

**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA  
BHOPAL**

Established under act No. 13 of 1998

**Ordinance No. 12**

(Under Section 40 (1))

**Ordinance for Examination (General)**

(w.e.f. the year 2000-2001)

**As Amended up to 05/05/2018**

**PART – I – DEFINITIONS.**

1. In this Ordinance and in all Ordinance and Regulations laying down conditions for appearing at an examination of the University for a degree or a diploma, either generally or for a particular examination, unless there is anything repugnant in the subject or context:-
  - (f) “Regular candidates” means a person who has prosecuted a regular course of study in a University Teaching Department School of studies or college and seeks admission to an examination of the University as such.
  - (ii) “Ex-student candidate” means a person who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.
  - (iii) “A Regular Course of study” means a candidate appearing as regular student for any examination are required to attend seventy five percent of lectures delivered and of the practical classes held separately in each subject of the course of study.

**NOTE:** In this Ordinance, unless provided otherwise, lectures, shall include tutorials and seminars.

- (iii) “Forwarding Officer” means in case of an ex-student candidate, the principal of the college where the candidate has prosecuted a regular course of study.
- (iv) “Attested” means attested by the Principal, or by any authority nominated by the Principal of the College or University.

**PART- II**

Admission of regular candidate to an examination of the University.

- 2.1 No regular candidate shall be admitted to an examination of the university unless he/she :-
  - 2.1.1 Has been enrolled as a student in a university Teaching Department, School of Studies or colleges in accordance with the provisions of the Ordinance.
  - 2.1.2 Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
  - 2.1.3 A Regular candidate migrating from another University or Board of Secondary Education sends his/her original migration certificate with his/her enrolment application form on the date prescribed in the Ordinance for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University.
  - 2.1.4 The Controller Exam may on the specific recommendation of the Principal, and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by University such card shall show in a prominent place the word duplicate.

- 2.1.5 Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.
3. In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study :-
  - 3.1 Attendance at lectures delivered and practicals, if any, held during the academic session shall be counted.
  - 3.2 Attendance at any lecture delivered or in practical held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
  - 3.3 Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his failure to pass in the examination.
  - 3.4 Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/practicals on each such day camp and the day of journey to such camp.
  - 3.5 Participation as a member of a University/College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
  - 3.6 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e. upto ten percent and a further five percent of the total number of lectures delivered and practical held in each subject may be condoned by the Principal and by the Kulpati respectively.
4. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the RGPV :-
  - 4.1 Submit an application for an admission to the examination in the prescribed form duly affix his/her latest passport size photograph at the appropriate place, through the principal of the college/Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
  - 4.2 Pay along with the application, the fee prescribed for the examination concerned.
  - 4.3.1 Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University Teaching Department of School of Studies so as to reach the university on or before the last date prescribed for the purpose by the University.
  - 4.3.2 In case of each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate :
    - 4.3.2 (a) Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
    - 4.3.2 (b) Is of good conduct.
  - 4.3.3 The Principal of a college or the Head of University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding college dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

### **PART-III**

Admission of an Ex-Student candidate to an examination of the University.

- 5.1 No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination :-
- 5.1.1 The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
- 5.1.2 In case he was duly admitted to the said examination as a regular candidate but could not appear there at, a certificate from the Principal of the college last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
6. An ex-student candidate for an exam shall:
- 6.1 Submit through the forwarding officer i.e the Principal of the college wherein he has prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein :-
- (a) Whether he is a candidate for the examination entitled.
- (b) The subject paper or subjects/papers in which he desires to present himself for the examination.
- 6.2 Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 5.1 above.
- 6.3 Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- 6.4 Pay the fee prescribed for the examination. Fees shall be paid through crossed bank draft drawn in favour of the Registrar of the University or in any other manner prescribed by the University.
- 7.1 An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper.
- (g) An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
8. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has prosecuted a regular course of study shall be appearing.

### **PART-IV**

9. General conditions applicable to all candidates.
- 9.1.1 No candidate shall appear in more than one degree examination or for the Master's degree in one and the same year.
10. For a candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of Chairman Board of studies concern and Dean of the faculty concern be admitted with the permission of Kulpati to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
11. No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

- 12.1 An application for admission to an examination received by the University after the last date notified by the University, after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the university but not later than the fifteen days before the commencement of examination.
- 12.2 Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Kulapti may, in special cases to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.
- 13.1 The University shall issue an admission card in favour of a candidate, if :-
  - 13.1.1 The application of the candidate is complete in all respect in accordance with the provisions applicable to him and in order.
  - 13.1.2 The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
- 13.2 Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- 13.3 The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that :-
  - 13.3.1 The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - 13.3.2 Any of the particulars given or document submitted by the candidate in or with the application for enrollment admission to a college, teaching department or School of Studies or an examination is false or incorrect.
- 13.4 The Registrar may on the recommendation of Principal/Superintendent Exam concern that an admission card has been lost or destroyed, grant a permission to issue a duplicate admission card on payment of a further fees prescribed by the University. Such card shall shown in a prominent place the word "Duplicate".
- 14.1 The Superintendent of examination Centre shall identify the prohibited area refered to in Section 3(c) of the Madhya Pradesh Recognized Examination Act, 1937 (as amended from time to time) by visible signs, and it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator. The Superintendent and invigilators shall have all powers to exercise check on unfair means including those of search and seizure.
- 14.2 A candidate shall not be entered in to the Examination hall unless he produces the admission card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator. The Superintendent and Invigilator shall have all powers to exercise check on unfair means including those of search and seizure.
- 15.1 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the center and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his undisciplined conduct or insolent behavior towards the Superintendent or any invigilator, candidate may be excluded from that days examination and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the center.
- 15.2 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety or either

- of them or acts in a manner likely to the authorities in the discharges of their duties, the Superintendent may expel the candidate from the center and he may take police help.
- 15.3 If a candidate brings any dangerous weapon within the precincts of the examination centre he may be expelled from the centre and/or handed over to the police by the Superintendent.
- 15.4 A candidate expelled on any of the grounds mentioned in (15.2) or (15.3) above will not be allowed to appear in the subsequent papers.
- 15.5 In every case where action is taken by the Superintendent under (15.1), (15.2) or (15.3) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence further punish a candidate by canceling his examination and/or debarring him from appearing at the examination of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- 15.6.1 If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or failure of an examinee to handover his answer-book to Superintendent/invigilator or taking away his own answer book, walks out of the examination hall or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his nature of the offence.
- 15.6.2 The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of Vishwavidyalaya records including the answer books, marks-sheet, result charts, degree, diplomas and the like.
- 15.6.3 The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- 15.6.4 When the University intends to award any of the aforesaid penalties under clause (15.6.1), (15.6.2) or (15.6.3) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show-cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation if any, if filed within the specified time, before awarding the penalty.
- 15.6.5 A list of such candidates so disqualified shall be circulated to all the universities in India requesting them not to admit the students during the period of their disqualification.
- 15.7 The action taken by the university referred to above, will be over and above the action which the police might take under the provisions of the M.P. recognized Examinations Act, 1937 (as amended from time to time).
- 16.1 A candidate who, due to sickness is unable to present himself/herself at an examination shall be receive a refund of fees but in case it is satisfied about the genuineness, or merit of it, the examination fee and statement of marks fees can be adjusted towards the immediately next examination after deduction of an amount of Rs. 200/- .
- 16.2 Application for such adjustment from a candidate accompanied by a Medical Certificate of illness if applicable, must be sent so as to reach the Registrar not earlier than and not later than 30 days from the date of commencement of the Examination at which the candidate was to appear, provided that the medical certificate should be issued by the competent medical officer of Govt. Hospital duly countersigned by the Civil Surgeon.

- 16.3 The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practicals, may be refunded through the Principal of the College concerned after deduction of Rs. 200/-.
- 16.4 Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University accounts, may be refunded after deduction of Rs. 200/-.
- 16.5 The examination and marks fee of a candidate who dies before appearing at the examination may be refunded in full of his guardian or his successor.
- 16.6 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- 17.1 Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the security of his marks in the written papers in any subject and rechecking of his result. Such application must be made so as to reach the Registrar within 20 days after the declaration of result.
- 17.2 Such application must be accompanied by fees as prescribed by the University.
- 17.3 The result of the scrutiny shall be communicated to the candidate.
- 17.4 If as a result of scrutiny it is found that the examinee should be declared a shaver passed or placed in a higher division the result of the candidate shall be revised accordingly.
18. A candidate whose result has been declared may apply to the Registrar for revaluation of any of his answer books in the prescribed form within 20 days of the declaration of his result for the revaluation of any of his answer book.  
Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that no revaluation shall be allowed in case of scripts of practicals, field work, sessional work tests and thesis submitted in due of paper at the examination.
19. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by University.
20. No person who is under sentence of expulsion or rustication from a University Teaching Department School of Studies or college or from the University or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
21. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-  
(i) Marks list  
(ii) Migration Certificate.  
(iii) Provisional Certificate.  
Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
22. Duplicate of University Degrees, Diplomas shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has lost his degree/diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the degree/diploma may be granted on receipt of a fee as prescribed by the University.

23. The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as provided in the concerned ordinances.

24.1 Notwithstanding anything contained in the concerned ordinance, with a view to moderate hard-line cases in the examination, the following rules shall be observed:-

24.1.1 Deficiency upto 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals. This facility shall be available only to those candidates who appear at the semester examination in full (i.e. in all theory, practical and sessionals in the first attempts).

