



Estd. 1892

RULES AND REGULATIONS FOR ADMISSION

1. Subject combination course 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. 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. 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 except in case where college student has been admitted provisionally in higher class.
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. 1000/- (Non Refundable) & adjustable in the fees later.
8. The candidates applying for the course, where the admission is based on Entrance Test, will pay Test Fee of Rs. 1200/- (non refundable).
9. 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.
10. 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. This case may be handed over to the police.
12. 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 proceeding 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.
13. In case of serious misconduct—such as indiscipline, ragging, disruption of the academic environment, unauthorized absence from classes or tests, use of unfair means in examinations, or misuse of mobile phones—the Principal reserves the right to impose a heavy fine, cancel admission, and prohibit the student's entry into the college. Moreover, students are strictly prohibited from forming or participating in political or any such activities within the college premises.
14. The candidates with gap year after passing 10+2 or Graduation Degree will be granted admission in case the gap was due to exceptional circumstances, with due permission of Principal
15. A student must abide by the undertaking submitted (if any) at the time of admission, failing which his admission will be cancelled.
16. Every student needs to get registered for Academic bank of credit & also on anti ragging portal. The ABC ID and Anti Ragging reference number should be mentioned on the form.

FOR THE ATTENTION OF PARENTS AND STUDENTS

Regarding Conduct in College

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. 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.
3. Don't scribble, put posters or litter the campus.
4. Attendance of the students in all college seminars, functions and celebrations is compulsory.
5. Keeping in mind the academic atmosphere of the college, the students (girls/boys) are instructed to wear decent clothes in the college. Taking selfies or making videos by the students in campus is strictly prohibited.
6. 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.
7. No visitors are allowed to meet students during the college hours.
8. Smoking & Drinking are strictly prohibited. Anybody found drunk or smoking in the College Campus will be immediately expelled.
9. Dispute, if any, will be subject to the jurisdiction of Amritsar Court only.
10. In case the student's identity card is lost, he/she may apply for duplicate ID 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 conduct as per the rules and regulations shall be upon the parents and the students and they shall be bound by same.



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EXAMINATION FORM

1. 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.
2. In case of Re-appear, the candidate should specifically fill the name of subject/paper.
3. In case of Re-appear if the title of the paper remains same the student is to appear within current syllabus. Student appearing in any Re-appear should procure the syllabus from the respective department.
4. Delay in submission of Examination form will be subject to late fees as per University rules

RULES FOR THE ELIGIBILITY FOR 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, Sciences) 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.

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

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) There shall be no condition for promoting a student from fifth to sixth semester. 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. There shall be no candidate for promoting a student from fifth to sixth semester.
 - d) However, a student shall be promoted to seventh semester only if he/she has passed at least 50% courses/papers of the first six semesters.
 - e) There will be no condition for promoting a student from seventh to eight semester.
 - f) After a period of eight semesters, the student shall be given a period of two consecutive years to pass.

Note:

1. No 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 for 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. In case of additional subject/subjects examination, Improvement & Special Chance in examination, University rules will be followed.
 4. If 50% of the course/ 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.
 5. The pass marks for a course shall be 35% at UG and PG Diploma levels and 40% at PG level (Except BPT, Social Science, B.Sc. (Hons.) Agriculture, MPT & M.Phill). The student has to pass in theory and practical separately, excluding the internal assessments. Pass marks for a degree shall be 40% in aggregate at UG and PG Diploma and PG level. Re-evaluation shall be allowed as per ordinances.
 6. The medium of instruction shall be as already mentioned in the ordinances.
 7. Maximum time allowed to pass a course is given as under:

Course Duration	Maximum time to complete a Degree/Diploma
Four years	Six years
Three years	Five years
Two years	Four years
One year	Two years

If a student is detained in first semester 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.
 8. 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.
 9. The student must report half an hour before the commencement of examination alongwith admit card (Roll No.) and ID Card.
 10. If a student fails a paper due to internal assessment, he/she can improve the same by appearing in MST port attending special classes or both after depositing the required fees.

INTERNAL ASSESSMENT

An internal assessment of 25% is there in all the courses being run by the college. The internal assessment will be based on performance in House Examinations (MST), Attendance, Participation in co-curricular activities and classroom conduct and behavior of the student. Passing marks in internal assessment is necessary for passing in the subject.

RULES REGARDING ATTENDANCE

1. The student 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 from the college rules.
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

For the Attention of Parents and Students:

As a Khalsa College student

- a. You have 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 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. submit the assignments for the evaluation of your progress in time.
- d. attend seminars, workshops or any other activity of the department.

It is in the interest of the students of Khalsa College that they should ensure that the learning environment is free from all behavior that would jeopardize the teaching and learning process. Such behavior 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 .