

# **MATA GUJRI COLLEGE**

## **FATEHGARH SAHIB**

**An Autonomous College**

### **Rules, Regulations and Bye Laws**

#### **1. SHORT TITLE AND DEFINITION:**

- 1.1 These Rules, Regulations and Bye Laws shall be called “Rules, Regulations and Bye Laws of MATA GUJRI COLLEGE, FATEHGARH SAHIB”
- 1.2 Academic Programmes of the institute will be governed by Rules, Regulations and Bye Laws approved by the Academic Council, which is the highest Academic body of the Institute. These academic Rules, Regulations and Bye Laws are applicable to all the students admitted to any Undergraduate/ Postgraduate/Diploma/ Certificate and other Academic Programmes offered by the college.
- 1.3 These Rules, Regulations and Bye Laws shall replace all regulations of Punjabi University, Patiala in operation hitherto and will be adopted by the Institute for the purpose of Admissions, Examinations, Conduct and Discipline of MATA GUJRI COLLEGE FATEHGARH SAHIB.
- 1.4 These regulations shall be subject to amendments from time to time by the competent authority/body.
- 1.5 In these regulations, unless the context otherwise requires:
  - (a) ‘College’/ ‘Institute’ means Mata Gujri College Fatehgarh Sahib.
  - (b) ‘Director-Principal’ means the Director-Principal of Mata Gujri College Fatehgarh Sahib.
  - (c) ‘Academic Council’ (AC) means the Academic Council of Mata Gujri College Fatehgarh Sahib.
  - (d) ‘Academic year’ means the year commencing from the 1st day of July of a calendar year and ending on 30<sup>th</sup> June of the succeeding calendar year.

- (e) 'Board of Studies' means the Board of Studies of all teaching departments of the College.
- (f) 'Controller' means the Controller of Examinations of Mata Gujri College Fatehgarh Sahib.
- (g) 'Chief Controller' means Director-Principal of Mata Gujri College Fatehgarh Sahib.
- (h) 'Examination Committee' means the Examination Committee of Mata Gujri College Fatehgarh Sahib.
- (i) 'Registrar- House Exams' means Incharge- Mid Semester Tests, House Examinations and other Tests of Mata Gujri College Fatehgarh Sahib.
- (j) 'University' means Punjabi University, Patiala.
- (k) 'Year' means the Academic year (1st July to 30<sup>th</sup> June).
- (l) Mid-Semester Tests mean the Mid Semester Tests (MST) held in between the commencement of the course and End Semester Examination.
- (m) End Semester Examination means the Examination held at the end of the Semester.
- (n) HOD means Head of the Department.

## **2. POSTGRADUATE PROGRAMMES**

- 2.1 MATA GUJRI COLLEGE, FATEHGARH SAHIB, an Autonomous Institution, adopts to follow Semester pattern for all Postgraduate programmes with internal and external evaluation.
- 2.2 Semester Pattern: The two year degree course leading to the Master Degree in Science/Commerce/Business Administration/ Languages/ Arts shall be of four semesters spreading over a period of two academic years (each semester having six month duration). A candidate for the Master Degree Course shall be required to pass four semesters examination (Semester I to Semester IV). For details refer to ordinances and syllabi of respective courses. The candidate must pass in atleast 50% of the total papers of semester I and semester II to become eligible for admission in IIIrd semester.

2.3 In case of Master in Computer Application (MCA) there shall be six semesters spreading over a period of three academic years (each semester having six month duration). A candidate for the Master Degree in Computer Applications shall be required to pass six semesters examination (Semester-1 to semester VI). For details refer to ordinances and syllabi of respective courses. The candidate must pass in atleast 50% of the total papers of semester I and semester II to become eligible for admission in IIIrd. Also, the candidate must pass in atleast 50% of the total papers of semester I, II, III and semester IV to become eligible for admission in Vth semester.

2.4 There shall be Two Mid Semester tests in each Semester. These Mid Semester tests would be conducted by respective Departments.

2.5 If a student misses the Mid Semester tests due to valid reasons (to be ascertained by the Head of the Department on the basis of documentary proof provided by the student), the HOD may arrange a special Mid Semester test for such students after seeking prior permission from the Director-Principal.

2.6 There will be an **Internal Assessment** as per the ordinances for each paper of different Postgraduate Courses. The distribution of marks in the Internal Assessment shall include assignments, attendance and the marks secured in the Mid Semester tests.

