Student
Handbook 2025

Pearl Academy
ESTD 1993

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Welcome to CAES / Pearl Academy

Dear Students,

Welcome to a new academic year at Pearl Academy.

You are an integral part of a creative community that believes in the power of ideas—shaped not only by imagination, but by discipline, curiosity, and commitment. As you embark on this journey, I want to remind you that behind every great design, performance, or concept lies a foundation of rigor and responsibility.

This handbook sets out the principles, policies, and expectations that form the backbone of academic life at Pearl. It's not just a list of rules—it reflects our shared commitment to excellence, fairness, and growth. Upholding these standards is essential—not only for your personal success but for maintaining the integrity of the learning environment we all contribute to.

Academic rigor is central to your development here. Creativity without structure can remain raw potential; with it, it becomes transformative. We expect you to question deeply, research thoroughly, work consistently, and present your ideas with clarity and conviction. These are not just habits of successful students — they are habits of successful professionals.

Your time at Pearl will challenge you, and it should. Growth often begins where comfort ends. But remember, you are never alone in this process. Your faculty, mentors, and peers are here to support and inspire you.

I encourage you to take this year seriously—not just for grades or outcomes, but for the values and habits you are building. Engage fully, act responsibly, and above all, honour the opportunity you have to learn and create in an environment that believes in your potential.

Wishing you a fulfilling and focused year ahead.

Warm Regards,

Aditi
President
Pearl Academy

1. About Pearl Academy

With an illustrious legacy spanning over 32 years, Pearl Academy stands as a beacon of innovation, creativity, and academic excellence. It reigns as the best Design Institute, propelling students to soaring heights across creative domains i.e. Fashion Design, Fashion Styling, Communication Design, Fashion Communication, Product Design, Business, Interior Design, Film & Gaming. With 30+ distinct courses, our campuses in Delhi-West, Delhi-South, Mumbai, Jaipur, and Bengaluru nurture creative brilliance.

Enabled by CAES - RGNIYD (Rajiv Gandhi National Institute of Youth Development, an Institution of National Importance) MoU, students at all Pearl Academy campuses will get Bachelor's / Master's degrees in design & business, effective 2024 intake.

Committed to fostering a harmonious and inclusive environment, the Academy ensures that students, faculty, and staff work collaboratively to achieve shared goals of personal and professional growth. Through its programs, the Academy prepares students to meet the challenges of a dynamic global career while fostering qualities of compassion, accountability, and responsibility. Every student is encouraged to embody these values, maintain discipline, and adhere to the Academy's regulations, policies, and code of conduct. This commitment not only ensures a productive learning environment but also helps shape students into future leaders and exemplary global citizens.

1.1. Our Legacy

With over three decades of empowering creative minds, Pearl Academy stands tall as a globally renowned institute, embracing entrepreneurship and employability with world as its platform. As the industry thrives amidst advancing technology and strategic shifts, the Academy, since its inception in 1993, has remained at the forefront, catering to ever-changing creative needs of the design, fashion, and retail industry. Pearl Academy courses equip our graduates with the essential skill set to drive growth, innovation, and social development. Pioneering the Indian market, we blend hybrid learning and real-time lectures seamlessly, creating an engaging and effective learning experience for our students. The future awaits an intensely competitive market, and Pearl Academy continues to pave the way for excellence, ensuring that our graduates spearhead industry success with utmost confidence and prowess.

1.2. Our Mission

Our mission drives us to become a foremost global institute for fashion and design. Rooted in continuous innovation, we uphold unrivalled standards, delivering delightful experiences to students, employees, and industry partners alike.

1.3. Our Campuses

With campuses strategically located in Delhi (West and South), Mumbai, Jaipur, and Bengaluru, it offers a blend of academic rigor and industry relevance.

Delhi-West (Rajouri Garden)

Spanning 100,000 sq. ft., this campus is equipped with state-of-the-art facilities, fostering a dynamic environment for design students
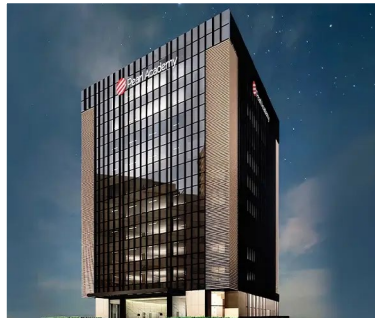
Delhi-South (New Friends Colony)

Offers a comprehensive range of programs in design, fashion and business, providing students with a holistic educational experience

Mumbai (Andheri East)

Established in 2014, this campus offers undergraduate, postgraduate, and professional programs in fashion, media, and business

Jaipur (Kukas)

Known for its award-winning Indo-Islamic architecture, the Jaipur campus has been recognized as the 2nd best private institute for Fashion Design by India Today for three consecutive years

Bengaluru (Residency Road)

Situated in the heart of the city's startup and tech hub, this campus offers degrees in fashion, design, media, and business, with collaborations from international institutions

1.4. Our Leadership

1.4.1. Academic Leadership

Prof. Antonio Maurizio Grioli
Dean - Fashion & Interior

Prof. Arun Kumar Bhardwaj
Dean - Product

Prof. C B Arun Kumar
Dean - Communication Design, Film, Gaming

Prof. Amod Vijayvargiya
Director – School of Business

Prof. Prasanna Baruah
Asso. Dean - Fashion & Textile Design

Prof. Meha Jayaswal
Asso. Dean - Fashion Communication

Prof. Shalini Gupta
Asso. Dean - Fashion Styling

1.4.2. Academic Governance

Prof. (Dr.) Sushil Raturi
Academic President
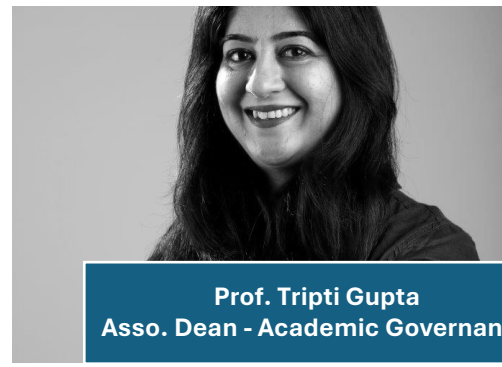
Prof. Tripti Gupta
Asso. Dean - Academic Governance

1.4.3. Campus Leadership

Abhishek Sharma
Regional Campus Director
(Delhi West & South)

Dr. Sanyogita Chadha
Regional Campus Director
(Bengaluru)

Prof. (Dr.) Sushil Raturi
Regional Campus Director
(Mumbai)

Dr. Nidhi Choudhury
Regional Campus Director
(Jaipur)

1.4.4. Registrar Office

Dr. Pankaj Kumar Sharma
Registrar

Sanchita Sinha
Deputy Director

Deepinder Kaur Sethi
Senior Manager

Tripti Mishra
Manager

Himanshu Kathuria
Manager

All the Departments and Campuses are well supported by the Department Leaders, Faculty Members, Student Engagement & Experience Team and Operations Team.

GENERAL INFORMATION

Everything You Need To Know About Pearl Academy

2. About Student Handbook

The Student Handbook is a helpful guide that aims to provide you with valuable information for your time at CAES / Pearl Academy.

Inside, you will find a wealth of useful information. It guides you on where to access important resources and details. Additionally, it explains the Academy's key rules and regulations related to the execution of your academic program, examinations, as well as curricular and extracurricular activities throughout your academic journey. Academy keeps updating the student handbook every year to keep it fresh and relevant for the current academic year. So, make sure to check it out at the start of each year. It's important that you take the time to read and understand what's in the handbook. You're responsible for knowing all the info in there.

3. Important Information

- Working Hours: The Academy operates five days a week, with regular working hours from 8:00 AM to 6:00 PM.
- Extended Access: All learning spaces are accessible beyond official hours, excluding holidays and vacations, with prior approval from the competent authority.
- Academic Calendar: The detailed Academic Calendar is available on the Student Portal and the Pearl Academy website.

4. Contact Points

Contact Person	Designation	Campus	Contact Email Id
Mr. Abhishek Sharma	Regional Campus Director	Delhi West & Delhi South	abhishek.sharma@pearlacademy.com
Dr. Sushil Raturi	Regional Campus Director	Mumbai	sushil.raturi@pearlacademy.com
Dr. Sanyogita Chadha	Regional Campus Director	Bengaluru	sanyogita.Chadha@pearlacademy.com
Dr. Nidhi Chaudhary	Campus Director	Jaipur	nidhi.chaudhary@pearlacademy.com
Dr. Pankaj Kumar Sharma	Registrar	All Campus	registrar@pearlacademy.com
Monika Wadhwa	Student Support Rep	Delhi West	monika.wadhwa@pearlacademy.com
Neha Rajput	Student Support Rep	Delhi West	neha.rajput@pearlacademy.com
Deepa Bhutani	Student Support Rep	Delhi West	deepa.bhutani@pearlacademy.com
Sonika Arora	Student Support Rep	Delhi South	sonika.arora@pearlacademy.com
Yashashree Datar	Student Support Rep	Mumbai	yashashree.datar@pearlacademy.com
Sophia Rodrigues	Student Support Rep	Bengaluru	sophia.rodrigues@pearlacademy.com
Rakhi Sharma	Student Support Rep	Jaipur	rakhi.sharma@pearlacademy.com

Fees and refund related query	Campus Finance
Books and resources	Campus Librarian
Programme / Campus change	Department Leader / Student Support Rep
Sexual Harassment / Ragging / Harassment	Campus Internal Committee
IT related queries	IT Department of the respective campus
Administration related queries	Campus Administration
Examination related queries	Department Leader / Campus Operation

STUDENT AFFAIRS

5. Provisional Admission & Regularization

5.1. Provisional Admission:

- Admission to the UG/PG programs at CAES / Pearl Academy is provisional and subject to the fulfilment of all eligibility requirements as specified by the Academy.
  - o For 3 Year / 4 Year UG course: 10+2 in any discipline.
  - o For 2 Year PG Course: Graduate in any discipline from a recognized university including Open Learning university.
  - o For Short-Term Certificate Courses: 10+2 or equivalent
- Candidates must submit all necessary documentation, including proof of academic qualifications and other specified records, within the stipulated timelines provided at the time of admission.

5.2. Eligibility for Regularization:

- Provisional admission will be regularized only upon successful verification and approval of all submitted documents by the competent authorities.
- Students must meet all academic and non-academic prerequisites specific to their program of choice.
- Non-compliance with the eligibility criteria or submission of incomplete or incorrect documentation will result in the cancellation of provisional admission.

5.3. Cancellation of Admission:

Admission is subject to cancellation under the following circumstances:
- Failure to meet eligibility criteria within the given timeframe.
- Detection of fraudulent, incorrect, or incomplete documentation during the verification process.
- Non-compliance with the admission process, including fee submission deadlines.

5.4. Withdrawal of Candidature:

- Candidates wishing to withdraw their admission must submit a formal written application to the admissions office.
- Any refunds, if applicable, will be processed in accordance with UGC refund policy for CAES-RGNIYD enrolments. The remaining will be governed by the Pearl Academy refund guideline. Details of the policy are available on the official website or through the admissions office.
- Upon withdrawal, the candidate forfeits all claims to admission and associated privileges.

6. Your Registration

After registering for the Programme of your choice, you will be provided with the following details:

6.1. Unique Student ID

- This will be your ID for all official communication for the entire duration of your stay at CAES / Pearl Academy. With this ID you can log into the student portal and access an array of functions and information regarding attendance check, class timetable, holiday list, marks statement etc.

6.2. Student Official E-Mail ID & Usage Policy

- Official e-mail accounts will be the medium for interactions with Academy representatives, such as faculty, department leads, and administrative departments.
- You are expected to read and respond promptly to official communications.
- Updates to rules and regulations will be communicated via the Student Notice Board, Student Portal, or e-mail.
- You are responsible for regularly checking your e-mails to avoid missing important, time-sensitive communications. Consequences of negligence fall solely on the you.
- Use of official e-mail accounts must comply with the Academy's IT policy and e-mail usage guidelines.
- Username for MS365 /email id – name of student.XXXXX@stu.pearlacademy.com
- You must adhere to all applicable laws and regulations related to e-mail communication, including those concerning security and ethical practices

6.3. Identity Card

After registration, you will be issued a photo ID card which will be your key to accessing the Academy's facilities. This ID card:
- Will be handed over before you start your classes on the campus.
- Will allow you access to campus buildings and facilities where necessary.
- Will be used for marking your attendance in all the planned classroom sessions and activities.
- Will act as a Library card and will allow access to the Library and Resource Centre and enable you to borrow books and materials.

Note:
- It is mandatory to always wear your ID card on campus.
- You are the only person authorized to use it.
- Under no circumstances are you to lend it to anyone else, for any purpose.
- The ID card is not transferable and must be surrendered at the time of exiting the Academy.
- Students are required to show their Identity Card on demand as and when required.
- In case if you lose your ID card or face any technical difficulty in using the card, it should be immediately reported in writing to the campus operations team.
- For issuance of a duplicate identity card, you will be charged Rs. 500 /- including taxes for a replacement.
- You shall be required to present before the campus operations team, both the Form as well as the receipt of payment made for issuing another card.

7. Your Orientation

Your journey as a new student with us begins with dedicated orientation that lasts for 3-5 days in your first week at the campus of your study, this will introduce you to the campus facilities, resources, faculties, and curriculum and support services.

8. Change in student profile for Academic Records

All requests for changes to the student profile, including name changes, must be submitted via a service request on your student portal. The name change process is subject to verification by the relevant authorities at the Academy. Incomplete or inaccurate documentation may result in delays or rejection of the request. For assistance or additional information, please contact the Student Services team through your portal or visit the Student Services office. Once approved, you will receive an official confirmation from the Academy, and your records will be updated accordingly.

8.1. Required Documents for Name Change Request

To process your request for a name change, you must submit the following documents:
- Revised Government-Recognized ID Proof: This should reflect your new name and must be issued by a recognized government authority.
- Gazette Publication or Notification in Four National Newspapers: Provide evidence of the name change published in a government gazette or through notifications in at least four recognized national newspapers.
- Notarized Affidavit: A sworn affidavit, notarized by a legal authority, stating your new name and affirming the change.

8.2. Required Documents for Address Change Request

- Any valid proof of address documents - Aadhaar Card / Rental agreement / Electricity/water/gas bill / Bank statement (recent) / Voter ID

8.3. Required Documents for updating any other status and documentation.

- A notarized affidavit, recognised by a legal authority, stating the revised status and affirming the change.