24.1.2 While declaring the result of the candidate no marks shall be added anywhere.

\*\*\*\*24.1.3 *The Kulpati may award 0.01 C.G.P.A. grace mark in case the candidate is failing by 0.01 C.G.P.A. or missing a division by 0.01 C.G.P.A. where the deficiency is so condoned, 0.01 C.G.P.A. shall not be added.* \*\*

\*\*\*24.1.4 *A candidate who fails to complete the PG/UG/Diploma course in the maximum duration of the course, as specified in the concerned Ordinance, can avail the facility of one mercy attempt, by submitting the application form (as prescribed by University) within one year after the maximum duration of the course (in continuation of the Academic Year). The number of subjects should not be more than ten (Five Theory and Five Practicals). All application forms will be scrutinized by a committee consisting of (1) Kulpati (2) Two Executive Council Members – nominated by Kulpati (3) Dean of the concerned faculty & (4) one Professor of the concerned subject. The committee will scrutinize the application forms & submit their report to Kulpati. On the recommendation of the Committee, the Kulpati may permit the applicant to avail the one mercy attempt facility. If a candidate fails to complete the PG/UG/Diploma course after availing one mercy attempt, he/she will not be eligible to appear in any university examination in future.*

25. The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus/syllabus for the examination concerned.

\*\*\* (Approval accorded by H'ble Kuladhipati on Single file system on dated 16/03/2011)

\*\*\*\* (Approval accorded by H'ble Kuladhipati on Single file system on dated 05/05/2018)

**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL**

Established under Act No. 13 of 1998

**Ordinance No.4 (A)**

(Section 40 (1))

**Ordinance for Bachelor of Engineering 4 year Degree course**

**(For the Candidates admitted in 1<sup>st</sup> year on and after July, 2010)**

**(Under Credit Based Grading System applicable from July, 2010)**

**(Amended upto June, 2013)**

- 1.0** The first degree in Engineering of four-year (eight semester) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF ENGINEERING, in respective Branch.
- \*1.1** The studies and examinations of Bachelor of Engineering course (Approved By All India Council for Technical Education, New Delhi) shall be on the basis of Marks-Cum-Credit system but semester wise and final evaluation shall be by grading system in accordance with the ordinance No. 30, “Credit Based Grading System hereinafter referred as Ord. 30”
- 1.2** The studies and examinations of these B.E. courses shall be on the basis of Marks- Cum - credit system but semester wise and final evaluation shall be by grading system in accordance with the ordinance No. 30, “Credit Based Grading System” hereinafter referred as Ord.30.
- 1.3** This Ordinance shall also be applicable to 4-Year Part –time B.E. Course, which are approved by the State Government of Madhya Pradesh.

**2.0 ADMISSIONS**

- 2.1** Minimum qualification for admission to the first year B.E. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- 2.2** Candidates who have qualified the Diploma course in related branch of engineering from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of B.E. course.



- 2.3 Minimum qualification for direct admission to second year Bachelor of Engineering Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh.
- 2.4 Non-Resident Indian (N R I) candidates shall also be eligible for admission to B.E. in accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause 2.1 above.
- 2.5 The admissions to B.E. course shall be governed by the rules of the technical education and training department government of Madhya Pradesh Bhopal and/ or any other competent authority of the state government of Madhya Pradesh.

### **3.0 EXAMINATIONS**

- 3.1 There will be one University Examination at the end of each semester. These examinations will be designated as follows:

3.1(a) During First Year

- First Semester B.E., Exam, Second Semester B.E., Exam

3.1(b) During Second Year

- Third semester B.E. Exam, Fourth semester B.E. Exam

3.1(c) During Third Year

- Fifth semester B.E. Exam, Sixth semester B.E. Exam

3.1(d) During fourth Year

- Seventh semester B.E. Exam, Eighth semester B.E. Exam

- 3.2 The semester examination will generally be held in Nov-Dec. and April-May in each year.

- 3.3 There will be a full examination at the end of each semester consisting of end semester of theory and practical . The duration of examination period normally should not exceed 20 working days.

### **4.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

A candidate who has been admitted in the engineering course will be promoted to the higher class in accordance with the following rules:

- 4.1 (a) A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- (b) A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester, will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

**Note:** The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

- 4.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 4.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from out side the institute shall always be there.
- 4.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.

- 4.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.
- 4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 4.2 and 4.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects. )
- 4.7 Other than the provision of rule 4.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

## **5.0 AWARD OF CREDITS AND GRADES**

- 5.1 Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Executive Council. Only approved courses can be offered during any semester.
- 5.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council and Executive Council of the University.
- 5.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council and Executive Council of the University subject to such stipulation as given under:

### **(a) Theory Block**

i.	Quizzes, assignments and regularity	10%
ii.	Mid – semester test -	20%
iii.	End – semester examination-	70%
<b>Total</b>		<b>100%</b>

**(b) Practical Block**

i.	Lab work and performance, quizzes, assignments and regularity -	40%
ii.	End – semester examination-	60%
<b>Total</b>		<b>100%</b>

5.4 Practical training, and project work shall be treated as practical subjects.

5.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.

5.6 Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under :

**Credit Based Grading System**

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A <sup>+</sup>	91-100	10	Outstanding
A	81-90	9	Excellent
B <sup>+</sup>	71-80	8	Very Good
B	61-70	7	Good
C <sup>+</sup>	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail.
I		0	Incomplete.
W		0	Withdrawal

- 5.7 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of credits offered in the  $i^{\text{th}}$  subject of a Semester for which SGPA is to be calculated,  $p_i$  is the corresponding grade point earned in the  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ , are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total credits offered in the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , are the number of semesters in that course.

- 5.8 The grade sheet at end of each even semester examination for students of A-B group (odd semester, for students of B-A group) shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in para 7.0 of this ordinance .
- 5.9 A candidate appearing in seventh semester after eighth semester (B-A group) will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

## 6.0 CONDONATION OF DEFICIENCY

- 6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- 6.2 One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-

Chancellor in the B.E. examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## **7.0 AWARD OF DIVISION**

7.1 Division shall be awarded only after the eighth (Seventh semester for candidates of B-A group) and final semester examination based on integrated performance of the candidate for all the four years as per following details

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division

7.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA Obtained} \times 100}{10}$$

## **8.0 DURATION OF COURSE**

- 8.1 There shall be at least fourteen weeks of teaching in every semester.
- 8.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 8.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

8.4 The maximum duration of the course shall be eight years. However, for one mercy attempt the para 24.1.4 of the Ordinance No.12: “Examination General” shall be applicable.

## **9.0 MERIT LIST**

9.1 Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

## **10.0 ATTENDENCE**

10.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University, respectively for satisfactory reasons.

## **11.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

11.1 The medium of instruction and examination shall be English throughout the course of study.

11.2 The subjects to be studied in different semester of Bachelor of Engineering shall be as per the Schemes, approved by Board of Studies.

**REGISTRAR**

**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA  
BHOPAL**

(\*Approval accorded by H'ble Chancellor on dated 04/06/2013 on single file no.312)

**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL**

Established under Act No. 13 of 1998

**Ordinance No.4 (C)**

(Section 40 (1))

**Ordinance for Bachelor of Technology 4 year Degree course**

(For the Candidates admitted in 1<sup>st</sup> year on and after July, 2017)

**(Under Choice Based Credit System)**

- 1.0** The first degree in Technology of four-year (eight semester) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF TECHNOLOGY, in respective Branch.
- 1.1 The studies and examinations of Bachelor of Technology courses (Approved by All India Council for Technical Education, New Delhi) shall be on the basis of Marks-Cum-Credit system but semester wise and final evaluation shall be by credit based grading system.
- 1.2 This Ordinance shall also be applicable to 4-Year Part-time B.Tech. Course, which are approved by the State Government of Madhya Pradesh and AICTE.

**2.0 ADMISSIONS**

- 2.1 Minimum qualification for admission into Bachelor of Technology Course shall be as per the prevalent norms of the State Government of Madhya Pradesh/AICTE/UGC for the course of Bachelor of Technology Course.
- 2.2 Minimum qualification for direct admission to second year Bachelor of Technology Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh/AICTE.
- 2.3 The admissions to B.Tech. course shall be governed by the rules of the technical education and training department government of Madhya Pradesh Bhopal and/ or any other competent authority, appointed by the state Government of Madhya Pradesh, for this purpose.

**3.0 STRUCTURE OF BACHELOR OF TECHNOLOGY (B.Tech.) PROGRAMME**

- 3.1 The total credits for the award of B.Tech. degree in any branch shall lie between 160-200.
- 3.2 Minimum credits required to earn B.Tech. Degree in a particular branch shall be decided by the concerned Board of Studies (BOS), adhering to broad distribution of credits among various categories of courses as per details given in Table-1 below, and shall be approved by the standing committee of the Academic Council and the Executive Council of the University.

1 



**Table-1**

Sr. No.	Category of courses	Code	Break up of Credits
1.	Humanities and Social Sciences including Management Courses (HSSM)	HSSM	12-15
2.	Basic Science Courses (BS)	BS	25-30
3.	Engineering Science courses including workshop, drawing, basics of electrical/mechanical/computer etc.(ES)	ES	24-30
4.	Professional core courses (PC)	PC	48-65
5.	Professional Elective courses relevant to chosen specialization/branch (PE)	PE	18-25
6.	Open subjects – Electives from other technical and /or emerging subjects (OS)	OS	18-18
7.	Project work, seminar and internship in industry or elsewhere (PR)	PR	15-20
8.	Mandatory Courses (MC)[Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge]	MC	Non Credit

3.3 The subjects to be studied in different semester of Bachelor of Technology course shall be as per the Schemes and syllabus, approved by Board of Studies.

3.4 A Candidate shall be permitted to earn additional credits in self leaning mode through Massive Open Online Courses (MOOCs). If a candidate earns 20 more credits than the minimum credits prescribed by the respective board of studies (of that programme/course) for the award of Degree, then he/she shall be eligible of Degree with Honours or additional Minor Engineering, in the same programme.

3.5 A List containing permitted courses for MOOCs along with their credits shall be prescribed by the respective BOS and shall be notified by the University from time to time.