2.7 The distribution of Internal Assessment shall be as follows:

25 % of total Internal Assessment marks	Assignments/Project Works/ Seminars
25 % of total Internal Assessment marks	Attendance
50 % of total Internal Assessment marks	Mid Semester Tests

2.8 The marks for attendance in internal assessment would be awarded according to the student's attendance percentage as follows:

91-100% attendance	100% marks of the allotted Internal Assessment marks for attendance
81-90% attendance	80% marks of the allotted Internal Assessment marks for attendance
75-80% attendance	70% marks of the allotted Internal Assessment marks for attendance
60-74% attendance	60% marks of the allotted Internal Assessment marks for attendance
Below 60%	Zero marks

2.9 A candidate is required to secure at least 35% marks both in external examination (Theory and Practical/ Project work) and in internal assessment separately in each paper in order to qualify in an examination.

2.10 In case a candidate fails to secure minimum qualifying marks in Internal assessment i.e. 35% marks, the candidate will have to take admission in the respective semester after completion of full course and score minimum qualifying marks in Internal assessment.

2.11 For MBA and MCA, a candidate is required to secure at least 40% marks both in external examination (Theory and Practical/ Project work) and internal assessment in each paper in order to qualify in an examination.

2.12 Internal Assessment of all the papers should be submitted within one week of the commencement of End Semester Examination under all circumstances. In case of any lapse, administrative action will be taken against the HOD for negligence of duty.

2.13 Students should be shown the internal assessment before submission. Students must sign the internal assessment. In case the student is dissatisfied with the marks awarded to him/her in internal assessment; he/she can approach the concerned teacher. If the student is still not satisfied he/she may approach the head of department and the Principal subsequently.

2.14 Once submitted, no revision of the Internal Assessment shall be allowed.

### **3 UNDERGRADUATE PROGRAMMES (SEMESTER SYSTEM)**

3.1 All undergraduate programmes excluding Bachelor of Arts will follow Semester pattern with internal and external evaluation.

3.2 Semester Pattern: The three/Four/ Six year degree course leading to the Bachelor Degree in Science/Commerce/ Computers/ Management/Agriculture shall be of Six/Eight/Twelve semesters respectively, spreading over a period of three/Four/Six academic years (each semester of six month duration). For details refer to ordinances and syllabi of respective courses.

3.3 There shall be Two Mid Semester tests in each Semester.

3.4 There will be an internal assessment as per the ordinances for each paper of different Undergraduate Courses. The distribution shall include day-to-day work /assignments, attendance and marks secured in the Mid Semester tests.

3.5 The distribution of Internal Assessment shall be as follows:

25 % of total Internal Assessment marks	Assignments/Project Works/ Seminars
25 % of total Internal Assessment marks	Attendance
50 % of total Internal Assessment marks	Mid Semester Tests

3.6 The marks for attendance in internal assessment would be awarded according to the student's attendance percentage as follows:

91-100% attendance	100% marks of the allotted Internal Assessment marks for attendance
81-90% attendance	80% marks of the allotted Internal Assessment marks for attendance
75-80% attendance	70% marks of the allotted Internal Assessment marks for attendance

60-74% attendance	60% marks of the allotted Internal Assessment marks for attendance
Below 60%	Zero marks

- 3.7 A candidate is required to secure at least 35% marks both in external examination (Theory and Practical/ Project work) and in internal assessment separately in each paper in order to qualify in an examination.
- 3.8 In case a candidate fails to secure minimum qualifying marks in Internal assessment i.e. 35% marks, the candidate will have to take admission in the respective semester after completion of full course and score minimum qualifying marks in Internal assessment
- 3.9 Internal Assessment of all the papers should be submitted within one week of the commencement of End Semester Examination under all circumstances. In case of any lapse, the HOD will have to bear the fine applicable.
- 3.10 Students should be shown the internal assessment before submission. Students must sign the internal assessment. In case the student is dissatisfied with the marks awarded to him/her in internal assessment; he/she can approach the concerned teacher. If the student is still not satisfied he/she may approach the head of department and the Principal subsequently.
- 3.11 Once submitted, no revision of the Internal Assessment shall be allowed.