9. Student Portal:

The Student Portal (orange.pearlacademy.com) serves as a comprehensive Student Lifecycle Management System, providing seamless online access to academic and administrative services. This portal is designed to enhance the learning experience for students and faculty by facilitating access to course materials, activities, announcements, and other resources.

9.1. Access Information

- **Portal URL:** https://orange.pearlacademy.com/oneportal/app/auth/login
- **User ID:** Student's official email ID.
- **Password:** A default password is provided initially, which must be reset upon first login.

9.2. Know your Student Portal

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Academic Access

- See a personalized list of courses for the semester

- Stay updated with course-related news, activities, notifications in one place.

- Submit assignments online, check your grades, and participate in online tests.

- Easily access your syllabus, teaching plans, class schedules, and other study materials.

- Download or view notes, presentations, videos, and other helpful resources for your courses.

Examinations & Results

- Check exam timetables & results, partake online exams on LMS.

- View & track test scores for both internal & external exams

Administrative Features

- Manage personal & academic records & stay informed about admission updates

- Use the portal to handle tasks like photo uploads, name corrections, & requests for certificates or recommendation letters.

Engagement & Feedback

- Share feedback about faculty members at the end of each semester.

- Connect with classmates & teachers through discussion boards or chat features to discuss course topics and doubts

9.3. Guidelines for Effective Use

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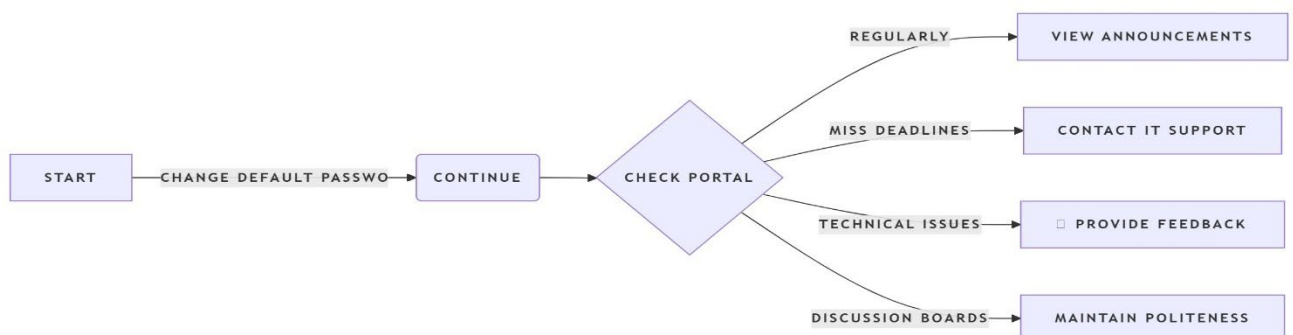
10. Fee

The Academy charges fees on a biannual basis rather than on a yearly basis. The semester fee must be paid before the onset of the semester. This is applicable to all students enrolled in undergraduate, postgraduate, or other academic programs across all campuses, including both domestic and international students, graduates with pending financial liabilities or unresolved fee-related matters or students on approved breaks (personal, health, or other reasons) with pending fee obligations.

10.1. Payment of Fee

1. **Payment of Fees by Newly Enrolled Students:** All newly enrolled students are personally responsible to pay all fees as per the invoices shared with them after their enrolment, as given in their Provisional Admission Letter. Failure to do so will lead to forfeiture of the granted admission.
2. **Payment of Fees by continuing students:**

2.1.   For UG & PG Programmes:
- Odd semester: The fee will be due from 15th June to 15th July. The late fine shall be applicable from 16th July onwards.; late fee: Rs. 200/day to a maximum limit of Rs. 10,000/-. The semester period will be from August to December.
- Even semester: The fee will be due from 15th November to 15th December. The late fine shall be applicable from 16th December onwards. The late fine shall be applicable from 16th July onwards.; late fee: Rs. 200/day to a maximum limit of Rs. 10,000/-. The semester period will be from January to May.

2.2.   For PC Programmes: The student must deposit the entire due fee well before the commencement of the classes.

These fees are scheduled irrespective of the results of the End Term Final Examinations or the start date of the subsequent semester. Therefore, students must adhere to these payment timelines regardless of their academic performance or the academic calendar.

10.2. Fee Deadlines for subsequent semester programmes

Particulars	Odd Semester	Even Semester
Fee Notice Date	June 1, 2025	Nov 1, 2025
Fee Due date	June 15, 2025	Nov 15, 2025
Last Fee payment date	July 15, 2025	Dec 15, 2025
Late fine start date	July 16, 2025	Dec 16, 2025
De-registeration date	August 15, 2025	Feb 15, 2026

10.3. Payment Modes

Accepted Payment Methods:

Payment gateway:

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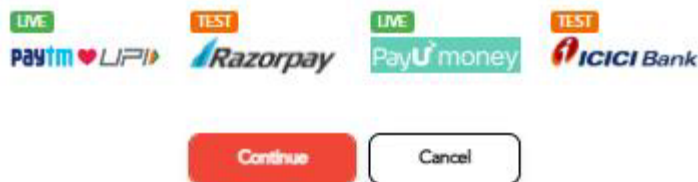
For smoother payment experience, please select ICICI Bank gateway.
Net-Banking: Students can pay fees through online banking, which offers a convenient and quick method. Through student module (Orange portal).
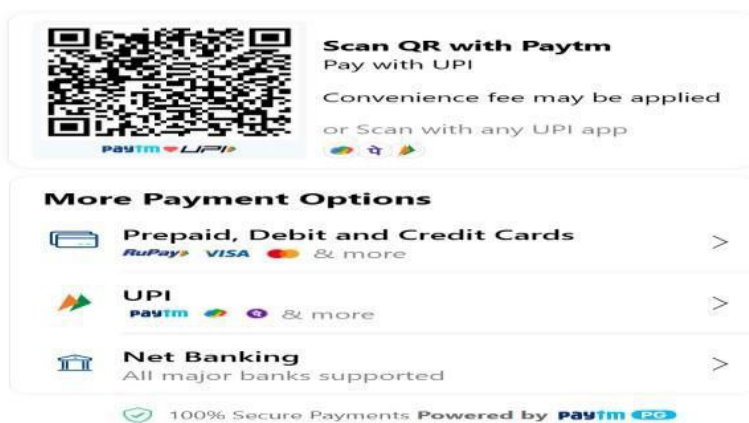
Credit/Debit Card/DD: Fees can also be paid using credit, debit cards or DD allowing flexible payment options.
Not Accepted Payment Modes: Cash /Cheques: The CAES / Pearl Academy does not accept cash payments or Cheque due to processing times and the potential for bounce issues.

10.4. Consequences of Non-Payment

- Students are strongly cautioned that failing to pay the required fees by the prescribed dates will result in the inability to register for the upcoming academic term i.e. If the fee, with or without the late fee fine, is not paid by the stipulated deadlines, the student will not be allowed to register for the Odd / Even Semester.
- This can lead to the loss of an entire academic term or year, which could delay their graduation and increase the overall time and cost of their education.

10.5. Supplementary Fee

The following reassessment fee structure applies to students who fail to pass any course exams or assessment components (in-course assessment, end-term exam, jury, etc.) during their first attempt:

- For Pearl Academy Programmes: Rs. 5900/- per course (Rs. 5000+18%GST)
- For CAES Programmes: Rs. 5000/- per course

11. Scholarships

To support bright and creative minds, the Academy offers few scholarships:

11.1. Sherryl Kintu Scholarship for New Entrants (AY 2025)

- **Scholarship Eligibility Criteria and Assessment:** To qualify for the Merit Scholarship, applicants must:
  o Be a citizen of India.
  o Possess an offer letter from CAES / Pearl Academy.
  o Submit a personal statement (maximum 300 words) outlining how the enrolled program contributes to long-term career goals, demonstrating passion, drive, creativity, ambition, and financial need.
  o Provide proof of financial need (e.g., income certificates, tax returns) showing total family income below ₹8 LPA.
  o Submit academic transcripts and certificates with a CGPA of 6.0 or higher from preceding years.
  o Complete Class 12 for Bachelor's programs or an undergraduate degree for Master's programs by July 2025.
  o Submit a signed declaration document.
- **Scholarship Term and Renewal -** Scholarship is valid for one year. Renewal requires:
  o No disciplinary cases.
  o Updated income certificates.
  o 75% attendance.
  o Pass grades in all exams and a CGPA of 6.0 or higher.
- **Selection Process:** Applications undergo:
  o Initial screening.
  o Evaluation of financial need and academic credentials.
  o Personal interviews (if needed).
- **Scholarship Coverage:** Covers 100% tuition fees, excluding registration, alumni, and security fees.
- **Disqualification:** Applicants providing false information or incomplete applications will be disqualified.
- **Final Decision:** Decisions by the Committee are final and binding.
- **Restrictions:** Scholarship is non-transferable and not exchangeable for cash.
- **Communication:** Results will be communicated via email and the official website.
- **Disclaimer:** CAES reserves the right to modify or withdraw the Scholarship without prior notice.

11.2. Merit Scholarship Policy for New Entrants (AY 2025)

- **Eligibility Criteria: Academic Prerequisites**:
  o Bachelor's Programs: Completion of Class 12th by July 2025.

- o   Master's Programs: Completion of an undergraduate degree by July 2025.
- **Entrance Exam**:
  - o   Mandatory participation in CAES Entrance Exam (Written Exam + Personal Interview).
  - o   Scholarships are based solely on performance in this exam.
- **Residency**:
  - o   Must be an Indian resident.
- **Exclusivity**:
  - o   Scholarship applies only to the first year's semester fees.
  - o   Non-transferable to other institutions.
- **Scholarship Benefits**
  - o   Waiver of up to 25% of the semester component fees for the first year.
- **Restrictions & Responsibilities**
  - o   Disqualified if eligibility misrepresented or CAES Entrance Exam is not attended.
  - o   Results are final and communicated via email or website.
  - o   Scholarship is non-exchangeable, non-transferable, and directly adjusted against fees.
- **Discretion and Withdrawal**
  - o   CAES reserves the right to amend or withdraw scholarships at any time.
  - o   Scholarships void if admission is declined, or the student withdraws.

11.3. General Notes

- **One Scholarship Per Student**: Students cannot combine multiple scholarships in the same academic year.
- **Non-Renewable**: Scholarships for AY 2025 are granted for the first year only.
- **No Prejudice**: CAES / Pearl Academy reserve all rights, and no communication constitutes a waiver of rights.

12. Student Responsibility & Code of Conduct

This Code applies to all students of CAES / Pearl Academy, both on-campus and during off-campus activities. Students are expected to uphold the Academy's reputation through responsible and professional behaviour.

Code of Conduct	General Behaviour	Virtual Learning Etiquette
• Attend all sessions on time, fully prepared, and meet deadlines with quality work. • Respect faculty, staff, peers, and visitors, and maintain integrity and decorum at all times. • Comply with the Academy's policies, procedures, and academic standards. • Refrain from disrupting classes, misusing resources, or engaging in unethical practices like plagiarism.	• Dress appropriately and follow campus rules on mobile use, food, and smoking. • Keep classrooms and labs clean; use waste bins and conserve resources like lights and equipment. • No intoxicants, littering, skateboards, or inappropriate behaviour on campus. • Notify the Academy of any changes to your personal details. • Students are responsible for their belongings. The Academy is not liable for lost or damaged items.	• Join online classes on time with your camera on and microphone muted. • Dress professionally and communicate respectfully. • Avoid sharing class links or misusing study materials. Maintain academic honesty. • Stay informed through official channels like the website or designated WhatsApp groups.

12.1. Discipline & Misconduct

Misconduct includes, but is not limited to:

- Assault, theft, vandalism, or harassment.
- Ragging, plagiarism, or public misbehaviour.
- Violations of equal opportunity or Academy rules.

Disciplinary actions may include fines, suspension, or dismissal, depending on the severity of the misconduct.

Alcohol and Other Drugs

The unlawful possession, use, purchase or distribution of alcohol, drugs, controlled substances or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.

Suspension from attending Academy pending enquiry. Rustication from the Academy / hostel

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 Academy pending enquiry.

Banners, Chalking and Posters

Defacing of Campus property by means of Banners, Chalking and Posters

Severe disciplinary action will be taken.

Bullying, Intimidation, and Stalking

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 emotional harm to another person or group OR Engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial distress.

Suspension from attending Academy pending enquiry. Any person resorting to such act will amount to ragging and appropriate action will be taken.

Discrimination, Including Harassment, Based On a Protected Class

Discrimination, including harassment, based on an individual's sex, race, colour, 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.

Suspension from attending Academy pending enquiry. Rustication from the Academy / hostel

Disorderly Conduct

Excessive noise, which interferes with classes, Academy offices or other activities; Unauthorized entry into an area or a closed meeting. Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events

Abstain from attendance for the affective lecture / event.

Weapons and Fireworks

Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc. Possession or use of fireworks, dangerous devices, chemicals, or explosives

Suspension from attending Academy pending enquiry. Rustication from the Academy / hostel

False Representation

Provide false information or make misrepresentation to any Academy office, forgery, alteration, or unauthorized possession or use of Academy documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).

Suspension from attending Academy pending enquiry. Rustication from the Academy / hostel

Theft, Vandalism, or Property Damage

Theft, negligent, intentional, or accidental damage to personal or Academy property

Suspension from attending Academy pending enquiry. Rustication from the Academy / hostel.

Response to Suspected Misconduct:
- Campus Management will contact students, seeking their response.
- Students are advised to provide evidence to refute suspicions.

Recordkeeping and Appeal Procedures:
- Incidents of misconduct will be recorded by Campus Director and appear on official student records.
- Violations may lead to increased sanctions, including reduced grades, course failures, suspension recommendations, or credential denials.
- Students can appeal decisions if they believe an error occurred in the process, the sanction is unjust, or the action did not constitute misconduct. Appeals must be grounded in these criteria and submitted to Student Services.