3.6 There shall be one **University Examination** at the end of each semester. These examinations will be designated as follows:

(a) During First Year

- First Semester B.Tech. Exam and Second Semester B.Tech. Exam

(b) During Second Year

- Third Semester B.Tech. Exam and Fourth Semester B.Tech. Exam

(c) During Third Year

- Fifth Semester B.Tech. Exam and Sixth Semester B.Tech. Exam

(d) During Fourth Year

- Seventh Semester B.Tech. Exam and Eighth Semester B.Tech. Exam

- 3.7 The semester examination will generally be held in November-December and April-May in each year.
- 3.8 There will be a full examination at the end of each semester consisting of end semester examination of theory and practical subjects. The duration of examination period should not normally exceed 20 working days.

#### 4.0 PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Technology course will be promoted to the higher year/semester in accordance with the following rules:

- 4.1 (a) A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, shall automatically be promoted to even semester of that year, irrespective of failing in any number of subjects of previous semester.
- (b) A candidate who has taken admission in the even semester under B-A Group and has appeared in the examination of even semester, shall automatically be promoted to next applicable odd semester of that year, irrespective of failing in any number of subjects of previous semester.

**Note:** A candidate who seeks admission, in a new year of the course, in an odd semester of that year is said to be in A-B group, while, a candidate who seeks admission, in a new year of the course in even semester of that year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

- 4.2 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 4.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of that subject. For practical end semester examinations one external examiner from outside the institute shall always be there.
- 4.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two different subjects) in a particular year, shall not be admitted to the next higher year.
- 4.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise, a candidate

shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.

- 4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of clause 4.2 and 4.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be considered as two separate subjects.). In the selected subject/s the Candidate may reappear either in end semester examination/ mid semester examination or in both.
- 4.7 Other than the provision of clause 4.6 above, a candidate shall not be permitted to reappear in any examination for improvement of division/marks.

## 5.0 AWARD OF CREDITS AND GRADES

- 5.1 Each subject, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of the Academic Council and the Executive Council. Only approved courses can be offered during any semester.
- 5.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practicals/labwork, assignments, mid-semester tests, field work/seminar (if required), quizzes, regularity and end-semester examination, as proposed by respective Board of Studies and approved by the standing committee of the Academic Council and the Executive Council of the University.
- 5.3 The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by the standing committee of the Academic Council and the Executive Council of the University subject to such stipulation as given under:

### (a) Theory Block

i.	Quizzes, assignments, tutorials, and regularity	10%
ii.	Mid – semester test	20%
iii.	End – semester examination	70%
<hr/> <b>Total</b>		<b>100%</b>

### (b) Practical Block

- i. Lab work, field work / seminar,  
quizzes, assignments and regularity 40%

ii. End – semester examination 60%

<b>Total</b>	<b>100%</b>
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- 5.4 Industrial training and project work shall be treated as practical subjects.
- 5.5 In practical block, Board of Studies may keep certain subjects, without end semester examination, in such subjects, evaluation shall be based on field work/seminar, quizzes, assignments/report and regularity.
- 5.6 For each theory subject, the institute shall be required to conduct at least **two mid semester tests.**
- 5.7 Each student, registered for a course, shall be awarded grade on the basis of his/her performance. The grades to be used and their numerical equivalents are as under:

### **Choice Based Grading System**

Grade	%Marksrange(based on absolute marks system)	Grade Point	Description of performance
A <sup>+</sup>	91-100	10	Outstanding
A	81-90	9	Excellent
B <sup>+</sup>	71-80	8	Very Good
B	61-70	7	Good
C <sup>+</sup>	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete
W		0	Withdrawal

- 5.8 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under: -

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where  $c_i$  is the number of Credits assigned for the  $i^{\text{th}}$  subject of a Semester,  $p_i$  is the grade point earned in that  $i^{\text{th}}$  subject, where  $i = 1, 2, \dots, n$ ,  $n$  is the number of subjects in that semester for which SGPA is to be calculated.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here  $NC_j$  is the number of total Credits assigned for the  $j^{\text{th}}$  semester,  $SG_j$  is the SGPA earned in the  $j^{\text{th}}$  semester, where  $j = 1, 2, \dots, m$ , is the number of semesters till which CGPA is being calculated.

Credits earned through MOOCS shall not be included in SGPA/CGPA calculations.

- 5.9 The grade sheet at the end of each semester shall include SGPA of that semester and CGPA of all the semesters for which candidate has appeared in the examinations and the results of which have been declared. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7.0 of this ordinance.
- 5.10 The grade sheet of the eighth semester shall only be issued after the candidate has passed all the semesters of the course.

## 6.0 CONDONATION OF DEFICIENCY

- 6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in maximum of two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of condoning the deficiency).
- 6.2 A deficiency of 0.01 in CGPA can be condoned for a candidate who have secured minimum passing grades in all the theory and practical subjects but have failed to score minimum requirement of 5.0 CGPA as per clause 4.2/4.5 of this ordinance.
- 6.3 On behalf of the Vice-Chancellor a grace of 0.01 in CGPA will be granted to a candidate, who at the end of the course, is missing distinction/first division by 0.01 CGPA. However, this benefit shall not be granted to a candidate who have already availed the advantage/s under clause 6.1 and/or 6.2.

## 7.0 AWARD OF DIVISION

- 7.1 Division shall be awarded only after successful completion of the course, on the basis of integrated performance of the candidate in all the four years as per following details:

CGPA Score	Divisions
CGPA $\geq$ 7.5	First Division with Distinction
7.5 > CGPA $\geq$ 6.5	First Division
6.5 > CGPA $\geq$ 5.0	Second Division

- 7.2 The conversion from grade to an equivalent percentage shall be according to the following formula:

$$\text{Percentage marks scored} = \text{CGPA obtained} \times 10$$

- 7.3 A candidate who has successfully completed the course as per the provisions of this ordinance and has earned through MOOCS, 20 credits more than the minimum credits prescribed by the respective board of studies (of that programme/course) for the award of Degree, as per the provision of clause 3.4 of this ordinance, shall be awarded B. Tech. Degree with Honours or additional Minor Engineering, in the same programme.

## 8.0 DURATION OF COURSE

- 8.1 There shall be at least fourteen weeks of teaching in every semester.
- 8.2 One credit shall be equal to one hour of Theory/Tutorial or two hours of Practical classes per week.
- 8.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to pass qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 8.4 The maximum duration of the course shall be eight years. However, for one mercy attempt the clause 24.1.4 of the Ordinance No.12: "Examination General" shall be applicable.

## 9.0 MERIT LIST

- 9.1 Only after the declaration of the result of eighth (final) semester examination, branch wise merit list of first ten candidates in order of merit, in all the four years shall be declared by the University. The merit list shall include the first ten candidates who have secured at least first division, have passed each semester sequentially in first attempt. However, while counting first ten candidates in order of their merit, if more than one candidate have scored same CGPA then all such candidates shall be included in the merit list.

## 10.0 ATTENDANCE

**10.1** Candidates appearing as regular students for any semester examination are required to attend minimum of 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the principal of the college and the Vice-Chancellor of the University, respectively, for satisfactory reasons.

**11.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

**11.1** The medium of instruction and examination shall normally be English throughout the course of study. However, a student can opt for writing the examination in Hindi provided that the student applies for the same at the start of the program. A student shall not be allowed to change the medium of examination during the duration of the course.

*mm*  
**REGISTRAR**  
RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA  
BHOPAL  
*mm*

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017)

## ORDINANCE NO. 6

### EXAMINATIONS (GENERAL)

(Refer Clause (iii) of Section 37)

#### PART – I – DEFINIATIONS

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing at an examination of the University for a degree or a diploma, either generally or for particular examination, unless there is anything repugnant in the subject or context:-

(i) **“Regular Candidate”** means a person who has completed a regular course of study in a University Teaching Department, School of Studies or the affiliated College and seeks admission to an examination of the University as such.

(ii) **“Ex-Student Candidate”** means a person who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.

(iii) **“Non-collegiate Candidate”** means a person who seeks admission to an examination of the University other than as a regular candidate or ex-student candidate.

(iv) **“A regular Course of Study”** means:-

(a) In case of Faculties other than the Faculties of Medicine, Ayurveda and Engineering, attendance at least seventy five percent of lectures and practical separately.

(b) In case of the Faculties of Medicine and Ayurveda attendance at least seventy five percent of lectures and eighty five percent of practicals and clinical separately.

(c) In case of the Faculty of Engineering attendance at least eighty five percent of lectures and practical/sessional work separately in a University Teaching Department, School of Studies or College in each subject which a candidate intends to choose for an examination.

**NOTE:** In this Ordinance, unless provided otherwise, lectures shall include tutorials and seminars.

(v) **“Correspondence Course”** means

(a) A course formulated and organized by Distance Education Cell of the University.

(b) The Candidate shall be enrolled by the Distance Education Cell of the University under various faculties,

(c) The candidates shall be supplied the course materials and reply sheets etc. The reply sheets shall be periodically evaluated and their performances communicated



to the candidates. Only those enrolled candidates shall be allowed to take the examination who obtain at least 30% marks in periodic assessments.

(d) In subjects involving practical work the candidate shall have to complete the practical work at a college and the same shall be evaluated as per provision of 8(iv) of this Ordinance.

(vi) **“Forwarding Officer” means:-**

(a) In case of ex-student candidate, the Principal of the college where the candidate had prosecuted a regular course of study.

(b) In case of a non-collegiate candidate other than one who has taken a correspondence course in the University, the Principal of the college which the candidate chooses as his examination centre.

(c) In case of a non-collegiate candidate who has taken a correspondence course for the examination in the University, the officer-in-charge of the Correspondence Course.

(vii) **“Attested”** means attested by the Forwarding Officer.