#### **4 UNDERGRADUATE PROGRAMMES (ANNUAL SYSTEM)**

- 4.1 Minimum Instruction Days: The minimum instruction for each Academic Year shall be 180 instruction days as per the guidelines of the UGC/Punjabi University, Patiala.
- 4.2 It would be mandatory for the students of all classes to score at least 25% marks in each subject in House Examination/Special Examinations (with the permission of Director-Principal) and 33% marks in aggregate to be eligible to sit for Annual Examination in the academic year.
- 4.3 There would be an internal assessment of 20% of the total marks in each paper.
- 4.4 The distribution of Internal Assessment shall be as follows:

25 % of total Internal Assessment marks	Assignments
25 % of total Internal Assessment marks	Attendance
50 % of total Internal Assessment marks	House tests

4.5 The marks for attendance in internal assessment would be awarded according to the student's attendance percentage as follows:

91-100% attendance	100% marks of the allotted Internal Assessment marks for attendance
81-90% attendance	80% marks of the allotted Internal Assessment marks for attendance
75-80% attendance	70% marks of the allotted Internal Assessment marks for attendance
60-74% attendance	60% marks of the allotted Internal Assessment marks for attendance
Below 60%	Zero marks

4.6 A candidate is required to secure at least 35% marks both in external examination and internal assessment separately in each paper in order to qualify in an examination.

## **5 ATTENDANCE REGULATIONS & CONDONATION:**

5.1 A student shall be eligible to appear for end semester/Annual examinations, if he/she acquires a minimum of 75% of attendance in each subject.

5.2 Requests to the Director-Principal for Condonation of shortage of attendance after the recommendation of the HOD will be forwarded to Lecture Shortage Condonation Committee. The committee can finally condone the shortage in aggregate up to 15% on medical grounds in each semester.

5.3 Any student representing the Institute/ University/ State/ Nation in any Academic/ Sports/ Cultural/Extra Co curricular/ NSS/NCC or any other event shall be considered on duty. His/ Her shortage of lectures shall be condoned, provided that the student is permitted in writing

by the Principal/HOD concerned and a certificate to this effect signed by the competent authority where the student attended the event is taken.

- 5.4 A Student will not be promoted to the next semester unless he/she satisfies the attendance requirement of the present semester as applicable.
- 5.5 Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that particular semester and their registration for examination shall stand cancelled and no fee shall be refunded.

## 6 EXAMINATION RULES

- 6.1 Paper Setting/Evaluation will be done by an External Examiner.
- 6.2 The supplementary examination will be held along with the routine End Semester Tests. The supplementary paper would be from the syllabi prescribed for that session in which the candidate is appearing. The student can appear only in the theory paper.
- 6.3 The supplementary exams of students failing in any paper in the annual system will be held in the month of July/August on payment of the required fees. Students would be given a second chance to clear their reappear along with the routine annual exams being held in April of next year on payment of the required fees. In case of the change in syllabi, the student appearing in July/August supplementary exam will appear according to the syllabi of the previous academic year. In case the student avails a second chance and appears in April of the subsequent year, he/she shall have to appear according to the new syllabi.
- 6.4 Re-evaluation of answer sheets is allowed after paying the requisite fee. The application for Re-evaluation should be submitted within 15 days of the declaration of the results. In case there is a difference of more than 10 % between the marking of the First evaluator and the Second evaluator, then the paper would be sent to a Third Evaluator. The mean of the marks of the Second and Third evaluators is then considered as the final marks. The re-evaluated marks will be considered final irrespective of the increase or decrease in marks.



- 6.5 If a student is not satisfied with the evaluation he/she can see the photostat copy of the evaluated Answer sheet of the End Semester Examinations in the presence of subject teacher after giving an application to the Director- Principal.
- 6.6 The students who have reappear in the Vth semester of Three Year Degree Course at Undergraduate Level and IIIrd/Vth semester in Two/ Three Year Degree Course respectively at the Postgraduate Level will be allowed to appear in their Reappear Examination along with the Final Semester Examinations of their respective courses.
- 6.7 The Director – Principal can provide Golden Chance (with special fee) to students who have been unable to clear their exams even after two attempts.
- 6.8 The students can appear in an additional paper of their choice at the undergraduate level. The choice of additional paper is restricted to non-practical subjects only.

#### **6.9 IMPROVEMENT EXAMINATIONS:**

- i. A student who has been declared 'pass' in the Undergraduate/ Postgraduate course he/she was admitted to, may apply for improvement examination within 30 days from the declaration of the result of the final year.
- ii. Improvement examinations shall be allowed to a student only within a year from the declaration of the result and he/she can take maximum of 50% of the total papers for that course for improvement.
- iii. The student shall have to appear in End semester examination of the paper chosen for improvement along with the regular students. No special exam shall be held for them.
- iv. If a student fails to improve upon the original marks obtained in the paper chosen for improvement, his/her original marks shall be retained and he/she shall not get a second chance for improvement.
- v. Improvement examination in practical paper shall not be allowed.

- vi. A student taking improvement examination shall have to pay a fee decided by the college.