12.2. Disciplinary Action

In case informal corrective action by faculty or staff fails to have effect or in cases of serious misconduct, the Academy may be compelled to take disciplinary action in any of the following ways:

- Terminate the student or strike the student off the rolls.
- Suspend the student for a specific period or specific time/activity.
- Fine the student a sum not exceeding Rs. 1,000/- for each breach of discipline.
- The student shall be required to pay the cost of any damage to property.
- The student shall be required to pay the replacement cost of an article/equipment assigned to him and is reported stolen or missing.
- Recover from a group of students the cost of any damage to property or the cost of replacement of stolen or missing property, when the concerned group does not co-operate to disclose the name of the offending student(s) from among themselves.

These rules apply to all students enrolled at the Academy on full / part-time courses and are applicable to the premises of the Academy.

The students are expected to conduct themselves with decorum, even when away from the Academy, to keep their personal and the Academy's reputation unsullied.

Cleanliness	You are requested to always maintain cleanliness on the premises.
Parking	Due to limited parking space, you shall be required to park their vehicles outside the premises.
Addressing Issues	• Any issues regarding administrative facilities, faculty, or classrooms should be brought up through the class representative, who will escalate them to the appropriate authorities if necessary.
Lecture Cancellation	• You are hereby advised to kindly log in to your portal on daily basis to keep abreast of any changes to your schedule.
Cell Phone Usage	• Cell phone use is prohibited on campus during the ongoing class sessions, and violators will be penalized according to regulations.
Lab / Classroom Equipment	• Classrooms are equipped with LCD projectors/Smart Boards. For booking any lab, you shall book the resource through "bookmylab" portal, the details of which are given elsewhere in the Handbook.
Communication	• Any official communication to you will be through the Student Portal, Email, or Notice Board
Identity Cards	• You must wear mandatory identity cards for campus and classroom access and attendance. Entry is strictly controlled, and penalties apply for non-compliance or misuse. You must not use another student's ID card.
Ragging	• Physical fights are considered ragging and will be dealt with according to the Anti-Ragging Policy.
Legal Issues	• Students with police cases during their tenure will face appropriate action.
Social Media Conduct	• Disparaging remarks about the Academy on social media or elsewhere will result in disciplinary action.
Zero Tolerance Policy	• The Academy has a zero-tolerance policy towards various forms of misconduct, including substance abuse, harassment, and unethical behavior.
Academy Rights	• The Academy reserves the right to take appropriate action as necessary.

13. Anti-Ragging Policy

CAES / PEARL ACADEMY HAS ZERO TOLERANCE TOWARDS ANY FORM OF RAGGING

CAES / Pearl Academy adheres to a Zero Tolerance policy against any form of ragging, in alignment with the UGC Act, 1956, the Indian Penal Code, and the guidelines issued by the Honourable Supreme Court of India. Ragging is a punishable offense under Indian law, and the Academy is committed to maintaining a safe, inclusive, and respectful environment for all students.

13.1. Definition of Ragging

Ragging refers to any act, intentional or otherwise, that causes physical or mental abuse, harassment, or humiliation to any student, especially fresher students. Such acts include, but are not limited to:

- Physical Abuse: Beating, hitting, or engaging in physical violence.
- Verbal Harassment: Insults, threats, or coercive language aimed at causing distress.
- Psychological Distress: Actions leading to fear, shame, or loss of self-confidence.
- Forced Acts: Compelling students to perform tasks against their will, including degrading acts or those aimed at humiliating an individual.
- Substance Abuse: Forcing individuals to consume alcohol, drugs, or other substances.
- Financial Exploitation: Demanding money or imposing unnecessary financial burdens.
- Academic Exploitation: Using students to complete assignments or tasks intended for personal benefit.

13.2. Prohibited Actions

The following behaviours are strictly prohibited under this policy:

- Any form of physical, mental, or emotional abuse.
- Hazing or initiation rituals that intimidate or harm students.
- Coercing individuals to engage in embarrassing or degrading acts.
- Activities designed to showcase power, superiority, or dominance.

13.3. Reporting Mechanism

CAES / Pearl Academy encourages prompt reporting of all ragging incidents. Students, faculty, and staff can report incidents through the following channels:

1. Anti-Ragging Committee Members:
2. Campus SEE REP (Student Experience Representative):
3. Department Leads: Faculty heads responsible for departmental oversight.
4. Anonymous Reporting: Written submissions via drop boxes located across the campus.

Confidentiality: All reports will be handled with strict confidentiality to ensure the safety and privacy of the complainant.

13.4. Disciplinary Actions

Violators of the Anti-Ragging Policy will face stringent penalties, including but not limited to:

- Suspension from classes and academic activities.
- Barring participation in exams, events, and other co-curricular activities.

- Imposition of a monetary fine starting from ₹1000.
- Expulsion from the Academy and denial of placement assistance.
- Filing of an FIR with local law enforcement authorities.
- Mandatory community service or other corrective actions as deemed appropriate by the Anti-Ragging Committee.

13.5. Responsibilities and Accountability

- Students: Must report any incident of ragging or harassment immediately to the designated authorities.
- Faculty and Staff: Are responsible for monitoring student interactions, intervening when necessary, and taking preventive actions.
- Senior Students: Must set an example by fostering an environment of respect and inclusivity.

13.6. Awareness and Prevention

- Workshops and Seminars: Regularly conducted to educate students about the implications of ragging.
- Orientation Programs: Special sessions for new students to familiarize them with anti-ragging policies.
- Awareness Campaigns: Posters, leaflets, and online campaigns to highlight the consequences of ragging and the importance of mutual respect.

13.7. Monitoring and Review

- Anti-Ragging Committee Oversight: The committee will conduct periodic reviews of the policy's implementation and effectiveness.
- Policy Updates: Amendments will be made as necessary to address emerging concerns and maintain compliance with legal standards.
- Feedback Mechanism: Students and staff can provide suggestions for policy improvement through designated feedback channels.

14. Sexual Harassment

At CAES / Pearl Academy, we are committed to maintaining a safe, respectful, and inclusive environment where students can study without fear of sexual harassment or gender bias. Sexual harassment is not only a violation of fundamental rights but also an offense punishable by law. We have a strict Zero-Tolerance Policy for any form of sexual harassment and ensure a robust mechanism for addressing complaints in a timely and fair manner.

14.1. What Constitutes Sexual Harassment?

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances: Physical or verbal conduct of a sexual nature, including inappropriate touching, obscene gestures, or lewd comments.

- Requests for sexual favors: Instances where academic or employment decisions are influenced by compliance with such requests.
- Hostile environment: Conduct that creates an intimidating, offensive, or humiliating environment based on gender identity or sexual orientation.
- Stalking or exhibition of pornography: Behavior that affronts the dignity of an individual.

14.2. How to Report Sexual Harassment?

If you feel subjected to sexual harassment or assault, it is important to report the incident immediately. Each campus has an Internal Committee (IC) as per the guidelines of the Prevention of Sexual Harassment (POSH) policy.

- Speak up: Approach any member of the SEE (Student Engagement and Experience) team or a trusted faculty member.
- File a formal complaint: Submit your complaint to a SEE representative. The representative will document the incident in an Incident Report Form and forward it to the Internal Committee.
- Investigation: The IC will investigate the matter, ensuring confidentiality and impartiality.
- Response: You will receive an acknowledgment from the IC within 10 working days of filing your complaint. This will include details of the investigation process and a timeline for resolution.

14.3. What Happens After Reporting?

The Internal Committee will thoroughly investigate the complaint and take appropriate actions based on the evidence provided.

14.4. Penal Consequences:

- The POSH committee will handle all cases promptly.
- Disciplinary actions could include warnings, suspension, or expulsion, depending on the severity of the case.
- The decision of the IC will be final and binding.

Note: Any form of retaliation against the person filing the complaint is strictly prohibited and will be treated as a separate offense.

15. Anti-Discrimination & Anti-Harassment

15.1. Anti-Discrimination

We believe in fostering a culture of equality, respect, and inclusion. Discrimination of any kind is strictly forbidden at CAES / Pearl Academy.

Key Principles:

- Prohibited Actions: Discrimination or retaliation based on race, ethnicity, gender, religion, or other characteristics is unacceptable.
- Responsibilities: Every student and faculty member is responsible for upholding these principles.

- Penalties: Violations may result in warnings, suspension, or expulsion.
- Reporting: Complaints can be reported to the Anti-Discrimination Committee, anonymously if desired.
- Awareness: Workshops and training programs are conducted to promote respect for diversity.

15.2. Anti-Harassment

Our Academy ensures a secure and welcoming environment for all students. Harassment, victimization, or bullying of any form will not be tolerated.

Guidelines for Students:

- Right to Safety: Every student has the right to learn without fear of harassment.
- Prohibited Behavior: Rudeness, insolence, abusive language, or aggressive conduct are unacceptable.
- Reporting Mechanism: If you experience harassment, immediately report the issue to the Campus Registrar, SEE team, or a trusted faculty member.
- Prompt Action: All complaints will be handled promptly, and the complainant will be informed of the resolution.
- Consequences: Depending on the nature and gravity of the offense, penalties could range from warnings to dismissal from the Academy.

By upholding these policies, CAES / Pearl Academy reaffirms its commitment to providing a positive, safe, and inclusive learning environment for all students. Let us work together to create a campus where respect and dignity are the norms.

16. Student Support Services & Facilities

The Creative Arts Education Society is committed to providing a holistic and supportive environment for its students through a wide array of services and facilities. Below is an overview of the essential resources available:

16.1. Accommodation Facility

The institution offers limited hostel accommodations to cater to outstation students. These accommodations ensure a safe and healthy living environment. Students and their guardians are required to engage directly with housing companies for availing services, addressing defects, or resolving disputes. It is important to note that CAES / Pearl Academy holds no responsibility for compliance issues or disputes arising from these arrangements.

16.2. Students with Special Needs

The institution prioritizes inclusivity by offering reasonable assessment adjustments to students with medically certified special needs. While campuses may not be wheelchair-friendly, necessary support is provided collaboratively by the Student Experience and Engagement Representative (SEE Rep), Associate Dean, and Academic President.

16.3. Counselling Facilities

To foster student well-being, the academy provides counselling services addressing various challenges, including academic stress, peer pressure, and emotional concerns. The SEE Rep facilitates these services to ensure students receive the required support.

16.4. IT Policy & Wi-Fi Services

Students are expected to adhere to the academy's IT policies, which include:

- Maintaining password confidentiality.

- Safeguarding institutional assets and promptly reporting theft or damage.

- Responsible classification and handling of institutional information.

- Avoiding unauthorized software and personal misuse of IT resources.

Wi-Fi services are available for registered laptops upon approval from the Campus Registrar.

16.5. Recreation Spaces

Recreation areas are accessible during free hours for relaxation. Students are responsible for the safekeeping of equipment and adherence to facility rules, including prohibitions on food consumption and inappropriate behaviour.

16.6. Shop Facility

An on-campus shop is available to students for purchasing course-related materials. Guidance is provided to help students manage costs effectively, especially during their final-year projects.

16.7. Canteen

The canteen offers a variety of refreshments and meals. Consuming food in classrooms and labs is strictly prohibited, and violations may result in fines.

16.8. Library & Resource Centre

The library is a well-equipped resource hub featuring a broad range of materials in design and fashion. It operates on weekdays, and students are expected to return borrowed items punctually to avoid fines or academic penalties.

16.9. Health & Safety

Students are required to familiarize themselves with safety protocols, proper equipment usage, and emergency procedures. Additionally, students must provide updated medical and emergency contact information during the admission process.

16.10.   Medical Emergency

Students must declare any illnesses requiring ongoing medication. First aid services and medical rooms are available on campus. The academy also has tie-ups with local hospitals for emergency care. Parents are responsible for reimbursing medical expenses incurred during emergencies.

16.11.   Incident/Accident Reporting

Any incidents or accidents must be reported immediately to the SEE Rep or the nearest staff member. Details of the emergency and location should be provided to ensure timely assistance.

16.12.   Fire Safety

The academy conducts regular fire drills and maintains safety systems to prepare for emergencies. Students must follow all evacuation procedures and should not attempt to extinguish fires unless they have received proper training.

16.13.   Learning Spaces and Equipment

The institution offers state-of-the-art learning spaces, including design studios, art rooms, CAD labs, and more, equipped with modern tools and internet access. Students requiring extra hours for work must secure prior permission.

16.14.   Mobile Phone Use

Mobile phones must remain on silent in all learning spaces. Unauthorized use may result in fines or confiscation. Urgent external communication can be facilitated through the academy's staff.

16.15.   Parking and Transportation

Students are required to park their vehicles in designated areas at their own risk. Campus authorities are not liable for theft or damage to vehicles outside marked parking zones.

17. Student Experience & Query Resolution

- For resolving all your doubts and queries related to your academic delivery experience, you shall contact the Faculty / Department Lead of your Course.
- At each campus, we have Student Engagement & Experience department available for resolving all your doubts and queries. The SEE team supports all students, in collaboration with concerned Campus staff, on a variety of student- related issues in all the areas of behavioral, emotional, social, academic, and personal concerns.

The Academy also facilitates counselling through professional counselors should the need arise. The details will be shared in your official mail.

18. Clearance Certificate

At the time of leaving the Academy, you will be required to obtain "clearance" from the Library, Campus Finance and SEE Rep team to acknowledge that you have no dues/obligations, etc. pending. In case there is anything pending, clearance will be withheld until such time as you have discharged pending dues/obligations. Refund of Security deposit/caution money is subject to the clearance certificate as provided by all concerned sections, and where necessary, after due deductions of unmet /pending obligations (if any).

19. Students Body – "Plan Clan"

"Plan Clan" is a dynamic student-organizing team that thrives on the belief that **"learning is not just confined to the classroom."** It emphasizes the importance of extra and co-curricular activities, fostering a holistic learning environment.

Key Features of Plan Clan:

1. Interdisciplinary Engagement:
   o Encourages collaboration across various disciplines, creating a rich and diverse campus culture.
2. Activities and Events:
   o Campus Events: Organizes street and stage plays, Sports Day, Teacher's Day, Diwali Mela, Pearl Utsav, and community service initiatives.
   o Event Assistance: Supports major events such as Portfolio, Convocation, Get-togethers, and Conferences.
   o Society Activities: Includes societies dedicated to Dance, Fashion, Drama, Music, Sports, Photography, and more.
3. Membership and Selection Process:
   o Open to students from all departments.
   o New team members are selected annually through a self-nomination process followed by a personal interview conducted by faculty and ex-office bearers.
4. Community Representation:
   o Societies under Plan Clan participate in various external festivals and competitions, showcasing their talents on behalf of CAES / Pearl Academy.
   o Field-specific competitions in Art, Design, and Fashion are coordinated through respective departments or the SE REP.
5. Benefits of Participation:
   o Develops leadership, teamwork, and organizational skills.
   o Provides opportunities for personal growth and forming lifelong friendships.

