

ORDINANCES AND REGULATIONS

For

**Integrated Teacher Education Programme Leading to
B.A.B.Ed. Degree (Secondary Stage)**

(Applicable to 2024 Admission onwards)



CENTRAL SANSKRIT UNIVERSITY, NEW DELHI

56/57, Institutional Area, Janakpuri, New Delhi, Delhi 110058.

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DEPARTMENT OF EDUCATION
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JAIPUR CAMPUS, TRIVENI NAGAR, JAIPUR

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ORDINANCES

- O.1 Eligibility for admission, admission policy, and procedure shall be decided timely by the Academic Council (AC) of Central Sanskrit University, Delhi, following the guidelines issued by the Ministry of Education (MoE), National Council of Teacher Education, Government of India (GoI).
- O.2 Central Sanskrit University offers regular full-time B.A.B.Ed. Program B.A.B.Ed. (Secondary Stage). The duration of the B.A.B.Ed. program shall be 4 years (8 semesters). Every academic year consists of the monsoon Semester (July-August to November-December) and the Winter Semester (December-January to April-May).
- O.3 Award of Degree shall be in accordance with the regulations of Central Sanskrit University, Delhi.
- O.4 The AC/EC of the university has the right to modify any regulations stated from time to time.


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REGULATIONS

R.1 Admission

- R.1.1 Admission to the B.A.B.Ed. programs of the Various campuses of CSU, Delhi will be in accordance with the instructions received from the MoE, NCTE, GoI, from time to time. The number of seats in each Major Subject of the B.A.B.Ed. program will be decided by the AC/EC of the University following the instructions from MoE, NCTE, GoI. Reservation of seats to various categories shall be as per the directives from MoE, NCTE, GoI, from time to time.
- R.1.2 Eligibility for admission shall be as per the criteria issued by the admission authority entrusted by the MoE, NCTE, GoI, from time to time.
- R.1.3 The selected candidates shall be admitted to the B.A.B.Ed. program only after they fulfill all the admission requirements set by the CSU and after payment of the prescribed fees.
- R.1.4 In all matters related to admission to the B.A.B.Ed. program, the decision by the CSU or any other body/organization entrusted by MoE or the university, and its interpretation given by the Vice-Chancellor of the Central Sanskrit University shall be final and binding.
- R.1.5 Even after completing the admission, if a candidate is found to have not fulfilled any of the requirements stipulated by the CSU or any other body or organization entrusted for the admission by MoE, CSU and the director of the campus on the recommendations of HoD can revoke the admission of the candidate and report the matter to the Dean (Academics).
- R.1.6 The fee structure is decided by the CSU following the directives of MoE, NCTE, GoI, from time to time.
- R.1.7 The student should choose the Major and Minor subjects of the B.A.B.Ed. program from the available options at the time of admission as per the eligibility conditions.

R.2 Structure of the B.A.B.Ed. Program

- R.2.1 The implementation of the program shall be based on the model/suggestive curriculum developed by the National Council for Teacher Education (NCTE), GoI. Every Major of the B.A.B.Ed. program shall have a curriculum and syllabi for the courses approved by the Academic Council of Central Sanskrit University. The syllabus for any course can be modified/updated by the Board of studies of Education, Committee appointed by the Dean (Academic) with approval from the Vice-Chancellor. Curriculum revisions, when required, will be proposed by a committee nominated by the Dean School of Education. The curriculum of the program consists of courses in the following categories spread across various semesters.

- (i) Foundations of Education (FE)
- (ii) Disciplinary Major and Minor (MM)
- (iii) Stage-Specific Content cum Pedagogy (CP)
- (iv) Ability Enhancement and Value-Added Courses (AE)
- (v) School Experience (SE)
- (vi) Enhancement of Professional Competency (EPC) and Community Engagement Service (CES)

R.2.2 The general pattern of the credit system followed in the Institute is as follows:

A. In 4 credit course:

I. 2.2 credits for the prescribed theoretical units.

II. 1.8 credit for the practicum.

B. In 2 credit Course-

I 1.1 Credits for the prescribed Theoretical Units.