## 6.12 Award of Division:

After a student has satisfied the requirement prescribed for the award of Degree, he/she shall be placed in one of the following four divisions. The divisions are awarded as follows:

<b>Percentage</b>	<b>Title</b>
75% and above	Distinction
60% and above	First division
50% and above	Second division
Less than 50%	Third division
Less than 35%	Fail

NOTE: A student shall be eligible for award of Distinction only if he clears all his papers in first attempt.

## 6.13. MALPRACTICES/UNFAIR MEANS

6.13.1 The following shall be deemed to be unfair means:

- i. Leaving the Examination Hall without submitting the answer book to the invigilator or taking away, tearing off or otherwise disposing off the same or any part thereof.
- ii. Using abusive language in the examination hall or writing the same in the answer sheet.
- iii. Making an appeal to the evaluator through answer sheet.
- iv. Possession by examinee or having access to books, notes, papers, mobile or any other electronic material which can prove to be helpful in the exam.
- v. Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same.
- vi. Impersonating for a candidate in the examination.

- vii. Intimidating, threatening, manhandling, using violence, show of force in any form against any invigilator or any person on duty, creating disturbance to the smooth conduct of the examination.
- viii. Any other action which the Controller Examination / Chief Controller deem fit to be a case of UMC

6.13.2 In case the student is found to have used any of the above Unfair means:

- i. His/her answer book shall be seized and He/She will be given a new answer sheet.
- ii. Invigilator shall submit a detailed report along with the answer book of the student and the related material, if any, to the Centre Superintendent who will subsequently hand it over to Controller Examination.
- iii. Written statement to this effect shall be obtained from the student by the Centre Superintendent. In case the student refuses to do the same, the fact of refusal must be recorded.
- iv. The student reported to have used unfair means shall be allowed to appear in the subsequent papers. However, no marks would be awarded for the paper in which unfair means were used.
- v. The Director- Principal shall refer the cases of malpractices in Mid Semester tests, House Tests and End Semester Examinations, to an Unfair Means Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students based on the recommendations of the committee.

6.13.3 The involvement of the Staff, who are in charge of conducting examinations, evaluating examination papers and preparing/keeping records of documents relating to the examinations if involved in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after enquiry.

## **7 GENERAL RULES AND REGULATIONS**

7.1 The academic regulation should be read as a whole for the purpose of any interpretation.

7.2 The Director-Principal of the college shall have the right to reject the candidature of any student seeking admission without giving any reason.

7.3 Any change or amendment in the academic regulations or syllabi at any time can be done by Director-Principal with subject to the approval of Academic council and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the Institute.

7.4 The Academic session of the college will be from 1<sup>st</sup> July to 30<sup>th</sup> June.

7.5 The date of commencement of classes of different courses will be notified separately.

7.6 Before a student is admitted to the college, he/she and his/her guardian has to sign an undertaking in the proper form to the effect that the student will abide by the rules and regulations of the college and will conform to such standard of discipline as will be determined by the Principal.

7.7 The student must register with the college office his or her address and contact number at which he/she lives. Any change in the home address must be intimated to the office in writing

7.8 First Semester students will be required to register with the institute & pay the Fee immediately after the admission is confirmed, failing which the admission will be cancelled.

7.9 Students of Odd/Even Semester (Except 1st Semester) will be required to register with the Institute and deposit fee at the commencement of the session during the dates notified. After the notified dates, the fee will be accepted only with the requisite late fee.

7.10 The fee for the college bus service will be taken at the time of admission for one full year.

7.11 **Leave of Absence:** Students who want to obtain leave of absence from the college must apply for that leave before they actually remain absent from the college. In special case such as illness where it is not possible to obtain leave in advance, an application for grant of leave should be sent by post/e-mail or submitted immediately after returning to the college. Long absence due to illness should be supported by medical certificate from a qualified Doctor (atleast MBBS). Continuous absence without an application for leave is serious breach of college discipline. In case the student is absent for more than ten days continuously, his/her name will be struck off from the college rolls. Such a candidate can be granted readmission after paying the requisite fee. Readmission will be allowed only twice in one academic year.

7.12 **FEES:** Students must deposit the requisite fees in the Accounts office/Bank as per dates fixed by the college. Fees slip to be collected by students.

7.13 **Change of Course:** The candidate shall be allowed to change his/her stream within 30 days of the commencement of the classes subject to the eligibility. The fee might be adjusted if the rules permit. The decision of the Director would be final in this case.

### 7.13 **DRESS CODE**

Every student is expected to be in simple and modest formal dress. Sikh male students should wear turban.

## **8 CONDUCT AND DISCIPLINE**

8.1 As per the order of Honorable Supreme Court of India, ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.

8.2 The Director-Principal will have the right to cancel admission of any student on disciplinary grounds during the course at any time.

