

2. On receipt of the registration form at the University Institution the candidate will be allotted a temporary registration number.
3. The registration application form will be subjected to verification by the University and after due verification, the candidate will be given a permanent registration number.
4. The mode of sending application for admission of students can be direct or counseling or through guidance centre or through post or through Online. Any student from India or abroad seeking admission in the University can interact Online to the University. Mode of instructions of teaching of such student shall be decided by the Academic Council of the University.
5. The validity of the registrations will be for the following periods:
 

a. Certificate and one year Diploma programmes	-	2 years
b. Three year Degree programmes	-	6 years
c. Four year Degree Programme	-	8 years
d. Master degree and two year programmes	-	4 years
6. No person, who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
7. (1) A student who is registered with the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with a fee decided by University.  
 (2) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of name of the student.  
 (3) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit.  
 (4) The fees deposited by the candidate shall not be refunded in any case.
8. Teaching Days - Every University enrolling students for the First Degree course shall ensure that the number of actual teaching days not to below 180 in an academic year (90 days in a semester).
9. (a) Teaching methods of all the courses shall include one or more methods of teaching from - Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.  
 (b) To better support to the students in conjunction with the traditional approaches, modern approaches based on Information and communication technologies for teaching learning will be adopted. These may includes online teaching-learning, material availability, Webcasting, Podcasting, Online chatting with teachers, Online Discussion Forums etc.

**ORDINANCE NO. 04**  
**EXAMINATIONS GENERAL**

**PART-I**

**DEFINITIONS**

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing in 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-

- (a) **"Regular Candidate"** is a person who is pursuing a course in the University Teaching Department (UTD) or a University Institution and seeks admissions to an examination of the University as such.
- (b) **"Ex-student Candidate"** means a person who was admitted to an examination as a regular candidate and was not declared successful there-at 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.
- (c) **"Failed Candidate"** is a person who has failed in any of the theory paper or in any other part of the examination.
- (d) **"Registration Period"** means the period for which a candidate's registration / enrollment is valid.
- (e) **"Forwarding Officer"** means any person authorized by the Registrar of the university.
- (f) **"Attested"** means attested by the forwarding officer.
- (g) **"Private Candidate"** is one who is seeking admission to the University examination not as a regular candidate or an ex-candidate.

## PART - II

### ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO UNIVERSITY EXAMINATION.

2. No candidate shall be permitted to appear in the university examinations unless he/she is duly registered / enrolled with the university.
3. Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach to the designated centre on or before the last date prescribed for the purpose by the university. It will be the responsibility of the head of the institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
4. The head of the institution or the Registrar of the university can detain a candidate from appearing in an examination if he/she has not paid full dues of the university.
5. (i) An ex-student shall submit his examination form in prescribed format on or before the last date notified by the university to the concerned head of the institution who will forward it to the designated centre after due verification.  
(ii) An ex-student candidate shall offer the same subjects or optional papers which he had previously offered as a regular candidate, the changes in scheme of examinations by the university not-with-standing.
6. A Private candidate seeking permission for admission to an examination of the university shall apply to the registrar on or before the last date notified by the university in the prescribed form through the forwarding officers. The candidate shall submit with his application the attested copy of the mark sheet of qualifying examinations.
7. In case a private candidate having Practical subjects – Geography/ Psychology/ Home Science/ Physics/ Chemistry/ Computer etc. he/she should attend the practicals at respective department and submit practical attendance certificate from the respective department with the exam form.

8. For private candidates, University shall arrange classes/assignments and continuous comprehensive examination (CCE), i.e., internal assessment and project assessment. Fees for this purpose will be additionally charged by the student as decided by the University.
9. (i) Application submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Head of the Institution/Head of the University Teaching Department or 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 Head of the Institution/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 Head of the Institution or Head of the University Teaching Department or School of Studies concerned shall send to the Registrar a list of candidates eligible for examination, as per examination schedule declared by the university.
10. The Head of the Institution or the 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 dues, or does not return the property and all the articles and uniform issued to him for sport or NCC or does not pay the cost thereof in case of loss, 15 days before the commencement of the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.
11. No candidate shall be allowed to take the term-end Semester Examination unless one has:  
(i) Attended at least 75% of lectures / practical delivered.  
(ii) Paid all the fees due  
(iii) Obtained 'No Dues' certificate from the concerned Department/ college.  
(iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.  
(v) Received in-plant training as prescribed by the Director/ Head/ Principal.  
Clause (i) above shall not be applicable to private candidates.

