

**STUDENT HANDBOOK
2020-2021**

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Welcome to Pearl Academy

Dear Student

We take great pleasure in welcoming you to Pearl Academy and congratulate you on your decision to join one of India's Best Academy. We are quite eager to set you on an exciting and rewarding educational journey and experience.

This handbook has been developed to introduce you to the various components of life at Pearl. Even if you are an existing student or have studied with us earlier, please read this handbook as it contains new information as well.

Now that you are a participant in learning where "innovation" is the keyword, you are invited, wholeheartedly, to engage in an exciting and rewarding curriculum. We offer you opportunities to develop and further your talents, whilst expecting you to take responsibility for your own studies and performance. You will have the opportunity to see your talents grow, your mind enriched, and your creative spirit soar. We will give you the tools and the direction to help you succeed, however, it is you who should learn how to best use them. We are committed to providing you with an exciting and challenging journey of learning, exploration, and potential for accomplishment.

The Academy is pleased to receive every continuing student, who has returned after a well-deserved, refreshing vacation; the campuses are geared to support the learning. Your time here should be of tremendous growth, exploration, and learning.

The Academy offers a supportive and creative environment for you to explore the boundaries of your chosen subject. Engaging in creative thinking and working processes is a complex activity – if you are ever in doubt, ask. If you ever have a question, a query or a problem, ask. Always remember that questions that go unasked, almost always remain unanswered.

Prof. Nandita Abraham

President

Pearl Academy

1. About Pearl Academy

With over two decades of creative empowerment since its inception in 1993, Pearl Academy has evolved into a globally renowned institution of higher learning with a focus on Internationalism; Entrepreneurship and Employability; catering to the needs of the design, fashion, business and media & journalism. We have metamorphosed into an industry leader that develops courses with a pulse on the needs of the entire spectrum of the industry. The academy ensures that the industries it caters are equipped with people who have the required skill set to spearhead growth, innovation and social development. We are a pioneer in the Indian market, combining hybrid blended learning and real time lectures in a structured manner, thus making learning more effective and engaging.

1.1 Our Mission

To be amongst the leading global institutes in design, fashion , business, media through continuous innovation, global standards of excellence and a continuous thrust on the joy of creative discovery for students, employees and industry partners. We accomplish this mission by

- Creating a joyful and challenging learning process
- Encouraging continual self-reflection
- Providing opportunities to succeed
- Embracing global mindedness
- Forging meaningful relationships and building character through service to others
- Empowering individuals to seek their own creative journeys

1.2 Our Vision

The Core purpose of Creative Arts Education Society is to provide education and service for the development of society. The Academy is committed to Excellence, Innovation, and Customer Satisfaction and Development through self and shared efforts.

We strive for providing a superior education and for taking a leading role in promoting positive educational change, providing differentiated instruction for students, integrating technology in the classroom, promoting independent schools as public resources and embracing diversity of race, religion, class and learning styles among the constituents of our educational community.

Recognized for our exceptional campuses pan India, we offer a well-balanced blend of academics and professional ethics in a design education setting. Each campus of the Academy is located in the heart of its respective city and is committed to contributing to the needs of its diverse community while preserving its unique heritage. We will offer you opportunities to explore, participate, and contribute to its growth and development, thus enriching your own life experience.

1.3 Our Quality Policy

Pearl Academy is committed to deliver world class and industry relevant courses and services in the field of Design, Fashion, Media & Creative Arts. We shall achieve this by:

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- Striving for excellence and innovation in all our activities
- Complying with applicable requirements
- Maintaining and continually improving our processes and QMS
- Exceeding or meeting our stakeholder's expectations

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2. About Student Handbook

The Student Handbook is designed to serve as a valuable resource as you progress through your academic program. The Student Handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand. It provides an official guide to the rules and regulations, for students at Pearl Academy.

Each student is responsible for reading and understanding the information in this guide.

Although every effort is made to ensure the information in this guide is accurate at the date of publication, please be aware that this guide will be updated as and when required. Pearl Academy reserves the right to change and update its rules and regulations, procedures, and academic policies as needed. Notice is not required for a new policy to take effect; however, the Academy will make reasonable attempts to notify students promptly of any policy changes through Website or e-mail postings / mail distributions or other methods deemed appropriate by the Academy Management.

Any policy updates will become effective immediately for all enrolled program students, until as specified.

Students can always access an updated version of the Student Handbook through the “download” section of Student Services on the Pearl Academy website. If you have any questions about the content discussed in this handbook you should contact your Registrar’s office or Student Development and Support Manager.

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3. Our Presence

Delhi West

- Director : Rajmeet Singh
- Registrar : Mahesh Nautiyal

Delhi South

- Director : Abhishek Sharma
- Registrar : Anupama Chugh

Jaipur

- Director : Alka Madhan
- Registrar : Sanchita Sinha

Mumbai

- Director : Ajay Sawhney
- Registrar : Shubhangi U. Jadhav

Bangalore

- Director : Sanyogita Chadha

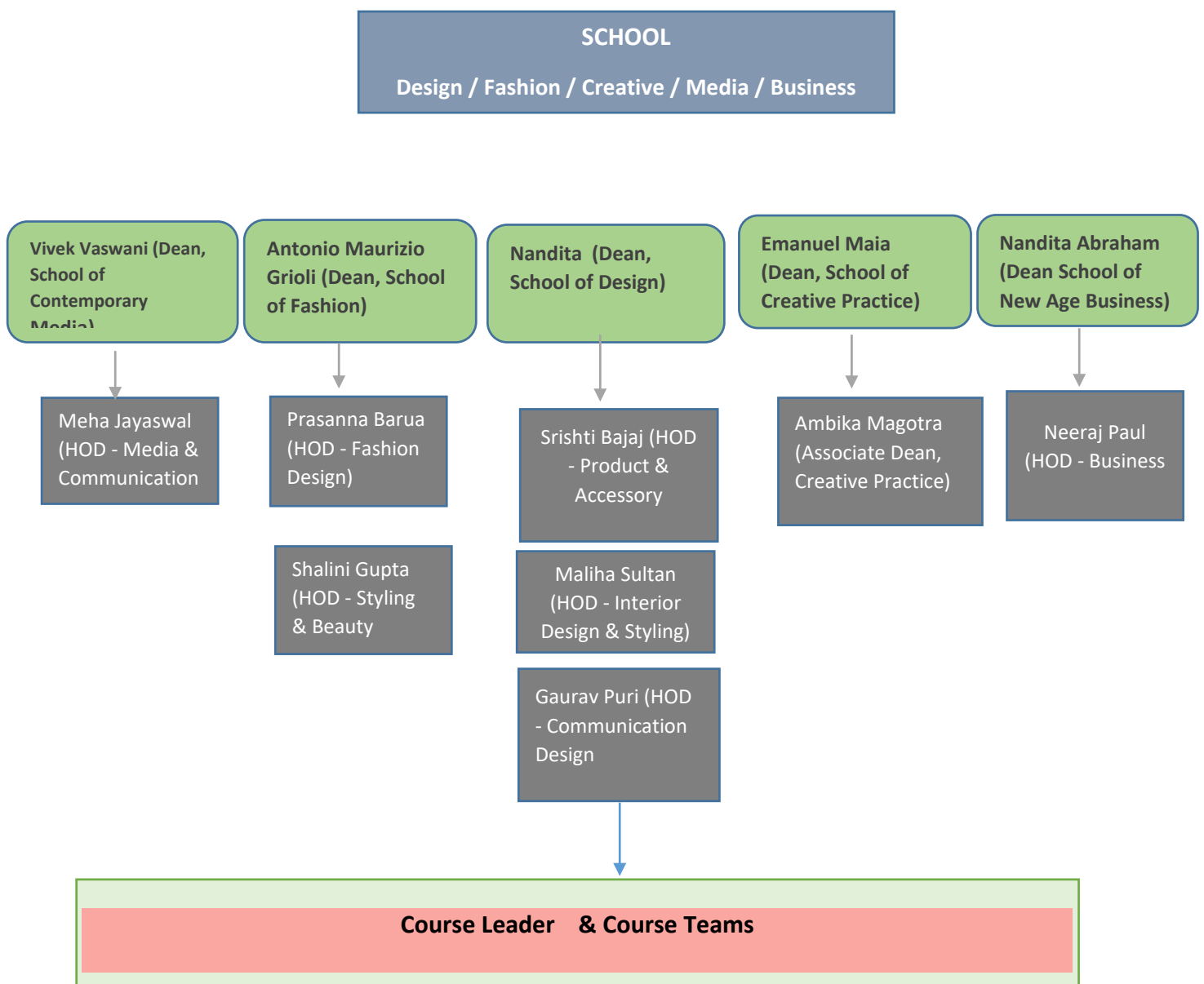
Prof. Nandita Abraham
President

Prof. Seema Mahajan
Dean – Academic
Governance

Ms Reena Mehra
Head – Student
Development &
Support

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3.1 Know Your School



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4. General Advice & Information

It is important that you are attentive to the information which is delivered by your Course Teams as we update the teaching timetables and plans throughout the academic year. For example, if an exciting live project or industry interaction opportunity arises, we want to be able to fit it into the schedule.

Most of your tutorials and project work will be based in the studios and labs; we encourage you to make these spaces your own. Interaction with fellow students in these work zones will provide you with invaluable inspiration, stimulation and support and contributes greatly to your creative development. There is much to be gained from the collective learning experience. Campus life reflects professional practice – enjoy it, use it and learn from it.

You are strongly advised to put your name on all your work and belongings and store things in your allotted locker. Don't leave valuables lying around.

The academy timings are from 8:30 AM to 6:15 PM. You may use the allotted spaces during your vacations and beyond the required hours, however, permission is required from your respective Course leader or course team for the authorized and recommended usage beforehand.

5. The New Academic Year - Your Journey Begins

The academic calendar is divided into two semesters. The Academic year commences with an induction week for all new students.

The Time table is shared on the Pearl Academy student's e-mail id at the beginning of each semester. Please note timetable events can be subject to change due to unavoidable circumstances. The changes, if any, will be notified to you in advance. Check your Pearl Student e-mail Id regularly for updates. Module Descriptors are also shared at the beginning of each semester which mention Learning Outcome, Course content Assignment brief and Assessment dates / Submission dates.

The students are advised to plan their leave only after checking the Academic calendar. In case of any emergency you should inform your Course Leader and Faculty Coordinator.

5.1 Academic Calendar

The Academic Year is divided into two semesters and commences from:

- July (for odd Semester)
- Jan (for even Semester)

*in case of any exceptional circumstances then the changes will be made accordingly.

The Academic Calendar and Holiday calendar for AY 2020-21 will be updated and informed through official e-mail id.

5.2 Orientation

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

5.3 Your Registration:

5.3.1 Registration -Upon registration in the course of your choice, you are provided with a Unique Roll Number of 10 digits. This will be your Academy ID for all official communication for the entire duration of your stay at Pearl Academy. With this ID you can log in to the student's portal and avail an array of services such as attendance check, class time-table, holiday list, marks statement, etc.

5.3.2 Identity Card (RFID) -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 allow you access to campus buildings and facilities where necessary
- will be used for marking your attendance in all the planned sessions and activities

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- will act as Library card and will allow access to the Library and Resource Centre and enable you to borrow books and materials

Remember

- It is mandatory to wear your ID card and you must wear your ID card at all times while 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.
- If you lose your ID card or face any technical difficulty for your attendance not getting marked through it, report it to your Course Leader and Faculty Coordinator as soon as possible. Loss of identity card should be reported in writing to the Registrar's office for issuance of a duplicate identity card.
- In case of loss of ID card, you will be charged Rs. 1000 including taxes for a replacement.
- ID card is not transferable and must be surrendered at the time of leaving the Academy, either on completion of the course, or earlier.
- Students are required to show their Identity Card to Pearl Academy personnel on demand / as and when required.

5.4 Students' Portal

Our students' creative community extends into the virtual world through intranet and online portal <https://students.pearlacademy.com/> to all the Support services you need as a student in your academic journey. You will receive information and directions regarding the portal upon admission and are encouraged to explore the student portal as early as possible in order to access important information, connect to resources, and get acculturated to campus life.

5.5 Student Official E-Mail ID & Usage Policy

- The official e-mail id will be used to communicate with the Academy representatives e.g. faculty members, faculty coordinators, course leaders, academic administration, IT department etc.
- Official communications from the Academy are sent electronically to the student's official e-mail address. The Academy expects that students will read such official communications in a timely fashion. The Academy may also use other methods of communication as may be required.
- Any changes of rules and regulations at the Academy, which affects students, would be communicated through the Student's Notice Board at the respective campuses and/or electronically.
- Students are expected to check their official e-mail addresses on a frequent and consistent basis to remain informed of Academy's communications, as certain communications may be

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time sensitive. Students who fail to check their e-mail on a regular basis are fully responsible for any resulting consequences.

- Students, who choose to send and/or forward e-mails from their official e-mail account to their personal or any other e-mail address, are responsible for any such communications.
- The official e-mail account of students will be governed by the Academy's IT policy. Students are advised to use their official e-mail account in line with Academy's IT Policy only including E-mail Usage Policy.
- Students are advised to comply with all relevant government / state laws / rules / regulations governing use of e-mail communication, including those governing security and ethical considerations.

5.6 Course Section Allotment

You are allocated into sections by the Academy at the beginning of the Academic Session and accordingly the Timetable is shared by the Registrars' office. The academy does not normally allow section change as the sections are created by keeping in mind various parameters to create a diverse heterogeneous group so that each student can have maximum possible exposure to diversity in the classroom, AV rooms, Studio labs, Computer labs and Workshop areas.

5.7 Query Resolution & Assistance

At each campus, we have three support systems available for resolving all your doubts and queries.

Course Leader – For all your academic related queries, you shall connect to the Course Leader of your selected course at your campus. S/He shall guide and remove any confusion or question that you might have regarding your academic journey

Student Development & Support – You are embarking on a new journey and quite a few of you shall be leaving your homes and coming to us from different city to pursue your dreams. Understandably, you might be facing apprehensions and need some moral and emotional support. At each campus, we have a Manager – SDS, who will help in coping with your issues, strengthening and helping you by counselling and intervening at right junctures to help you adjust to this new phase.

Faculty Coordinator - At every campus, you have Faculty Coordinators who will be your single point of contact for all concerns and queries. We encourage you to approach your Coordinator for any support or concern whether it is related to your academic delivery experience or to other administrative issues. S/He will be available to support you in the best possible way and provide a solution to your query.

6. Student Leadership

Two students from each class / section will be designated as Class Representatives (CR) who will work as a link for all communication between students and the course administrators. The CRs are elected from amongst you and by you. The CRs are elected and serve for one semester. The role of the CRs is to represent the collective interests / problems of the class to the course leader, coordinate scheduling meeting. This role provides an excellent opportunity for you to develop leadership and management skills.

6.1 Students Cultural Committee – “Plan Clan”

Plan Clan is a student organizing team, which functions in the belief that “Learning is not just for the classroom”. That’s why we stress the value and importance of extra/co-curricular activities.