19.1. Student Committee – Formation, Selection, and Membership

1. Types of Committees:
CAES / Pearl Academy establishes various committees to address diverse student interests, including Fashion, Dance, Music, Drama, Literature, Culture, Social Engagement, and Sports.

2. Formation Process:
- Committees are formed at the start of the academic year.
- The administration, in consultation with faculty advisors, determines the scope and need for specific committees.
- Some committees are open to all interested students, while others may require an application process based on their objectives.

3. Selection of Committee Members:
- **Eligibility Criteria:**
   o Good academic standing.
   o Satisfactory attendance record.

- o Clean disciplinary history.
- **Merit-Based Selection:**
  - o Based on academic performance, leadership potential, relevant skills, and commitment.
  - o Emphasis on diversity and inclusivity to represent varied backgrounds and perspectives.

4. Application Process:
- Students must submit applications within the designated timeline, detailing their motivations and relevant skills.
- Applications undergo review by faculty advisors or designated selection committees.

19.2. Membership and Responsibilities

1. Membership Duration:
- Membership is valid for one academic year.
- Renewal or reappointment is possible based on performance and adherence to responsibilities.

2. Responsibilities:
- Actively participate in meetings, events, and activities.
- Contribute to achieving committee goals by completing assigned tasks on time.

3. Support Provided:
- **Faculty Advisors:**
  - o Offer guidance, mentorship, and logistical assistance.
  - o Help ensure alignment with institutional policies.
- **Administrative Support:**
  - o Facilitate access to resources and logistical support for effective committee operations.

19.3. Review and Evaluation

1. Performance Evaluation:
- Committees are periodically evaluated to measure effectiveness and identify areas for improvement.
- Feedback is gathered from members, advisors, and other stakeholders.

2. Continual Improvement:
- Evaluation outcomes guide enhancements to committee structures, processes, and objectives.
Regular updates ensure committees remain relevant and impactful.

20. Social Media Platforms & Usage

At CAES / Pearl Academy, we value open communication and encourage students to share their opinions and engage actively on the Academy's official social media platforms. However, the use of these platforms comes with responsibilities to ensure that interactions are respectful, ethical, and aligned with institutional values.

20.1. CAES / Pearl Academy's Social Media Platforms

CAES / Pearl Academy maintains an active presence on various social media platforms to promote its mission, vision, and goals. Students can follow and engage with the Academy on these platforms:
- **Facebook:** https://www.facebook.com/PearlAcademyOfficial

- **YouTube:** http://www.youtube.com/PearlAcademyIndia
- **Twitter:** https://twitter.com/PearlAcademyInd
- **Blog:** http://blog.pearlacademy.com/
- **Instagram:** https://www.instagram.com/pearlacademy/?hl=en

20.2. Disclaimers & Posting Guidelines

While engaging with social media, students must act responsibly and uphold the Academy's values.

Guidelines for Usage

- Personal Responsibility: Students are personally accountable for the content they upload, post, or share on social media platforms.
- Respect and Compliance: Social media activity must not harm CAES / Pearl Academy, its employees, students, or associates.

Content Restrictions

Posts may be removed if they are:

- Inappropriate: Containing advertisements, spam, derogatory, discriminatory, or vulgar language.
- Harmful or Illegal: Including illegal, racist, bigoted, or demeaning content targeted at individuals or groups.
- Defamatory: Embarrassing or placing an individual in a false light.
- Unauthorized Use: Using someone's name, image, or identity for commercial purposes without consent.

Failure to adhere to these guidelines constitutes a violation of Academy policy and may lead to disciplinary actions, including removal from social media platforms.

20.3. Prohibited Activities

1. **Creation of Unauthorized Accounts:** Students or groups are not allowed to create social media accounts that bear the name of CAES / Pearl Academy or could be mistaken for the Academy's official accounts.
2. **Unauthorized Recording and Sharing:** Any classroom content, including lectures, critiques, or demonstrations, is strictly for internal use. Recording (audio, video, photographs) without prior consent is prohibited. Sharing recorded content involving students, staff, or faculty—except for official campus events—on social media without explicit consent is not allowed.

20.4. Enforcement and Consequences

Students who violate these guidelines may face:

- Disciplinary actions as determined by the Academy.
- Removal of content deemed inappropriate.
- Revocation of access to social media platforms associated with the Academy.

By following this policy, students contribute to a positive and respectful online community that reflects the values of CAES / Pearl Academy while enjoying the benefits of active engagement on social media platforms.

For questions or clarifications regarding this policy, students can reach out to the designated campus authority.

ACADEMIC REGULATIONS

21. Academic Calendar:

The Academic Calendar and Holiday calendar for AY 2025-26 is available on the CAES / Pearl Academy website and on your student portal.

22. Timetables:

Timetables for each semester are shared with students via their CAES / Pearl Academy student portal at the beginning of the semester. It's important to note that timetable events are dynamic in nature and therefore, students are advised to check their portal regularly for updates.

23. Student Attendance:

23.1. Minimum Attendance Requirement

- Every student must attend every class scheduled in the timetable notified by CAES - RGNIYD / Pearl Academy.
- Students are required to attend all the scheduled classes, tutorials, labs, or other academic sessions per course per semester, the student has registered for in the Academic Term.
- Maintaining an attendance of a minimum of 75% on an individual course is mandatory for all students.
- The following categories of attendance and their consequences shall be applicable.

Category	Course Attendance %	Consequence
1	75% and above	Eligible for the end semester examination
2	Below 75%	Not eligible for appearing in End semester examination
3	67% – 75%	Eligible after paying fee for condonement of attendance (for RGNIYD Programmes only)
4	Medical Cases	If the student has a course attendance of 67% and above, the student will be allowed to appear for the examination. The student should be able to furnish proper documentation of the medical emergency. This is applicable for both CAES-RGNIYD & Pearl Academy Programmes. The Campus Team shall ensure the authenticity and genuineness of the request and the documents submitted by the student.

Prolonged Absence without Prior Permission:
If the student has not attended the classes continuously for four weeks for any unexplained reason and has not communicated in any formal way of communication to campus operations / DL / AD / Dean / Registrar team / RCD; it will be considered that the students have left the Programme on their own and in such a situation, their registration will be deemed cancelled.

The campus operations team will follow up with students/parent through mail every week for four weeks. Despite this, if the student does not attend the classes and/or fails to give satisfactory response to the non-attendance; the campus operation team will initiate the registration cancellation process with copy to RCD.

The Registrar office will send mail to student / parent regarding warning for cancellation of registration and cancellation will be done within 4 weeks of this email communication done to the student / parent of students. After cancellation no communication will be entertained from the students/ parents' side.

23.2. Marking Attendance for Courses

23.2.1.   In Class Attendance for all timetabled sessions to be marked through RFID

- Course faculty members should swipe their RFID Cards between the 15-minute window (5 minutes before and 10 minutes after the class scheduled start time) to initiate the session.
- Students will follow the faculty member and swipe their ID cards before entering the classroom.
- Swiping of the card is allowed till 10 minutes after the faculty swipe. For students arriving late (more than 10 minutes post start time), faculty should allow them to attend the session without giving them attendance

23.2.2.   In Class Attendance for all timetabled Online sessions through session log

- For online classes, Faculty members should log into the session between the 15-minute window (5 minutes before and 10 minutes after the scheduled start time) to initiate the session.
- Students will follow the faculty member and login to their LMS. Login is allowed till 10 minutes after the faculty login. For students arriving logging in late (more than 10 minutes post start time), faculty should allow them to attend the session without giving them attendance.
- The student get attendance for the Online session, must be logged in for at least:
  - o   50 minutes for a 1-hour session
  - o   1 hour and 50 minutes for 2-hour session
  - o   2 hour and 50 minutes for 3-hour session

23.2.3.   Manual marking of Attendance for all timetabled Outdoor sessions on Orange (ERP) Portal

- The Manual attendance shall only be provided to the students engaged in below mentioned cases
  - o   For all timetabled outdoor sessions (all mentoring sessions and practical/studio-based sessions where RFID may not be applicable)
  - o   Outdoor Visits / trips (within and outside city)
  - o   Academy sponsored indoor & outdoor events
- The course faculty is responsible for marking the student attendance for their respective sessions for the above-mentioned scenarios.
- In case of Student - RFID Card not available due to technical Error in RFID Card reading, loss of card or new admission /transfer case, the attendance to be marked manually by the faculty.

23.2.4.   Attendance for students away for Graduation Project / Internships during semesters / International immersions / Semester Exchange

- The students are required to obtain attendance confirmation from the company - Industry mentor or HR representative / competent authority/ international associates
- The students will submit their attendance documents (Attendance Certificate or Experience cum Attendance Letter) on the first day of rejoining the academy after GP/Internship/Immersion.

- Faculty mentor shall collate attendance records and submit them to the Registrar's Office within three days of students rejoining the campus.
- For credit exchange and study away programs, attendance is coordinated with the host institution.
- Exception handling through Condonement of Attendance
- During the regular academic session, a student or a group of student are engaged in Academy sponsored activity and are liable to miss their active classes, the attendance shall be condoned only in the following cases:
  - o National / International / academy sponsored sports event
  - o Design event / hackathon / gaming competition / research seminar / symposium / conference
  - o Film festival / design fest

23.2.5. Attendance marking for medical exigency cases

- CAES / Pearl Academy acknowledges that students may face unforeseen medical emergencies that could impact their ability to meet the required attendance threshold. In alignment with the institution's commitment to fostering a supportive academic environment, provisions for medical exigency cases ensure that such circumstances are addressed fairly and transparently.
- Eligibility Criteria
  - o Students must maintain a minimum course attendance of 67% or above to be eligible for consideration under this policy.
  - o Valid and verifiable medical documentation must be submitted, including a medical certificate, hospital admission/discharge summaries (if applicable), and any other relevant supporting documents.
- Submission and Verification Process
  - o Students must notify the DL and the Campus Operations Team as soon as possible regarding the medical emergency.
  - o All required medical documents should be submitted within 7 days of the student resuming classes
  - o The Campus Operations Team will verify the authenticity of the submitted documents in coordination with the Dean/RCD as necessary.
- Attendance Adjustment
  - o Upon verification, students meeting the eligibility criteria will be allowed to appear for the end-semester examination.
  - o The attendance for the affected days shall be condoned and will permit examination eligibility based on documented medical exigency.
  - o Repeated applications under medical grounds will be subject to stricter scrutiny to ensure consistency and prevent misuse of the policy.
- Exclusions
  - o Non-medical emergencies, such as personal commitments or travel, do not fall under these guidelines.
  - o Chronic health problems are not covered under these guidelines.
  - o Cases of prolonged unexplained absences will be managed per the standard attendance policy and may lead to registration cancellation.
- Key Responsibilities
  - o Students: Notify promptly and provide all necessary documentation.

- o Faculty/Operations Team: Ensure accurate attendance records and collaborate with the Registrar for case validation.
  - o Registrar's Office: Final decision-making authority on eligibility for medical exemptions.

23.2.6.   Attendance Notification for Parents and Students

- The student shall be informed of her/his attendance records so that the student concerned is aware of any shortage of attendance, as applicable.
- The parent/legal guardian of the student whose attendance is less than 75% in any course-will be informed through email.
- The student and parents of the student are solely responsible to intimate officially if there is a change in the mobile number, email address and postal communication address.

23.3. Appeals

- Appeal Submission - Students must submit an appeal via the Student Portal within 5 working days of record publication. Appeals must include valid supporting documents (e.g., medical reports).
- Appeal Committee - The committee includes:
  - o RCD
  - o Department Leader
  - o Faculty Member
  - o Student Experience & Engagement representative
- Decision and Communication - Decisions will be communicated via the Student Portal and official email within 3 working days. Approved appeals will result in necessary adjustments, while rejected appeals will include a rationale and next steps.

23.4. General Guidelines

- Weekly attendance updates are available on the student ERP portal.
- Students are responsible for self-monitoring and promptly addressing discrepancies.
- Prior intimation and appropriate documentation are required for all absences.
- Final attendance is subject to appeal processes as per outlined policies.

23.5. Leave and absence:

The students are advised to inform their Department Leader, in case of emergencies or unforeseen circumstances that require a student to be absent. In absence of doing so, the system generated mail will be sent to the parent informing them of continuous absence for 3 consecutive days onwards. Further, please note that a minimum of 75% attendance on each course is required to be maintained in the semester.

24. Cancellation of Enrolment / Deregistration & Gap Year:

24.1. Cancellation of Enrolment / Deregistration

A student may be deregistered and removed from the rolls of CAES / Pearl Academy under the following circumstances:

Timeline of Student Enrollment Policies

Enrollment Issues

AcademicProgressFailure	FeePaymentFailure	ContinuousAbsence	DisciplinaryGrounds
Failure to make academic progress based on CGPA	Failure to pay Programme Fee and other charges	Continuous absence of 4 weeks without information	On Disciplinary grounds, Ragging or related activities
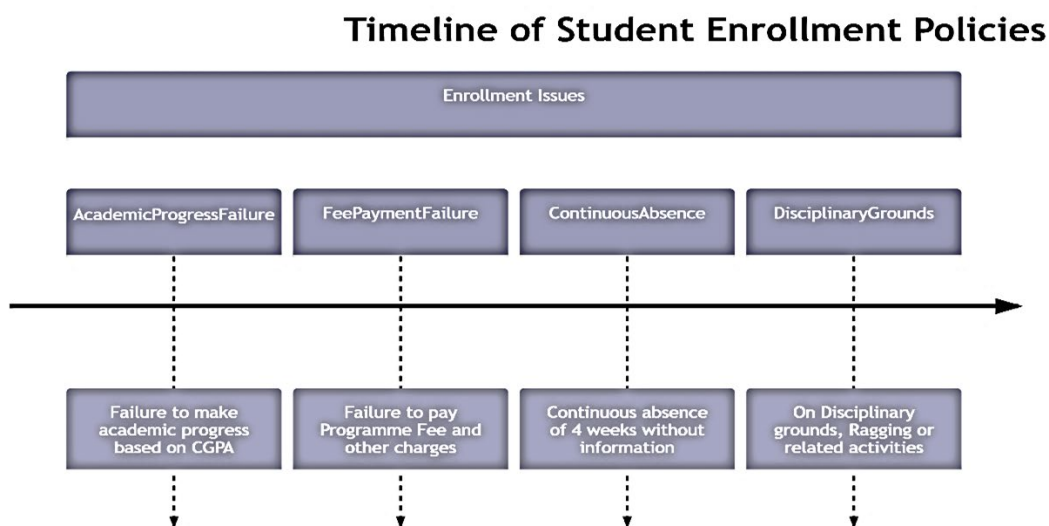
1.1.1. *Non-Submission of Fee:*
- Failure to pay program fees or other required charges within the stipulated deadline without prior approval or application for withdrawal from the program.