## **PART – II**

Admission of regular candidate to an examination of the University

(1) No regular candidate shall be admitted to an examination of the University unless he:-

(i) Has been enrolled as a student in a University Teaching Department, School of Studies or College in accordance with the provisions of the ordinance.

(ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.

(iii) Has been enrolled as a student of the university.

(iv) Satisfies all other provisions, applicable to him, of this ordinance and any other ordinances governing admission to the examination to which he seeks admission.

(2) Where a candidate seeks an additional subject for an examination in accordance with the provisions of the ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.

(3) In computing the attendance for fulfillment of the condition regarding prosecution of regular course of study.

(i) Universities should strictly follow the prescribed academic calendar. This should be ensured for all affiliated colleges as well. Minimum 90 day in a semester for actual teaching made available.

- (ii) Universities should strictly follow the prescribed academic calendar. This should be ensured for all affiliated colleges as well. Minimum 90 day in a semester for actual teaching made available.
  - (iii) Attendance at lectures delivered and practicals / sessional, if any held during the academic session shall be counted.
  - (iv) Attendance at any lecture delivered or practical / clinical / sessional held within fourteen days proceeding the first day of written examination which shall be treated as preparation leave, shall not be counted.
  - (v) Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his failure to pass in the supplementary/ second examination.
  - (vi) Attendance at NCC/NSS camp during the session shall be taken as full attendance at lectures / practical on each such day of camp and the day of such days of camp and the day of journey to such camp.
  - (vii) Participation as a member of a university/ college team in any inter university or inter-collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- (4) The aggregate number of lectures delivered and practicals/clinical/seasonal hold in an academic session in a university teaching department school of studies or college for a post graduate degree examination in the faculties of arts social science, life science, Home Science and commerce and LL.B. examination shall not be less than 90 days in a semester in any case. The principals of the colleges and the Heads of the schools of studies shall see that the teaching work is continued without any gap and the prescribed courses of studies in each subject are completed by the end of February every year.

In order to concentrate on the studies in the colleges and the schools of studies all extracurricular activities in the colleges and the School of studies shall be completed each year as per Schedule given by state Govt. University. The colleges and the School of studies shall follow faithfully the annual academic calendar, which shall be issued by the University after approval by the coordination committee every year in the beginning of the session.

The allotment of periods, shall be as per the guideline of the UGC / State Govt. / University. For teaching work load in the Schools of studies/ UTDs the norms prescribed by the University Grants Commission be followed. UTDS/ Colleges/Institutes offering professional courses the norms prescribed by AICTE/DCI/CCIM/PCI/CCH etc be followed. This will be in addition to research work. Provided that the aggregate number of lectures to be delivered in an academic session to student offering thesis for M.A. final examination shall not be less than 70 days in that semester.

- (5) For special reasons such as prolonged illness, percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical / seasonal held in each subject may be condoned by the Kulpati.
- (6) Except as otherwise provided a regular candidate for an examination shall on or before the last date of notification by the principal of the college or head of the university teaching department /school or studies:
- (i) submit an application for admission to the examination in the prescribed form through the Principal of the college /Head of the university teaching department or school of studies indicating the subject or subjects in which he desires to present himself for the examination.
  - (ii) pay along with the application, the fee prescribed for the examination concerned together with a fee as prescribed by the University for the supply of marks obtained by him in each paper at the examination.
  - (iii) affix his/her latest passport size photograph duly attested by the Principal/Head School of Studies/UTD on the Application form and Admission card.
- (7) (i) Applications submitted by regular candidates together with the examination fees and marks fees shall be forwarded by the Principal of the College/ Head of the University Teaching Department of School of studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University.
- (ii) In case of each application, the Principal of the College/ Head of the University Teaching Department or School of Studies shall certify that the candidate:
- a. Possesses the minimum academic qualification for appearing at the examination to which he seeks admission.
  - b. is of good conduct.
- (iii) The Principal of the College or Head of the University Teaching Department or School of studies concerned shall send to the Registrar at least ten days before the commencement of the examination concerned three separate lists as detailed below:-

#### **LIST – A**

Of those candidates who have attendance at least 75 percent both of the lectures delivered and of the practicals held separately in each subject of the course of instructions for the examination (in the case of Faculties of Medicine and Ayurveda, the minimum attendance in theory shall be 75 percent and in practicals and ward-clinics 85 percent separately and in the case of Faculty of Engineering the minimum shall be 85 percent separately of lectures for each theory paper and for practicals/sessionals.)

#### **LIST – B**

Of those candidates whose attendance is short by not more than 15 percent for condonation by the Kulpati. The Principal or the Head of the University Teaching

Department / School of Studies concerned are required to give specific reasons for condonation of shortage along with their recommendation.

### LIST – C

Of those candidate whose shortage of attendance exceeds 15 percent and who are to be debarred from appearing at the examination.

Provided that in case of participation in NSS/NCC/Sports/Youth Festival/Adult Education Camps/Meets/Cultural Teams sponsored or recognized by the University, a maximum of 30 days for state level and 45 days for international level events in one session would be reduced from the denominator (i.e. the total number of teaching days) while working out percentage of attendance for such candidates.

Provided further that in case of participation in an international meet the Executive Council shall take appropriate decision in each individual case, keeping in view the merits and circumstances.

- (8) (1) The Principal of a College or Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an Examination if he does not pay outstanding college dues or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost there of in case of loss by the 15<sup>th</sup> of November / may preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the Registrar for admission to the examination and the date of the commencement of the examination.
- (2) A regular candidate shall be required to fulfill the following conditions before he/she is permitted to appear at the examination:
- (i) She / He must clear internal evaluation as prescribed by concerned B.O.S. in each subject separately at the first degree level and in each paper at the post graduate level.
  - (ii) The record of continuous internal evaluation shall be kept with the Principal of affiliated college. Head, University Teaching Department/School of Studies till the final result of the examination concerned.
  - (iii) The university shall select at least 5 percent scripts of internal evaluation at the first degree level and at least 10 percent at the Post Graduate level and get them examined as a process of academic auditing.
  - (iv) Scripts of continuous internal evaluation shall be made available to the students for feed back and improvement.
  - (v) The CCE at the graduate and post graduate level will be carried out as per respective ordinances.

- (vi) She/ He must secure minimum marks as per the respective Ordinance.
- (vii) The awards of continuous internal evaluation and practical evaluation shall be sent to the Registrar at least ten days before the commencement of University Examination.

### **PART - III**

Admission of an Ex-Student Candidate to an examination of the University.

9. (1) No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:-

- (i) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
- (ii) In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal of the college last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

(2) No person shall be admitted as an ex-student candidate:

- (i) At any examination in the Faculty of Medicine or Ayurveda.
- (ii) At any examination in the Faculty of Engineering if he has failed to secure the minimum marks required for passing in the sessionals.

10. An ex-student candidate for an exam shall:

- (i) Submit through the forwarding officer i.e. the Principal of the College wherein he had prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the university and specified therein:
  - (a) Whether he is a candidate for the full examination or for supplementary/ second examination.
  - (b) the subject or subjects in which he desires to present himself for the examination.
- (ii) Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 9 (1) above.
- (iii) Attach with his/her application for admission to the examination his/her latest passport size photograph duly attested by the forwarding officer.

- (iv) Pay the fees prescribed for the examination together with an additional fee decided by the university time to time for the statement of marks obtained in each paper at the examination. Fees shall be paid through the manner prescribed by the university.
11. (i) An ex-student candidate shall choose the subjects or optional papers which he had previously chosen as a regular candidate unless on account of a change in the scheme of examination the subject/ paper chosen by him earlier cases to be part of the scheme of examination or syllabus for the examination and he is permitted by the University to choose instead a different subject or paper.
- (ii) An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
12. Every ex-student candidate shall appear at the examination Centre at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing. Provided that the Registrar may for sufficient reasons, require or allow a candidate to change his Examination Centre.

#### **PART IV**

Admission of a Non-Collegiate candidate to an examination in the university.

13. (1) It shall be a pre-requisite condition for every non-collegiate examinee for any examination of the university that he/she should be a bona fide resident of a district within the territorial jurisdiction of the university or should have been residing on the date of submission of the application form for examination for atleast twelve months in a place situated within the territorial jurisdiction of the University. Provided that in case of a Madhya Pradesh or Central Government employee on transfer within for his dependent the above mentioned period may be relaxed by the Kulpati.  
Provided also that in case of non-collegiate candidates who have taken a correspondence course for the examination concerned in the university such residence qualification shall not be necessary.
- (2) Subject to fulfillment of the requirements of the ordinance relating to the examination concerned, non-collegiate candidates shall be eligible to appear in B.A/ B.Sc./ B.H.Sc./ B.Com./ M.A/. M.Sc. (Mathematics) / M. Com. Examination and in all other examinations leading to a degree in the faculties of Arts, Social Science and Commerce.  
Provided that as per State Government orders issued under clause (1) of Section 6 of the Adhiniyam, women candidates to appear as non-collegiate candidates in an examination leading to a Bachelor's degree in faculty of Law.
- (3) No non-collegiate candidate shall be admitted to an examination of the university unless such candidate has chosen a subject for such examination for which course of practical work is prescribed has completed such work in a University Teaching Department or School of studies or a College and submitted to the Registrar before

the last date notified by the university a certificate of such completion from the Head of the teaching department or school of studies or the principal of the college.