Plan Clan provides a platform to interact with other students, thus leading to increased learning and enhanced development. It not only focuses on the individual student level but allows interaction at the level of the institution as well as the community. This rich mixture of different disciplines creates one of the most diverse, interesting, open, and experimental, self-explorative stay on the campus. Plan Clan provides opportunities to make life-long friends by encouraging interdisciplinary & fun-filled activities. The team comprises of students from all departments. Every year faculty team and the ex-office bearers select the new team to take over the responsibility. They are selected by the process of self-nomination followed by Personal Interview. The team organizes events for everybody at Pearl Academy not only to have fun but more importantly to collaborate, co-operate and be together. They organize events like street/stage plays, Sports day, Teacher’s Day, Diwali Mela, Pearl Utsav and are also involved in Community Service. This team is seen ushering at events like Portfolio, Convocation, get together and conferences. There are five societies under Plan Clan each managed by a faculty member and headed by a student. Anybody can be a member of the society. These are

- Dance
- Fashion
- Drama
- Music
- Sports
- Photography

These societies then represent Pearl Academy at various festivals and competitions. They also showcase their talent in front of their peers and the rest at Pearl on many occasions. All other participations related to the field of Fashion, Design, Business and Media to represent Pearl Academy at various competitions are initiated by either the respective departments or the SDS.

7. Academic Policies

This section shall inform you about the guidelines related to the submission of your coursework, assessments, grading and awards.

7.1 Academic Offerings

Courses Offered:

We offer the following different categories of course to suit the needs of every student with effect from July 2019

- 4-Year UG Program / 3-Year UG Program
- 2-Year / 1 Year PG Diploma
- 11-Months Professional Certificate Courses

The updated list of the courses is provided on the website for reference.

NOTE

- 4 years UG -Design student undergoes a 11 months course with School of Creative Practice
- Campus wise availability of the Program /Course can be seen at www.pearlacademy.com
- Few courses are available in evening / weekend mode. Please contact your Campus Registrar for more information on such courses.

7.2 Program Accreditation:

7.2.1 Under Graduate Programs: On successful completion of the program at Pearl Academy, you will receive a Professional Diploma*. Pearl Academy facilitates enrolment of students for Indian and International Bachelor's degree from recognized institutions.

(a) International Degree option: You have an option to obtain an internationally recognized Bachelor's Degree by pursuing courses at our partner universities. Pearl Academy facilitates enrolment to these courses. This opportunity is only applicable for Under Graduate students enrolled at Pearl Academy in the Professional Diploma programs.

Eligibility / Entry requirements: Students will have to meet the Entry requirements and Eligibility conditions of the partner University in addition to completing Pearl's Advance Diploma. The right of granting admission is reserved by the partner University. The eligibility and entry requirements include "Successful Pearl Academy Advance Diploma with good academic score + Portfolio/Interview as applicable + English Language requirements + required visa". Students will be required to fulfill the documentation requirements (academic, financial, personal etc.) as well. Partner University may ask for additional information or documentation in order to evaluate the application.

Currently, the Academy has following international partners:

- University of Derby, UK
- Manchester Metropolitan University, UK
- Torrens University, Australia

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- Nottingham Trent University, UK

The Academy is exploring more such arrangements with many reputed Universities and information regarding any additional partnership will be extended to the students in due course. Students are advised to get in touch with International Relations Office for updated information.

(b) Indian Bachelor's Degree - All students at Pearl Academy Delhi West, Delhi South and Mumbai campuses are provided an opportunity to pursue Bachelor of Arts from Delhi and Mumbai University respectively and students at Jaipur campus are provided an opportunity to pursue Bachelor of Vocational Studies (B.Voc.) & B. Design from Rajasthan ILD Skills University. Pearl Academy facilitates enrolment to these courses.

7.2.2 Post Graduate Programs: On successful completion of two-year PG program, you will be awarded a Post Graduate Professional Diploma from Pearl Academy. Updated list of PG Diploma program is available on the website.

**Pearl Academy is not a degree-granting institution and is not accredited by UGC, AICTE or any other regulatory body.*

8. Academic Structure

All the courses are organized to follow similar modular scheme and shall be continuous over the period of chosen full time study. Total Hours of Learning for one year are 1200. Contact hours of Learning are 720. Studio practice and Independent learning hours are 480.

The contact hours are time tabled based on Academic Learning weeks.

8.1 Course Structure - All the courses are divided into a number of modules, all of which are separately taught and assessed. A module is unit of the curriculum, described and normally assessed may consist of one or more elements, streams or projects. For a description of each module and its learning outcomes you will need to refer to your Module Descriptor.

We, at Pearl Academy follow a Continuous Assessment System which is described under Assessment regulations. Each year comprises of a set number of modules, and is ascribed CATS (Credit Accumulation and Transfer) points accordingly.

8.2 Course Documents -The curriculum is divided into modules within each of its diplomas. These are described in the Course Documents where a clear framework of aims, methods of teaching, learning and assessment is given. The descriptive outlines the scope of teaching; precise details of projects and assignments vary from year to year. Indicative reading lists are issued by the project tutors as appropriate.

Upon your admission into the course, you shall receive following course documents for your ready reckoning and information about the course.

Course Specification - Course Specification is a synoptic document of the complete plan of the Course from start to finish. You must read this very carefully, at start of your course, and on each occasion, as you progress through the Year/Semester.

Module Descriptor - This is a singular document, which you will receive at the start of every course of learning. The Module Descriptor provides a holistic view of the entire plan of the semester giving details of Learning outcomes, assignments and dates of assessment. It is your responsibility to ensure that you read it carefully and seek clarifications (if required) from your Course Leader.

8.3 Credits and Credit Accumulation

Each module is assigned a number of credit points. The credit points for all modules for your course are shown in the Module Descriptors. For progression to next Year you should clear all 120 credit points. Total Hours of Learning for one year are 1200. Contact hours of Learning are 720. Studio practice and Independent learning hours are 480. The contact hours are time tabled based on Academic Learning weeks.

8.4 Assessment and Evaluation Policies

At the beginning of each semester in the academic year, you will receive an overview of the modules in the course. Each module has a credit value on which you will be advised at the beginning of the semester by the module leader. Pearl Academy implements continuous assessment to chart student's progress.

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An assessment brief for each project/ assignment is provided at the beginning of the module along with assessable tasks and their schedules, learning outcomes expected and the evaluation guidelines.

Assessment for each module is completed during or at the end of the duration of the module as per the plan given in module descriptor.

**Academic assessment policy are changed as per the COVID assessment policy which is placed as an annexure.*

8.4.1 Submission of Assessments

You are expected to make the submission as per date, time and venue communicated by the course team and as specified in Module Descriptors failing which it will be counted as Late/Non Submission unless it falls under exceptional circumstances.

Remember

- All submissions/tests/examinations will be accepted/held only in the assigned venue(s), and during the specified time(s).
- You should make the submission only to the respective Module Tutor(s) or Module Leader (or as designated by them).
- While submitting the work, you need to sign in the “Record of submission” mentioning the date and time of submission. Similarly, while retrieving your work back, you need to sign again on the same document
- You must make the Digital/online submissions on the defined/prescribed medium on the specified date and time. The submissions on LMS will not get accepted after the scheduled date and time.
- For juries, you must be present at least 15 minutes before the allocated time of presentation with their complete presentation uploaded on the digital media being used or as otherwise prescribed.
- For written exam, you must be present in the examination room at least 15 minutes before the commencement of the exam.

8.4.2 Late/Non- Submission

Any submission beyond the specified date and time will be treated as Non-Submission. In case you submit beyond the due date and time, it will be treated as second attempt and not the first attempt. Same rule applies for late submission for second attempt and third attempt. (Refer to second attempt and third attempt rules)

8.5 Exceptional Circumstance (Deferral)

Exceptional circumstances are circumstances which act as a hindrance to your normal performance or obstruct you from meeting the submission deadlines. Exceptional circumstances can also be of a

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medical or personal nature affecting you for any significant period of time and/or during the examination period and which can normally be corroborated by evidence.

Some examples of circumstances that might be upheld as exceptional are given below, together with examples of documentation to support submission by students.

Circumstance and supporting documentation:

	Document
Illness which prevented the student from attending/completing an assessment or affected his/her ability to perform in an assessment on time.	Letter/certificate from a registered medical practitioner, prescription of the registered medical practitioner during the illness period.
Personal/domestic problems which occurred in the period leading up to an examination /assessment deadline.	Letter from someone who has direct knowledge of the problems and/or has been involved in supporting the student (e.g., Relatives, Parents, SDS Manager)
Bereavement	Supporting evidence of bereavement & note from parent/guardian, or doctor of its effect (as applicable)

What doesn't count as exceptional circumstances: Long term issues, such as on-going health/personal/financial issues which affect a student's ability to study or ability to perform normally does not count as exceptional circumstance. If a student is affected in this way, he/she should discuss the situation with respective Dean/HOD and Course Leader.

Notification of Exceptional Circumstances: The student must inform the respective Faculty Coordinator, Module Tutor and Course Leader.

8.6 Student with late Admissions-Time extension

For student taking admission late in the semester a 'time extension' will be granted to them towards the end of Academic year in the month of June 2021 . In all semesters, 'time extensions' will be authorized by the Course Leader in consultation with Head of Department and Dean Academic Governance. The time extension for submission cannot exceed beyond 21 weeks of the existing semester*. If the student is not able to make the submission by the extended date the rules of Non-submission will apply.

Student taking late admission would be provided support and given orientation. Student will be mentored by respective CLs and shall be assigned remedial classes as and when required .Student will receive assessment briefs and learning support in the form of two extra sessions (minimum) with respective module tutors.

*any exceptions will have to be approved by Dean, Academic Governance.

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8.7 Evaluation

8.7.1 Continuous Assessment

Continuous Assessment of the student's progress will be informed to student in their class on scheduled basis. At Pearl Academy, process of work is considered equally important as the final outcome. Hence, it is vital for student to simultaneously document their work as per the format given in the academic semester for all courses.

8.7.2 Academic Assessment

In compliance with the Continuous Assessment Policy (from AY 2018 onwards), which states that the quality of your work shall be determined by the stages of work shown by you in the course of a module and not by the final work.

Assessment for each module is completed during or at the end of the duration of the module as per the plan given in Module Descriptor.

Formative assessment is aimed at evaluating your ability to absorb and imbibe the learning in the form of knowledge, understanding and skills, during the progression of a module. You will have to keep a record of discussions with tutors and group members in a log book. After each feedback the log book has to be signed by faculty.

Summative assessment is aimed at evaluating the achievement of learning outcomes. The details of the assessment will be outlined in the course documents provided to you.

8.7.3 Marking of Assessments

Each module of course of a semester is assessed separately. A module is summative assessed for deliverables as indicated in the Module descriptor.

The Module mark is the calculated weighted aggregate of the 'continuous assessment elements' (prescribed summative assessments) of the module. All marking is given in whole numbers.

You need to score 40% marks (UG courses) and 50 % marks (PG Diploma courses)

You will receive feedback in a prescribed format for each module. The feedback form will explain your strengths and weakness and the conformity of the marking with the declared assessment criteria and as per rubric.

The marks indicated on the summative feedback form are PROVISIONAL, until endorsed and confirmed in the proceedings of an Examination Board. In the event that the Examination Board chooses to change the student's PROVISIONAL mark, upward or downward, the prescribed changes will be implemented accordingly and recorded appropriately in the minutes of the Board meeting. The Board's decision will be final and binding. Questioning the academic judgment of the Board is not considered as grounds for Appeal.

8.8 Grading Matrix and Description

Undergraduate courses		
Class	Mark Range	Description

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First Class with Merit	85-100	Exceptional knowledge and understanding of the area of study. The work is beyond the prescribed range, in both breadth and depth.
First Class	70-84	Outstanding/excellent knowledge of the area of study as the student is typically able to go beyond what has been taught
Upper Second Class	60 – 69	Very good knowledge and understanding of the area of study as the student is typically able to relate facts/concepts together with some ability to apply to known/taught contexts
Lower Second Class	50 – 59	Good knowledge and understanding of the area of study. Good demonstration of relevant knowledge and skills though may be limited in range; communication shows clarity but structure may not always be coherent.
Third Class	40-49	Knowledge and understanding is sufficient to deal with terminology, basic facts and concepts but fails to make meaningful synthesis; It relies on set sources of information and arguments may be weak or poorly constructed. The work shows competence but with some weaknesses.
Fail	39 and less	Insufficient knowledge or understanding of the area of study; Facts being reproduced in a disjointed or decontextualized manner.

PG Diploma courses		
Class Range	Mark Range	Description
High Distinction	85-100	Exceptional breadth and depth of knowledge and understanding evidenced by independent insight and critical awareness of the topic. A sustained academic approach to all aspects of the tasks is evidenced; academic work extends boundaries of the disciplines and is beyond expectation of the level.
Distinction	70-84	Excellent knowledge and understanding evidenced by some clear independent insight and critical awareness of the topic. A sustained academic approach to most aspects of the tasks is evidenced; one or more aspects of the academic work are beyond the prescribed range.
Commendation	60 – 69	Very good knowledge and understanding is evidenced as the student is typically able to independently relate taught facts/concepts together some of which are at the forefront of the discipline. An academically rigorous approach applied to some aspects of the tasks is evidenced, some beyond the prescribed range.
Pass	50 – 59	Good knowledge and understanding of the area of study balanced towards the descriptive rather than critical or analytical and mostly confined to concepts that are not at the forefront of the discipline; the approach applied to some aspects of the tasks may lack academic rigor.
Fail	49 and less	Knowledge and understanding is insufficient as the student only evidences an understanding of small subset of the taught concepts and techniques; fails to make sufficient links between known concepts and facts to adequately solve the brief/problem.

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8.9 Marks Consideration for International Credit Exchange

- For International credit exchange, the marks given by the host institute are considered without moderation.
- In an instance where either the student is not satisfied or the course leader has a concern with the marks given they can reach out to the International Relations Department.
- The International Relations Department can then take up the point with the host institute.
- The decision of the Host institute will be considered as final and will not be eligible for any appeal.

8.9.1 Shortfall in weeks of study for international exchange

Where a student has not completed the minimum number of weeks of international credit exchange due to the following conditions:

The number of weeks offered are less than prescribed in the course of study the student can undertake the same assignment /project in the domestic experience and work on it to cover up the shortfall of allotted time period

The student is not able to complete the stipulated no. of weeks due to debarment/illness/unforeseen circumstances/disciplinary issues –

- Due to Debarment and Disciplinary issues – Considering that the student has displayed unprofessional attitude while undergoing the international exchange, the board may decide on the course of action which may Require a student to complete satisfactorily an alternative form of assessment which simulates some of the characteristics of the work that the student was supposed to do in the host institute. Such marks will not be counted in the international credit exchange module.
- Due to Illness / Unforeseen circumstances – In such circumstances, the student may be granted deferral and the Board may enact one of the following options:
 - Ask the student to rework and resubmit the work to the host institute (in case the host institute has the provision. This has to be done through international affairs department
 - Require a student to complete satisfactorily an alternative form of assessment which simulates some of the characteristics of the work that the student was supposed to do based on the learning outcomes and give marks in the alternative module. Such marks will not be counted in the international credit exchange module.

8.9.2 Student failing the international credit exchange module

In such circumstances, the student may be granted referral and the Board may enact one of the following options:

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- Ask the student to rework and resubmit the work to the host institute (in case the host institute has the provision. This has to be done through International Affairs Department. The marks will be counted in the international credit exchange module and will be capped at passing marks as per second attempt.
- Require a student to complete satisfactorily an alternative form of assessment which simulates some of the characteristics of the work that the student was supposed to do, based on the learning outcomes and give marks in the alternative module. Such marks will not be counted in the international credit exchange module. The marks will be considered as second attempt.