1.1.2. *Non-Progression:*
- Failure to achieve the academic progression standards outlined in the Academic Progression Policy, such as maintaining the minimum CGPA or successfully completing mandatory assessments and projects.

1.1.3. *Continuous Absence:*
- Uninformed or unauthorized absence for four consecutive weeks, significantly impacting the student's academic and attendance records.

1.1.4. *Disciplinary Grounds:*
- Involvement in activities deemed inappropriate under the institutional code of conduct, such as misconduct, harassment, violation of campus policies, or damage to academy property.

1.1.5. *Ragging or Related Activities:*
- Participation in, abetment of, or failure to report incidents of ragging, as per the anti-ragging laws and policies enforced by Pearl Academy.

24.1.1. Consequences of Deregistration

Upon deregistration, the following actions will be enforced:

1. Forfeiture of Institutional Privileges: Access to institutional facilities, including online and face-to-face classes, library resources, labs, and IT systems, will be revoked. The student ID card will be confiscated, and its use will be invalidated.
2. Suspension or Rustication: In cases of disciplinary violations, including ragging, the student may face suspension or rustication, with immediate effect.
3. Levy of Fines: Monetary penalties will be imposed in alignment with the severity of the violations and the institutional disciplinary policy.
4. Notification to Stakeholders: Official communication outlining the reasons and implications of deregistration will be sent to the student and, where applicable, their parents/guardians or sponsors.
5. Record Maintenance: A record of the deregistration will be maintained in the student's academic and disciplinary history.

24.1.2.   Procedure for Deregistration and Cancellation of Enrolment

1. Preliminary Review: The case is reviewed by the Academic and Administrative Committees to confirm compliance with conditions for deregistration or cancellation.
2. Issuance of Notice: A formal notice outlining the intention to deregister/cancel enrolment will be sent, providing the student with 7-10 working days to respond or appeal.
3. Hearing and Review: For cases involving disciplinary issues or mitigating circumstances, the Dean or Regional Campus Director will conduct a hearing before finalizing the decision.
4. Final Decision and Notification: A formal decision will be communicated to the student, parents/guardians, and other relevant stakeholders.
5. Post-Deregistration Options: Upon request and after clearing all dues, the student may receive a transcript or other documentation of completed academic credits.

24.1.3.   Financial Implications

1. Forfeiture of Fees: Fees paid for the semester are forfeited if the student is deregistered for non-payment or disciplinary reasons.
2. Settlement of Dues: All outstanding dues, including penalties, must be cleared before any academic records or certificates are issued.
3. Fine Payment: Disciplinary fines must be paid as specified in the notice of deregistration.
4. Reinstatement Fee: If reinstatement is granted post-appeal, a re-enrolment fee of Rs. 25,000/- and any applicable penalties must be paid.

24.2. Gap Year Policy

24.2.1.   Eligibility Criteria

1. Major medical issues supported by appropriate documentation.
2. Family crises or other substantial personal challenges preventing regular academic engagement.
3. If a student has poor performance in several courses in a particular semester, he may opt to take the academic break of one year, and reregister for both the semesters of that academic year in the next academic year.
4. Additional reasons subject to evaluation and approval by the Academy.

24.2.2. Standard Operating Procedure for students:

- The student shall raise the Gap Year Request from their student portal through the service request tab.
- Meet with the Department Leader to discuss the application and its implications on academics and financial obligations.
- They should compile and submit the reasons for the request and attach all relevant supporting documents (e.g., medical records, legal documents) to the Department leader and Student Support representative.
- The necessary approvals are secured from the Dean, Regional Campus Director, and Registrar.
- The Regional Campus Director communicates the final decision.

24.2.3. Duration

Maximum period: One academic year from the last completed term. If a student does not re-enroll within one year of completing their last enrolled year, they will cease to be a registered student. If a student ceases to be registered, the Academy will retain their study record and any credits earned.

24.2.4. Re-enrolment:

Students must formally re-enrol within the specified timeline. Failure to do so results in deregistration, with retention of academic records for future reference. Re-registration will be subject to the prevailing conditions and regulations at that time.

24.2.5. Academic Implications:

- Students must rejoin the year in which they took the break of their programs upon returning.
- Prior credits will not transfer; returning students will follow the updated curriculum of their rejoining academic year.

24.2.6. Financial Implications:

- The fees will be recalculated based on the revised program structure and curriculum updates.
- There shall be no adjustment of any fee paid for the year in which the Gap year is applied for.
- Students will be required to pay the entire fee of the Academic year as will be applicable for the cohort in which they have re-enrolled. A re-enrolment fee of Rs. 25,000/- shall be applicable and will need to be paid at the time of rejoining.
- A signed undertaking acknowledging financial obligations is mandatory before re-enrollment.

24.2.7. Student Support:

- Limited access to student services such as library and online resources may be granted during the break.
- Regular communication with the Department Leader is essential to stay updated on rejoining procedures and curriculum changes.

25. Student with late admissions

For those of you joining us through late admission, rest assured you will receive ample support and orientation to seamlessly integrate into our academic community. Your respective Department Leads will mentor you, ensuring you receive the necessary guidance and assistance. Should remedial classes be necessary to aid in your transition, they will be arranged accordingly. Your success and progress are our priority, and we are committed to providing you with the resources and support needed to thrive.

26. Programme Section Allotment

The Cohort / section creation is automated through ERP and therefore, no section change / modification request will be entertained.

27. Policy on Programme & Campus Transfer

CAES / Pearl Academy understands that students may face unexpected personal or medical challenges during their academic journey and may need to transfer between programs or campuses. Students may apply for a transfer in the following cases:

- **Program Transfer**:
  - Switch to a different program at the same campus.
  - Switch to a different program at another campus.
- **Campus Transfer**:
  - Move to a different campus while staying in the same program.

27.1. **Valid Reasons for Transfer**:

- **Medical Grounds**:
  - Serious or life-threatening medical conditions that prevent continuation at the current campus.
- **Personal Grounds**:
  - Loss of a parent or sibling.
  - Urgent medical care needed for parents.

Note:

- Loss of other family members (e.g., grandparents, uncles, aunts) does not qualify as an extreme personal ground.
- Transfers are not guaranteed and depend on availability. If a transfer cannot be accommodated, the academy may ask the student to withdraw.
- All supporting evidence will be verified, and the academy reserves the right to reject requests without providing reasons.
- This policy applies to all undergraduate (UG) and postgraduate (PG) students.
- Transfers are only allowed during the first two semesters of a program.
- Each student can request an inter-campus transfer only once during their degree program.

27.2. **Process for initiating the Transfer:**

1. **Submit the Form**: Complete the transfer request form and attach all required documents.

2. **Medical Requests**: Ensure medical documents are clear and authentic. Doubtful cases will not be approved.
3. **Undertaking**: Agree to abide by the final decision through a signed undertaking.
4. **Approval Process**: The Campus Committee reviews your request and sends it to the Registrar's Office. The Registrar forwards recommendations to the President for final approval.
5. **Notification**: Approved transfers are shared with all stakeholders, and you will be informed of the decision.

28. Academic Structure

At CAES / Pearl Academy, the academic structure is carefully designed to provide a seamless and comprehensive learning experience, ensuring you are equipped with the knowledge and skills required to excel.

- **For Students Enrolled at Pearl Academy:**
  - Programs are structured as 11-month diploma courses divided into 2 semesters.
  - Each semester includes 23 weeks of teaching, learning, and assessments, followed by examination.
- **For Students Enrolled at CAES-RGNIYD:**
  - Programs span 4/3/2 years for degree courses, divided into 2 semesters per year.
  - Each semester includes 18 weeks of teaching and learning, excluding 2 weeks of assessments, followed by examination boards.

28.1. Programme Structure

28.1.1. B. Design Programme Credit Structure

Type of Course	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8	Total Credits
Major	13	13	10	11	13	13	12	7	92
Minor	4	4	4	4	4	4	4	2	30
Disciplinary Electives			2		2		2		6
Inter-disciplinary Open Elective			2	2					4
Ability Enhancement	2	2	2	2					8
Value Added	1	1	1	1	1	1	2		8
Internship							4		4
Final Graduation Project								12	12
Total Semester Credits	20	20	21	20	20	18	24	21	164

28.1.2. BBA Programme Credit Structure

Type of Course	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Total Credits
Major	15	13	12	12	11	9	72

Minor	4	4	4	4	4	4	24
Disciplinary Electives			2		2		4
Inter-disciplinary Open Elective			2	2			4
Ability Enhancement		2	2	2			6
Value Added	1	1	1	1	2		6
Internship					4		4
Final Graduation Project						8	8
Total Semester Credits	20	20	23	21	23	21	128

28.1.3.   M. Des Programme Credit Structure

Type of Course	Sem 1	Sem 2	Sem 3	Sem 4	Total Credits
Discipline (Core)	20	17	17	5	59
Discipline Electives			3		3
General Open Elective		3			3
Technology	2				2
Life skills		2			2
Internship			2		2
Masters Project/Thesis				15	15
Total Semester Credits	22	22	22	20	86

28.1.4.   MBA Programme Credit Structure

Type of Course	Sem 1	Sem 2	Sem 3	Sem 4	Total Credits
Discipline (Core)	20	15	19	5	59
Discipline Electives			3		3
General Open Elective		3			3
Technology	2				2
Life skills		2			2
Internship			2		2
Dissertation				15	15
Total Semester Credits	22	20	24	20	86

28.2. Credits and Credit Accumulation

Each Course you complete earns you a set number of credit points, which contribute to your final qualification. Your program document outlines the total credits required for graduation.

29. International Students Guidelines

CAES / Pearl Academy welcomes students from around the world to its undergraduate and postgraduate programs, providing dedicated support and guidance through the international admissions process.

29.1. Definition of International Category

Foreign Nationals: Individuals holding foreign passports are categorized as international students, regardless of the country where they completed their qualifying examinations.

Exceptions: Persons of Indian Origin (PIO) and Overseas Citizens of India (OCI) card holders are considered under the normal admission category. FRRO registration is not facilitated for PIO and OCI card holders.

29.2. Visa

- Student Visa Requirement: All international students must obtain a Student Visa specifically endorsed for 'Studies at CAES / Pearl Academy'. No other visa endorsements are accepted.
- Validity: The visa must be valid for the duration of the program for which the student is admitted.
- Admission Condition: Admission to CAES / Pearl Academy is contingent upon receiving a valid Student Visa endorsed for studies at CAES / Pearl Academy. Tourist visas or any other type of visa are not accepted for admission.

29.3. FRRO Registration

- Facilitation by CAES / Pearl Academy: FRRO registration is facilitated for international students admitted under the International Category, upon payment of applicable fees.
- Timeline: International students must register with FRRO within 14 days of arrival in India or as stipulated on their visa.
- Important Instructions: Prior approval from the Ministry of Home Affairs (MHA), Government of India, through the 'Prior Referral Check (PRC) module' is mandatory before obtaining an Indian Study Visa. Failure to obtain prior approval may result in FRRO refusal to register the student, necessitating exit from India.

29.4. Important Guidelines

- Eligibility: Admission of foreign national candidates is subject to meeting minimum eligibility requirements equivalent to those prescribed for Indian candidates.
- Cancellation Clause: Admission or enrollment may be canceled if eligibility conditions are found unmet at any stage.
- NRI Candidates: Must provide proof of their Non-Resident Indian (NRI) status.
- Candidates from Nepal: Considered under the Normal category for admission, following the relevant admission procedures.
- FRRO Facilitation: Only students admitted under the International Category are facilitated with FRRO registration as per prevailing laws.

- Job Placement: CAES / Pearl Academy reserves the right to assist with job placements for international and overseas students, who must comply with immigration rules and regulations.
- Employment Restrictions: International students are prohibited from engaging in any form of employment (full-time, part-time, consultancy, etc.) while studying at CAES / Pearl Academy.
- Category Conversion: Students admitted under the International/Overseas category cannot be converted to the Normal category under any circumstances.

30. International Opportunities

The international experience opportunities provided by Pearl Academy are a gateway for students to experience the learning environment and curriculum, heritage, knowledgeability of lifestyle, social context and practices, and dynamics in an overseas setting tied up with an educational institution. At the Academy, you will get an opportunity to have exposure to the best global practices through several international platforms such as students exchange program, summer program, faculty workshops, collaborative projects, and many more. With constant global exposure on offer, Pearl prepares students for the international markets as well, over and above the domestic.

Pearl Academy has established extensive international tie-ups with eminent institutions for student& faculty exchanges across the globe. Our vision embodies a commitment to global networking and collaborations setting up benchmarks at par with global standards. Students get exposure to various international opportunities as under:

- **International Experience / Immersion Programmes**
Pearl Academy facilitates international experience / immersion programmes in London, New York, Paris, and Milan for Pearl students. These programmes are facilitated by Pearl Academy and organized by the external Organizing Agencies.
- **Global Summer Courses**
Pearl Academy facilitates global summer programs offered by partner institutions. These programs are available to Pearl students at a discounted fee. Information is shared with relevant students by the International Relations office in due time.
- **Collaborative Projects**
Pearl Academy facilitates virtual / hybrid collaborative projects with international universities. These collaborative projects are course specific and provides an opportunity for students to interact with a culture other than their own in a manner that fosters their personal and professional growth, promotes cultural understanding, and prepares them for working more effectively with diverse communities. Participation is subject to a selection / nomination process by the Dean / Associate Dean.
- **International Workshops & Masterclasses**
Pearl Academy facilitates international workshops and expert masterclasses at campuses to enhance the learning and experience of its students.
- **International Competitions and Events**
Pearl Academy and encourages and facilitates participation of students in various international competitions (viz., World of Wearable Art -WOW, Dubai Design Week, Redress Design Award etc.).
- **International Degree opportunity**

Pearl Academy has tie-ups with select international universities offering international degree opportunities at both under-graduate and masters level. Pearl Academy facilitates eligible students in the application process, subject to students meeting the entry & eligibility conditions of the partner academic universities.