14. (1) Every non-collegiate candidate seeking permission for admission to an examination shall apply to the Registrar on or before the last date notified by the university in the prescribed form through the forwarding officer i.e. the Principal of the College which candidate chooses examination centre or officer-in charge correspondence course, as the case may be. The candidate shall submit with his application the following:

- (i) The original statement of marks obtained at the qualifying examination together with an attested copy thereof or original statement of marks obtained at the examination in which he/she desires to appear if he/she had failed at examination earlier.
- (ii) Certificate in original from the Collector, Deputy Collector, Tehsildar, Naib Tahsildar or any other competent authority included within the territorial jurisdiction of the university showing that he/she is bona fide resident of the district or has been residing in the district for a period of not less than twelve months on the date of application for admission to the examination or certificate of such residence in original from the Principal of College affiliated to the university duly supported by an affidavit, sworn in by candidate's father, mother, guardian or husband as the case may be.

Provided where a candidate requests for relaxation of the requirement relating to the period of residence on grounds that he is a Madhya Pradesh or Central Government employee or the dependent of such employee on transfer to a place within the Jurisdiction of the University or the persons who are members of Navy, Air force, Army of gender, he/she shall submit the necessary certificate in support of such transfer from the Head of the office where the government servant is employed.

Provided also that residence certificate shall not be necessary in case of a non-collegiate candidate who has taken a correspondence course of the university.

- a. "Provided further that those candidates who were regular students of the college affiliated to the University or UTD in the preceding year and who desire to appear as non collegiate candidate at the subsequent examination, should be exempted from producing a certificate of bona fide residence of the districts included within the territorial jurisdiction of the university.
- b. Those candidates who had produced a certificate of bona fide residence and who appeared at an examination in the preceding year should not be required again to produce a certificate of bona fide residence for admission to the subsequent higher examination.

Provided further that where the gap between previous examination and the examination of the next higher class or course is more than the minimum

required the candidate shown in clauses (a) and (b) above shall be required to submit the residence certificate.

- c. Persons who are serving in Navy, Army, Air force and posted within the territorial jurisdiction of university and (ii) Central/ State government employees posted within the territorial jurisdiction of the university will be required to produce a certificate from the local heads of Departments stating the employee has been working as Central/State Government employee in the district included within the territorial jurisdiction of the university. In case the wards of such employees a certificate should be from the head of the department stating the candidate is dependent on the employee and residing with him”.

**EXPLANATION:**

(1) An examinee shall be deemed to be bona fide resident of a district if:-

- a. his /her father or mother (after the death of the father) or guardian (in case of the death of both the father and the mother) or in case of a married women her husband is continuously residing in that district for not less than three years preceding the year in which the application for admission to the examination is submitted.
- b. He/She or his/her father or mother is a resident of that district possessing immovable property therein but serving elsewhere under the Central Government or the Madhya Pradesh Government.
- c. The migration certificate, in original issued by the University from where he/she is migrating.
- d. An application for registration if he/she is not already registered for the examination concerned.
- e. In case the candidate has taken a correspondence course, certificate from the officer in-charge that he has satisfactorily completed the course.

(2) In the application for admission to the examination the candidate shall specify:

- (i) Whether he/she is a candidate for the full examination or for supplementary examination.
- (ii) The subject or subjects in which he/she desires to appear for the examination.

Provided that no non-collegiate candidate shall be allowed to choose a subject or paper prescribed in the course of study unless the same is chosen by a regular candidate.

(3) A non-collegiate candidate shall pay with his application for admission to an examination the following fees prescribed by the Executive Council from time to time

- i. Registration fee
- ii. Permission fee



- iii. Statement of marks fee
- iv. Forwarding fee
- v. Other fees, if required.

Provided that a candidate who has been registered for an examination shall not be required to pay registration fee again for the same examination.

Provided further that registration fee shall not be payable by the candidate if he/has taken admission in correspondence course for the examination in the university.

Provided also that "Permission Fee" shall not be payable by the candidate if he/has taken admission in correspondence course for the examination in the university.

Provided also that "Permission Fee" shall not be payable by non-collegiate candidate, who has been declared eligible for a supplementary examination and appear at the examination as a supplementary examination candidate.

**NOTE:**

- a. Permission fee shall lapse to the university if the candidate, fails or does not appear at the examination for which such permission was granted by the university.
- b. All fees shall be paid through crossed bank draft drawn in favour of the registrar of the University or in any other manner prescribed by the University.
- c. Non- Collegiate candidate migrating from another university or board of secondary education shall with his application for admission to an examination the migration certificate from the university or Board from which is migrating and pay an immigration fee prescribed by the Executive Council.

Provided that immigration fee shall not be payable by a candidate migrating from a university in Madhya Pradesh or the Board of Secondary education in Madhya Pradesh.

**PART-V**

General conditions applicable to all candidates;

- 15. (a) Where there are four or six examination for any degree such as semester 1<sup>st</sup> to 6<sup>th</sup> or 1<sup>st</sup> to 4<sup>th</sup> examination and there are two or more alternative subject /course for a degree, a candidate for the degree must take the same subject/course in semester 5<sup>th</sup> and 6<sup>th</sup> / semester 3<sup>rd</sup> and 4<sup>th</sup> as he/ she has taken in the semester 3<sup>rd</sup> and 4<sup>th</sup>/semester 1<sup>st</sup> and 2<sup>nd</sup> examination respectively.
- (b) There shall be unitsystem in the course of studies in M.A., M.Sc., M.Com and B.A. B.Sc., B.Com and the question papers will be set according to unit system. The Boards of Studies while drafting the syllabi of the examinations shall divide the

courses of each paper in units. There shall be unit-wise division of the syllabus and the question will be asked from each unit in the examination giving alternatives only within the units. Repetition of questions of previous years may be possible. The minimum passing marks in B.A., B.Sc. & B.Com. in each subject in theory and practicals separately and M.A., M.Sc. and M.Com. the minimum pass marks In each theory paper and in practical and minimum passing marks in the aggregate shall be as per the approved respectively ordinances.

- (c) In order to increase the number of working days and to minimize the span of theory examination period there shall be grouping and combination of subjects at the degree level in B.A. and B.Sc. examinations and at the Post Graduate level in the paper of M.A. examination and the candidates will have to offer only one subject or paper from group of combination. "Provided that for the examinations of B.A., B.Sc., B.Sc. (Home Science) and B.Com. semester-1<sup>st</sup> to 6<sup>th</sup> the candidates shall be required to obtain minimum marks in aggregate of foundation course, as per the respective ordinance".
  - (d) The syllabus of each paper shall be decided by Central Board of Studies.
  - (e) All post-graduate courses both in UTD and Colleges will be run on semester basis. There will be two semesters in previous and two semesters in final year.
  - (f) Where there are under-graduate programs offered in UTD or School of Studies, they would also be mapped into semester system with two semesters in a year.
16. No candidate shall appear in more than one degree examination or in more than one subject of the Master's degree (Previous or Final) in one and the same year.
  17. A candidate who has passed the Bachelor's degree Part-I or Part-II examination or the previous examination for a Master's degree of another University may, with the permission of the Kulpati be admitted to the next higher examination of the University for the degree concerned provided the course by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
  18. No person who has been expelled or rusticated from any college or university or has been debarred from appearing at a university examination shall be admitted to any examination during the period for which the sentence is in operation.
  19. An application for admission to an examination received by the registrar after the last date notified by university but not later than fifteen days after such last date may be entertained on payment of a late fee as prescribed by the Executive Council.
  20. Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the university, the Kulpati may, in special cases in which he is satisfied that delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it

would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee as prescribed by the Executive Council even though the same is received after the expiry of the period fifteen days mentioned in the foregoing paragraph.

21 (1) The Registrar shall issue an admission card in favour of a candidate, if:-

- (a) The application of the candidate is complete in all particulars in accordance with the provisions applicable to him and is in order
- (b) The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.

“Provided that if a candidate is not able to comply with all the above conditions till last date prescribed for submission of application form for the examination provisionally and issue a provisional admission card to him for enabling him to fulfill the required condition by a prescribed date, subject to the conditions that if the candidate does not comply with such condition by the date prescribed for the provisional admission so given to the examinee shall be cancelled.”

(2) Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.

Provided where the practical examination could not have been held before the theory examination the practical examinations in the schools of studies and colleges shall be held within 15 days after the completion of the theory examination as far as possible both at the degree and post graduate level.

(3) The admission card issued in favour of candidate and also the permission given to non-collegiate candidate to appear at an examination may be withdrawn if it is found that :-

- (a) The admission card was issued or permission was given by mistake or the candidate was not eligible to appear in the examination.
- (b) Any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a college, teaching department or school of studies or admission to an examination is false or incorrect

(4) The Registrar may on the specific recommendation of the Principal and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by the university from time to time. Such card shall show in a prominent place the word duplicate.

22. A candidate shall not be admitted into the examination hall unless he produces the admission card before the superintendent of examination centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his

admission card whenever required by the superintendent or the invigilator. The superintendent and invigilators shall have all power of search and seizure.

23. (a) In the examination hall the candidate shall be under the disciplinary control of the center superintendent of the centre and he shall obey hi/his instructions. In the event of a candidate disobeying the instruction of the center superintendent or is guilty of indiscipline conduct or insolent behavior towards the superintendent or any invigilator the, candidate may be excluded from that day's examination and if he persists in misbehavior he may be excluded from the rest of the examination by the centre superintendent of the centre.
- (b) if a candidate acts in a violent manner or uses force or makes a display of force towards the centre superintendent or any invigilator at the centre in its precincts endangering the personal safety of either of them or acts in a manner likely to hinder the authorities in the discharge of their duties, the superintendent may expel the candidate from the centre and he may take police help.
- (c) If a candidate brings a dangerous weapon within the precincts of the examination centre he may be expelled from the centre and /or handed over to the police by the centre superintendent.
- (d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.
- (e) In every case where action is taken by the superintendent under (a), (b) or (c) above a full report shall be sent to university and the Executive Council may according to the gravity of the offence further punish a candidate by concealing his examination and /or debarring him from appearing at the examination of the university for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- (f) (i) if a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer book of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or failure of an examinee to handover his answer book to superintendent / invigilator or taking away his own answer book out of the examination hall or in any other manner what so ever, the Executive Council or the committee appointed for the purpose by the Executive Council may cancel his examination and also debar him from appearing at the examination of the university for one or more years according to the nature of the offence .
- (ii) The Executive Council may cancel the examination of candidate and /or debar him from appearing at an examination of the university for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/ or was instrumental in or has abetted the

tampering of university records including the answer books, marks sheets, result charts, diplomas and the like.