8.10 Exemption from Internship

Exemptions from part of an internship can be authorized by the Course Leader if the student completed supervised internship activities that can be certified as equivalent, in terms of duration and the learning outcomes, competencies or rationale to the normal internship experience.

8.10.1 Shortfall in weeks for internship

Where a student has not completed the minimum number of weeks of internship activity, the Board may enact one of the following options:

- Require the student to make good the shortfall by undertaking supervised internship activity during vacations or other appropriate times within their initial period of course.
- Exceptionally, where (a) above cannot be satisfied due to illness or some other valid cause, require a student to complete satisfactorily an alternative form of assessment approved by HOD and Dean Academic Governance.
- Recommend an internship completion certificate if there is a sufficiently minor shortfall in the number of weeks and following conditions have been satisfied:
 - Achieve the learning outcomes, workplace experience and competencies as required in the module specification/course specification
 - Submit and pass the specified assessment requirements

8.11 Students with disabilities

Reasonable adjustments to assessment arrangements will be made to ensure that students with disabilities are not substantially disadvantaged. The Course leader will make the requests and discuss with Head of the department. Final approval will be made by Dean Academic Governance. SDS will provide counselling support and ensure that these adjustments are implemented. Any agreed adjustments will be notified to the Board.

8.12 Progression

At the completion of the year, your result is determined by weighted average of the Marks attained by you in all the Modules of that academic year.

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8.12.1 Criteria for Progression

- Each year will carry a Year Aggregate Mark, which is calculated as the sum of the weighted module aggregate marks for all the modules that comprise that particular Year. This weighted module aggregate mark is directly proportional to the number of credits assigned to the module.
- For Undergraduate courses you must achieve a minimum Year Aggregate Mark of 40 for progression to the next diploma. All the modules in the year must be passed through the entitled attempts.
- For Post Graduate courses you must achieve a minimum Year Aggregate Mark of 50 for progression to the next diploma or to Graduate as applicable and all the modules in the Year must be passed through the entitled attempts

8.12.2 Module Failure

Under circumstances, if you have not achieved the minimum module pass grade after undertaking the maximum number of attempts as applicable, you will be considered as having failed the module.

8.12.3 Maximum Attempts

The maximum number of attempts (notwithstanding exceptional circumstances) normally allowed for you to pass a module will be three: 1st Attempt, 2nd Attempt, 3rd Attempt.

8.12.4 Failure in third attempt

At the end of third attempt if any credits remain un-cleared, the student is declared a Non Progression case and is deregistered from the course /program of study. All communication in this respect will be done by Registrar's office.

Exceptionally, the student may appeal against Non-progression to special board comprising of Dean Academic Governance and three members of Academic Team.

Order of Attempt	UG/ PG	Marks Awarded	By when the students will come to know	Who will communicate to students	How much time will students get	Documents to be given to students	Closure and publication
First Attempt	All students on rolls are eligible for First attempt.	As scored by the student		Marks will be displayed on SAP portal if pass			2 weeks after the IRM/Progression Board/Exam Board
Second Attempt	Available for all modules for 100% credit deficit.	To be capped at pass marks (UG-40 Marks, PG-50 Marks.	Within 1 week after the completion of the assessment of first attempt	The Faculty coordinator will prepare the letter and send it along with student counselling form and feedback form for first attempt. (Soft copy by mail	Within 4 weeks from the announcement of the	Feedback form of first attempt, student counselling form and second attempt Form.	Second attempt marks will be submitted with in a

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			and moderation	and hard copy through post). Parents have to submit the signed copy of the second attempt form. The student will maintain the counselling form and submit along with submission	second 3 weeks for other modules		maximum of 5 weeks from the IRM/Progression Board/Exam Board
*Third Attempt	Available to students who have cleared a minimum of 50 credits out of 120 or 40% of the total credit value (as applicable) after second attempt	To be capped at pass marks (UG-40 Marks, PG-50 Marks).	Within 1 week after the closure of second attempt board	The Faculty coordinator will prepare the letter and send it along with student counselling form and feedback form for first attempt. (Soft copy by mail and hard copy through post). Parents have to submit the signed copy of the third attempt form. The student will maintain the counselling form and submit along with submission	Within 4 weeks of announcement of third attempt	Feedback form of second attempt, student counselling form, undertaking and third attempt form. Parents have to submit the signed copy of the third attempt form and undertaking. The student will maintain the counselling form and submit along with submission	Third attempt marks will be submitted with in a maximum of 6 weeks from the closure of the second attempt closure.
Deferral	Available on first attempt to students who face exceptional circumstances	As scored by the student	Within 1 week of the submission of attempt and completion of the accompanying documents.	.The Faculty coordinator will prepare the deferral letter and student counselling form get in signed by CL and RO and send it to the students. (Soft copy by mail and hard copy through post).The Tutor, CL should support the student.	Maximum 2 weeks and can be extended depending upon the exceptional circumstances on submission of relevant documents	Deferral letter, student counselling form.	Deferral Marks have to be submitted within 1 week from the completion of the deferral. If the student is not able to pass the rules of second attempt/third attempt will follow.

**Academic assessment policy are changed as per the COVID assessment policy which is placed as an annexure.*

8.12.5 Changes to the assessment regulations

The Pearl Academy reserves the right to alter its courses without prior notice, and to modify from time to time its regulations for the admission and progression of students and for the conferment of awards. Where these changes affect the title of an award or cause a student to be unable to complete the named award for which they are registered, they will be consulted and the Board of Examiners (including External Examiners) informed. Where the named award cannot be offered or completed, Pearl Academy will describe the title and modular components of an alternative award which can be made available to the student.

The regulations will be reviewed and updated periodically in line with developments in Pearl Academy's policy and practice. There may be differences in regulations as they apply to different cohorts of students registered for the same award. Every effort will be made to inform students about proposed changes and, if educationally appropriate, introduce such changes for all cohorts of students.

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A student cannot demand reassessment in a module that is no longer offered.

8.13 Academic Independence and Responsibility

At Pearl Academy, we expect each student to actively participate in their own education. It is your responsibility to promote, protect and uphold the highest standards of academic integrity and honesty. You must apply appropriate citation methods, differentiating original work from quoted, incorporated or emulated sources, specific to each discipline. You are responsible for keeping track of your progress in each module. It is essential to familiarize oneself with course requirements by reading course material and in-class instructions by the faculty member (oral/written) for assignments and course work.

8.13.1 Academic Honesty & Integrity Policy

Students must not act in a manner, which constitutes academic dishonesty. Academic dishonesty is any act that allows a student to gain an unfair advantage over other students. This includes, but is not limited to, the use of unfair means, infringement of copyright/ IPR, copying, plagiarism, and unauthorized collaboration, alteration of records, use of restricted aids, and unauthorized use of proprietary material, bribery, and lying. The academic division in which a student is enrolled has the primary responsibility of adjudicating alleged infractions of the Academic Honesty and Integrity Policy.

8.13.1.1 Penalty for Academic irregularities and Forfeiture of Assessment

In the event that you are proven to have committed any Academic misconduct (plagiarism or indulged in use of unfair means, copying, falsification, using unfair means, and dishonesty), you will forfeit all assessment marking that you may have received provisionally in the module(s) in which plagiarism or cheating has been detected. Opportunity for reassessment will be subject to the decision of the Disciplinary Committee notified to examine the charge(s) that have been levelled against you.

8.14 Deregistration

You might be struck off rolls and be deregistered under following conditions:

- Non Submission of Fee
- Due to Non Progression
- Continuous Absence of 4 weeks
- Disciplinary Grounds
- De-Registration due to Withdrawal- Students initiated for varied reasons

8.15 Held in abeyance

This is primarily for students who are active in the system and are not probable cases of withdrawal. The awards/marks are kept on hold and released after submission of fee by the student

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8.16 Publication of Result

You will receive a Mark Statement declaring your assessments at the end of every Year as applicable to your course. In case you need a printed mark statement after a semester, you would need to put in a request with the Registrar for the same.

8.16.1 Publication of Marks-Time Period

- For July-Dec Semester the first attempt marks will be published on the student portal by end of January.
- The second attempt marks for the July-Dec semester will be published within two weeks of the completion of the second attempt Board.
- The third attempt marks for the July-Dec semester will be published within two weeks of the completion of the third attempt Board.
- For Jan-May Semester the first attempt marks will be published on the student portal by end of June.
- The second attempt marks for the Jan-May semester will be published within two weeks of the completion of the second attempt Board.

- The students are intimated about the publication of results by the Registrar's office.

8.16.2 Issue of Mark statement

The Mark Statement will indicate your module-wise marking, its module credit value, your progression status at the stage when due, Semester/Year Aggregate Mark (as applicable to a course) and the Grade achieved. The Semester/Year Aggregate Mark and Grade are issued only to students who have clearly passed. The Semester/Year Aggregate Mark, mentioned in the Mark Sheet, is the cumulative sum of the module credit value of all modules of the pertinent Semester/Year

The module Marks for each student, would be made available in the Student Portal (online) by the Registrar's Office. If a student needs a stamped copy of the mark sheet for submission purposes to an external agency, it will be issued by the Registrar's Office, on request only. The student portal is password protected to ensure it is available to the specific student only.

The consolidated marks statement (hard copy) would be issued to the student during convocation. However, in case a student needs multiple copies of Consolidated Marks statement the same can be obtained from Registrar's Office on request on payment of Rs100/- per copy.

8.16.3 Issue of Duplicate Awards Certificate and Consolidated Mark Sheet

For Under Graduate BA (Hons.)(Only for Cohort 2016-2020) (Validated by NTU) for all parchments / award issued by Nottingham Trent University, Duplicates may be issued in case originals are lost / misplaced / damaged. Duplicates have the same standing as originals award.

All requests for duplicate or replacement certificates must be made through the Nottingham Trent University online store. You can access the **NTU Online Store** at

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http://onlinestore.ntu.ac.uk/browse/extra_info.asp?compid=1&modid=1&catid=63&prodvarid=12

This link will ask for NTU ID, which can be requested at ntu.graduations@ntu.ac.uk

Charges

The Cost of a replacement certificate is £50.

For overseas addresses, certificates will be sent via DHL Courier Service at an additional cost of £20.

Further enquiries should be directed to the Exams and Ceremonial Team. Telephone +44 (0) 115 848 2255 or by e-mail to NTU.graduations@ntu.ac.uk

All other Awards / Certificates: Duplicates may be issued in circumstances that the originals are lost; duplicates have the same standing as originals. However, it may not be possible always to issue duplicates which are replica of the lost original owing to change in format/stationery.

For issue of duplicate certificate, a student is required to apply in the prescribed pro-forma available at the Registrar's office along with an Affidavit (on Rs 10/- on-judicial stamp paper executed by a First Class Magistrate / oath commissioner or equivalent), a copy of the FIR and a fee of Rs 1,000/- to be paid by demand draft in favor of 'Creative Arts Education Society' payable at New Delhi or by cash at Academy's Account Counter.

The applicant must provide the Academy with EITHER the damaged or defaced certificate OR A copy of the FIR and complete declaration setting out fully the circumstances in which the certificate was lost or destroyed (Declaration) and an understanding that, should a duplicate be issued, it will be returned to the Academy if the original is subsequently found.

8.16.4 Request for Name Change

Student can request for name change in academic records on submission of following documents:

- Government recognized ID proof
- Class Xth Certificate
- Notarized Affidavit stating the New Name
- Newspaper Publication

8.18 Rescinding Award

Post Award of Diploma /Certificate 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 and recall the Award.

9. Feedback

9.1 Feedback to students on assessments

Students' learning is supported through regular monitoring and providing feedback. You will receive on-going comprehensive feedback.

9.2 Purpose

This has a dual benefit of enabling you to perceive the holistic dimension of the course and your learning as you progress, but also allows faculty to understand the full scope of work and individual student development overall.

10. Digital Learning

At Pearl Academy, it is our continuous endeavor to implement new methods of engaging our learners. We blend different modalities to meet the needs of ever-changing dynamics of the millennials who prefer to learn and participate beyond traditional classroom settings. Our blended programs are a mix of online delivery, field work and classroom education in a structured manner, making learning more effective.

The online content and activities are delivered through 'Blackboard' - A Learning Management System (LMS) that enables students to access digital content anytime, anywhere, at their own convenience. It allows them to collaborate through discussion forums and wiki, submit assignments and tests and view faculty feedback. It helps the students to enhance their critical thinking skills by not limiting creativity to the boundaries of the classroom.

Online Open Learning platforms: We provided free access to following portals for the students to explore interdisciplinary subjects to enhance their subject expertise that provide universally validated certificates .

- a) Coursera: Pearl collaborated with Coursera the largest online open learning platform to provide students an edge over the classroom learning. The platform provides more than 3800 courses from various international universities. The courses are mapped with the curriculum.
- b) Business of Fashion: The partnership with BoF allows the students a full digital subscription and access to exclusive BoF content, education courses, podcasts, videos and events. The membership to BoF Professional also includes access to BoF Education, which has online courses and extensive learning materials. Pearl Academy is the first and only education institution in India to offer its students access to this leading platform.
- c) edX: Courses in the area of Architecture , design , science . Each student of Pearl Academy is provided access to enroll with any one course out of 2500+ courses from 140 institutes from across the world like Harvard University, MIT, Boston University etc.
- d) IBM: Design Thinking course has been provided to First year students from well-known program of IBM, which is highly recommended for design students.

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10.1 Logging into the Blackboard

Open the web browser on your laptop or desktop. Blackboard supports four primary browsers for Blackboard Learn: Internet Explorer, Safari, Firefox and Chrome.

Type the following URL in the address bar: <https://learn.pearlacademy.com> and press Enter.

Type your Pearl Academy e-mail id in the username textbox.

Type the password mailed on your Pearl Academy e-mail id in the password textbox.

Click the Login button to open the main page (My Institution) of Blackboard LMS.

10.2 Navigating Blackboard

After successfully logging into the LMS, you see the My Institution page. This page allows access to the following sections:

My Modules – Displays the list of modules in which you are enrolled as a student

My Announcements – Displays the announcement sent by the Academy or your faculty

My Tasks – Displays the list of your pending activities

Search for Help – Allows you to seek help on various features of Blackboard LMS

Student Resources – Contains a list of files that provide information related to your course or have additional material to improve your knowledge and skills

10.3 Accessing a Module on Blackboard

You can access a module in the LMS by clicking the module link in My Modules section of My Institution page. The module home page displays the following sections:

Module Navigation Pane – Displays the list of topics, sub-topics and activities for the module

My Announcements – Displays the announcement sent by the Academy or your faculty

My Calendar – Displays the activities scheduled for you in the module

To Do – Displays the list of your pending and upcoming tasks

10.4 Logging Out

You can logout of the Blackboard LMS anytime by clicking the logout button in the upper-right corner of the any page in the LMS.

Blackboard Learn facilitates learning beyond classroom and will provide you a leading edge in taking up industry challenges. We hope you will leverage on the advantages of this digital medium to enhance your knowledge and skills and prepare yourself for the professional world.

For support please write to: blackboard@alert.pearlacademy.com

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Disclaimer: All the content available online on Blackboard learn is for the sole purpose of supporting the classroom teaching. The academy reserves the copyrights of all material, texts, designs, projects & case studies available for use on Blackboard.

11. Appeals

You, as a student, can request and plea against a decision taken with regards to the operation of services/facilities, application of procedures and inappropriate staff conduct within Pearl Academy. The Appeal process is applicable for any student enrolled on a program of study, a recent graduate or a student who has recently withdrawn and wants to re-admit in the Academy.

