would jeopardize the teaching and learning process. Such behaviour might include, but is not limited to, missing classes, cheating, indiscipline in the class , plagiarism, uttering of false statement to obtain concessions and falsification of information.