- **Overseas Credit Exchange program**

The credit exchange provides students with the opportunity to study at a partner institution in a different country and environment. Participating students get to experience the culture and history of that country along with academic experience. The duration of the exchange program can vary as per academic structure of the host institution and credit requirements. The credit exchange opportunities are reciprocal and competitive. Such opportunities will be informed as and when available to the eligible students, subject to respective department head / Dean approving the opportunity.

- **Semester Abroad Program**

The Semester Abroad programs are available with select partner institutions with subsidized fee. Under this program, participating students may study at the partner institution for a full semester (or for a part of the semester) and credits earned will be considered by Pearl Academy. However, students will have to get prior approval from Pearl Academy before applying. Participating students will be paying the normal semester fees of Pearl Academy as well.

Important Guidelines

- All students opting for any international travel which is planned or sponsored by the Academy or as part of the course, are required to submit an Undertaking for International Travel. Submission of Undertaking is mandatory prior to international travel. All the guidelines issued by Indian and host country governments shall be followed.
- Any student proceeding on international travel without submitting the prescribed undertaking will be considered as Independent Travel and the Academy will not take any liability whatsoever.
- Students participating in any international activity or programme must have all dues cleared and paid the current semester fees at Pearl Academy before proceeding.
- For more information, please contact *international@pearlacademy.com*.

30.1. International Progression Opportunities

30.1.1. Under-Graduate Progression option:

On successful completion of the UG Advanced Diploma qualification, students have an option to opt for an international bachelor's degree by applying to and pursuing courses at our select partner academic universities overseas. Currently, the Academy has Under-Graduate Progression arrangements with the following partner academic universities:
- Nottingham Trent University, UK
- Manchester Metropolitan University, UK
- University for the Creative Arts, UK
- University of Derby, UK

Pearl Academy facilitates the application of students qualifying with eligibility requirements pertaining to the options and wishing to pursue one or other overseas option. The final decision of admission rests with the partner academic university.

Pearl Academy does not guarantee admission or enrolment at a partner institution. Students applying for under-graduate progression in any of the Partner Academic University will be exiting Pearl Academy after the Advanced Diploma level. Students once enrolled with any of the Partner Academic University and exiting Pearl Academy will not be entitled for any student specific benefits / services available to active students of Pearl Academy, viz., software licenses, access to learning platforms (blackboard etc.), field visits, projects, internships, campus placements etc.

The eligibility and entry requirements include "Successful completion of Pearl Academy's Advanced Diploma with good academic standing + Portfolio review / written price of work (as applicable) + Personal interview. Students will have to provide the English language proficiency proof as well. Students will be required to fulfill the documentation requirements (academic, financial, personal etc.) Partner Academic University may ask for additional information or documentation to evaluate the application. Detailed entry / eligibility and other conditions will be shared with eligible students at the time of application process.

Pearl Academy only facilitates the application to partner academic universities. The final decision will be taken by the Partner Academic University after evaluation / assessment of the student application and subject to student meeting the eligibility and entry requirements of the chosen course. Pearl Academy shall not be liable for any delays, application rejection, or visa rejection, any financial loss, or consequences thereof.

Please refer to Pearl Academy website for details of specific opportunities as well as pertinent eligibility requirements and admission process with each partner university. For more information, please contact at international@pearlacademy.com

30.1.2. Master's Progression option:

On successful completion of the UG Professional Diploma qualification (4-Years / 3-Years UG Programmes), students have an option to apply for Master's programmes at select partner academic universities overseas. The application will be subject to the students meeting the entry and eligibility conditions of the selected programme. Currently, the Academy has Master's Progression arrangements with the following partner academic universities:

o   University of Southampton, UK
o   Nottingham Trent University, UK
o   University for the Creative Arts, UK
o   Arts University Bournemouth, UK
o   Academy of Art University, San Francisco, USA
o   LIM College, New York, USA
o   Rochester Institute of Technology, USA

The list of Partner Academic Universities may change anytime, without any liability attached to the Academy. The Academy may also add new Partner Academic Universities in future.

Students are advised to get in touch with International Relations Office at International@pearlacademy.com for updated information.

31. Intellectual Property Rights

CAES / Pearl Academy has established the Intellectual Property Rights (IPR) Policy with the following objectives:

- To promote academic freedom and safeguard intellectual property creation at the Academy.
- To protect the interests of creators of intellectual property and ensure fair distribution of returns from commercialization.
- To introduce prudent IP management practices within the Academy.
- To provide legal support, when necessary, to defend and protect intellectual property rights obtained by the Academy.
- To foster an environment conducive to innovation and research.
- To ensure confidentiality of IP disclosures until patent applications are processed.
- To allow researchers to reclaim Academy's rights to an IP if the Academy chooses not to commercialize it.

31.1. Ownership of Intellectual Property:

- Any Intellectual Property / Copyright / Design of any material / works produced by students in the form of assignments / submissions / projects or products of learning process under supervision / direction / guidance / mentoring by Programme tutors / team/ Department Leads as part of the prescribed curriculum will be solely and exclusively owned by Creative Arts Education Society for perpetuity.
- Policy on Intellectual property will be applicable to students who enroll in any program of study at CAES / Pearl Academy, the associated IPR thereto shall be owned by the Creative Arts Education Society.
- Intellectual property generated or used by students during their enrolment period will vest with CAES / Pearl Academy unless explicitly surrendered by the Creative Arts Education Society.

EXAMINATION REGULATIONS

32. Assessment & Progression Policy

32.1. Assessment Strategy

Assessments at CAES / Pearl Academy are carefully designed to measure your progress, skills, and understanding of course content.

Types of Assessments:

- Continuous Internal Assessments (CIA): Help you gauge your understanding and improve throughout the Course. Marks are indicative and do not affect final grades.
- End Semester Summative Assessments (ES): These contribute to your final grade and are evaluated against the course's learning outcomes.

32.2. Assessment Tools and Methods

CAES / Pearl Academy uses a variety of assessment methods to evaluate your progress and skill development. These tools are designed to cater to learning styles and ensure a holistic evaluation. Some of them are mentioned below:

1. Project Journals: Track your execution skills, research, communication, and critical thinking. Often used for formative assessments and may contribute to final submissions.
2. Presentations: Focus on demonstrating content knowledge, synthesis, and communication skills. Assessed by tutors and peers and used for both formative and summative evaluations.
3. Case Studies & Scenarios: Test your application of knowledge.
4. Essays and Reports: Demonstrate your ability to research, analyze, and present arguments.
5. Design Presentations and Creative Blogs: Highlight your creativity and communication skills.
6. Capstone/Final Design Projects: Showcase your cumulative learning.
7. Academic Papers: Require you to present knowledge and understanding of a topic formally and persuasively. Emphasize critical thinking, research, and articulation of academic arguments.
8. E-/Portfolios: Showcase a collection of your work, demonstrating growth and attention to detail.
9. Juries: Panels of faculty and industry experts assess your ability to articulate decisions, demonstrate skills, and engage in discussions.
10. Exams and Quizzes: These may be conducted face-to-face or online and include various formats like multiple-choice, essays, or open-book exams.

32.3. Marking and Assessment Criteria

Our marking system is designed to be fair, transparent, and aligned with learning outcomes:

- Marking Criteria: Detailed in your Course Descriptor, ensuring you know what's expected.
- Learning Outcomes: Assessments are directly tied to the objectives of each Course.
- Rubrics: Clear marking rubrics outline how your submissions will be evaluated, helping you focus on key aspects of the task.

Assessment Criteria and Weightage

The course wise, course specific weightage is taken from the respective program regulations. Here, a generalized course weightage is presented for understanding and reference.

At CAES / Pearl Academy, we value your learning journey as much as your results. It's important to document your progress throughout the semester for all courses. This ensures that your efforts, creativity, and learning process are fully recognized.

- Marking System: Your course mark is calculated as a weighted aggregate of all prescribed assessments. All marks are in whole numbers.
- Passing Criteria:
  - UG Programmes: You need at least 40 out of 100 marks to pass a course.
  - PG Programmes: You need at least 50 out of 100 marks to pass a course.
- Assessment Components:
- For enrolments 2023 and before: Assessments are divided into In-Course (50%) and End-Term (50%) evaluations. These may have different components with individual weights such end semester examinations and jury.
- For enrolments 2024 onwards: Assessments are divided into In-Course (60%) and End-Term (40%) evaluations. These may have different components with individual weights
- Non-appearance or non-submission for any component means failure in the course.

Course Category	Particulars	Minimum CGPA required for Passing	Examination/Assessment Component (Weightage/ Marks) **(AY 2024 onwards)**		Examination/Assessment Component (Weightage/ Marks) **(Before AY 2024)**	
			Continuous Internal Assessment	Term End Examination	Continuous Internal Assessment	Term End Examination
Undergraduate Programme	Theory	4	60	40	50	50
	Practical	4	60	40	50	50
	Theory cum Practical	4	30	20	50	50
		4	30	20	50	50
Post Graduate Programme	Theory	5	60	40	50	50
	Practical	5	60	40	50	50
	Theory cum Practical	5	30	20	50	50
		5	30	20	50	50

Grading Matrix for Pearl Academy Programmes

UG Programme		
Grade Letter	Grade Point	Description
O	10.0	Outstanding
A+	9.0	Excellent
A	8.0	Very Good
B+	7.0	Good
B	6.0	Above Average
C+	5.0	Average
C	4.0	Pass
F	0.0	Fail
PG Programme		

Grade Letter	Grade Point	Description
O	10.0	Outstanding
A+	9.0	Excellent
A	8.0	Very Good
B+	7.0	Good
B	6.0	Average
C	5.0	Pass
F	0.0	Fail

For courses completed through supplementary exams, the marks will be capped to one grade lower

Grading Matrix for CAES – RGNIYD Programmes

Conversion of Marks to Grade Points and Letter Grade

Range of Marks		Grade Points		Letter Grade		Description	
(PG & UG)		(PG & UG)		(PG & UG)		(PG & UG)	
90 - 100		9.0 - 10.0		O		Outstanding	
80 - 89		8.0 - 8.9		D+		Excellent	
75 - 79		7.5 - 7.9		D		Distinction	
70 - 74		7.0 - 7.4		A+		Very Good	
60 - 69		6.0 - 6.9		A		Good	
50 - 59		5.0 - 5.9		B		Average	
PG	UG	PG	UG	PG	UG	PG	UG
0-49	40-49	0.0	4.0-4.9	U	C	Re-appear	Satisfactory
	00-39		0.0		U		Re- Appear
Absent		0		AAA		Absent	

32.4. Submission of Assessments

You are required to submit your assignments on the specified date, time, and venue communicated by the Course Team and outlined in the Course Descriptor. Late submissions will be marked as non-submissions, except under exceptional circumstances with prior approval.

32.5. Progression

At the end of each academic year, your overall result will be calculated based on the weighted average of your marks/grades from all courses.

32.5.1.   Progression for Pearl Academy

- To receive your Diploma, you must pass all courses of the current level and earn the required credits i.e. 120 Credits:
- You can move to the next academic level if you pass at least 40 credits (1/3 of total credits) of the lower level, including prerequisites, after the supplementary exam for the even semester. However, that shall be considered as the provisional progression.

- If you do not pass a course on the first attempt, you can retake it as a supplementary exam. There is no limit on the number of supplementary attempts to clear a course. Marks for a supplementary attempt will be capped to one grade lower than the original. Applicable supplementary fees must be paid.
- You must complete your program within the following time limits:
  - 4-Year UG Diploma: 6 years
  - 3-Year UG Diploma: 5 years
  - PG Diploma: 4 years
- **Late Submissions:**
  - Work submitted after the deadline will be considered a non-submission, requiring a supplementary exam.
- **Final Marks and Grades:**
  - All marks are provisional until confirmed by the Examination Board.
  - The Examination Board has the authority to revise marks up or down, and its decisions are final.

32.6. General Guidelines for Examination

The examination process at CAES / Pearl Academy is designed to ensure fairness, discipline, and academic integrity. These guidelines provide a clear framework for student responsibilities, eligibility, and conduct during examinations. Following these rules will help create a smooth and supportive examination environment for everyone.

- Attendance Requirements - Make sure you attend every lecture, tutorial, practical session, or project discussion scheduled for your course. You must have at least 75% attendance in each course during the semester. If your attendance falls below this, you won't be allowed to sit for the end-semester exams. Attendance requirements apply even if you have valid reasons for missing class, such as medical or other leave. Each scheduled class counts as one attendance unit, regardless of the number of contact hours.
- Disciplinary Matters: If you're expelled or rusticated from the Academy, you cannot appear for any exams during the punishment period. If you're debarred for failing to meet academic or disciplinary standards, you won't be allowed to participate in exams during the debarment period.
- Exceptional Circumstances: In rare cases where applying the rules strictly might cause undue hardship, the President can allow you to appear for exams. This is done only after a detailed review of your situation.
- Withdrawal of Examination Permission: Your permission to take an exam can be withdrawn if there's a mistake or clerical error in issuing your admit card or hall ticket / if you fail to meet academic or administrative requirements or any documents you submit, like registration forms or admit cards, are found to be fraudulent or incorrect.
- Identity Verification in Examination Hall through a valid identity card is required to enter the examination hall. If you forget your ID, you'll need to give an undertaking to the invigilator, promising to produce it later during the exam process.
- Follow Instructions: Listen carefully to the CoE (Controller of Examinations) and invigilators. Their instructions are mandatory for maintaining order in the exam hall.

- Disruptive Behaviour: Disobeying invigilators, acting insolently, or causing disruption may result in removal from the hall. Repeat offenses could lead to disqualification from future exams, with the President's approval.
- Violent or Threatening Behaviour: If you behave violently, threaten others, or compromise safety, you will be immediately expelled from the exam hall. Law enforcement may be involved if necessary. Bringing dangerous weapons to the exam venue will result in expulsion, potential criminal charges, and permanent disqualification from exams. Students expelled for violent behaviour or other serious offenses won't be allowed to sit for remaining exams.
- Unfair Means and Academic Integrity: Using unauthorized materials, copying, or attempting to cheat is strictly prohibited. Consequences may include cancellation of your current exams, being barred from future exams, or other academic sanctions as outlined in the rules.
- Tampering with Academy Records: Altering or tampering with official records, such as answer scripts, marksheets, or diplomas, is a severe offense.
- Special Cases Due to Sickness or Other Causes: If any valid reasons prevent you from appearing for an exam, you may be allowed to take it later during the Supplementary examination cycle.
- Scribe for Disabled Students: If you're visually impaired or physically unable to write, the Academy will provide a scribe to assist you during the exam. A suitable person will be appointed to ensure you have equal opportunities to perform well.