The Appeals should be filed within 15 days of the event which has given rise to the application. Appeal will only be considered outside this timeframe in exceptional circumstances. The following areas will be considered under this process:

- Academic Appeals - Complaints about the delivery of courses and related services, if these are unable to be resolved by the relevant Course and Student Consultative Committee
- Complaints regarding service delivery of administrative or support services

11.1 Academic Appeals

An academic appeal is defined as a request for a review of a decision of an assessment board charged with decisions on student progress, assessment and awards. The appeals process is designed to identify and rectify any failure of the assessment process while ensuring fairness for all parties. You, as a student, have the right to appeal against the decision of an Assessment Board if there is evidence of one or more of the following:

- there has been a significant irregularity in the assessment process
- there is evidence of bias or a perception of bias in the assessment process
- Assessment Board was not aware of a significant factor relating to the assessment of one or more students. This includes exceptional circumstances that could not be presented to the Assessment Board when it made its original decision.*

The following are not considered to be legitimate grounds for an appeal:

- complaints about the academic judgement of the Assessment Board, including complaints about grades and classifications of awards
- complaints about academic misconduct outcomes and penalties unless there is clear evidence that the defined procedures were not followed and/or the academic misconduct outcome was not appropriately considered by the Assessment Board
- information such as evidence of exceptional circumstances when there is no evidence to show why it could not have been presented at the correct time

Categories of Academic Appeals - There are four grounds of academic appeals namely;

1. Reconsideration of Marks and Final awards
2. Notification of Exceptional Circumstances

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3. Academic misconduct
4. Debarment

Students alleged to have committed academic misconduct have recourse to appeal before an Appeals Committee appointed by Head – Academic Governance / Head Academics

11.1.1 Appeal for reconsideration of Marks and Final Award

If a student does not pass [all components] as per the PROVISIONAL Mark / Final Marks and are dissatisfied with the marking, the student is allowed an opportunity to represent in writing to a nominated Appeals Committee within 2 days of declaration of results by the Progression Board (PB) / Examination Board (EB).

Such an appeal must be based on new and relevant information for the Appeals Committee to review the tutor's decision. The Appeal must be handed to the Course Leader, who will place it before the Appeals Committee for due consideration.

11.1.2 Appeal under Exceptional Circumstances

The conditions required for Appeal due to Exceptional Circumstances duly evidenced by attaching supporting documents are as given above.

Any student wishing to appeal under this clause must submit Notification of Exceptional Circumstances (NEC) Form duly completed in all respects and accompanied with supporting evidence to the Course Leader prior to or no later than 5 working days after the official coursework submission date or assessment event.

NEC Form submitted after this date will not normally be considered, unless any mitigating circumstances will be reviewed on a case to case basis.

11.1.3 Appeal under Academic Misconduct (Plagiarism / use of unfair means / infringement of copyrights / other cases of academic dishonesty)

'Presenting the work of another as one's own without proper, clear and unambiguous acknowledgement' – plagiarism – is a serious academic offence. Academic Misconduct is more commonly known as 'cheating'. This includes collusion, copying, syndication (the sharing of workload when not directed to do so) and duplication. It would also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc. taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.

If the tutor suspects that a student has cheated or plagiarized work, it will be treated very seriously and will be thoroughly investigated. If proved it can lead to either temporary suspension, where a student is asked to repeat the project involved, or if established at final degree assessment, the assessment Board may withhold the award of a degree.

Conditions applicable for enforcement of Plagiarism:

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The inclusion in a student's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources;

The summarizing of another person's work by simply changing words or altering the order of presentation, without acknowledgements, in that case the similarity index between the two works should not be more than 15%

Copying the work of another candidate, without that student's knowledge or agreement in this case the party copying is guilty of plagiarism. In case of copying with the knowledge or agreement of another student, both the parties are guilty of plagiarism. In case student (s) is/are found in collusion as described above, the entire work submitted stands null and void.

Use of unfair means in examinations, seeking help or bringing in non-permissible material in an examination is also adopting unfair means.

'Self-plagiarism' which occurs where, for example, you submit work that you have presented for assessment on a previous occasion

Collusion when a student or students collaborate with another student or students, as an individual or group to gain a mark or grade to which they are not entitled. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalized. **Where it is proved, collusion will be subject to penalties similar to those for plagiarism.**

Fabrication or falsification of data in instances where a major part of student's work involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research program or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results. **Where it is proved, falsification will be subject to penalties similar to those for plagiarism.**

Action taken against student

All cases of plagiarism/dishonesty/use of unfair means in a semester will be issued show-cause notice for establishing the indiscipline and the pertinent action thereto.

Should the Appeals committee uphold the allegation of plagiarism/cheating/use of unfair means the student will be awarded "zero marks" in the pertinent component/element.

Remember:

Representation only in person is permitted.

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The Appeal's Committee may take appropriate decisions based on individual merit of the case. The decision of the Committee on all matters relating to results, non-progression, shortage of attendance, re-examination, terminations, etc., will be final and binding and no further appeal on this decision will be entertained.

11.1.4 Appeal against Debarment

The circumstances which may lead to dismissal and/or debarment include:

- Supply, possession or use of illegal drugs and solvents.
- Theft, blackmail, violence, intimidation, racism, sexism and persistent bullying.
- Offences of a sexual nature; including the supply and possession of pornography.
- Possession of a weapon.
- Vandalism, including graffiti.
- Computer misconduct or failure to comply with the Academy's Acceptable Use Policy.
- Persistent attitudes or behavior which are inconsistent with the Academy's rules and ethos.
- Other serious misconduct which brings the Academy into disrepute (single or repeated episodes) on or off the campus premises.

A complaint which could lead to your being dismissed will be investigated thoroughly and fairly. You will have an opportunity for the assistance of your parents and/or a tutor to state your side of the case and you also have the right to ask for the decision to be reviewed by the Appeals' Committee, the decision of which shall be will be final and binding and no further appeal on this decision will be entertained.

11.2 Concerns and complaints

What happens if you want to make a complaint about something?

If you have a complaint to make about any aspect of the Academy or Campus , Failure to meet obligations including those outlined in course/student handbooks and other official correspondence, Complaints about alleged staff conduct (e.g. concerning discrimination, victimization, harassment and bullying), please use the guidelines set out in two stages below.

We hope that your problem will be resolved during or after the first stage, but if you feel it necessary to take the matter further, proceed to Stage 2.

STAGE ONE

For concerns regarding

- Your course or timetable, talk first to your Course Leader who will investigate and advise on a next course of action.
- For complaints about your Tutor, talk to the Course Leader.

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- For complaints about an exam assessment, talk to the Course Leader and to HOD / School Dean.
- Complaints regarding your accommodation, talk to the SDS manager.
- For complaints about unfair disciplinary action, talk to the Course Leader and Campus Director.
- For concerns about Fee and financial issues, talk to the Registrar's office and Finance team.
- For complaints about extra-curricular, sport and social matters, talk to your SDS manager.

STAGE 2

- Should you not be satisfied with the outcome of your complaint in Stage 1 and should you wish to take the matter further, you should make an appointment to see the Campus Director. You should be aware of the following points when taking your complaint to the second stage.
- You have every right to ask your parents or guardian to accompany you.
- You may prefer to put the complaint in writing. Written complaints will receive an initial response within ten working days. A full response to the complainant (and other people, such as staff involved in, or subject to the complaint, and to parents if the Academy considers this appropriate) will be given within 20 days (taking the independent person's view on the proposed response into account, if an independent person has been involved).
- You can be assured that if you make a complaint, no action will be taken against you just because you have made a complaint.
- Where a complaint is found to be justified, remedial action will be taken.
- An Appeal's Procedure is part of the formal complaints procedure at this stage and a copy will be forwarded to you if you are still not satisfied with the responses to date.
- The Campus Director or School Dean's decision will be final.

12. Course Transfer

The Institute usually does not encourage any course transfer considering the internationally curated and vetted course content for each individual course.

However, we also understand that you would do wonders in the domain where you connect mentally.

Hence, each course transfer is scrutinized carefully and allowed after due deliberations, only in special cases. Course transfers are governed by the Course Transfer policy as available in the Academic Processes and Compliance Manual.

As a student, you would need to submit your application for a course transfer with your campus Registrar. The course transfer form would be available at the Registrar's Office

Remember

- Course transfers requests are only accepted for the first 4 weeks of the ODD semester i.e. the start of the Academic Year.
- Course transfer are not allowed in the middle of the semester
- While course transfer approvals are relatively easy during the Foundation year, it gets difficult with each passing year due to academic reasons.

13. Student Attendance Policy

You are required ideally to be present in the course with 100 percent attendance. Attendance will mean full presence in all scheduled contact hours between the tutors and the students and will consist of lectures/ tutorials/ seminars/ practical/ workshops/ mentoring sessions and any other contact between the tutor and the students. Attendance reflects your sincerity, diligence and drive for learning. Your attendance in every session during contact teaching / lab sessions will be primarily recorded online through your Photo ID Cards (RFID based swipe cards) only. However, faculty members might choose any other medium as available to them to mark the attendance.

13.1 Minimum Attendance Requirement

A minimum of 75% attendance is required to be maintained by every student in each and every module during each semester. The 25% relaxation in the attendance policy accommodates the following:

- Minor impediments / illness / indisposition
- Personal exigencies
- Short hospitalization
- Compassionate grounds (tragedy / accident in the family)

In case of the above illness / medical reasons, the original copies of the Doctor's prescription and Medical Fitness certificate clearly mentioning the duration of the treatment should be submitted to the Faculty Coordinator on the first day of joining the Academy after the absence.

In the event of a student being prevented from attending classes regularly owing to prolonged illness/hospitalization, temporary but serious disability, or any other genuine exigency of a protracted nature e.g. tragedy / accident in family, it should be communicated in writing with relevant proof to the Faculty Coordinator as soon as the event/exigency has occurred. The Academy will consider such circumstances sympathetically; however, no consideration will be given in the event that the communication has been made by the student/parent/guardian after the lapse of one working week / seven days since the onset of the exigency, or after issue of a notice of debarment. The Academy will not condone attendance defaults due to family function, family trips, etc.

13.2 Attendance Recording System

- Attendance will be recorded at the start of every session [contact teaching / lab sessions / mentoring] by the faculty as per the Time Table.
- All students are required to swipe their RFID cards on the Swipe card machine only after the faculty member has swiped his/her RFID cards. Attendance will not be recorded in case any student has swiped before the faculty member. All students are required to swipe within 10minutes of the faculty has swiped his/her RFID card.
- Students joining after 10 minutes of commencement of classes are allowed to attend. However, such students will not have any entitlement to be marked as "Present" despite being permitted to join the class and will be considered absent by the ERP automatically. There is no provision for LATE attendance.
- In case of Swipe machine / RFID card not working and / or power failure, the attendance will be recorded via web / hardcopy (as deemed fit by the faculty).

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- The weekly attendance of students will be available in the Academy's attendance management software (OnEdu). Students / Parents / guardians are requested to keep track of their own/ their ward's attendance via the student portal.
- Attendance will be closely monitored and auto-generated reports will be shared with students every week starting from week two after commencement of the semester. The weekly mail would state their weekly attendance and cumulative semester attendance. In case of any discrepancy the student can write through helpdesk or approach Faculty Coordinator within 5 working days. The data in the attendance portal, otherwise, will be considered to be correct and final at the end of the semester
- Online attendance will be captured through the Blackboard Portal .

13.3 Attendance Rule

Aggregate Attendance	Consequences of Shortfall in Attendance
75% and above	Expected attendance for best learning experience
50% to 75%	Counselling by Course Team and SDS. Provision to make up for the lost learning.
Less than 50%	Student will not be allowed to progress to the next semester. The decision of the management is final and binding.

A student with poor attendance records, as mentioned above, will be counselled and proper counselling records will be maintained by respective schools and SDS. Students with attendance between 50% -75% would be counselled by Course leader and SDS and records will be maintained by Faculty Coordinator. Students with attendance below 50% will be counselled by SDS. The course team may provide provision to make-up for the lost learning and attendance through additional tasks and assignments. If the student does not show improvement in engagement he/she may not be allowed to participate in Overseas Exchange Program, Competitions and other extracurricular activities as decided by the Course Team.

13.4 Prolonged Absence without Prior Permission

In case you have not attended the classes continuously for four weeks for any unexplained reason, it will be presumed that you have left the course on your own and in such situation, your registration will be deemed as cancelled. The Academy is not obligated to inform you about such de-registrations. However, you can appeal for re-registration, subject to approval by a Special Committee. Re-registration, once approved by the committee, will be done on the payment of re-registration fee of Rs. 25,000/- (plus applicable taxes) within 2 weeks of approval by the committee.

Remember

- To notify the tutor / module leader / course leader of your absence is your personal responsibility. Never ask or rely on another student to do it for you.

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- Contact your tutor / module leader / course leader by 8.30am to inform them of your absence and the reason for your absence, only in an emergency. Otherwise, the leave should be applied for well in advance. Be clear on which of your classes will be affected.
- Unauthorized absence and lateness is a disciplinary matter and shall be dealt accordingly.

14. Industrial Visits/Field Trips/Site

During the progress of each Academic Year, we would be organizing Educational / Field Trips/ Industry Visits to locations in and around the respective campuses, as well as out station trips.

Student Trips complement formal class room interaction / learning and also help students to develop a holistic understanding / appreciation of the Industry and the Economic Environment around us. Student Trips are an off campus extension of class room teaching and will be considered as part of Attendance Policy.

14.1 Type & Criteria of Trips:

Type	Definition	Criteria
Type A	Day trips (within 200km of radius of campus city)	One per semester
Type B	Overnight Stay (Domestic travel within the country)	One per academic year
Type C	International	One in the entire course duration / life cycle of the student at Pearl.

14.2 Funding for Students & Mode of Travel:

Type	Local Travel	Boarding & Lodging	Refreshment	Air Travel / VISA / any other
Type A	50% PA & 50% to be collected by Department from the students and deposited in the accounts prior to the trip	NA	100% students	NA
Type B	100% students	100% students	100% students	NA
Type C	100% students	100% students	100% students	100% students

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14.3 General Conditions (applicable for all Trip categories)

Trips can only be approved if they are time tabled in advance.

Educational / Industrial / Field trip is mandatory for all students of the cohort.

All students, at the time of joining, are required to submit an undertaking duly signed by student and Parents /local guardians for participation in trips organized by the Academy.

School Dean / HoD will appoint a minimum of One Trip Coordinator (Faculty Member) for every 20 students.

The course teams will ensure that a lady faculty / staff member is part of the trip if there is any girl student participating in the trip.

Trip Coordinators will ensure proper conduct and take responsibility during the Trip.

Regarding Type B Trips

School Dean / HoD / Course Leader is required to submit proposed plan to the Registrar's Office along with estimated expenditure, for approval of Campus Director minimum one month in advance.

Type B trips would be governed by the approved budget and cannot exceed the upper limit under any circumstances. The expenditure per student is also governed under the overall budget for the specific trip.

Regarding Type C Trips

School Dean / HoD / Course Leader are required to submit proposed plan to the Registrar's Office along with estimated expenditure. This needs to be approved by the Centre Director.

Parents will be invited to an open-house to apprise them of the responsibilities/expectations of both the stakeholders – parents and Institute.

Learning outcomes achieved / Submission of Trip Report is to be received from the Coordinator immediately / within 7 days of the tour.

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 the international travel. Any student proceeding on International travel without submitting the prescribed undertaking will be considered as Independent Travel and Academy will not take any liability whatsoever.