(iii) The Executive Council may cancel the examination of a candidate and /or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate /documents.

(iv) When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above, it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such “ show cause“ letter as to why the proposed penalty may not be imposed on him and shall consider the explanation if any, if filed within the specified time, before awarding the penalty.

(v) A list of such candidates so disqualified shall be circulated to all the Universities in India requesting them not to admit the students during the period of their disqualification

(g) Notwithstanding anything contained in the foregoing provision, the provision made under M.P Recognized Examination Act of 1984 shall be applicable to the candidates using unfair means at the examination. The Principal of the college and/or the center superintendent of the examination centre shall report the cases of unfair means to the university under the provisions of the foregoing clauses of this ordinance or under the provisions of the Recognized Examination Act for both and shall inform the university of the action taken by him.

24. (1) A candidate who, due to sickness or other cause, is unable to present himself / herself at an examination, shall not receive a refund of his/her fee. Provided that the Kulpati may, in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination, viz.,

(i) Examination fee after deductions as prescribed by the Executive Council

(ii) fee for statement of marks.

Other fees paid by the candidate shall lapse to the university, application for such adjustment from a candidate accompanied by a medical certificate of illness must be sent as to reach the registrar not earlier than and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in foregoing paragraph if he / she changes the faculty or his subject in case of post –graduate examination.

Provided further that if the fee is adjusted on medical grounds, the medical certificate should be issued by the competent medical office of Govt. hospital duly countersigned by the civil surgeon.

- (2) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures /practicals, may be refunded through the principal of the college concerned after deduction of a sum to be prescribed by the Executive Council from time to time.
  - (3) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not submit the form within the prescribed date, necessary fees having been paid in the University account, may be refunded after deduction of a sum to be prescribed by the Executive Council from time to time.
  - (4) The examination and mark sheet fee of a candidate who dies before appearing at the examination may be refund in full to his guardian or his successor.
  - (5) The centre fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or filing false particulars shall stand forfeited.
25. (1) Any candidate, who has appeared at an examination conducted by the university, may apply to the Registrar for the scrutiny of his marks in the written papers in any subject and rechecking of his results, such application must be made so as to reach the Registrar within 15 days of the publication of the result of the examination.
- (2) Such application must be accompanied by the fee decided by the Executive Council.
- Provided that for purpose of this paragraph each paper of postgraduate examination in a subject and also L.L.B. B.E. B.Arch. B.P.Ed. and REd. Examination shall be reckoned as a subject.
- (3) A candidate shall not be entitled to a refund of the fee.
  - (4) The result of the scrutiny shall be communicated to the candidate.
  - (5) If as a result of scrutiny is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.
26. Student can apply for seeing his own answer books to the Registrar / Exam Controller by paying an amount per questions paper as decided by the Executive Council from time to time as per guidelines issued by the university.
- 27 A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a

provisional certification of passing the examination of the University. Such application shall be accompanied with prescribed fee.

28 No person who is under sentence of expulsion or rustication from a UTD, School of Studies or College or from the university or is debarred at examination of the university for any period of time shall be granted a migration certificate during the period for which the sentence is in operation.

29 Duplicate copies of the following certificates shall be granted on payment of the prescribed fee:

- i. Marks list
- ii. Migration Certificate
- iii. Provisional Certificate
- iv. Transcript Verification in confidential cover mark sheet or certificate.

30. Duplicate or University Degrees/Diplomas shall not be granted except in cases in which the Kulpati is satisfied by the production of an affidavit on a stamped paper of proper value required by law being in force, that the applicant has lost his Degree/Diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases a duplicate of Degree/Diploma may be granted on receipt of the prescribed fee.

31. The name of first ten successful candidates in each final semester other than second full and supplementary examination who obtain First division shall be declared in order of merit for each class/ subject as the case may be.

Provided that in the subject where examinations are conducted under semester system the name of first five successful candidates in each final examination shall be declared separately.

32. Not with standing anything contained in the concerned ordinance an examiner, who fails by a total of not more than one mark in any of the B.A./B.Sc./B.Sc.(HOMESCIENCE) /B.COM/B.Ed./ B.P.Ed. /B.P.Ed./L.L.B./B.Lib./B.D.S./B.P.T./B.M.L.T./B.V.Sc. and other graduate examination except where it is held on a semester basis but secures more than the minimum aggregate marks required shall be given one grace marks to enable him to pass the examination.

Provided also that in case of MBBS, BHMS, BAMS, BUMS, BE, B.Pharma, B.Tech., B.Arch. number of grace marks in one subject to pass the examination will be 5 if the candidate secures minimum passing aggregate marks in total. The grace marks are only notional and are not added in the aggregate as to change the percentage.

33. The Kulpati may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added.

Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 32.

34. The scope of studies in different subjects for an examination shall be as prescribed by the university from time to time and printed in the prospectus for the examination concerned.
35. (i) The rule for ATKT examination will be followed as per the respectively ordinances or the direction given by State Govt. time to time. Every candidate desirous of appearing at the ATKT examination shall submit an application as indicated in this ordinance with requisite fee. The results of the candidates appearing in the ATKT examination shall be declared in accordance with the provisions of this ordinance.
- (ii) Such candidates as are eligible to appear in the ATKT supplementary examination may be provisionally admitted in the next higher class in attendance in the higher classes shall be counted in case they are declared successful at the ATKT examination.
- (iii) The candidate of ATKT examination will be given as per the respective ordinance otherwise they have to appear in all the appears of their examination again. As per respective ordinance.
- (iv) In the case of a subject for ATKT examination in which there is also a practical test candidate shall be required to appear in the written paper only has passed the examination in practical only/ and if he has passed in the written papers. A candidate who has failed both in the written paper and practical shall be examined in both the parts of the subject.
36. (i) The following shall be eligible to appear at ATKT examination:-
- (a) Candidate who failed at any B.A./B.Sc./B.Sc.(HOME SCIENCE) /B.COM (and any other graduate courses where ATKT examinations are prescribed in the respective ordinances) examination in not more than two subjects as prescribed in the respective ordinances.
- (b) Candidates for examinations other than those enumerated in (a) above who are declared eligible to appear at a ATKT examination in accordance with the provision of the respective examination ordinance.
- (ii) Except when provided otherwise in the Ordinance concerned, a candidate who has been declared eligible for ATKT examination may appear as a ATKT examination candidate in the two examination as prescribed in the respective ordinances and thereafter he shall be required to appear in all the paper at the next examination.
- (iii) A candidate appearing in the ATKT examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject and the marks obtained by him in the ATKT examination shall be taken into account in determining



the division at the examination. Such candidates shall however not be considered for inclusion in the merit list.

- (iv) A candidate who has failed in one or more subjects or group of subjects and opts to appear in all the subjects prescribed for the examination shall not be entitled to get his previous marks of the subject/subjects or group of subjects which he has passed to be carried over.
- (v) A student who appears in the ATKKT examination will be entitled to take provisional admission in the next higher class subject to the availability of seats except Post Graduate and Technical Course but he will not be entitled to be admitted to the next higher examination unless he passes the lower examination.
- (vi) A Student who appears in more than one subject shall be required to pay full examination fee and other fees.

37. (i) The following shall be eligible to appear at supplementary examination:-

- (a) Candidate the who have failed at any B.A./B.Sc./B.Sc.(HOME SCIENCE) or B.COM (and any other graduate courses where supplementary examinations are prescribed in the respective ordinances) examination in not more than one subject as the case may be.
  - (b) Candidates for examinations other than those enumerated in (a) above who are declared eligible to appear at a supplementary examination in accordance with the provision of the respective examination ordinance.
- (ii) Except when provided otherwise in the Ordinance concerned, a candidate who has been declared eligible for supplementary examination may appear as a supplementary examination candidate in the two examination as prescribed in the respective ordinances and thereafter he shall be required to appear in all the paper at the next examination.
  - (iii) A candidate appearing in the supplementary examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject and the marks obtained by him in the supplementary examination shall be taken into account in determining the division at the examination. Such candidates shall however not be considered for inclusion in the merit list.
  - (iv) A candidate who has failed in one or more subjects or group of subject and opts to appear in all the subjects prescribed for the examination shall not be entitled to get his previous marks of the subject/subjects or group of subject which he has passed. to be carried over.
  - (v) A student who appears in the supplementary examination will be entitled to take provisional admission in the next higher class subject to the availability of seats except Post Graduate and Technical Course but he will not be entitled to be admitted to the next higher examination unless he passes the lower examination.
  - (vi) A Student who appears in more than one subject shall be required to pay full examination fee and other fees.

- 38 Regulations of the Regulatory Bodies such as BCI, MCI, DCI, AICTE etc. will have precedence over this Ordinance and amendments in this Ordinance will automatically take place as and when Regulatory Bodies amend their regulations from time to time.
- 39 Notwithstanding anything contained in the ordinance relating to examinations the Executive Council shall have power to re-consider or reject or cancel an examination of any candidate who is provisionally permitted (subject to fulfillment of certain conditions) to appear at any examination of the University.

(As Approved by the Coordination Committee in its 95<sup>th</sup> meeting held on 06/09/2018 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/10/2018)

## **ORDINANCE NO. 5**

### **CONDUCT OF EXAMINATION**

**(Refer clause vi of section 37)**

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. The Controller of Examination under the supervision of Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.