II 0.9 credit for the Practicum.

C. Appropriate credits for Practice, seminar, thesis, and project courses

The exact details of the courses and the corresponding credits shall be as per the approved curriculum of the program.

R.2.3 The curriculum of any Major of the B.A..B.Ed. program shall have a total of 176 credits.

Students shall earn the above minimum total credits and score CGPA of 5.0 or above to successfully complete the program to receive the B.A.B.Ed. Degree.

R.2.4 Courses in the first and second semesters are normally referred to as first-level courses. Similarly, there are second-, third-, and fourth-level courses for higher semesters. Successful completion of fourth-level courses leads to the award of a B.A.B.Ed. (Secondary Stage in respective Major subjects). However, a student may opt for exit after successfully completing the third-level courses leading to the award of B.A. degree in the corresponding Major subject. Students may opt for a Diploma after completing second level. Student may opt Certificate after completing level 1.

R.2.5 A student who has earned the minimum number of credits and minimum CGPA (5.0) required for the award of the Degree, including the minimum credits prescribed for each category, shall not be permitted to register for more courses to improve the CGPA.

R.2.6 The medium of instruction for the B.A.B.Ed. program is Sanskrit except for the language courses.

R.3 Faculty Advisor




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- R.3.1 To help the students in planning their courses of study and to get general advice on the academic program, the concerned Department will assign a certain number of students to a faculty member who will be called their 'Faculty Advisor (FA)'. When more than one faculty advisor is assigned to a class of students, one faculty advisor will act as the coordinating faculty advisor.

Students shall first approach their faculty advisor for academic advice, course registrations, leave, and all academic/study-related matters in the CSU. FA shall make appropriate recommendations or remarks on the applications submitted by the students.

before forwarding them to HoD/other concerned officials.


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The faculty advisor will keep the complete record of academics, attendance /leave, disciplinary actions, if any, contact details of parents/local guardians, and any other relevant data of the students assigned.

If the academic performance/general behavior of the student is not satisfactory as per the CSU rules and regulations, FA shall give necessary motivation/advice or warning to the concerned students. If the student still does not show any improvement, the matter shall be reported to higher authority through HoD, and the same may be intimated to their local guardian/parents.

R.4 Class Committee

- R.4.1 For every B.A.B.Ed. program, semester-wise, and Major-wise, Class Committee (CC) consisting of all course faculty, FAs, and student representatives shall be constituted by the Head of Department (HoD). The Chairperson of the CC shall be appointed by the HoD.
- R.4.2 The term of the CC shall be one semester. The Committee shall meet at least thrice during the semester. The Dean of Education or nominee or HoD of Education department shall have the right to be present in any CC meetings. The Chairperson of the Committee or coordinating FA shall record the proceedings of each meeting, and the Chairperson shall communicate a copy of the minutes of each meeting to the HoD of the campus for any further action.
- R.4.3 The responsibilities of the CC include the following:
- (i) Finalization of the course plan, attendance, and evaluation policies of all courses (In the first CC, which must be conducted within two weeks from the beginning of the semester).
 - (ii) Periodic review of the progress of the classes and attendance of the students.
 - (iii) Identification of students with poor performance and low attendance and reporting the matter to FAs and HoD.
 - (iv) Giving suggestions and recommendations regarding the curriculum and syllabi, if any, to HOD
 - (v) Finalization of the semester results of practicum and EPC etc. (in a meeting at the end of the semester without the student members) and forwarding the same to the HoD in the prescribed format.

R.5 Registration and Enrollment

- R.5.1 Registration of a student refers to the selection of courses planned by the student to be credited in the next semester as per the applicable curriculum through the SAMARTH portal of university during the time frame specified for the same by the Academic Section. Enrolment refers to the physical reporting of the students before the FA on the day specified by the academic section immediately before the commencement of the semester.



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- R.5.2 Maximum credits that can be registered by a B.A. B.Ed. Student of any semester (except the eighth semester) are the normal credits of the concerned semester as per the relevant curriculum. However, students who are repeating failed courses or crediting dropped courses along with regular courses shall be permitted to overload one course in addition to the normal credit for the semester.