The Type C trips would be governed by the approved budget and cannot exceed the upper limit under any circumstances. The expenditure per student is also governed under the overall budget for the specific trip.

Any international travel of personal nature planned during the academic semester which is not related to curriculum requirement will not be approved by the Academy. Students should plan personal trips as per holiday list of the Academy. In case of any international travel within the semester, Academy will not be issuing any NOC for VISA purposes.

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15. Financial Aspects

15.1 Payment of fees & refund

15.1.1 Payment of Fees by Existing Students

All existing students are personally responsible to pay all fees, approved charges and deposits as and when they fall due. In the case of industry sponsored candidates, they are deemed responsible for payment of fees on time.

15.1.2 Payment of Fees by Newly Enrolled Students

All newly enrolled students are personally responsible to pay all fees, approved charges and deposits by the due date as given in the admission notice. Failure to do so will lead to forfeiture of the granted admission.

15.1.3 Fee Deadlines

Last date of payment of semester fee...

Semester August – December : 5th July

Semester January – June : 5th December

Late payment will attract a late fee of Rs. 200/- per day (plus taxes as applicable). In the event that the payment of fees remains unfulfilled after four weeks past the notified last date. The Academy reserves the right to delete the student's name from the rolls. Re-admission of the student will be subject to the payment of Rs 25,000/- including taxes as Re-registration Fee and payment of all outstanding dues.

All the courses / program conducted at Pearl Academy come under the ambit of GST Regulation.

**Any deviation in the last date of fee payment and mode of payment will be informed via official email id*

15.2 Reassessment Fee

Reassessment will be administered only on formal intimation by the Course Leader concerned to the Registrar after completion of relevant Board and on production of the receipt issued by the Accounts Section as proof of payment of applicable reassessment fees.

For failure to Pass in the Final Dissertation Project / Final Portfolio / Final Project as declared by Examination Board due to non-submission, a student is required to fully re-do the same. The student will have to pay such charges for engagement of Mentors / Jury to be decided by Registrar & communicated to the student(s).

15.3 Payment Process & Modes

The fees can be paid via the following modes:

- Via Demand Draft / Pay Order [Academy counter only]

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- Via Debit Card / Credit Card [Academy counter only]
- Via Debit / Credit Card / Net Banking through the SAP Portal. Please note that you would need the SAP ID to access the Student's portal.
- Via NEFT / RTGS through Virtual Account [Bank counter / online transfer only]

Please Note:

- For Payment through DDs / Pay Order, please make the DD / Pay Order in favour of "Creative Arts Education Society" only. You may deposit the fees at the Accounts sections of your respective Campus personally, or send by courier as per your convenience. The receipt will be generated by the accounts personnel and the same would be treated as the Proof-of-Payment.
- Please mention your Name, Roll Number and Mobile phone no. at the reverse side of the DD / pay order. Any DD / Pay order received without the mandatory details will not be processed.
- For Credit / Debit Card / Online payment, the payment acknowledgement will be treated as the Proof-of-Payment.

For payment in Virtual Account, the details are:

Account Name	Creative Arts Education Society
Account No	PEARL<SAP-ID>
Bank	Kotak Mahindra Bank
Branch	Nariman Point, Mumbai
IFSC	KKBK0000958

The account number provided is unique for each student and you are advised to keep the number confidential. When using this mode, you may transfer money via NEFT / RTGS from your bank branch/online bank portal, directly into the account number, as mentioned above. Cash / Cheque is not accepted in this mode

16. Scholarship

16.1 Merit cum Means Scholarships – New Entrants

The Merit cum means scholarship is constituted to support the deserving economically less privileged students joining Pearl Academy's Courses each year. The objective of this Scholarship is to support & reward new students constrained by economic limitations.

The Merit cum Means Scholarship (new entrants) is applicable only to the new enrolments / students of regular UG / PG Programs at the time of admission.

The **Merit cum Means** Scholarship provides partial waiver of tuition fee. It waives payment of partial tuition fee only for the current academic year in the following categories:

- a. Category-1: 50% waiver of Tuition fee
- b. Category-2: 25% waiver of Tuition fee

Eligibility

Eligibility for Merit cum Means Scholarship (new entrants) is as under:

- Annual gross parental / family income from all sources – maximum Rs. 8, 00,000/- (INR Eight lakhs only)
- Academic Performance in 12th / Graduation (Min 55% marks)
- Academic Performance in Entrance test
- Preference to ward of single parent.

NOTE: There is no concept of automatic renewal. The students need to apply afresh in subsequent academic year.

**The scholarship policy can be reviewed and updated by the Management of Pearl Academy at any given point of time.*

16.2 Merit Scholarship (Existing Students - Course Toppers)

Merit Scholarship will be awarded annually only to meritorious students progressing to L1, L2 & L3 of 4-Year UG program courses and Year-2 of PG course.

The **Merit** Scholarship provides partial waiver of tuition fee. It waives payment of 60% of the Tuition fee only for the current academic year.

Eligibility

- Meritorious students of the respective cohorts at each campus, subject to class size of minimum 30 students. Merit Scholarship for the Course topper is subject to achieving minimum prescribed standard of achievements as under:
- 4- Years UG program: Min 70% marks in previous academic year at Pearl Academy
- 2 – Years PG program : Min 70% marks in previous academic year at Pearl Academy

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- Min. 70% attendance
- No disciplinary proceedings against the proposed awardee

*In case class strength is below 30, then classes across campuses will be combined and the Merit Scholarship will be awarded to the Topper (1st Rank) subject to achieving the minimum performance criteria as follows:

4- Years UG program: Min. 70% marks

2-Years PG program: Min. 70% marks

Min. 70% attendance

No disciplinary proceedings against the proposed awardee

16.3 Means Scholarship (Existing Students)

The scholarship is constituted to support the deserving students who are economically less privileged or are facing unforeseen economic crisis each year. The objective of this Scholarship is to support & reward our students constrained by economic limitations.

The **Means** Scholarship provides partial waiver of tuition fee. It waives payment of partial tuition fee only for the current academic year in the following categories:

- a. Category-1: 70% waiver of Tuition fee
- b. Category-2: 50% waiver of Tuition fee

Eligibility

- Annual gross parental / family income from all sources – maximum Rs. 8,00,000/- (INR Eight lakhs only)
- Preference to wards of single parent
- Min. 70% attendance and Min. 55% marks
- No disciplinary proceedings against the proposed awardee

Based upon the above stated eligibility criteria, individual applicants shall submit their request for Means Scholarship in the prescribed format along with the following documents:

- In case of student having single parent, please provide relevant supporting documents;
- A copy of Parents ITR, Form 16 / Balance sheet of last 2 years as proof of income.

NOTE: There is no concept of automatic renewal. The students need to apply afresh in subsequent academic year.

Notwithstanding anything under this Scholarship, Pearl Academy's Management has right to continue or abandon this Policy going forward at any given point in time, without any prior written intimation. The Scholarship committee will be the final deciding authority for all scholarship decisions. Please note

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that this communication is without prejudice to any rights of Pearl Academy and this communication should not be considered as waiver of any rights of Pearl Academy in your favor.

16.4 General Rules for Scholarship (all categories)

- A student will be eligible for award of only one type / scheme of Scholarship in a given Academic Year.
- The scholarship amount will be adjusted against student fees. No cash or separate cheques will be issued in Student's favour.
- In case of a joint winner / topper, the topper will be decided based on the exact LAM including 2 decimal points (before rounding off).
- The Academy reserves the rights to edit /modify / change or update the contents of this policy at its sole discretion.
- The students will be covered under the latest revisions of the policies irrespective of their year of joining.
- For all scholarships, decision of the Scholarship committee will be final & binding.
- In case of withdrawal under scholarship category, scholarship granted shall get withdrawn & refund shall be granted as per the normal fee structure.

17. International Experience

The International Student Exchange program at Pearl Academy are a gateway for students to experience the culture, heritage, knowledge and dynamics of the world.

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, visiting faculty workshops and many more. With constant global exposure on offer, Pearl prepares students for both national and international markets.

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:

1. Overseas Credit Exchange program (as part of curriculum)
2. Semester Abroad Program (as part of OCE)
3. Module Abroad (as part of curriculum)
4. Global Summer Courses
5. International Workshops
6. International Competitions and Events

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 the international travel.

Any student proceeding on International travel without submitting the prescribed undertaking will be considered as Independent Travel and Academy will not take any liability whatsoever.

For more information, please contact international@pearlacademy.com

18. Industry Sponsored Students

- Students admitted as “Industry Sponsored Students” are not required to go through the usual admission formalities and procedures of appearing in an entrance examination, followed by the Personal interaction session. Sponsored students are therefore required to pay a higher tuition fee than the normal tuition fee for the course.
- The Academy is not obliged to facilitate job placement for such students.
- Students joining the Academy under the Industry Sponsored category will not be converted to a Normal category student.

19. International Students

Pearl Academy has always been a preferred choice for International students. Students from countries across the globe have joined our Under Graduate & Post Graduate level courses each year.

To facilitate the smooth admissions process for foreign nationals, international admissions team provide extensive support and individual attention to each applicant.

Foreign nationals/ NRIs / other international students may follow the guidelines below for better understanding of our admission norms and requirements.

19.1 Definition of International Category

Foreign Nationals [Foreign passport holder] or Person of Indian Origin (PIO) or Overseas Citizen of India (OCI)] will be considered under the International category. This is irrespective of the country from where they have studied and passed the qualifying examinations.

19.2 Visa

All the international students will require a Student Visa endorsed for 'Studies at Pearl Academy' only. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course.

19.3 FRRO Registration

Pearl Academy will facilitate the FRRO Registration of International Students only in case they are admitted as International Students and paying the applicable fee. Candidates admitted under International Category will be required to register with FRRO within 14 days of arrival in India.

19.4 Important Guidelines

- The admission of foreign national candidate is subject to fulfilling minimum eligibility requirement as prescribed for Indian candidate and subject to equivalence of qualification at par with Indian standard.
- In case at a late stage, it is found that the eligibility conditions are not fulfilled, the offer of admission is treated as cancelled ipso facto.
- Students admitted under International student category are not required to go through the usual admission formalities and procedures of appearing in an entrance examination. They are required to only appear for the Personal interaction session.

19.5 Exceptions

- Indian candidates who are residing in a foreign country and holding a valid Indian Passport may be considered under the International Category, if interested.
- NRI Candidates holding a valid Indian Passport may also apply for admission under the Normal category, following the Normal category admission procedure accordingly.

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- NRI Candidates opting to be considered under the International Category will be required to submit proof of their NRI Status.
- Candidates of Nepal may be considered under Normal category for admission. They will follow the Normal category admission procedure accordingly.

19.6 General Rules

Students admitted “International / Overseas students” are required to pay a higher tuition fee than the normal tuition fee for the course.

Only those Students who are admitted under the International Category and paying the international fees will be facilitated FRRO registration by the Academy.

The application fee (\$20) will be non-refundable in any case.

The Academy reserves the right to facilitate job placement for international / overseas students.

All International students are required to abide by the rules & regulations of Immigration.

International students are not allowed to take up any kind of employment (full time / part time / consultancy etc.).

Students joining the Academy under the International / Overseas category will not be converted to a Normal category student.

19.7 Fee Structure

The fee structure for international admissions may be obtained on request from International Admissions Team/ Campus Registrar Office.

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20. Student Development and Support

Student Development and Support (SDS) cell at Pearl Academy adopts a holistic approach towards student development and proactively optimize the learning environment and quality of student life. Our focus is to engage students' potential in order to assist them in achieving their personal and academic goals, and to develop responsible and responsive citizens for the future.

The SDS 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.

SDS offers an understanding, a feeling of being listened to, valued and accepted in a non-judgmental way to all the students in a supportive and purposeful manner to contribute to Academy's vision and mission. The students can reach out to SDS for their grievance if any during their stay in Pearl.

Campus	E-mail ID	Contact No
Delhi West	sds.delhi@pearlacademy.com	011-49807100
Delhi South		
Jaipur	sds.jaipur@pearlacademy.com	01426 - 414800
Mumbai	sds.mumbai@pearlacademy.com	022-40585400

21. Student's Support Services & Facilities

21.1 Accommodation facility

In order to facilitate the stay of outstation students, the academy offers limited hostel facilities "A home away from the home". To ensure that the student dwell in a healthy and safe environment.

For Delhi West & South Pearl Academy provides a comfortable accommodation for its students through a partnership with CoHo. It's a second home which ensures that students live out their college lives in a healthy, safe, and conducive environment. The amenities provided are:

In-room Amenities

- One Bed per Student shall be offered
- Fully furnished AC rooms with beds and mattress
- Individual lockable admirals for storage
- Geysers in washrooms
- Study tables
- Dressing Mirror
- Tube lights & LED
- Dust Bin in each room
- Washrooms with Sanitary fittings

Self Help Amenities

- Laundry: Fully automatic washing machines
- Ironing: Iron and ironing boards
- Water: RO facility to be provided
- Tea-coffee dispensing machine
- Medical facility available with first aid/ provided to sick Residents
- Doctor on call number(s) to be shared with the students
- Dining area

Security

- CCTV Cameras
- Automated lock will be Installed at the main entrance
- Security Guard - One male security guard at main entrance and one female facility manager in the facility

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Electricity - Residents to pay for their rooms' electricity charges. There will be prepaid meters installed for the same. Residents will be charged Rs12/unit for electricity (plus convenience charges). Common area electricity will be borne by CoHo

Wi-Fi - High speed internet to be provided in the facility

Meal - Breakfast, evening snacks and Dinner to be served daily. Lunch served on weekends only

House keeping

- Rooms
- Washrooms
- Common areas would be cleaned on a daily basis
- Linen would be changed once a week
- Regular pest controlled services

Entertainment

- Mini lounge area with sitting arrangement
- Common TV and DTH recharge
- Indoor games like carom board, chess, Jenga, etc.

21.1.1 Admission Process for Hostel accommodation

The Academy operates hostel facility at Jaipur. The hostel accommodates only girl students on twin sharing basis; it has the capacity to accommodate a limited number of residents only.

21.1.2 Hostel Accommodation

The accommodation in the hostel may be granted on first come-first served basis according to deposition of hostel fees. Allotment of room will be done by drawing of lots. Any request for change may be considered on reasonable grounds and subject to the availability of accommodation or scope for mutual adjustment by the Hostel Warden after due permission from the Director / Registrar.

Following principles will be observed for hostel admission:

- Hostel accommodation will be available on academic year basis.
- All students will vacate their respective rooms by end of academic session before their summer vacations start which would generally mean by 31st May of each year.
- In case of any requirement for next academic year, desirous students will have to make fresh application
- First preference will be accorded to newly-admitted students of the new academic year residing outside city of campus.
- Other applicants will be treated against vacancies, if any, after first preference is completed.

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21.1.3 Hostel facilities

An indicative list of facilities at a notified annual residential fee is as under:

- A bed with mattress, cupboard with lock and study table with chair on individual basis
- Fans, mirror, bathroom with hot-water, toilets on shared but adequately provided basis
- Services of a full-time-resident lady warden, security guard, house-keeping /cleaning staff; common TV, water filter, dining room; pest-control treatment, fire safety provision system.

Additionally, there are chargeable services which include:

- Laundry and ironing
- Transportation service

The applicable charges are notified along with the hostel rules in force, a copy of which will be given to you when you are admitted to the hostel.