The dates of commencement of examination together with the detailed programme of each examination shall be published every year by the end of August. The dates of examination once announced will not be changed without the permission of the Vice-Chancellor.

3. The Kulpati shall constitute a committee consisting of three members as:
  1. One Professor who is a member of EC
  2. One Senior Principal of a College
  3. One Dean of Faculty (seniority by rotation)

This committee will recommend the Centers of Examination. List of examination Centers will be reported to the Executive Council. The determination of Examination Centers will be as per norms approved by Coordination Committee and/or instructions of the State Government from time to time. The Principal of the College shall act as Senior Superintendent of the Examination. He/ She shall be overall in-charge of the Conduct of examination at their respective Center.

The Controller of Examinations shall in consultation with the Head of the Institution where there is an examination Center appoint Senior Superintendent, Superintendent and assistant Superintendents, if any, for the examination Center and shall issue instructions for their guidance.

Provided that:- (i)

- (a) the Principal/Professor/Reader of UTD as the case may be, will be the Senior Superintendent for all the three shifts. A person other than the Principal can be appointed as Senior Superintendent only when the University comes to the conclusion that the Principal there, for identified reasons, is not suitable to be the Senior Superintendent.
  - (b) there will be an Assistant Superintendent if the number of examinees exceeds 300 in a shift and an additional Assistant Superintendent for every 500 thereafter upto a maximum of 3 Assistant Superintendents.
  - (c) the remuneration of the Senior Superintendent/ Superintendent/ Assistant Superintendent for conducting final (main) examination and the supplementary examination will be decided by Co-ordination Committee from time to time.
  - (d) the Senior Superintendent who is also the shift Superintendent will not get any remuneration for the shift
  - (e) there would be remuneration for additional two days (one day for preparation and one day for closing) after the examination is over.
- (ii) The Senior Superintendent or the Superintendent whichever is applicable, of the Examination at each Center shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books. However the question papers must be kept in safe custody of the concerned Police Station/ Treasury as per instructions of the University, if required.

- (iii) The Senior Superintendent/Superintendent shall supervise the work of invigilators and shall conduct of the examinations strictly according to the instructions issued to him by the University.
  
- (iv) The Senior Superintendent or Superintendent of the Examination shall, whenever necessary, send a confidential report to the Controller of Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examination being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission of advance money received and expenditure incurred in connection with the conduct of the examination to the Controller of Examinations of the University.
  
- (v) The Centre Superintendent shall have the power to expel an examinee, from examinations on subsequent examination days, on any of the following grounds:
  - (a) That the examinee created a nuisance or serious disturbance at the examination Centre.
  
  - (b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
  
  - (c) If necessary, the Center Superintendent may get police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.
  
- (vi) Unless otherwise directed, only teachers of college/University Teaching Department and Schools of Studies shall be appointed as Invigilators by the Senior Superintendents. In special circumstances senior office staff/officer, retired teachers, guest faculty, contract teachers, teachers from schools, academic counselors and registered research scholar may be assigned as an Invigilator.
  
- (vii) The principal of the College or the Center Superintendent of the Examination Center fix the premises of the examination Center within the periphery of 100 metres and restrict entry of unauthorized persons as per provisions of the examination Act 1937 (as amended).

4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form of all candidates and verifying their signatures, or any other mode of identification as decided by the university (one already on the form and the other to be obtained in the examination hall).
5. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason.
6. The Principal may, on the recommendation of the Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness or fracture in writing hand, provided that such an amanuensis shall be a man/woman possessing qualification of atleast one class/examination lower than the examinee concerned.

Provided also that amanuensis and visually challenged person be given additional time of 20 minutes per hour (subject to maximum of one hour) for writing the examination on production of medical certificate from Chief Medical Officer.

7. The Kulpati may appoint Flying Squad to inspect the Examination Centers consisting of one or more persons. The Flying squad so appointed shall have the powers to visit and inspect any Examination Center at any time and have the powers to take personal search of the examinees if so required. The Flying Squad will report the cases of unfair means if noticed during their visit to the Center Superintendent of Examination for necessary action. The Flying Squad shall submit its report immediately to the Controller of Examinations, who shall take such action or steps as may be considered necessary. During the course of inspection of the Examination Center the members of the Flying Squad shall act as invigilators.
8. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
9. The Executive Council may issue such general instructions, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
10. Subject to the provisions of this Ordinance, the Executive Council may from time to time make, alter or modify rules and procedure about the conduct of examination.

11. (1) The Result Committee for each of the Faculties will be constituted by the Academic Council/ Standing Committee of Academic Council.

(2) The functions of the Result Committee shall be as follows:-

- (i) To scrutinize and pass the results of the examination conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulpati the action to be taken in any case where the result is unbalanced.
  - (ii) To scrutinize complains against Question papers, evaluation of answer books and to take necessary action,
  - (iii) To decide cases of candidates who answered wrong paper,
  - (iv) To decide cases of candidates whose answer-books were lost in transit;
  - (v) To decide cases of mistakes made by the paper setters, moderators, examiners, Invigilators, Supttd. Of examination center, tabulators, Collators, Co-ordinators and any other persons concerned with examinations whose cases are referred to the committee.
  - (vi) To exercise such other powers as the Academic Council may delegate to it from time to time provided that the Result Committee shall have the powers to scrutinize and revise the results before declaration and in special cases after declarations of results.
  - (vii) If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matters shall be referred to the Executive Council through the Kulpati with the recommendation of the Result Committee.
12. The Kulpati shall appoint two tabulators or two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination, if necessary. However if the result are computerized the Kulpati may appoint Coordinator and Assistant Coordinator for preparation of the results.

13. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of the Examination direct.
14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of the Examination who shall place the matter before the Executive Council.
15. Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.
16. The Executive Council may, by a resolution, authorize the Controller of Examination to publish the results of the examinations as passed by the Result Committee on the notice board of the office of the University and/or on the website of the University. The results, when published, shall simultaneously be communicated along with mark sheet to the Principals of the colleges concerned.
17. The remuneration of the Examiners, Senior Superintendents, Superintendents, Assistant Superintendents, Invigilators, Coordinators, Assistant Coordinators, Observers, Tabulators and Collators and the deductions to be made in remuneration due to errors noticed shall be as given in the Appendix I.
18. No examinee shall leave the examination hall within half an hour of the start of the commencement of examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour from the commencement of examination.
19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer-book supplied. Only the second answer-book shall be sent for valuation. The first answer-book shall be cancelled and sent to the controller of the examination by the Center Superintendent.



21. The Center Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :-

- (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer-book and a memorandum shall be prepared with date and time.
- (ii) The statement of the examinee and the invigilator shall be recorded.
- (iii) The examinee shall be issued a fresh answer-book marked 'Duplicate-Using Unfair Means' to attempt answers within the remaining time prescribed for the examination.
- (iv) All the material so collected and the entire evidence along with a statement of the examinee and the answer-book duly initialed shall be forwarded to the Controller of Examination by name, in a separate confidential sealed packet marked "Unfair Means" along with the observations of the Superintendent
- (v) The material so collected from the examinee together with both the answer-books, viz., the answer-book collected while using unfair means and the other supplied afterward, will be sent to an expert in the subject appointed by the Kulpati by the controller of Examinations for assessing both the answer-books separately and to report if the examinee has actually used unfair means in view of the material collected.
- (vi) While evaluation, if the Examiner finds similarity in the answers in many answer-books or he finds cash, cheque etc. in the answer book, this would be considered a case of unfair means.
- (vii) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Executive Council on the recommendations of the Kulpati every year.

"The Committee shall consist of:

- (a) One teacher member of the Executive Council, one of the Deans of Faculties, one teacher who is a member of the Academic Council, and one Senior Principal of Government Colleges nominated by the Kulpati;
- (b) Controller of Examinations or his nominee not below the rank of Deputy Registrar – (Secretary)

The Kulpati shall appoint one of the members included under (a) to be the Chairman of the Committee.

(viii) The Committee shall after examining the cases, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the committee in each case.

(ix) Once the decision of the UFM committee is approved by the Executive Council it will not change in any case.

22. (i) Student can apply for seeing his own answer books to the University by paying an amount per answer book as decided by the Executive Council from time to time.
- (ii) Student can apply for re-totaling of marks of his answer books to the University by paying an amount per answer book as decided by the Executive Council from time to time.
- (iii) There shall be no revaluation in the semester PG & UG examinations i.e. M.A., M.Sc., M.Com., M.Ed., M.H.Sc., M.S.W., B.Com., B.Sc., B.A., B.H.Sc., (regular and honours courses), Diploma, P.G.Diploma only re-totaling is allowed.
- (iv) In the courses where revaluation is allowed a candidate applies for revaluation the answer-book in which revaluation is sought will be send for valuation by the Kulpati to two examiners (other than the one who initially valued it at least one of whom shall be from a place outside the jurisdiction of the University). A copy of the memorandum of instructions for the guidance of examiners if prepared by the paper-setter will be sent to each of the two examiners to enable them to evaluate the answer-book concerned in the light of standard set by the examiner and the memorandum of instructions. Each of the two examiners shall receive a remuneration of Rs. 20 for the revaluation of an answer-book.

Central revaluation may be arranged if the number of the examinees is more.

(v) If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by more than 10% of the maximum marks in the paper. The average of the marks awarded by two of the examiners and the original examiner and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his result.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10% of the maximum marks in the paper, if two difference in marks allotted by the three examiners are equal the two marks to the best advantage of the candidate shall be taken into account for arriving the correct valuation.

Provided further that as a result of revaluation if the candidate awarded marks more than 20% of the maximum marks, the Kulpati shall send such answer books to a senior teacher outside the jurisdiction of the University alongwith the marks given by original as well as both the revaluates. The marks given by the senior examiner will be treated as final.