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- R.5.3 A student with a W/F grade for a core course, as per R.14, has to repeat it compulsorily. A student with a W/ F grade in an elective course as per R.14 can either repeat the same elective course or register for a new elective course based on the advice of the FA.
- R.5.4 Registration for higher-semester courses is permissible only after registering for all the pending core courses from lower semesters that are being offered at the time, subject to the maximum number of courses permitted as per R.5.2.
- R.5.5 Adding/ dropping the course(s) to/ from the list of courses during the initial registration is permitted only for valid reasons within the stipulated time as per the guidelines and procedure announced by the Academic Section.
- R.5.6 A student shall be eligible for registration and enrolment only if.
- (i) the minimum requirement to continue the program as per regulation R.6 is satisfied.
 - (ii) cleared all the dues in the campus, Hostel, and library up to the end of the previous semester.
 - (iii) not debarred from enrolment by disciplinary action of the campus.
 - (iv) completed the course feedback on the courses registered in the previous semester, as notified by the Academic Section
 - (v) paid all the tuition fees and all other relevant fees, if any, prescribed by the campus.
- R.5.7 The campus reserves the right to cancel the registration of a student to a semester after the registration if it is found that any of the conditions in R.5.6 were violated at the time of registration unless the initial registration was made with the explicit prior written permission from the director of the campus.

R.6 Minimum Requirement to Continue the Program

- R.6.1 A student admitted to B.A. B.Ed. program in the first semester can continue up to the 8th semester, in ascending order, subject to the following conditions:
- (i) Successfully maintained registration for all the semesters.
 - (ii) Registration to the fourth-level courses shall be permitted only after successfully completing all courses up to and including the third-level courses.
- R.6.2 If the student fails to satisfy the conditions in R.6.1, the appropriate exit policy, as applicable for the credits earned by the students based on university, shall be applied.

R.7 Maximum Duration of the Program

- R.7.1 The normal duration of the B.A. B.Ed. program is eight semesters (Four years). However, a student may complete the program at a slower pace by taking more time, but in any case, not more than Twelve semesters (Six years), excluding the semesters withdrawn (temporary discontinuation as per R.8 on medical reasons). However, the students must satisfy R.6, failing which shall lead to the formalities related to the cancellation of registration.

R.8 Temporary Discontinuation


- R.8.1 A student may be permitted by the Dean (Academic) to discontinue temporarily from the program for a maximum of two semesters for reasons of ill health or other medical reasons, based on the recommendation from FA, HoD and Director of the campus. For a break of study due to illness, all necessary medical reports and medical certificates from the doctor treating the student shall be produced, giving definite reasons for the study break and its duration. The medical certificate should be duly endorsed by the authorized Medical Officer of the campus. Before joining back, a fitness certificate from the doctor who treated the student, with endorsement by the authorized Medical Officer of the campus, must be submitted. Such temporary discontinuation shall be allowed only twice in the entire duration of the program.
- R.8.2 In case of change in the curriculum/syllabi during the period of discontinuation, a student must register for the approved equivalent courses (meeting the credits) as per the curriculum/ syllabi as per the advice of FA, whenever the student is allowed to continue the program after the period of discontinuation.
- R.8.3 Students proceeding for temporary discontinuation are required to maintain the Campus registration by paying the fees applicable for keeping the registration alive until they resume normal academic activities. Once they join back after temporary discontinuation, fees applicable for regular students shall be paid.

R.9 Discipline

- R.9.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activities which shall tend to bring down the prestige of the campus.
- R.9.2 Any indiscipline or misbehavior of a student reported to HoD/ Director of the campus shall be referred to a Discipline & Welfare Committee constituted by Director of the campus. The Committee shall investigate the charges and decide suitable punishment if the charges are substantiated. The Committee will also authorize the HoD/ FA to implement the decision.
- R.9.3 The punished students, if any, may appeal to the Dean- Education and Vice-chancellor whose decision shall be final and binding in all respects.
- R.9.4 Ragging of any nature is a criminal and non-bailable offense. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student whose involvement in ragging is established shall be summarily dismissed from the Institute. In all cases of harassment of junior students by seniors, the campus-level Anti-Ragging Committee will make appropriate decisions for immediate implementation by the Institute. Each student of the campus, along with the parent, is required to give an undertaking in this regard, which is to be submitted at the time of registration.