8.3 The following acts are liable to invoke disciplinary measures :

1. Lack of courtesy and decorum; indecent behavior anywhere within the campus.
2. Willful damage to college property or possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs to fellow students/citizens.
3. Mutilation or unauthorized possession of library books.
4. Noisy and unseemly behavior, disturbing studies of fellow students.
5. Hacking in computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.
6. Misuse of cell phones in the campus.
7. Plagiarism of any nature.
8. Any other act of gross indiscipline as decided by the Academic Council from time to time.
9. Use of Cell phones by students or Staff members during lectures.

8.4 Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from an examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright

expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

- 8.5 For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the chief Warden, the Head of the Department and the Principal respectively, shall have the authority to reprimand or impose fine.
- 8.6 The Principal shall deal with any disciplinary problem, which is not covered under these rules and regulations in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved by the Academic Council earlier, shall be reported to the academic council for ratification.
- 8.7 Any Damage or disfiguring to the college property shall be severely dealt with.
- 8.8 Tutorial system has been introduced in the college for developing close contact between the students and teachers for timely guidance and advice in academic and other matters. Meetings of the Tutorial group would be held every month. The day would be notified to the students at the commencement of the academic session. The students can put forth their difficulties before the Tutor and ask for advice, information regarding academic performance, attendance in class and other matters.
- 8.9 **Grievance and Redressal Committee** constituted by the Director-Principal shall deal with all grievances pertaining to the academic / administrative /disciplinary matters. All the grievances/complaints/suggestions addressed to the Principal should be put in the suggestion boxes provided in the campus. The complaints will be placed before the Grievance Redressal Committee. The student can also approach Dean Students and register her/ his complaint or grievance and if need be, the complaint can be forwarded to the Principal after being duly recommended by Dean Students..
- 8.10 Sexual Harassment Committee constituted by the Director-Principal shall deal with all grievances related to sexual harassment in the college campus.



## 9 AWARD OF RANK

### 9.1 Roll of Honour

Roll of Honour will be awarded only once to a student during his course of study in the College.

#### 9.1.1 Roll of Honour in Academics

Roll of Honour in Academics shall be awarded to:

1. Any student who secures I position with distinction in the merit list of the college.
2. Any student who secures I/II/III position in an academic event sponsored/organized by Ministry of Human Resource Development.

#### 9.1.2 Roll of Honour in Sports:

Roll of Honour in Sports shall be awarded to:

1. Any player representing the country in an international event
2. Any player who secures I/II/III position in a national event
3. Any player who secures I/II/III position in any sports event at Interuniversity level.
4. Any player who creates a new record at State or University Level.

#### 9.1.3 Roll of Honour in Co-curricular Activities:

Roll of Honour in Co-curricular Activities shall be awarded to:

1. Any student who secures I/II/III position in any Co-curricular event at National/State/Interuniversity level.
2. Any student who secures I position in any Co-curricular event at University level.
3. Any student who participates Co-curricular events at National/international level.

## 9.2 COLLEGE COLOUR

### 9.2.1 College Colour in Academics

College Colour in Academics shall be awarded to:

Any student who secures I/II/III position with Ist division in the merit list of the college

### 9.2.2 College Colour in Sports:

College Colour in Sports shall be awarded to:

1. Any player representing the College/ university/ State at Interuniversity/ State level Tournaments
2. Any player who has been declared Winner or Runners up in Individual event/ athletics at the university/ State level
3. Any player who has been awarded as Best athlete (Boys/girls) in the Annual athletic meet of the college.

### 9.2.3 College Colour in Co-curricular Activities:

College Colour in Co-curricular Activities shall be awarded to:

1. Any student who secures II/ III position in any Co-curricular event at University level.
2. Any student who secures I position in events at Zonal Youth Festival.

### 9.2.4 College Colour in NSS/NCC

College Colour in NSS/NCC shall be awarded to:

1. Best Volunteer of NSS/Red Cross
2. Any student who passes 'C' certificate in NCC.

## 10 **Sports:**

10.1 Students are not allowed to represent any unauthorized Athletic club, society or Association which is not approved by the Govt. However, the student may represent a sports club/ society/ association with the prior written permission of the Director-Principal.

10.2 Total of 2% seats will be reserved for Sports persons with exemplary record.

10.3 Any sportsperson who has been punished for indiscipline shall not be eligible for any honour or award.

10.4 Any sportsperson who is found guilty of misconduct or indiscipline, all the benefits, concessions, scholarships will be withdrawn.