(vi) The candidates who apply for revaluation may in anticipation of their result of revaluation apply for admission to the ensuing examination (before the last date fixed for the propose with prescribed fee) for the class in which they have failed. In case such a candidate is declared pass as a result of revaluation his application form shall be transferred to next higher class on payment of the difference of fee, if any, but such candidate shall not be permitted to apply for admission to an examination after the last date fixed for the purpose.

## APPENDIX I

### REMUNERATION FOR EXAMINATIONWORK

The scale of remuneration to Paper Setters/Examiners and other work related with examination work shall be as determined by the competent authority from time to time.

EXAMINATION :	Rates Rs.
<b>1. For Ph.D., D.Sc. &amp; D.Lit. Exam.</b>	
(a) Reading a Ph.D. / D.Sc./D.Lit Thesis	2500
(b) Practical and Viva- voice exam. for Ph.D./D.Sc/D.Lit.	1000
(c) For setting question paper for entrance examination MCQ type questions per question	30
<b>2. All PG Examinations – M.Phil., MA., M.Lib.Sc., M.Pharm., M.Sc., M.Sc. (Engg. Faculty), M.Com., M.Tech., M.E., LL.M., P.G. Diploma, MBA, MCA, etc. Exam.</b>	
(a)Setting of question paper including translation, if needed.	1200
(b)Valuation each answer book (Min 300/-)	20
(c) Practical exam. each candidate (Min. 500/-)	20
(d) Valuation of Dissertation and Viva-voice there of for each candidate of M.Ed./M.B.A./M.Sc./M.Com./LL.M./M.Lib.Sc./P.G.Diploma (Min. 500/-)	100
(e) Valuation of Dissertation and Viva-voice there of for each candidate of M.Phil. /M.Tech./ M.E./ M.Pharm. (Min.500/-)	200
(f) External and internal of project in MA. M.Com, M.Sc, per student (Min.300/-)	25
<b>3. All UG Examinations – B.A./ B.Sc./ B.Com/ B.H.Sc./LL.B/ B.ED./B.P.Ed./ B.Lib., BBA &amp; B.Pharm., etc.</b>	
(a)Setting of Question Paper Including Translation	1000
(b)Valuation of each Answer book (Min.300/-)	15
(c) Conducting practical exam and viva-voce per candidate (Min.500/-)	15
(d) Valuation of Dissertation and Viva voice & BBA (Min 300/-)	25
(f) External of Project in BA/ B.com/B.Sc/ BHSc (Min.300/-)	20
<b>4. Faculty of Medicine, Ayurved, Homeopathy and Allied Faculty For. MBBS/BDS/BPT/BMLT/BSc (Nur.) BUMS/ BHMS/BAMS Exam</b>	
(a) Setting of Question Paper Including Translation	1000
(b) Valuation of each Answer book (Min.500/-)	20
(c) Conducting practical exam per candidate (Min.500/-)	20
(d) Viva- Voice Practical Examination per candidate (Min.500/-)	20
For MD/MS/MCA Exam	

1. Setting of Question Paper including Translation		1200
2. Valuation each Answer book (Min.500/-)		30
3. Conducting practical exam per candidate (Min.500/-)		100
<b>5. For all Diploma Courses in any Faculty</b>		
1. Setting of Question Paper Including Translation		800
2. Valuation each Answer book (Min.200/-)		20
3. Conducting practical exam per candidate (Min.200/-)		20
4. Viva-Voice Practical Examination (Min. 200/-)		20
<b>6. Faculty of Engineering (UG Programmes)</b>		
1. Setting of Question Paper including Translation		1000
2. Valuation each Answer book (Min.300/-)		20
3. Conducting practical exam per candidate (Min.500/-)		20
4. Viva-Voice Practical Examination (Min.500/-)		20
<b>7. Miscellaneous.</b>		
(a) Remuneration of Head examiner valuation for a quanta of two days		1000
(b) (i) Rem. for Co-ordinator for Valuation work (Per day)		400
(ii) Rem. for Asst. Coordinator observer for valuation work (per day)		300
(c) Remuneration of Flying Squad		
(i) Co-ordinator 1000/- per day		
(ii) Member 500/- per day		
(d) Drafting details memorandum of instruction by paper setter or examiner appointed by Kulpati (For Account, Maths & other numerical paper)		200
(e) Minimum Rem. For examining answer book.		300
(f) a) Re-valuation of per answer book min 200 (non-professional)		20
b) Re-valuation of per answer book min 300 (professional)		25
c) Co-ordinator Re-valuation (out of jurisdiction) Minimum 1000 or Re 1 per AB or 100 per packet whichever is greater		
d) Co-ordinator valuation ( out of jurisdiction) @ Re 1 per AB or 100 per packet		
e) Maximum Rem. Payable to any single examiner in an academic session: for all faculties (Per Odd/Even Semester Exam.)		1,00,000
(g) Incidental and daily Allowance to examiners engaged for examination work (As per T.A. Rules of Govt. of M.P.)		30
(h) Internal Examination in all the practical and viva voice examination. (Be paid at the same rule as external examiner)		20
(i) For duplicating questions paper where necessary.		
(j) Superintendent of Exam./ Supervisor (per paper code)		
(k) Comparer (per paper code)		
(l) Typist for cutting stencil (per paper code)		
(m) Multigrapher photographer for duplicating of question paper (per paper code)		
(n) Postal expenses /Rly. Charges for sending question paper/ answer books/thesis etc. (Actual Expenses Support by receipts)		
<b>8 Tabulation etc</b>		
(a) Tabulation of result per 100 candidates (Manual) (Per result)		200
(b) Tabulation of result per candidates.		

1. Out sourcing (As per tender approved) (Computer)	
2. In hours 100 per result	300
1. Collation per result	15
2. Checking per result	15
3. Writing statement of marks of all exam	15
4. Checking of statement of marks of all exam	15
5. Writing each degree and diploma	
6. Checking of each degree and diploma	
<b>9. Invigilation work etc.</b>	
(a) Senior Superintendent (Per Shift) (Principal / Coordinator) (Max. Rs. 500 per day).	200
(b) Superintendent each of examination (per shift) (Max. Rs. 400 per day).	175
(c) Assistant Superintendent each of examination (per shift) (Max. Rs. 300 per day).	150
(d) Invigilation (Per Session)	100
(e) Class III and IV staff of the college/ Deptt. Engg among themselves:	
Class III per Candidate ( Min. Rs.300 per employee)	04
Class IV per Candidate (Min.Rs.200 per employee)	03
<b>10. For Practical Examination</b>	
(a) Laboratory Staff engaged in practical exams. of Graduate and Post Graduate course in all faculties except engineering and medicine Lab Tech./Asst. (Per day) Class IV per candidate lab/ attendant (per day)	300
(b) Practical Exam. In faculty of Engineering	200
1. Mechanics & Laboratory	300
2. Helper e.g. laboratory attendants peons	200
(c) Practical Exam of clinical subject under medicine faculty	
i) Each assistant to examiners Subject to maximum number of a assistant in a subject (per shift) (per day)	150
ii) Each patient examined (Minimum Rs. 400/-)	50
iii) Technical Staff ----- Total amount Rs. 1000/- (per day) to be divided amongst technical staff engaged.	

**Note:**

- (a) 1. The actual postal / courier expenses incurred by the examiners in sending the packets of answer-books and the award list to the University shall be paid by the University.
2. Local conveyance shall be paid to the local examiners for bringing or sending the answer-books and award lists to the University.
- (b) Maximum remuneration that a single person shall be entitled to draw from the University in respect of one academic session for any or all of the work mentioned under paragraph 1 above shall be Rs. 1,00,000/-. All excess amounts over and above the said

limit shall lapse to the University. Provided that where sufficient numbers of examiners are not available in any subject, the Vice Chancellor may relax the maximum limit for reasons to be recorded in writing.

Provided further that this limit will not be applicable where the system of Central valuation is followed.

(c) Unless specially permitted deductions shall be made from the remuneration bills on Account of the following:

- (1) Delay in dispatch of foils or counter-foils or marks to the Exam Controller Rs. 30 for each day for delay.
- (2) Delay in return of answer-books, Rs. 30 for each day of delay.
- (3) Entry of marks against wrong Roll Number Rs. 5 per mistake.
- (4) Wrong entry of marks (e.g. 20 instead of 25), Rs. 5 per mistake.
- (5) If marks in award list differ from those shown on the answer- books, Rs. 5 per mistake.
- (6) Omission to enter marks in award list although answer-book sent, Rs. 5 per mistake.
- (7) Omission to mark a question or part of a question, Rs. 10 per.
- (8) Mistake in totaling of marks, Rs. 10 per mistake.

**Note:**

If any examiner commits more than three mistakes under any of the categories mentioned in the foregoing paragraph or if any examiner commits mistake or mistakes by which the result of a candidate is affected, his work shall be deemed as unsatisfactory and the matter may be placed before the Executive Council for any action deemed proper.

Deductions at the following rates shall be made from the bills of the tabulators:

- (a) For each mistake affecting the result Rs. 5.
- (b) For each mistake not affecting the result Rs. 4.

1. University shall receive fees at the rate decided by the Executive Council of the University for conduction of the examination in addition to examination fee. A part of this fee shall be transferred to the examination centres to meet out the expenses involved in

the conduction of examinations such as payment of invigilation charges, practical examination, payment to supporting staff and other contingent expenses as approved by the Executive Council.

The Principal/Head of the concerned Institution shall send a utilization certificate in this respect to the University. Provided that actual expenditure will be paid for the Faculties of Medicine and Engineering on approved contingent items supported by vouchers.

2. In case of a work for which no remuneration has been prescribed in the foregoing paragraphs, the rate therefore shall be determined by the Kulapati.
3. The rates of remuneration for the work relating to examination and declaration of results shall be prescribed by the concerned university after the approval of the Co-odination Committee.