32.7. Examination Process:
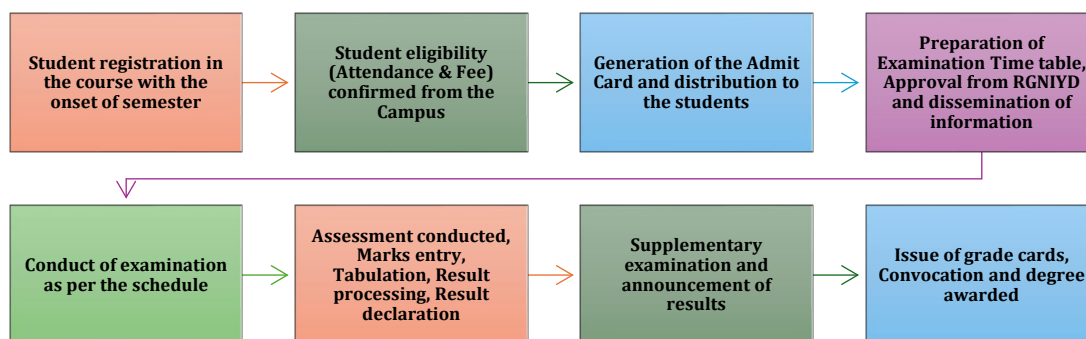
32.8. Instructions for Student Conduct in the Examination Hall

32.8.1. To-Do List

- Examinations Datasheet: The schedule will be shared through official communication channels.
- Pending Fees and Documents: Students with pending fees or documents must connect with the Campus Registrar Team to update their Admit Cards.
- Laptop Requirements: Carry fully charged laptops to the examination hall, in cases where it is specified to bring the laptop.
- Prohibited Items: Mobile phones, smartwatches, and other electronic gadgets are strictly prohibited.
- Required Items: Bring all necessary stationery and any pre-approved items.
- Entry Requirements: Only candidates with valid Admit Cards and the Academy's ID Cards are allowed entry. In the absence of an ID, valid government-issued ID is acceptable.

- Seating and Timing: Check the seating plan and occupy designated seats 45 minutes before the exam. Late entry is permitted as follows:
    - 3 & 4 hour exam: Up to 30 minutes late.
    - 1 & 2 hour exam: Up to 10 minutes late.
- Exam Protocols: No breaks are allowed. Submit the exam before leaving the room.
- Attendance: Sign the attendance sheet in the invigilator's presence.
- Personal Belongings: Leave items such as bags in designated areas.
- Unfair Practices: Deviation from guidelines will result in cancellation of the exam and disciplinary action.
- Exam Environment: Occupy only the designated seat as per the seating plan.

32.7.2. Not-to-Do List

1. Avoid Being Late: Late arrivals disturb the environment and might not be permitted entry.
2. No Unauthorized Materials: Do not carry items such as short notes, loose papers, notebooks, mobile devices, or digital diaries into the hall.
3. Possession Equals Offense: Carrying unauthorized materials, even if unused, will be treated as a case of Unfair Means (UFM).
4. Do Not Leave Early: Leaving the examination hall is not allowed within the first 30 minutes of the exam's start.
5. Avoid Unfair Practices: Do not copy, talk, or engage in any unfair means. Reports by invigilators regarding misconduct will be considered final.

32.9. Unfair Means and Misconduct in Examinations

Maintaining fairness and integrity in examinations is essential to uphold academic standards. Any actions that compromise this integrity, either through unfair means (UFM) or misconduct, are strictly prohibited and dealt with firmly.

32.9.1. Unfair Means

Unfair means refer to any dishonest actions aimed at gaining an unfair advantage during examinations. Examples include:
- Copying from others or sharing answers.
- Using unauthorized materials such as cheat sheets, electronic devices, or notes.
- Tampering with examination documents or answer sheets.

32.9.2. Misconduct

Misconduct refers to inappropriate behavior that disrupts the examination process. Examples include:
- Refusing to follow instructions from invigilators or examination staff.
- Using abusive language or engaging in violent or disruptive actions during the exam.

32.9.3. Committee for Prevention of Unfair Means (UFM Committee)

The UFM Committee is responsible for investigating incidents of malpractice or misconduct. It ensures all cases are handled fairly and transparently.

32.9.4. Consequences of Malpractice and Misconduct

If you are found guilty of unfair means or misconduct, the Academy may impose strict disciplinary actions based on the severity of the violation.

1. Cancellation of Performance: Partial or complete cancellation of your performance in the concerned examination.
2. Debarment from Examinations: Prohibition from taking any exams for up to one academic year.
3. Restrictions on Admission: Suspension from enrolling in any program at the Academy for up to two years.
4. Revocation of Awards: Cancellation of any scholarships, awards, prizes, or medals related to the examination.
5. Fines: Monetary fines may be imposed, with additional penalties for non-payment.
6. Official Communication: The decision and its justification will be shared in writing with you and the relevant departments.

Scenario	Action Taken
Single Instance of UFM Incident	A strict written warning is issued.
	The initial answer sheet is confiscated and marked for cancellation by the UFM Committee.
	A fresh answer sheet is provided, and only the second answer sheet is evaluated.
	No additional time is given to complete the exam.
Repeat Instance of UFM Incident	Examination of the concerned course is cancelled.
Multiple Instances of UFM Incidents	The student is barred from appearing for examinations for the semester or the entire academic year.

Students are encouraged to avoid any actions that could be construed as malpractice or misconduct and to seek help from academic staff if in doubt about examination protocols.

32.10.   Supplementary Exams

32.10.1. General Guidelines for Supplementary Exams

- Students are permitted to attempt supplementary exams an unlimited number of times to pass a course. This flexibility ensures that students have ample opportunity to meet academic requirements.
- Marks obtained in a supplementary exam will be capped at one grade lower than the original maximum grade achievable in the course.
- Students who fail to pass any component of a course on their first attempt are required to pay a reassessment fee. The fee structure is outlined as follows:
    - For Pearl Academy Programmes: Rs. 5900/- per course (Rs. 5000+18%GST)
    - For CAES RGNIYD Programmes: Rs. 5000/- per course
- If the student scores higher in the supplementary exam than their previous attempt, the

improved marks will be considered for CGPA calculation. If the student scores lower in the supplementary exam, the higher of the two scores will be retained for CGPA calculation.

- The supplementary exam will adhere to the prevailing content and descriptors of the course at the time of the exam. This ensures that assessments remain consistent with current academic standards.

32.11.   Award of Degrees, Diplomas, Certificates, and Other Academic Documents

CAES / Pearl Academy is committed to ensuring that the process for awarding academic credentials is transparent, efficient, and fair. Below are the guidelines and procedures for eligibility, issuance, and verification of degrees, diplomas, certificates, and other academic documents.

32.11.1. Eligibility Criteria

To be eligible for receiving any academic credential, you must meet the following requirements:
- Completion of Program Requirements: Successfully complete the program with a minimum of 40 credits to be eligible for a diploma or certificate.

4 Year UG programme	
After successful completion of 120 credits	Foundation Diploma
After successful completion of 240 credits	Basic Diploma
After successful completion of 360 credits	Advanced Diploma
After successful completion of 480 credits	Professional Diploma
3 Year UG programme	
After successful completion of 120 credits	Basic Diploma
After successful completion of 240 credits	Advanced Diploma
After successful completion of 360 credits	Professional Diploma
2 Year PG programme	
After successful completion of 120 credits	PG Diploma
After successful completion of 240 credits	PG Professional Diploma

- Clearing Institutional Dues: Ensure all dues are paid, including tuition fees, library fines, hostel charges, or any other applicable payments.
- Departmental Clearances: Obtain necessary clearances from all relevant departments, such as the library, hostel, and accounts.
- Compliance with Institutional Policies: Fulfil all academic, disciplinary, and administrative requirements as specified by the institution.
- For University-Affiliated Degrees: Degrees from RGNIYD, RISU, and BCU will be issued according to the respective university's policies and timelines.

32.11.2. Convocation and Collection of Academic Documents

- Annual Convocation Ceremony: Degrees and diplomas are officially awarded during the annual convocation.

- Alternate Collection Methods: Students unable to attend the convocation may collect their documents from the Registrar's Office. Alternatively, documents can be sent via post or courier upon request.

32.11.3. How to Request Postal/Courier Delivery:

Submit a written request to registrar@pearlacademy.com, including:
- Full Name
- Program Details
- Student ID
- Complete Postal Address

Students must bear the postal or courier charges. The Academy is not responsible for delays, loss, or damage during transit.

32.11.4. Types of Academic Documents Issued

The institution provides the following academic documents, depending on eligibility:
- Provisional Certificate: Temporary proof of program completion, valid until the official degree/diploma is issued.
- Transcript / Mark Sheet: A detailed record of subjects studied and grades earned.
- Transfer Certificate: For students transferring to another institution.
- Character / Conduct Certificate: Verifies the student's behaviour and conduct during their time at the Academy.
- Bonafide Certificate: Confirms the student's enrolment in a specific program.
- Duplicate Documents: In case of loss or damage, duplicates can be issued upon:
  o Submission of a formal request and a self-attested affidavit.
  o Providing a copy of the FIR (First Information Report), if applicable.
  o Payment of the prescribed fee.

32.11.5. Application and Issuance Procedure

- Submission of Requests: All requests for academic documents must be sent to registrar@pearlacademy.com with relevant supporting documents.
- Processing Fee: Applicable fees must be paid at the time of request.
- Issuance Timeline: Documents will be issued within the timeframe specified by the institution, subject to verification.

32.11.6. Document Verification

- Verification Requests: The Academy reserves the right to verify any issued academic document in response to requests from authorized agencies, such as employers or government bodies.
- Consent Requirement: Verification will be conducted in accordance with data protection norms and may require the student's consent.
- Communication of Changes: Any updates or amendments will be officially communicated to students through appropriate channels.

These guidelines are designed to maintain transparency and accountability in the award process while ensuring that students receive their academic credentials efficiently and securely. For further assistance or queries, students are encouraged to reach out to the Registrar's Office.

32.12.   Rescinding Academic Awards

If forgery is discovered in the prior learning documents used for admission or if academic irregularities leading to the awarding of a qualification come to light, the Academy reserves the right to pursue legal action. This may result in the cancellation and recall of the awarded qualification.

32.13.   Improvement of Marks

Students can appear for supplementary Exam for improvement of marks in course(s). Students willing to appear for supplementary examination for improvement must notify the Department Leader and SEE Rep. They must pay the supplementary fees. After the improvement in Marks the student can return the old transcript and get the new one.

In case a student appears for supplementary exam for improvement but scores lower than previous marks then higher of the two would be considered for CGPA. The administered supplementary will subscribe to the prevailing content of the course as per the course descriptor in force.

32.14.   Publication of Result

The marks are published in the student portal after every semester. In case you need a printed mark statement after a semester/year, you are required to put in a request with the Campus Registrar for the same. The results for End Semester Exams and transcripts will be published within 4 weeks after the Exam. The Marks for Supplementary Exams shall be published within 3 weeks after completion of the Exam.

If a forgery in the prior learning documents (on the basis of which admission was granted) or a case of academic irregularity on the basis of which the student had passed and had received the award, comes to the notice of the Academy then the Academy can take a legal course of action, cancel and recall the Award.

STUDENT SUPPORT

33. Student Feedback

At CAES / Pearl Academy, we believe that feedback is a two-way process essential for personal growth and continuous improvement. Feedback is designed not only to enhance your academic performance but also to help the Academy understand your experience and make necessary improvements to support you better.

33.1. Academic Feedback

Academic feedback plays a crucial role in helping you grow as a learner. At CAES / Pearl Academy, you'll receive feedback in two main forms: Formative Feedback and Summative Feedback.

33.1.1. Formative Feedback

- Formative feedback is provided throughout the course to help you understand your progress. It focuses on how well you're absorbing and applying the learning outcomes, including knowledge, skills, and understanding.
- Your tutors will give you regular feedback during the course to guide you on improving your work.
- You are encouraged to maintain a logbook where you document discussions with your tutors and peers. This logbook needs to be signed by your faculty after every feedback session.
- This logbook serves as a valuable record of your learning journey and will be presented to external examiners as evidence of your development.

33.1.2. Summative Feedback

- Summative feedback is provided at the end of a course or assessment period and evaluates your achievement of the learning outcomes for that course.
- Details about summative feedback, including how assessments are conducted, are available in your Programme Documents.
- Summative feedback helps you understand what you've accomplished and highlights areas for future improvement.

33.1.3. Key Features of Feedback

- Balanced and Constructive: Feedback highlights your strengths while providing actionable steps for improvement.
- Linked to Marking Criteria: Feedback directly relates to the assessment rubric, making it clear how your work is evaluated.
- Focused on Specific Improvements: Suggestions might include refining arguments, improving research, or enhancing technical details.
- Encourages Reflection: Feedback is designed to help you think critically about your work and apply insights to future projects or assignments.

33.2. Student Feedback

We value your voice and strive to create a collaborative environment where your opinions matter. To help us improve and evolve, CAES / Pearl Academy encourages all students to provide feedback about their experiences and interactions.

33.2.1. Feedback Surveys

- Feedback surveys help the Academy assess and improve systems, services, and teaching quality.
- Surveys are conducted periodically and communicated through your Department Lead.
- Participation in these surveys is mandatory, as your feedback directly impacts the quality of education and support offered.
- Surveys are designed to be open and encourage honest, impersonal responses focused on course content and delivery.

33.2.2. Programme Committee Meetings (PCMs):

- Held once every semester, these meetings include representatives, Department Leads, SEE REPs, and Academic Governance members.
- Issues related to academic matters, facilities, or overall student experience are discussed during PCMs.