In the event of a serious ailment requiring hospitalization, your parents/guardians will be informed immediately and advised to admit you to a hospital for attention. In case this is not feasible, or there is delay in arrangements to be made by them, and, if the emergent situation so requires in your own interest, the Academy will hospitalize you according to the advice of the attending doctors. The entire medical expenses incurred by the Academy under such circumstances shall be reimbursable (non-negotiable) by your parents/guardians, failing which it will be recovered from the security deposit.

As a hostel resident, you will be required to observe all the rules in force, cooperate in maintaining harmony, safety and common well-being, behave in a disciplined manner, use all hostel property with due care and concern and pay all dues promptly. Failure to do so will make your residential entitlement liable to be cancelled without any refund of hostel fee and losses to hostel property, if any, will be redeemed from the security deposit you are required to make at the time of hostel admission.

21.2 Counselling Facilities

Pearl Academy believes in shaping its students and helping their professional growth. In the case of negative influences of peer pressure and issues faced i.e. anxiety, interpersonal relationships, academic stress or any other emotional issues faced by the student, he/ she can avail the assistance of the SDS Manager.

21.3 IT Policy & Wi-Fi services

The Academy provides numerous working spaces with computer workstations available for usage of the students. These spaces or labs are open during normal College hours. You are encouraged to carry your personal laptop for use in College. The campus is wireless enabled and covered by a secure network. Internet-based facilities include the Intranet (for student use), a Pearl Academy e-mail account and access to an extensive on-line library. Post completion of course, e-mail ID shall be deleted automatically by Academy

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Wi-Fi Facility: Free Wi-Fi facility is available to all the students. For activation, students are required to fill a form (available with your Faculty Coordinators). Wi-Fi shall be activated only on laptops (not on mobiles or any other device).

Students are requested to **submit the request for Wi-Fi activation** to their Faculty Coordinators along with the MAC/ Physical Address of their Laptops.

For any Wi-Fi related queries/issues, please contact your campus IT representative.

The process of obtaining MAC/Physical address of the laptop is as below:

*Go to START MENU → Go RUN → Type cmd → Type ipconfig/all → Note the MAC/Physical Address
e.g.: 00-1A-4D-1B-36-B4*

For all IT related matters, you may contact Faculty Coordinators / IT team. In case of loss/theft of Laptop the student is required to lodge an FIR immediately and submit a request along with a copy of the FIR for de-activation of Wi-Fi to Faculty Coordinators / IT team

21.4 Recreation spaces

All students are encouraged to use the recreation spaces available in all campuses during their spare hours. Students are responsible for the safekeeping of the instruments / games provided by the Academy. Students are also advised to use the exercising equipment at their own risk and after a fitness advice / certificate by a registered medical practitioner.

Policies and Procedures:

- The Recreation Spaces is for the use of Pearl Academy students and faculty / staff members only.
- Game-related equipment is available for check-out only through the authorized in-charge / staff member of the Recreation Room.
- Basic rules / regulations for each game / exercising equipment are displayed / available authorized in-charge / staff member of the Recreation Room.
- Food and beverages are prohibited except closed, plastic containers of water. Cans and glasses are not allowed in the Recreation Room.
- Profanity, abusive language, or flagrant behaviour will not be tolerated. Persistent use of such behaviour as deemed unacceptable by the Recreation Room in-charge / staff will result in disciplinary action.
- Damaged or defective equipment should be reported immediately to the authorized in-charge / staff member of the Recreation Room.
- Please do not remove any signage from damaged or out of order equipment.
- Users will be responsible for damaged or broken equipment.

21.5 Shop facility

You may require materials such as muslin, bobbins, bobbin case, and white paper etc. for certain modules. These are available at the Academy's shop on payment. Brown paper for pattern making is

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available free of cost. It should be used economically. The other items required must be purchased in advance to facilitate class commencement without delay.

On an average, in design courses the monthly incidental expense amounts to, indicatively, Rs 5,000/- and in other courses, Rs. 4,000/-. In the final year of the UG courses and in the final semester of the PG courses, the incidental expenses go up owing to preparation of collections, documentations, etc; your incidental expenses will rise in proportion to your plan of work. As far as documentation is concerned, the Academy has prescriptive guidelines which facilitate your expenses to be made within comfortable and reasonable limits without sacrificing the quality of presentation.

Other than materials, you will also have to spend on purchase of books. A list of suggested must-have books, which are life-time possessions in the discipline you aspire to qualify in, will be provided to you at the start of your course.

21.6 Canteen

The canteens in the Academy are equipped to provide all requirements of refreshments and lunch for the students.

Consumption of meals/snacks/beverages inside class rooms, Labs, Studios and work areas is strictly prohibited. Water / Beverages are not permitted to be carried into Computer/CAD/Photography / Recreation Room or any other labs.

Defaulters will be levied a fine of Rs. 500/- for the first offence and strict disciplinary action will be taken against habitual offenders.

21.7 Library & Resource Centre

The Academy's Library & Resource Centre offers a range of material prominently applied in your discipline. The Pearl Library holds a comprehensive and up-to-date collection of knowledge resources - printed, multi-media and electronic resources including e-books; online access to National and International databases/websites relating to every aspect of the design and fashion industry. It is adequately resourced to supplement learning process at the Academy.

The Library has most of the recommended texts available for loan or reference. The number of books and volume of other literature is increased periodically. In addition, the Academy has established linkages with a number of institutions to enable students to avail of their resources. Details are available with the Librarian.

- The Library at Delhi is open from 0800-1830 hours on weekdays.
- Library & Resource Centre functioning time at Jaipur centre of the Academy is from 0900-1700 hours* on weekdays.
- Library functioning time at Delhi south campus of the Academy is from 0900-1700 hours* on weekdays.
- Library functioning time at Mumbai centre of the Academy is from 0900-1700 hours* on weekdays.

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- All facilities remain closed on Saturdays, Sundays & holidays (as per the holiday list of the Academy) [* timings are extended on request]

21.7.1 Return of Books

It is important to ensure that the issued items are returned on or before the due date. An overdue charge @ Rs. 5 per day per book/periodical will be levied on any late return for the first 7 calendar days and @Rs 10 per day per book for each calendar day thereafter. Two reminders will be sent to defaulting students through e-mails and through Faculty Coordinators. If a student fails to return any issued item within the semester (as the case may be), the student will be charged the current cost of the issued item along with the overdue charges, or asked to replace the same with the latest edition that is available in the market, along with the overdue charges. Till such time, the result / mark sheet of such a student will be withheld. Students can view their due books through E-mail/OPAC/library notice board.

21.7.2 Misuse of Resource Centre

Please note that any misuse of the Resource Centre and Library resources, such as causing damage, pilferage, etc., or noncompliance with Library/Resource Centre rules and regulations is a serious offence, and entails strict disciplinary action.

21.8 Health & Safety

The health and safety of students are a priority at Pearl Academy. In the event of an emergency, students should immediately notify the Student Development & Support (SDS) or any appropriate staff member.

Each student is expected to submit in originals the Emergency Contact and the Student Health Information to SDS while joining the Academy or at the start of the Academic Year, whichever is earlier, for us to keep a track of the student Health and Safety.

Student responsibilities for health and safety are:

- make yourself aware of health and safety procedures and instructions;
- use facilities and resources in accordance with the safety instructions;
- make proper use of machines, labs, equipment, electronic devices etc.;
- be familiar with reporting an emergency and in evacuation procedures.

21.8.1 Medical emergency

Any student suffering from any type of illness requiring emergency / periodic medication are required to declare / inform the same to the Centre Registrar / SDS along with relevant Medical Documentation from a Registered Medical Practitioner on occurrence / detection. Prescribed Medication / Medicines should be carried in person in Campus at all times. In case of any emergency during the working hours students must inform at the Reception Desk/ Registrar/ SDS representative / Module Tutor / Course Leaders/ Security Guard.

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21.8.2 First aid kits

These are located in each campus of the Academy and are available to all students from the reception / security gate. Each Center is equipped with Medical room under supervision of a trained nurse to provide the First Aid. To handle any emergency each center has a tie up with the nearby hospital.

21.8.3 Medical Help & Certification

You are required to submit a Fitness Certificate (from a registered medical practitioner) as proof of your physical fitness at the time of admission. By physical fitness is meant that you are healthy and fit to attend classes regularly, to withstand the rigors and strains of the daily routine and to discharge submissions and assignments as and when called for periodically by the course team.

- A medical fitness certificate is also required to be submitted on the day you rejoin the Academy after absence on medical grounds when the absence is in excess of two continuous working days.
- In case you happen to be falling ill frequently on any grounds you may be considered not fit for continuation in the Academy on grounds of continued ill health, even if you have submitted a medical certificate indicating you are physically fit.
- Please share if you have any medical history/issues. It will help us understand and extend assistance if required.
- We provide Medical rooms with all general Allopathic medicines at our campus
 - At Delhi West campus we have a Medical Room on 3rd floor of Rajouri Campus & in basement of A-21/13 building
 - At Delhi South campus, the Academy operates a medical room .
 - At Jaipur Campus, a Medical Room is available (GF -20)
 - At Mumbai campus, the Academy operates a medical room on the 5th floor.

For dealing with case of severe illness/emergency we have Tie up with leading nearby hospital where otherwise also the students can avail medical facility at concessional rates.

Indicative Services by empaneled hospitals in Delhi West, Delhi South:

- Emergency and General Treatment (24 Hours) to our Students and Employees.
- 15 % discount on all Services / Charges excluding medicines and consumables.
- Special Health Check Package for staff and students (50% discount on prevalent hospital Schedule of Charges from time to time).
 - In case of emergency, Ambulance will be provided free of cost to student of both Delhi west & south.

21.9 Incident/Accident Reporting

In the event of any emergency or in case you find yourself in untoward incident /accident /circumstances / sudden illness within the campus, you must contact the SDS or nearest Faculty / Staff / Course Leader / Guard in the immediate vicinity / building of the Academy and give the following information:

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- Your problem: (e.g. Medical Emergency, Assault, Fire);
- Location of Emergency;
- Your name and contact number.

21.10 Fire Safety

The Academy has established fire safety mechanism in place (sprinkler system, fire extinguishers, and smoke detectors) to prevent fire. A designated fire safety officer carries out mock drills at regular intervals to make students aware of the operation of fire alarm switches, exit routes / do's & don'ts. Students are advised to attend the mock drills on communication received from Academy.

Follow the instructions given as under in the event of a fire:

- Operate the nearest Fire Alarm Switch.
- Fire Evacuation plan is put up in all floors in all building. Please follow the plan to evacuate the building at the earliest
- Evacuate the building immediately by the closest exit / staircase on hearing Fire Alarm.
- Immediately inform the nearby staff / faculty / Authorities / SDS / Registrar's Office / Campus Administration.
- Once outside the building, move away from the building and keep a safe distance.
- DO NOT OBSTRUCT the easy access of fire fighters and fire trucks operating to control the fire.
- Students are cautioned not to re-enter the building until it has been declared safe by the Academy.
- NEVER attempt to tackle a fire yourself unless you have been trained in the use of fire extinguishers and feel confident that you can do so without endangering the safety of yourself and others.
- NEVER attempt to extinguish electrical fire with water

21.11 Studio Facilities

The Academy has design studios to facilitate work related to pattern making, draping and grading; art rooms / drawing studios for drawing and illustration; seminar rooms for lectures and seminars; textile weaving, knitting, printing, fabric testing laboratories; CAD / MAC Labs, with work stations having latest hardware and software; sewing workshops; computer rooms with terminals; photography laboratory, photography studio, dark room, MAC Editing Lab, make-up studio; resource centre; library; and faculty/student contact rooms. All students are provided free internet connectivity in computer labs.

21.12 Extra Hours & Working Time

You may be required to put in extra work utilizing machines, computers, labs, studios, any other physical facilities to reinforce/ upgrade your skills. You will be permitted additional independent time

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in the facilities with the permission of the concerned supervisor. You are advised to strictly adhere to the permitted timelines and not engage in extra work in the facilities during regular classes.

21.13 Telephone / Mobile Phone

- Your mobile phone is required to be in the silent mode at all times within the campus. In the event of your failure to do so and the consequent indication of the receipt of a call or SMS, or in the event of your making a call or sending an SMS while formal activity is in progress, your mobile-phone will be confiscated by the supervising faculty and handed over to the Registrar, who will keep the instrument in safe custody with a record of ownership and identification particulars and release it to you on payment of a fine of Rs 500/- per instrument in cash to the Accounts Section and on production of the receipt issued by Accounts Section.
- When speaking on the mobile-phone inside authorized areas within the Academy's premises at the permissible time/place, you will be appreciated for doing so softly, without creating any disturbance or distraction to others around you.
- Any external telephone call addressed to you and received through the Academy's telephone lines during class hours will be communicated to you only in circumstances that are extraordinarily urgent in nature.
- You are not permitted to make or receive internal/external phone calls from faculty/ staff rooms. Any attempt to do so will amount to gross indiscipline.

21.14 Contact details of Campus Administration

You must make it a point to note the contact number(s) of the Registrar at your respective Centre, so that it is readily available to you whenever necessary.

	Admin	Registrar's Office
Delhi West Campus		
E-mail id		registrar.delhi@pearlacademy.com
Contact No.	011-49807100	011-49807100/113/114
Delhi South Campus		
E-mail id	syed.hamraz@pearlacademy.com	
Contact No.		
Jaipur Campus		
E-mail id	amit.kumar@pearlacademy.com	registrar.jaipur@pearlacademy.com
Contact No.	01426 - 414800	01426-414800
Mumbai Campus		
E-mail id	suresh.nair@pearlacademy.com	registrar.mumbai@pearlacademy.com
Contact No.	022-40585400	022-40585400

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21.15 Parking and Transportation

21.15.1 Parking of Vehicles by Students

You have to park your vehicle at your own risk. The campus is not responsible for loss of property, theft, or damage to any vehicles. You are required to park in the campus designated parking area. Visitor parking will be strictly enforced and is intended to be used only by visitors and non-attending students.

- Students are prohibited from parking their vehicles in the parking spaces earmarked for the faculty/staff in front of Pearl buildings or inside the compound
- Students coming to the Academy in their own cars are required to park their vehicles in the earmarked parking areas only / notified by the traffic police / Campus Administration.
- Students are responsible for any loss / damage in case Vehicles (unattended) parked outside the designated parking area is towed away to the nearest Police Station by the Traffic Police.
- Students are advised not to leave Laptops, iPod, Cell phone, Wallet or any other expensive items / valuables in the car. The Parking is “at owner’s risk”.
- Students are required to pay the parking charges (if any) as levied by the local authorities.
- Students are required to strictly follow notified guidelines on car parking.

Each Centre will issue Parking rules / guidelines to be prominently displayed on the Centre Notice Boards.

21.15.2 Transportation Services

The Academy reserves the right to decide on the transportation facility. In campuses, where the transportation facility is provided, it is majorly done for campuses providing residential facility. In campuses where the transport facility is provided, the policy, particularly, for that campus shall be applicable.

22. Industry Linkages and Internship

22.1 Industry linkages

The program offered by the Academy are very practical, industry oriented and market focused. Students will be required to connect with the industry, undertake real life projects and assignments, which can include a span of activities from research to design, implementation, installation and audit. Students will be engaging themselves with the practical situations in the industries they are likely to work in so that they are better equipped to handle situations effectively.

The Academy also facilitates valuable contacts to students through visiting industry experts, by organizing field trips, and by providing reference letters. It is expected that students will make active efforts to make the most of these opportunities and develop their own industry contacts. It is compulsory for all students to attend field trips and industry talks, as it is a part of the curriculum and students will be marked for attendance.