R.10 Attendance and Leave

- R.10.1 Students are expected to attend all the classes for the courses they have registered for. The standard policy of the CSU is that a student should have a minimum of 80% attendance to become eligible for writing the end-semester examination of any course. However, it is the prerogative of the course faculty to fix the attendance requirement for their courses without exceeding the 80% limit. The attendance policy of a course shall be announced to the students in the first class itself. It must be later presented and approved in the first CC meeting.
- If a student cannot attend classes due to medical issues or other compelling reasons, a leave application as detailed below, must be submitted to the course faculty.
- (i) Application for any leave shall be submitted within five instructional days after returning from leave or on or before the last instructional day of the semester, whichever is earlier.
 - (ii) Application for leave on medical grounds must be supported with necessary treatment records for the period of leave applied for. The student is expected to inform the course faculty before proceeding on medical leave under normal circumstances.
- R.10.2 A student whose attendance for any course registered in a semester is less than 80%, or the limit prescribed by the course faculty is not eligible to appear for the end-semester examination for that particular course. The percentage of attendance shall be calculated based on the number of classes conducted from the date of commencement of the semester as per the academic calendar except for first semester students. In the case of first-semester students, it shall be counted from the date of admission of the student to the campus or the start of the classes, whichever is later.
- R.10.3 Students whose attendance is less than 80% or the limit prescribed by the course faculty for any course registered in a semester shall be informed of the shortage of attendance on or before the last instructional day.
- R.10.4 Students who have enrolled in the PMKYC of the Campus for internship/placement-related activities are eligible for duty leave up to a maximum of ten days per semester, subject to the actual absence from class for these activities. The attendance details on day/company basis shall be provided by PMKYC to the concerned departments/schools to verify the claims from the students.



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R.11 Assessment Procedure

- R.11.1 The Academic council shall decide the general assessment procedure from time to time. It shall be based on the system of tests, assignments, tutorials, presentations, quizzes, course projects, reports, etc., and the end-semester examinations in each course in each semester.
- R.11.2 One mid-semester test with a minimum duration of 90 minutes is mandatory for lecture-based courses and for courses where lectures are clubbed with practical, projects, etc. The number of assignments, tutorials, presentations, quizzes, course projects, reports, etc. shall be decided by the course faculty.
- R.11.3 One end-semester examination with a minimum of two hours duration is mandatory for each lecture-based course and for each course where lectures are clubbed with practicals, projects, etc. End semester examination is not mandatory for laboratory/practical/Teaching Internship courses.
- R.11.4 The weightage of marks for various evaluation components shall be finalized by the course faculty with the approval of the class committee.
- R.11.5 The assessment method for laboratory/practical courses shall be based on tests and students' performance in the regular laboratory/practical classes. This will be finalized by the course faculty with the approval of the class committee.
If there is final examination for laboratory/practical course, its weightage should not exceed 40%.

R.12 Make-up Examination

- R.12.1 Students who miss the mid-semester or end-semester examinations due to ill health requiring hospitalization/physical indisposition with inability to move or any other compelling reason judged to be valid by the FA/HoD are eligible for make-up examinations. The requirement of hospitalized treatment is not applicable in the case of contagious diseases. Make-up examination for the mid-semester component shall be conducted based on the mutual convenience between the students and course faculty during the semester. The make-up examination for the end-semester component shall be conducted along with the re-examination (REX) as per R16. Students appearing for the make-up examination for the end-semester examinations will not be permitted to appear for REX for the same course.