### PART III

#### GENERAL CONDITIONS

12. Where there are Two or Three examinations for any degree such as Year I, II and III or Previous and Final examinations and there are Two or more alternative subjects/courses for such a degree a candidate for the degree must take the same subject/course in year III/Final examination as he has taken in the year-II/Previous examination.
13. No candidate shall appear in more than one degree examination or post graduate degree examination in one and the same year.
14. A Candidate who has passed the Bachelor's Degree Year-I or Year-II examination or the Previous examination for a Master's Degree of another University may with the permission of the Vice Chancellor, be admitted 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.

15. No person who has been expelled or rusticated from the University or has been debarred from appearing at University examination shall be admitted to any examination during the period for which the sentence is in operation.
16. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases in which he is satisfied that the 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 requisite late fees.
17. (1) The Controller of Examination 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, and is in order.
  - (b) the candidate is eligible for admission to an examination and the fees as prescribed have been paid by the candidate.
- (2) Where the practical examination is held earlier than the examination in theory papers 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.
- (3) The admission card issued in favour of a candidate and also the permission given to a private candidate to appear at an examination may be withdrawn if it is found that-
  - (a) the admission card was issued or permission was given through 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 University Teaching Department or Institutions for admission to an examination is false or incorrect.
- (4) The Controller of Examination may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee as decided by the University. Such card shall show in a prominent place the word "DUPLICATE".
18. A candidate shall not be admitted into 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.
19. (a) In the Examination hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or arrogant 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 examinations by the Superintendent of the Centre.
- (b) 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 of either of them or acts in a manner likely to obstruct 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 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.

(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 the Registrar and the Board of Management may according to the gravity of the offence, further punish a candidate by cancelling his examination and/or debarring him from appearing at any of the examinations 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 of some other candidate or helping or receiving help from any other candidate or keeping with him the examination hall material connected with the examination or in any other manner whatsoever, the Vice Chancellor may cancel his examination and also debar him from appearing at any of the examinations of the University for one or more years according to the nature of the offence.

(ii) The Board of Management 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 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, mark-sheets, result charts, diplomas and the like.

(iii) The Board of Management 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 the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

20. (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 fee, provided that the Vice Chancellor 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 :

(i) Examination fee

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 if applicable must be sent so as to reach the Registrar 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 a postgraduate examination.

(2) The examination fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.

(3) 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.

21. (1) Any candidate who has appeared at an examination conducted by the University, may apply to the Registrar for the re-totaling 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 30 days of the publication of the result of the examination.

(2) Such application must be accompanied by fee as per schedule given below :-

(a) In One Subject Rs. 250.00

(b) In Two Subjects Rs. 500.00

In P.G. exams re-totaling of only one subject would be permitted.

(3) The result of the re-totaling shall be communicated to the candidate.

(4) If as a result of re-totaling it 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.

22. (1) A candidate whose result has been declared may apply to the Registrar in the prescribed form within Thirty Days of the declaration of his result for the revaluation of any answer books.

Provided that no candidate shall be allowed to have more than Two Answer Books revalued.

Provided also that no revaluation shall be allowed in case of scripts of practicals, field work sessional work, tests and thesis submitted in lieu of a paper at the examination.

(2) The fee for revaluation shall be Rs. 400/- per Answer-Book.

23. No person who is under sentence of expulsion or rustication from a University Teaching Department, School of Studies or College 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.

24. Duplicate copies of the following certificates shall be granted on payment of the fee mentioned against each :

(i) Marks Sheet Rs. 500.00

(ii) Migration Certificate Rs. 500.00

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.

25. The names of first ten successful candidates in each examination who obtain first division shall be declared in order of Merit for each class/subject as the case may be.
26. The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark.

#### PART-IV

#### EXAMINATION FEES

27. The examination fees for various courses under semester system examination pattern will be as follows :

Post Graduate Courses : Rs. 1000/- per semester

Under Graduate Courses	:	Rs. 1000/- per semester
Diploma Courses	:	Rs. 750/- per semester
Certificate Courses	:	Rs. 500/- per course

The Board of Management of the University can change any of the above fees or conditions for the examination (clause 1 to 25) as and when the situation so warrants.

### ORDINANCE NO. 05

#### CONDUCT OF EXAMINATIONS

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examinations in accordance with such directions as may be issued by the Board of Management.
2. The Controller of Examinations 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 submitted by the intending examinees.
3. (i) The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendents, if any, for the examination centre and shall issue instructions for their guidance.  
(ii) The Superintendent of the Examination 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.  
(iii) The superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.  
(iv) The 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 behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination being held at the centre as may be considered necessary, alongwith 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 to the CFAO of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.  
(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 Superintendent may get police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.