The Academy has a Career Services team which spearheads the industry linkages. There will be prescribed timings during which students may interact with the relevant authorities for training and support to undertake their assignments in industry.

22.2 Internship

At some stage of every course, you are required to undertake an Industry Internship of duration 8 -10 weeks. The objective of the internship is for you to:

- Study and understand prevalent commercial and industrial practices, standards and procedures;
- Reinforce your theoretical knowledge with practical and hands on experience;
- Develop and strengthen the ability to work as an effective and willing member of a team;
- Understand the pressures of the industry and sharpen problem - solving skills.

Besides, the experience gained through internship, it will help you to identify problem area(s) to be addressed in your final dissertation/project. This internship is supported by close co-ordination between the Academic Department & the interning organization to ensure an assignment fitting with your needs and to monitor your progress. The internship is an essential requirement for the successful completion of the Course.

The internship is evaluated by the Course Leader (CL) with one or more member of course team on the basis of the internship report filed by you at the end of the internship period, taking into account the feedback provided by the Internship Company / Organization.

In order to give you a positive internship experience your Academic Department requires your cooperation in processing your internship as follows:

- Your resume should be submitted to the Department two months prior to the commencement of the internship. It should be professionally presented, expanding on your skills, capabilities and not monotonous.

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- To ensure uniformity, the Academy would like that your internship is arranged formally through your Department, even if you possess industry contacts and the means to secure internship. In such a case, you may inform the department 2 months in advance of the commencement of the internship period to coordinate the internship process in your behalf.
- The location of internship arranged by the Academy may not coincide with your residential location. Once the internship is arranged officially by the Academy, you cannot decline the offer.
- For outstation internships, accommodation is your responsibility unless the company is specifically willing to provide the same to you. Transportation costs to and from the place of internship are also to be borne by you.
- You may or may not be paid a stipend for the internship period. This is entirely at the company's discretion. The Academy, however, does recommend to all interning companies a desirable amount that may be paid to you as stipend. This recommendation is uniform for all of the members of your cohort.
- You will be required to maintain a journal and file a weekly log/report of your internship experience with your department. This helps the Academy in monitoring your internship and ensuring that you have a positive learning experience. Failure to file a weekly report may nullify the internship.
- You are required to report for your internship on the stipulated date and time mentioned on your internship intimation letter.

23. Placement Policy

The Academy facilitates job placements through the Career Services team to all the desirous graduates on successful completion of the Course.

Companies from the industry are invited to participate in the on-campus/ off – campus at client site / placement week / placement season, which normally takes place during the last two semesters of your course of study.

Those companies which regularly come for placements and take interns from us are invited first for placements and subsequently companies that are occasional and new.

23.1 Placement Guidelines

The detailed placement guidelines and the procedure to apply for available job opportunities may be obtained from Career Services department / representatives available at your campus.

The Academy does not guarantee final placement.

It may not be feasible for the Academy to place the student necessarily at a location of your choice. While the Academy tries its best to provide placements, it is not the responsibility of the Academy alone, and, hence, the students are also expected to share responsibility for placements and contribute to its administration in various ways. They are expected to display the highest level of professional conduct at the workplace and contribute to the growth of the company and deliver as per your agreed work profile. You will not engage in any illegal, unethical, wrong activity/ conduct or any other activity that brings disrepute to the institution during your engagement / employment with the company that they have been placed in or chosen to work with as the Academy will do everything in its ability and power to safeguard its brand name, repute and values. We encourage our students to be innovative, take ownership of their roles and contribute to the growth and success of the organizations and enterprises that they are placed in or have chosen to work with.

24. Student Responsibility

These rules apply to all students enrolled at the Academy on full or part-time courses and are applicable to the premises of the Academy. However, students are expected to conduct themselves with decorum, even when away from the Academy, so as to keep their personal and the Academy's reputation unsullied.

24.1 Code of Conduct and Academy's Expectations of Students' Behaviour

You will find Pearl Academy a stimulating and challenging environment. The structures are designed to create a relaxed and informal atmosphere. Because of this, students are required to accept considerable responsibility and exhibit a mature attitude. Respect, common sense and honesty are key factors in making the best of your time here.

Whilst all students are treated as individuals and as adults, some fundamental rules and guidelines do apply. If you follow them, your life here will be easy and enjoyable!

We expect you to at all times attend your weekly group meetings and all academic sessions, to be on time and to arrive fully prepared. Complete and hand in set work by the due date and time and to the highest possible standards.

24.1.1 General behaviour and appearance

- You may have a mobile phone however you are asked to switch it off during lecture sessions.
- You are expected to dress in an appropriate and non-threatening way.
- The Academy will not be liable for any loss or damage to any items you wear or bring with you, whether arising through negligence or otherwise.
- Food or drink, other than bottled water, must not be taken into any lecture or seminar rooms, consultation rooms, media suites, computer labs, near any IT facilities or in the Learning spaces like library Centre and quiet study area.
- Skateboards and skates, etc, are not allowed anywhere on campus.
- In compliance with government regulations, Pearl Academy is a no-smoking campus.

The Academy expects all students to:

- Be well-behaved and observe all regulations and procedures laid down.
- Be regular and punctual in attendance at all schedules, including during the industry internship when student conduct reflects on the Academy's reputation.
- Notify the Academy of any change in the information supplied at enrolment.
- Make sure that conduct does not disturb or disrupt teaching, learning, study, research or any administrative/ recreational activity being conducted at the Academy or organized outside the Academy.
- Be considerate to the needs of staff, fellow students and visitors.

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- Respect the property of the Academy and that of the other students.
- Students should not destroy, damage or mishandle the property of the Academy.
- Be aware that refreshments, eating and drinking is permitted only in canteens.
- Any kind of intoxicant is strictly banned, and evidence of use of the same under any circumstances will invite rustication from the rolls of the Academy at its own discretion.
- Be careful not to litter the classrooms and laboratories with scrap paper and cloth. Make use of the waste bins placed in each room. Any flagrant uncleanliness will invite strict and prompt disciplinary action. After each class put your waste paper and cloth cuttings in the bins provided for this.
- Make sure that lights, fans and air-conditioners are switched off before leaving the classroom. Steam irons in sewing lab/ studios are to be switched off after use. Please remember that the Academy's resources are your resources too, and any misuse of the same will only be against your interests in the long run.
- Be aware that, as part of the curriculum, students are required to undergo internship training with the industry; undertake craft documentation; conduct project researches; conduct market study etc. It is mandatory for all students to travel for such activities, individually or in groups as per academic requirement.
- Conduct professionally inside and outside the Academy. For this purpose the Academy facilitates the personal interaction of students with faculty/mentors. Generally, faculty are available on weekdays between 3.00 pm - 4.00 pm. Outside of these hours, however, students are required to take prior appointment for meetings with the faculty concerned.

24.2 Encouragement of Positive Attitude

You are encouraged to seek varied experiences extended to you in the course of your learning at the Academy, so that you are fully prepared as an aspiring professional for the industry. In this respect, the Academy discourages the influence of special preferences, soft choices and options in external situations, contexts, settings, timings, scheduling, etc., in the matter of delivery of the commitments of the course.

You will find an open, positive attitude not only rewarding for yourself (particularly, in relation to industry visits, internship, educational tours, and craft documentation), but, in turn, you will also enable the Academy to extend its linkages to wider locales, which benefits you in return.

24.3 Responsibility for personal belongings

Students are required to take care of their belonging, e.g., mobile phones, Laptops, Cameras, and Hand Bags etc. The Academy will not be responsible in any manner for the loss of such items within its premises or outside.

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24.4 Discipline

Disciplinary rules for the orderly conduct of students have been made to ensure that nothing distracts the students and the faculty from the primary aim: learning. These rules provide a guide to our expectations of student behaviour that will necessitate disciplinary action.

24.5 Misconduct

The following are examples of misconduct that are liable to attract disciplinary action:

- Assault or threatening behavior
- Malicious and willful damage to Academy's property or the property of any student, visitor or member of staff or stealing of the same
- Any action likely to cause injury to any person in the Academy's premises
- Conduct or action against the equal opportunity policy of the Academy to include sexual harassment, racism, religious intolerance, denying freedom of speech, etc.
- Abusive or unreasonable behaviour likely to cause distress or fear in others.
- Failure to comply with Academy's rules or proper directions given by the staff.
- Ragging (viz., teasing, forcing to do an act of unwillingness, rudeness, mental/physical abuse, etc.) in any form is strictly prohibited. Strict disciplinary action as per latest Govt. Notification / Hon'ble Supreme Court ruling shall be initiated.
- Plagiarism and use of unfair means
- Failing to maintain proper decorum and sanctity of the academic institution.
- Refusal to participate in the Academy's general activities such as functions and events, fairs and exhibition, workshops, seminars, field visits etc.
- Any public misbehavior that puts the Academy in bad light.
- Misbehavior / damage to property while in campus / off campus / field visits / international exchange / summer program etc.
- Continuous non-submission of assessments / submissions as per deadlines issued.
- Smoking and consumption of alcohol / psychotropic substances / any other intoxicants / drugs etc. is strictly prohibited in and around all Academy's campuses & all Hostel Campuses. Random checks may be carried out by the Hostel Warden or any other official without advance intimation.
- Students are not allowed to bring friends & relatives in the Academy / Academy's premises. To allow friends and relatives inside the premises, prior permission needs to be sought from the Registrar's Office duly signed by the CL. Non-adherence will be considered gross misconduct and strict disciplinary action will be taken against defaulters.
- Inappropriate behavior / PDA (public display of affection) within the vicinity of the academy including the premises of the academy.

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- Using of somebody's ID card to mark a false attendance on behalf of the student.

The above is only an indicative list.

24.2. Disciplinary Action

In case informal disciplinary action 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 / struck 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
- Require the student to pay the cost of any damage to property.
- Require the student 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.

25. Prohibited and Restricted Conduct

25.1 Drug, Alcohol or Other Intoxication Related Policy

Pearl Academy has a zero tolerance policy towards drugs and alcohol consumption and completely forbids the use and/or supply of illegal substances. We have a duty to inform and educate all students concerning the consequences of the use of illegal substances and alcohol abuse. We acknowledge the importance of our guidance role concerning the welfare of students, and will always endeavor to encourage those in need of help to come forward.

We will provide help to identify sources of appropriate personal support and increase understanding of related health and social issues.

A student will be liable to instant dismissal if they are found in possession of drugs, or are supplying drugs, or are allowing any premises occupied by them (whether or not on College premises) to be used for any purpose in relations to drugs, or are in any way assisting, by act or omission, a misuse of drugs.

25.2 Ragging

RAGGING IS AGAINST THE CULTURE OF PEARL ACADEMY

Ragging is prohibited under Indian Law. The UGC ACT, 1956 and Indian Penal Code prohibits ragging in all its forms and at all times. The objective of this Policy is to prohibit, prevent and eliminate the scourge of ragging on the Academy campus.

Pearl Academy follows a policy of Zero Tolerance on “Ragging” in any form and is committed towards the cause and maintains an anti-ragging campus. In case of any unlikely event of ragging in the campus or in the hostel, the Academy will act as per the guidelines given by the Honorable Supreme Court. Students are advised to intimate the SDS immediately if an unfortunate event of a ragging takes place. Ragging includes one or more of the following acts, but not limited to, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority over fresher or any other student.

- Asking to do any act which has the effect of causing a sense of shame, torment or embarrassment so as to adversely affect the physical health, mental health or self- confidence of an individual.
- Indulging in rowdy or in – disciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm to raise fear or apprehension.
- Any act of financial extortion or forceful expenditure burden.
- Any act of physical abuse including all variants of it
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- Any act or abuse by spoken words, e-mails, social media, public insults.

PROCESS OF REPORTING COMPLAINT

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An aggrieved person or any other person may report the complaint to any of the following directly or over the phone or in written form or through e-mail.

- Anti-Ragging Committee Members
- Registrar
- Campus SDS
- Course Leaders

PENAL CONSEQUENCES

Pearl Academy is committed to providing Ragging free academic environment to every student. Any violation of Anti – Ragging Policy will lead to any one or combination of the following:

- Suspension from attending classes, debarring from appearing in tests and forbidding other academic & co curricular activities
- Individual or Collective punishment or any form of financial penalty
- Cancellation of admission
- Suspension and Expulsion from the Academy
- Lodging of FIR with the Police

ANTI RAGGING COMMITTEE

The Anti – Ragging Committee will largely be constituted of the following nominated members of the Management / Faculty:

1. Campus Director
2. Campus Registrar
3. Dean / Course Leader
4. Campus SDS
5. Class Representative (Student in attendance)

25.3 Sexual Harassment

The Supreme Court of India states that Sexual Harassment “is a violation of the fundamental right to equality and the right to life and liberty. “Pearl Academy is committed to creating a healthy environment that enables study without fear of prejudice, gender bias and Sexual Harassment (as defined herein below). Pearl Academy also believes that all women working / studying at Pearl Academy have the right to be treated with dignity and respect. Sexual Harassment (as defined herein below) is a grave offence, punishable by law and a serious note of the same will be taken by the Pearl Academy Management. Pearl Academy Policy

- Promotes a healthy and congenial work environment
- Emphasizes Zero- tolerance for sexual harassment or gender discrimination.
- Prescribes resolution and redressal in case of Sexual harassment complaints

ACTS OF SEXUAL HARASSMENT

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This shall include but not be limited to:

- Unwelcome sexual advances, requests for sexual favours and other visual, verbal or physical conduct of a sexual nature such as physical contact, any obscene gesture, songs, jokes, loaded comments, slander, lurid stares, stalking exhibition of pornography which affront the dignity of the aggrieved person.
- Unwelcome sexual advances when it is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations or permission to participate in a University activity.
- Interferences with work or creating an intimidating or offensive or humiliating or hostile work or living environment on the basis of a person's gender identity / sexual orientation.

25.3.1 redressal of Complaints

- Any individual who feels that he or she has been subjected to act of sexual harassment / assault should report the incident immediately. A committee - Internal Committee - has been constituted by the Management of Pearl Academy to consider and redress complaints of Sexual Harassment.
- A student can report a formal complaint of sexual harassment/assault to the Head- Student Development and Support or any member of SDS team. All formal complaints of sexual harassment/assault will be investigated. The SDS receiving the initial formal complaint will complete an Incident Report Form which will be forwarded to the Internal Committee for investigation. The person initiating the formal complaint will receive a response from the IC within 10 working days of the initial complaint. This written response would include an explanation of the investigation process and a reasonable time frame for the resolution of the complaint.

PENAL CONSEQUENCES

The Complaints received will be dealt with promptly by the designated Committee on Sensitization of Gender, Prevention and Redressed of Sexual Harassment.

- Anyone violating this policy is subject to disciplinary actions—Special action taken in a particular case will depend on the nature and gravity of the conduct reported and established by the Committee

25.4 Discrimination and Harassment

25.4.1 Equal Opportunity

The Academy is not only an equal opportunity institution but believes in positive affirmative action. There will never be any discrimination based on gender, race, caste, religion, disability, national or ethnic origin, age, class, marital status or family responsibility. Rudeness, insolence, intolerance, abusive or aggressive behaviour towards other students or members of staff will not be tolerated. In such circumstance we will implement the strictest penalties which may include dismissal. This policy applies in respect to admission, content of courses, assessment, awards, and student welfare.