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- R.12.2 Those who miss mid-semester or end-semester examination in a course shall apply to the HoD concerned through FA within five instructional/ working days after the missed mid-semester/end-semester examination or before the prescribed date indicated in the academic calendar, whichever is earlier, giving the reasons/proofs for the absence. Applications received after this period will not be entertained.

Students applying for make-up examination due to medical reasons must produce a medical certificate (as proof of absence) from a Registered Medical Practitioner certifying that the student was admitted to the hospital during the period of examination, or the student was not in a condition to write the examination.

All applications for make-up examinations of end-semester, when approved by the Controller of Examination, the HoD/ FA shall inform the same to the course faculty concerned. The list of students permitted to appear for the make-up examinations for the end-semester examinations shall be published on the website of the university.

All applications for Mid semester examination when approved by the director of the campus, the HoD/ FA shall inform the same to the course faculty concerned. The list of students permitted to appear for the make-up examinations for the mid-semester shall be published on the website of the campus.


- R.12.3 Make-up examinations for mid-semester shall be conducted by the campus and end-semester examinations shall be conducted by the university concerned and incorporate the marks of the relevant make-up examinations, finalize the results of the students to whom I grade was awarded as per R.14 (in case of end-semester make-up examination) and report the results to HoD/ Director/ Controller of Examination of CSU through the CC with appropriate entries in the Samarth or any other platform of CSU.

R.13 Project and Teaching Internship


- R.13.1 Project work in the curriculum can be done individually or by a group of students as decided by the Department. The project work will be assessed by a panel of examiners (within the Department/within the campus/experts from outside the CSU) decided by the Director, on the recommendation of HoD, and a letter grade as per R.14.1 shall be awarded. The method of assessment/evaluation will be decided by the panel of examiners and announced in the CC.

If outside experts are invited for evaluation, it shall be with the approval of the Dean (Education).

- R.13.2 On completion of the project, the student shall submit a report in the prescribed format to the Department. Number of copies and the format will be as per the department guidelines. As per the guidelines of research policy of CSU, A soft copy of the report to the department shall be submitted to the campus.


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- R.13.3 The Internship in Teaching of the relevant pedagogy in the curriculum shall be done individually at the secondary level in the identified schools as decided by the Department. It will be assessed by the supervisor of the respective department and the cooperating teacher from the school. Both the lesson plan and the classroom performance should be evaluated for a minimum required number of classes under each pedagogy for the successful completion of the Internship, and this minimum number shall be decided by the Department. After assessment, a letter grade as per R.14.1 shall be awarded along with grading for other courses enrolled in the 7th semester.


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R.14 Method of Grading

- R.14.1 Based on the semester performance, each student will be awarded a final letter grade for each course, where the letter grades will correspond to the grade points as shown below:

Grade	Grade points
S	10
A	9
B	8
C	7
D	6
E	5
F (Failure to credit the course)	0
W (Insufficient attendance)	0
I (Incomplete assessment)	0

A student is said to have credited a course or earned credits in respect of a course when a grade other than F, W, or I is secured for that course.

- R.14.2 After the valuation of the answer scripts of the end semester examination and the tabulation of marks for each course out of 100, the Course Faculty shall decide the range of marks for various letter grades: S, A, B, C, D, E, and F and award the letter grades to the students in that course accordingly. One or more CC meetings without the student members shall be held before the date fixed for the declaration of results as per the academic calendar, and the letter grades awarded to the students by the course faculty for various courses shall be scrutinized and finalized in that meeting, with appropriate entries in the Samarth Portal or any other portal.
- R.14.3 Grade I (English Alphabet I) will be awarded by a course faculty to a student in a course as an interim grade when the assessment of the student in that course stands incomplete due to certain valid reasons like eligibility for a make-up examination. Once I grade is awarded to a student, the concerned course faculty shall ensure that it will be converted to a final grade before the next academic session (Monsoon/Winter), and the same shall be informed to the examination section through the CC, HoD and Director of the campus.
- R.14.4 Students whose attendance shortage will be awarded the letter grade W for that particular course in that semester, irrespective of the marks obtained by them for that course.