33.2.3. End-of-Semester Feedback - Teaching Quality (TQ) & Mentoring Quality (MQ):

- During the 14th week of each semester, you'll be required to provide online feedback about the quality of teaching and mentoring in all your courses.
- This feedback helps faculty, and the department identify areas for improvement, enhancing the learning experience for you and future students.
- It's important to be honest, specific, and constructive in your feedback. By providing thoughtful and constructive feedback, you directly contribute to improving the quality of education and services for everyone.

34. Educational Tours / Industrial Visits / Field Trips / Site visits

- CAES / Pearl Academy organizes a variety of trips throughout the academic year to provide students with experiential learning opportunities.
- These trips complement classroom learning and are designed to offer practical insights into industries, environments, and cultural contexts.
- Student trips serve as an extension of classroom teaching.
- Attendance for these trips is mandatory unless specified otherwise by the faculty or department.

34.1. Types of Trips

1. Educational Tours: Visits to historical sites, cultural landmarks, or academic institutions to broaden cultural and historical perspectives.
2. Field Trips: Visits to local environments, research centers, or laboratories to conduct practical experiments or observe phenomena.
3. Industry Visits: Exploration of companies, factories, or organizations relevant to students' fields of study to understand industry practices.

4. Outstation Trips: Longer trips outside the immediate vicinity of the campus, potentially requiring overnight stays.

34.2. Funding and Costs

The funding responsibilities for different types of trips are outlined below:

Type	Local Travel (Cost borne by)	Boarding & Lodging (Cost borne by)	Refreshments (Cost borne by)	Air Travel/ VISA/ Other (Cost borne by)
A. Day Trips (Within 200 km of campus city)	50% CAES / Pearl Academy & 50% Students	Not Applicable	100% Students	Not Applicable
B. Overnight Stay (Domestic travel within the country)	100% Students	100% Students	100% Students	Not Applicable
C. International Trips	100% Students	100% Students	100% Students	100% Students

Note:
- Costs borne by students must be paid in full before the trip as directed.
- Trip expenses for Type B and Type C trips are strictly governed by approved budgets.

34.3. General Conditions

1. Upon joining, students must submit an undertaking signed by both the student and their parents/guardians agreeing to participate in trips organized by the Academy.
2. Submission of Trip Reports and Learning Outcomes: Trip Coordinators must collect and submit these within 7 days of the tour's completion.

34.4. Pre-Trip Responsibilities for Students

- Preparation: Familiarize yourself with the itinerary, objectives, and academic requirements.
- Behaviour: Maintain respectful and professional conduct throughout the trip.
- Safety: Follow safety guidelines and report any health concerns to trip organizers immediately.

34.5. Evaluation and Assessment

Performance during trips may be assessed based on:
- Reflective journals.
- Trip reports or presentations.
- Quizzes related to trip objectives.

Assessment criteria will be communicated before the trip.

Student trips play a crucial role in bridging the gap between theoretical knowledge and real-world application. By participating, students gain valuable industry exposure, cultural insights, and professional skills that enrich their overall educational experience and prepare them for future challenges. For more details or questions regarding upcoming trips, students are encouraged to contact their department coordinators.

35. Placement & Industry Linkages

35.1. Industry Linkages

At CAES / Pearl Academy, we ensure that your education aligns with real-world industry practices. Our programs emphasize practical learning, market relevance, and preparing you for professional scenarios.

What You Can Expect:
- Hands-On Projects: You'll participate in real-life assignments, including research, design, implementation, and audits, to gain valuable industry experience.
- Industry Exposure: Activities like field trips and expert interactions provide opportunities to build industry connections and enhance your understanding of professional environments.
- Mandatory Participation: Attendance at field trips and industry talks is compulsory, and your participation is marked and assessed.
- Career Services Support: Our Career Services team helps you connect with industry professionals and supports you with training and assignments.

These initiatives are designed to give you practical knowledge, real-world experience, and a professional network to kick-start your career.

35.2. Internships

Internships are a vital part of every program at CAES / Pearl Academy, bridging classroom learning with professional practice.

Why Internships Matter:
- They help you understand industry practices and apply theoretical knowledge in real-world settings.
- You'll develop essential skills like teamwork, problem-solving, and industry readiness.
- Your internship experience often serves as the foundation for your final dissertation or project.

Key Details:
- Structure: Internships are planned in collaboration with the Academic Department and host organizations to align with your learning goals.
- Preparation: Submit your professional resume at least two months before your internship starts.
- Monitoring: You'll have weekly mentoring sessions, maintain a detailed logbook, and submit reports on your experience.
- Evaluation: Internships are assessed based on specific learning outcomes, and completion is mandatory to earn your diploma.
- Expenses: Accommodation and travel costs during outstation internships are your responsibility unless provided by the company.
- Professionalism: Follow the rules and ethics of the organization you're interning with and uphold CAES / Pearl Academy's standards.

Remember, your internship is not only a learning opportunity but also a chance to represent CAES / Pearl Academy and build your professional reputation.

35.3. Placement Policy

The Career Services Department is committed to supporting you in securing employment opportunities that align with your skills and aspirations.

Eligibility Requirements:
- Maintain at least 75% attendance in academic programs and 90% attendance in placement-related training sessions.
- Clear all academic modules and fulfil financial obligations to be eligible for placement support.

How We Support You:
- Placement Assistance: We provide guidance and connect you with job opportunities, while also supporting those who choose to secure their own positions.
- Professional Conduct: You are expected to cooperate with the placement process, respect timelines, and maintain professionalism throughout.
- Placement Portal: Detailed guidelines and procedures are available on the internal job portal.

Non-compliance with placement guidelines or offers may result in disqualification from future opportunities. Take this process seriously and approach it with innovation, professionalism, and a commitment to contributing positively to your future workplace.

36. Remedial Classes

Remedial classes are designed to provide additional academic support to students who have not met the passing criteria for a course. These classes aim to strengthen students' understanding of key concepts, enhance their problem-solving skills, and prepare them effectively for supplementary examinations.

37. Student Appeals

At CAES / Pearl Academy, we believe in fostering a fair and transparent system for addressing student concerns and grievances. If you feel dissatisfied with a decision made by the Academy or have concerns about academic delivery or resources, you have the right to appeal. This policy outlines the procedures and types of appeals available to students.

37.1. Situations Where You Can Appeal

You can submit an appeal in the following cases:
- Dissatisfaction with marking: If you believe the evaluation of your work was unfair.
- Non-progression decision: If you were informed that you cannot progress to the next stage of your program.
- Allegation of plagiarism and related penalties: If you were penalized for plagiarism or academic misconduct.
- De-registration due to misconduct: If you were de-registered and seek to re-enrol.

37.2. Grounds for Appeal

You can appeal based on:
- Significant irregularity in teaching, learning, or assessment processes.
- Evidence of bias or perception of bias in the decision-making process.
- New evidence that could influence the decision.

Note: Appeals based on dissatisfaction with academic judgment (e.g., grades) without evidence of procedural irregularity or misconduct will not be considered.

37.3. Types of Appeals

37.3.1. Appeal for Re-evaluation of Marks

- You can apply for re-evaluation only for end-semester theory papers. Re-evaluation does not apply to practicals, internships, dissertations, workshops, online courses, or jury-based assessments.
- Get the Re-evaluation Form: Check your email or ask your SE Rep for a hardcopy.
- Submit the form within 5 working days of the result announcement. Late submissions won't be accepted. Make sure to pick the correct course(s) for re-evaluation. Once submitted, the form cannot be changed.

- The Re-evaluation fee is ₹1500 per course. Pay this amount to your Campus Finance Team. Get a payment receipt—you'll need it to complete your application. The fee is non-refundable, even if your marks stay the same.
- Submit: A printed copy of your completed Re-evaluation Form, a photocopy of your marksheet downloaded from the portal and attach your payment receipt and marksheet to your Re-evaluation Form. Submit all documents to the Campus Operations Team as instructed.
- If your re-evaluated marks differ by more than 5% or change your pass/fail status, the new marks will be updated. Whatever the outcome—higher, lower, or the same—the re-evaluated marks will be final and recorded in your academic file.
- The re-evaluation will be completed within 20 days after results are announced. Updated marks will be available on the 21st day.

37.3.2.   Appeal Against Non-Progression

- If issued a non-progression letter, you can appeal within 48 hours of receiving it.
- The appeal is reviewed by a committee comprising the Campus Registrar, DL, Associate Dean/ Dean, and other relevant members.
- You may present your case with new evidence.
- The committee's decision is final and communicated within 48 hours of the meeting.

37.3.3.   Appeal for Academic Misconduct

- Cases of plagiarism, cheating, or misuse of copyrighted material are taken seriously.
- If accused, you have the right to appeal within 2 working days of receiving a notice.
- Appeals are reviewed by a neutral committee.
- If allegations are upheld, penalties may include zero marks or withholding of awards.

37.3.4.   Appeal Against Dismissal

Dismissal may result from serious misconduct, including:
- Possession or use of illegal substances.
- Theft, violence, or bullying.
- Misuse of IT resources or breaches of the institutional policy.
- Persistent rule violations or actions bringing disrepute to the Academy.

You can appeal dismissal decisions by requesting a review by the Appeals Committee. The committee's decision is final.

37.3.5.   Academic Grievances Related to Teaching, Learning, or Assessment

- Formal grievances about teaching or assessment must be submitted in writing to the Campus Registrar.
- A special committee will hear your case and ensure fair proceedings.
- The final decision is communicated through the Campus Registrar.

37.3.6.   Appeal Against Cancellation of Enrolment/ Deregistration

- Appeals against cancellation must be submitted within 14 days of the notice.
- If successful, you must pay a re-registration fee of ₹25,000 (plus applicable GST).

- If no appeal is made or the appeal is unsuccessful, re-admission requires undergoing the full admission process, and previous credit transfers will be reassessed.

37.4. General Guidelines for All Appeals

1. Appeals must be based on valid grounds with appropriate evidence.
2. Decisions made by the Appeals Committee are final and binding.
3. Ensure timely submission of appeals to avoid disqualification.
4. Appeals processes uphold the principles of fairness, impartiality, and confidentiality.
5. For further assistance or clarification, please reach out to the Regional Campus Director or your Department Lead.

Application for Appeal

NAME:
ROLL NO:
PROGRAMME OF STUDY YEAR:

1. Indicate by a tick on which grounds you wish your appeal to be considered.

Reconsideration of marks	
Academic Dishonesty	
Attendance debarment	
Non-progression	

2. In the section below please summarize the key points of your appeal.

1	
2	
3	
4	

(Continue on an additional sheet if relevant)
3. Provide a supporting statement and evidence on separate sheets of A4 paper clearly numbered, preferably typed. You may also indicate briefly what outcome you are seeking if your appeal is upheld, remembering that it is not general CAES / Pearl Academy policy to adjust marks or classifications in such circumstances.
4. In the below section please indicate what supporting evidence you have submitted with your appeal application, including copies of documents submitted at an earlier stage in the appeals process. (Continue on an additional sheet if relevant)
5. Confidentiality: I agree to this information being made available in confidence to the Department and to those involved in CAES / Pearl Academy's appeal process.

SIGNATURE: DATE:

38. Student Grievance Redressal Mechanism

At CAES / Pearl Academy, we prioritize your well-being and academic success. While we strive to create a supportive and enriching environment, we understand that concerns or grievances may occasionally arise. To address these effectively, we have established a Student Grievance Redressal Mechanism that emphasizes fairness, transparency, and accountability.

This policy applies to all students across our undergraduate, postgraduate, diploma, and short-term programs.

38.1. What Issues Can Be Addressed?

The grievance redressal mechanism is here to help resolve issues such as:
- Academic Concerns: Disputes related to evaluations, grading discrepancies, or teaching quality.
- Administrative Issues: Problems involving registration, fee payment, or campus facilities.
- Harassment or Discrimination: Any form of inappropriate behavior affecting your well-being.
- Other Concerns: Matters impacting your academic or personal life that require attention.

38.2. Grievance Redressal Procedure

38.2.1. Informal Resolution

Before filing a formal complaint, we encourage you to attempt to resolve the issue informally.
- Speak directly to the concerned faculty, staff member, or department head.
- Many grievances can be resolved effectively through open communication.

38.2.2. Formal Grievance Submission

If the issue remains unresolved, you can file a formal complaint.
- Submit your grievance in writing to the Grievance Redressal Committee (GRC) within the specified timeframe.
- Ensure your complaint is clear and provides all necessary details.

38.2.3. Grievance Review

- The GRC will review your complaint with impartiality.
- Your concerns will be treated with confidentiality, and the process will be conducted fairly.

38.2.4. Investigation and Resolution

- The GRC may gather information, speak with relevant parties, and investigate your grievance.
- Based on the findings, appropriate actions will be taken to address the issue.
- You will be informed about the resolution and any actions taken.

38.2.5. Appeals

If you are dissatisfied with the GRC's decision, you can appeal to the higher authorities of CAES / Pearl Academy for further review.

38.2.6. Confidentiality and non-retaliation

- Confidentiality: All grievances will be handled discreetly to protect your privacy.
- Non-Retaliation: You will not face any repercussions for raising a concern. We encourage you to voice your grievances without fear of reprisal.

38.2.7. Documentation and Record-Keeping

- Every grievance and its resolution will be documented for future reference.
- You will receive updates about the status of your grievance throughout the process.

38.2.8. Policy Review and Updates

This mechanism is reviewed periodically to ensure it remains effective and relevant. At CAES / Pearl Academy, we value your feedback and are dedicated to fostering an environment of respect and fairness. Our grievance redressal process reflects our commitment to addressing your concerns promptly and equitably. If you have a grievance, remember—we are here to listen, understand, and help resolve it.

Disclaimer

Every effort is made to ensure that information contained in this Student Handbook is accurate and up to date. However, the contents of individual courses and the program for any given degree are under constant academic review considering current circumstances and may change from time to time, with some programs and courses being modified, discontinued or replaced. CAES / Pearl Academy reserves the right at any time to change or amend the details including programme and course content, dates, time, locations, fees and the terms and conditions.

CAES / Pearl Academy also reserves the right to discontinue, postpone or move the operation of any of its courses and programs of study at any of its campuses due to any regulatory or academic requirements.

CAES / Pearl Academy provides services as outlined in this handbook but is not liable for disruptions beyond its control (force majeure). Disputes are subject to Delhi Courts' jurisdiction.

CAES / Pearl Academy does not discriminate based on race, gender, religion, age, disability, or other protected characteristics.

This handbook applies to all students enrolled from AY 2022, regardless of batch or cohort.