25.4.2 Anti-harassment policy

Pearl Academy is committed to providing a caring, friendly and safe environment for all students so that they can learn in a relaxed and secure atmosphere. It is the right of every member of our student and staff community to study or work without fear of harassment or victimization.

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Harassment of any kind is unacceptable at the Academy. If it does occur, the student should be able to tell a member of staff and be assured that incidents will be dealt with promptly and effectively. Anyone who knows that harassment is happening is expected to immediately report the same.

25.5 Safe Campus Policy

The possession, maintenance, or use of firearms, weapons, or explosives of any nature or description (fireworks, any other device of explosive nature, bows and arrows, crossbows, sling shots, guns, ammunition and knives other than those typically used in artwork), or any other weapon, is prohibited on campus. Violators will be subject to disciplinary action.

We are committed to a safe and secure campus. Crime prevention, risk identification, and problem solving are the responsibilities of every member of our campus community. Members of the community must assume responsibility for their own personal safety and the security of personal and campus property by taking simple, common sense precautions, removing the potential for “crimes of opportunity.”

Perhaps the most important element of the campus safety program is the assistance of our students, faculty members, staff, and guests who report suspicious people or activities to campus safety. If students are a victim of, observe, or have knowledge of a crime or other emergency, they must immediately inform the Security.

26. General Rules & Regulations

26.1 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 course tutors / team/ module / course leaders as part of the prescribed curriculum will be solely and exclusively owned by Creative Arts Education Society for perpetuity.

Intellectual Property generated or used by students during their period of enrolment with Pearl Academy shall at all-time vest with Pearl Academy, unless the Intellectual Property is surrendered by Creative Arts Education Society.

Policy on Intellectual property will be applicable to students who enroll in any program of study at Pearl Academy, the associated IPR thereto shall be owned by the Creative Arts Education Society.

26.2 Social Media Usage

Pearl Academy encourages you to share your opinions and comment freely on the Academy's Social Media platforms.

26.2.1 Pearl Academy's Social Media Platforms

Pearl Academy uses the following social media to support the Academy's mission, vision, goals, programs, and sanctioned efforts, including news, information, content and directives:

- 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>

26.2.2 Disclaimers & Posting Guidelines

The use of Social Media by students is in their personal capacity, and not in any way that might harm Pearl Academy, its employees, students, associates etc. Students are personally responsible for uploading / posting / sharing of content and information on social media platforms.

However, your posts will be deleted if they are considered to be:-

- advertisements, spam, derogatory, discriminating or vulgar.
- illegal, racist, bigoted or demeaning to a particular group of individuals or in general.
- embarrassing to an individual or construed as placing an individual in a bad or false light.
- causing someone to believe that his/her name, image, likeness or other identifying aspect of his/her identity is being used for commercial purposes without permission.

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Failure to follow these guidelines is a violation of the Academy's policy and subject to discipline and/or removal of the user / member.

26.3 Indemnity Clause

At the time of admission, every student is required to sign and submit an Indemnity Bond on a non-judicial stamp paper, counter-signed by parent/guardian to absolve the Academy for any responsibility in the case of death or grievous injury caused under any circumstances and at any time in the premises of the Academy or outside it in India or abroad in the act of fulfilling the curriculum of the Academy under official direction of the faculty of the Academy .

26.4 Undertaking by Newly Enrolled Students

All students are required to **sign an Undertaking** of having read and understood and abide by the student guidelines and policies regarding Refund, Discipline, minimum attendance rules, Assessment, Progression, awards etc. and hand over to their respective Faculty Coordinators within first 2 weeks of joining the course.

26.5 Animals on Campus

The Academy prohibits any animals on campus property, with the exception of approved service animals. In order to receive approval to bring a service animal on campus property, please contact the Head of Student Services.

26.6 Appropriate Attire

Appropriate student attire is extremely important in helping to maintain a campus climate which fosters academic excellence. Not all clothing is suitable for the Academy. Your attire should be comfortable and not disruptive or distracting to the learning environment. Any attire deemed as inappropriate and/or disruptive will result in a meeting with the Student Development and Support Manager. Student will then be asked to leave campus and only return when dressed in appropriate attire. Masks that cover your face are not allowed to be worn on campus unless an event specifically advertises this attire. Campus Administration reserves the right to stipulate appropriate attire.

26.7 Children on Campus

From time to time, children accompany parents to campus. If you have an appointment with staff when you are not attending class, you may bring your children as long as you are supervising them at all times. Please be mindful, however, that children are not permitted in the classrooms or labs at any time, and are not permitted to use the Library or computer resources.

26.8 Clearance Certificate

At the time of leaving the Academy, you will be required to obtain "clearance" from various sections of the Academy to acknowledge that you have no dues/obligations, etc. pending. In case there is any pending, clearance will be withheld until such time as you have discharged pending dues/obligations.

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Refund of Security deposit/caution money is subject to the production of a clearance certificate duly signed by all concerned sections, and where necessary, after due deductions of unmet /pending obligations (if any).

26.9 Cancellation of Admission

A newly enrolled student is permitted to cancel his/her enrolment; in the event of such cancellation, refund of fees paid/deposited will be as per the refund policy given below:

Following documents are required to be submitted for refund of Fees:

- Duly filled Withdrawal Form (Form-A).
- Original fee receipt.
- Copy of Admission Offer Letter
- Undertaking on Rs. 10/- non-judicial stamp paper at the time of receiving the refund cheque.

26.10 Security Deposit & Refund Policy

All students are required to maintain a Security Deposit of a specified amount at the time of admission. The Security Deposit is retained by the Academy up to the exit of a student on conferment of Award. In the case of students whose enrolment has been cancelled or they have left the Academy prior to completion of studies, the Security Deposit will be refunded only at the time of the student's exit from the Academy.

Following documents are required to be submitted for refund of Security Deposit:

- Duly filled Security Refund Form (when the student is leaving during the course of study.
- ID Card (original)

Please Note:

- Student is required to fill up the unique online form after completion which will be shared by the Registrar's Office after the Convocation/Exit
- In all cases, only the balance amount in the Security Deposit, after recoveries of liabilities (if any), will be refunded only after the Convocation/Exit (whichever is earlier).
- The processing of Security refund requests will be done one month after the convocation.

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REFUND OF FEES TO STUDENTS : GENERAL CATEGORY

Sr.	Description	Deductions	Refund Permissible
1.	Students admitted to a Programme but informs Pearl Academy in writing about withdrawal / not joining the Programme before the commencement of Programme.	<ul style="list-style-type: none"> Registration & Admission Fee (100%) 	<ul style="list-style-type: none"> Learning Resources Fee Tuition Fee Examination Fee Security deposit Alumni membership
2.	Students joined the Programme, attended classes up to 10 calendar days and informed Pearl Academy in writing about withdrawal / not continuing the Programme. OR Students not attended any classes but informed PA in writing about withdrawal / not continuing within 10 calendar days.	<ul style="list-style-type: none"> Registration & Admission Fee (100%) Learning Resources Fee (50%) Tuition Fee (50%) 	<ul style="list-style-type: none"> Examination Fee Learning Resources Fee (50%) Tuition Fee (50%) Security deposit Alumni membership fee
3.	Students joined Pearl Academy, attended classes for more than 10 calendar days but up to 30 calendar days and informed Pearl Academy in writing about withdrawal / not continuing the Programme. OR Students not attended classes and informed Pearl Academy in writing about withdrawal / not continuing the Programme between 11 and 30 calendar days from the start of the session.	<ul style="list-style-type: none"> Registration & Admission Fee (100%) Learning Resources (75%) Tuition Fee (75%) 	<ul style="list-style-type: none"> Examination Fee Learning Resources (25%) Tuition Fee (25%) Security deposit Alumni membership fee
4.	Students joined the Programme, attended classes for more than 30 calendar days and informed Pearl Academy in writing about withdrawal / not continuing the Programme. OR Students not attended classes and informed Pearl Academy in writing about withdrawal / not continuing the Programme after 30 calendar days.	<ul style="list-style-type: none"> Registration & Admission Fee (100%) Learning Resources (100%) Tuition Fee (100%) 	<ul style="list-style-type: none"> Examination Fee Security deposit Alumni membership

- Subject to submission of Undertaking.
- Application for withdrawal / cancellation of admission shall be entertained via online Admission portal (<https://admissions.pearlacademy.com/studentPortal/login.aspx>) only.
- Applicable GST will be deducted on the refund amount / deductions.
- The processing of refund request will take minimum 3 weeks.
- In case of withdrawal under scholarship category, scholarship granted shall get withdrawn & refund shall be granted as per the normal fee structure.

*Guidelines on Refund of fees to Students NORMAL CATEGORY

Sr.	Description	Deductions	Refund Permissible
1.	Students admitted to a Programme but informs PA in writing about withdrawal / not joining the Programme before the commencement of Programme.	<ul style="list-style-type: none"> Registration & Admission Fee (100%) 	<ul style="list-style-type: none"> Learning Resources Fee Tuition Fee Examination Fee International Service Fee Security deposit Alumni membership
2.	Students joined the Programme, attended classes up to 10 calendar days and informed PA in writing about withdrawal / not continuing the Programme. OR Students not attended any classes but informed PA in writing about withdrawal / not continuing within 10 calendar days.	<ul style="list-style-type: none"> Registration & Admission Fee (100%) Learning Resources Fee (50%) Tuition Fee (50%) 	<ul style="list-style-type: none"> Examination Fee Learning Resources Fee (50%) Tuition Fee (50%) International Service Fee Security deposit Alumni membership fee
3.	Students joined PA, attended classes for more than 10 calendar days but up to 30 calendar days and informed PA in writing about withdrawal / not continuing the Programme. OR Students not attended classes and informed PA in writing about withdrawal / not continuing the Programme between 11 and 30 calendar days from the start of the session.	<ul style="list-style-type: none"> Registration & Admission Fee (100%) Learning Resources (75%) Tuition Fee (75%) 	<ul style="list-style-type: none"> Examination Fee Learning Resources (25%) Tuition Fee (25%) International Service Fee Security deposit Alumni membership fee
4.	Students joined the Programme, attended classes for more than 30 calendar days and informed PA in writing about withdrawal / not continuing the Programme. OR Students not attended classes and informed PA in writing about withdrawal / not continuing the Programme after 30	<ul style="list-style-type: none"> Registration & Admission Fee (100%) Learning Resources (100%) Tuition Fee (100%) International Service Fee (100%) 	<ul style="list-style-type: none"> Examination Fee Security deposit Alumni membership

- Subject to submission of Undertaking.
- Only written applications towards withdrawal / cancellation of admission submitted to Registrar's Office will be entertained.
- Applicable Service tax will be deducted on the refund amount / deductions.
- The processing of refund request will take minimum 3 weeks.

27. Further Correspondence/ Communication

27.1 Escalation Matrix for Students

Level	Person Responsible	Particulars
1 st Level	Class Representative	In person or mobile
2 nd Level	Individual Course faculty	Only During Class Hours – in person, mobile or via e-mails

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3 rd Level	Course Leader	In person or mobile Communication during office hours or via e-mails
4 th Level	Course Leader in consultation with SDS (For Non-Academic) & HoD (For Academic)	In person or mobile Communication during office hours or via e-mails
5 th Level	Course Leader, SDS (For Non-Academic), HoD (For Academic) & Campus Director	In person or mobile Communication during office hours or via e-mails
6 th Level	School Dean	In person or via e-mail

27.2 Student Participation and Feedback

We believe in open and frank interaction between students and faculty members. The Academy conducts various feedback surveys periodically to assess and understand the needs of our students and to improve our system and services. The information on such feedback surveys will be shared with you through the Course Leaders from time to time. Participation in such surveys is mandatory. You can freely discuss your views and problems with your Course Leaders, Faculty members and SDS.

At the beginning of each academic year we will ask for volunteers from each program to act as course student representatives. The role involves acting as a link between the students and the school. Student course representatives attend meetings with Course leaders, SDS and Academic Governance rep. to raise and discuss issues related to academic matters and the student experience. These are called Course Committee Meetings (CCMs), held twice in every semester.

At the end of 12th week of each semester, all students will be required to complete online feedback, to give their opinion regarding teaching quality (TQ)/ mentoring quality (MQ) of all tutors of courses taught during a semester. This feedback is useful for the Faculty, as well as for students; therefore, students are expected to be frank and honest in their views. At the same time, it is expected that such feedback is impersonal, and relates only to the relevant courses in terms of its content and delivery. It is mandatory for all students to participate in the formal feedback.

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28. Note to Parents / Guardians

It is recommended that parents should also go through this hand book and understand various rules and regulations contained herein.

It is our continuous endeavor to update you about your wards performance. We use various means of communications to update you with regard to same. We send e-mails / SMS / Tele calls (on contact no. & e-mail id given to us at the time of admission) to give you information about various study trips, invites for events like Portfolio, Academic performance, Attendance or other relevant information.

You are requested to kindly inform the Academy in case of any changes in your address, contact no. & e-mail Id to receive uninterrupted communication.

You may also get in touch with the SDS / Course Leader to know the performance and attendance, etc. of your ward.

Please Note

- Generally, Our classes are scheduled from 08:30 AM to 06:15 PM
- Administrative office works from 09:00 AM to 05:00 PM

Meetings at the Academy will be by prior appointment only.

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29. Disclaimer

Contractual Liability: Pearl Academy undertakes to provide the teaching, examination & other services given in the program specification & the handbook. It does not, however, guarantee their provision & the standard force majeure clause hold in circumstances beyond the control of the Academy.

Any disputes arising out of the contents of this Student Handbook will be subject to Delhi Courts' jurisdiction only.

The Academy reserves the right to amend, change or cancel courses including date of commencement, no. of seats, location, the program, program content, nomenclature, fee structure, policies & procedures, or any other matter reported or contained in this Student Handbook with no liability attached to the Academy.

In this Handbook, generally, the masculine shall include the feminine and singular shall include the plural.

The matter herein applies to all the students enrolled in any courses of Pearl Academy from the AY 2020, irrespective of the batch/cohort of enrolment.

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Amended Assessment Policy under Covid -19 Academic Action plan-Applicable from Jan 20 to July 2021

At Pearl Academy we care deeply about the education and the future of every one of our students. All the decisions made are based on the principles of fairness and transparency. We have taken care that this revised approach, whether for teaching or assessment, does not disadvantage any student and is sensitive to the individual needs of students across all courses.

Academy understand that preparing for assessments this year will be challenging, for the students both in practical and emotional terms. To meet the requirement the TLA dates are extended to ensure assessments are spread out, both to give our students more time to prepare and to balance their work across the assessment period. The amendment in Assessment Policy are as below:

- ☐ be fair to all students, making sure that no one is disadvantaged by giving due considerations;
- ☐ enable students to continue or complete their studies that reflects accurately their ability and effort;
- ☐ Deferral should be given to students who have personal /family concerns for e.g. health issues, anxiety, family / connectivity. Date of completion of deferral will be on case to case basis. A prior approval is required from Dean Academic Governance before issuing the letter.
- ☐ Any student who is regularly attending online classes but is unable to submit quality of work is to be given or considered for second attempt. No Capping in the marks of second attempt. 2nd attempt to be completed within 15- 21 days depending on the intensity of the assessment. The rule will be for all the Jan-May Semester submissions.
- ☐ In case of failure of 2nd attempt, 3rd attempt (without any capping of Credits) should be given to students with capping of marks at 40 for UG & 50 for PG. 3rd attempt to be completed within 15 days of failure of 2nd attempt.

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