R.15 Declaration of Results

- R.15.1 Semester results will be published on the date fixed for the declaration of results as per the academic calendar.
- R.15.2 The final results of the students to whom I grade was awarded as per R.14.3 will be published in due course after the make-up examination.



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R.16 Re-examination

- R.16.1 A student who earns an F grade for a theory course in a Monsoon or Winter Semester can appear for a Re-examination (REX), which will be conducted immediately after the declaration of the results of the semester. REX shall be conducted for 100% marks covering the entire syllabus of the course. The maximum grade eligible to receive by a student for the REX shall be "E". The COI shall issue notices regarding the mode of application for the same, prescribed examination fee per course, mode of fee payment, etc.
- R.16.2 If a student gets an F grade again in REX, the course must be repeated when offered next time. However, in the case of elective courses, alternative elective courses can also be chosen.
- R.16.3 Separate Grade Cards will be issued for the Re-examination (REX).

R.17 Re-evaluation of Answer Sheets

- R.17.1 **MID SEM-** If a student has any grievance about the grade in a Lecture/Lecture cum Laboratory-based course, the course faculty concerned can be contacted within 5 working days after the publication of the results or the commencement of the immediately succeeding semester, whichever is later. The mid-semester examination answer scripts shall be shown to the student by the course faculty. If it is felt that the case is genuine, the faculty shall revalue the answer scripts, provided a request is submitted through FA and HoD. The revised grade, if any, shall be forwarded to the COE through the director of the campus and HoD of the Department, with proper justification for the revision. The course faculty shall ensure that the decision on the request is communicated in writing to the student within a week if there is no change in the published results.
- R.17.2 **END SEM-** Re-evaluation of end semester will be applicable as per the guidelines of Central Sanskrit university.

R.18 Grade Point Average

- R.18.1 The performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA), which is given as

$$SGPA = \frac{\sum(C*GP)}{\sum C}$$

where C is the number of credits for a course, GP is the grade point scored by the student for that course, and the summation is for all courses registered by the student in the relevant semester.

- R.18.2 The performance of a student up to and including a particular semester is indicated by the Cumulative Grade Point Average (CGPA), which is given as

$$CGPA = \frac{\sum(C*GP)}{\sum C}$$

where C is the number of credits for a course, GP is the grade point scored by the student for that course, and the summation is for all courses registered by the student up to and including the relevant semester.

- R.18.3 The CGPA is not convertible to a percentage. However, notionally, the CGPA may be multiplied by a factor of 10 to obtain a numerical percentage.

R.19 Class/Division

- R.19.1 At the end of the program, the Class/ Division awarded by the campus shall be based on CGPA as follows.


First Class with Distinction: $CGPA \geq 7.5$

First Class: $7.5 > CGPA \geq 6$ and

Second Class: $6 > CGPA \geq 5$

R.20 Slow-paced Learning

- R.20.1 Courses to be normally registered in each semester are specified in the curriculum. However, a student may register for a lesser number of credits than specified in the curriculum subject to satisfying R.5, R.6 and R.7 with the approval of the FA.


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R.21 Transfer of Credits

- R.21.1 Within the broad framework of these regulations, COE, on the recommendation of the concerned Director, may permit students to earn part of the credit requirements in other approved Institutes of repute and status in the country or abroad. The appropriate credit mapping in the above cases will be done by the COE based on the recommendations from Director.


R.22 Eligibility for the Award of B.A./B.A.B.Ed. Degree

- R.22.1 A student becomes eligible for the award of the B.A./B.A.B.Ed. Degree when
- (i) credited all the courses in the respective levels as per the curriculum within the stipulated time.
 - (ii) acquired the Major-wise minimum credits in the relevant B.A.B.Ed. curriculum.
 - (iii) no dues to any Departments/Sections of the Institute, including hostels.
 - (iv) no disciplinary action is pending.

The award of the Degree shall be recommended by the Senate and approved by the Board of Governors of the Institute.

R.23 Power to Modify

- R.23.1 Notwithstanding all that has been stated above, AC of CSU has the right to modify any of the above regulations from time to time.


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