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ORDINANCES FOR EXAMINATIONS

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(Disclaimer: In case of any inadvertent discrepancy the original paper record will be final)

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ORDINANCES

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CHAPTER- I

ORDINANCE : GENERAL RULES FOR EXAMINATIONS

- 1.1 The University shall hold examinations for awarding degrees, diplomas or certificates in such branches of knowledge as the University may determine from time to time.
- 1.2 The date of commencement of examinations as well as the last date of receipt of examination forms and fees, without and with late fee as fixed by the University shall be notified to the teaching departments and the colleges affiliated to the University.
- 1.3 Applications for admission to an examination shall be made on the form prescribed by the University for the purpose.
- 1.4 Only those candidates who have passed the qualifying examination of this University or any other examination recognized by this University as equivalent thereto and possess such further qualifications, if any, as may be prescribed in the Ordinances shall be eligible for admission to the course of study for an examination.
- 2.1 Applications for admission to examinations shall be accompanied by the following certificates signed by the authority specified in the Clause - 3 below.
 - (a) of good character;
 - (b) that the candidate is eligible to appear in the examination under the Ordinances prescribed for the examination concerned;

(c) any other certificate(s) required under the Ordinances.

- 2.2 In the case of an ex-student, the application for admission to an examination shall be accompanied by a certificate signed by the Principal of the College/Chairperson of the Department last attended, that the candidate completed the prescribed course of lectures, etc., with in the period specified by the Ordinance for the examination.
- 2.3 All candidates male as well as female are required to submit three copies of their photographs out of which, two copies will be affixed on the Admission-cum-Roll No. Card and one copy will be affixed on the Admission form at the space provided for this purpose. On the front portion of each photograph, candidate will write his/her name and of his/her father, which will be attested by the same authority who has attested the Admission Form.
- 2.4 A candidate who has once submitted his/her examination form for an examination alongwith requisite fee shall not be permitted to withdraw the application form on his/her own accord and claim refund of the examination fee.
3. The candidate shall submit his/her examination form to the Controller of Examinations on the prescribed form with the required certificates duly signed by:-
- i) Principal of the College the candidate has last attended Both in the case of students of a college affiliated to the University and ex-students
 - ii) Chairperson of the University Teaching Department Both for regular and ex-students of the

departments.

Provided that in case of a college with more than 800 students on its rolls, the Controller of Examinations may authorise the Principal to delegate to a senior member of the teaching staff, the authority of signing various certificates in the examination form.

iii) Principal of the college concerned In case of students of a college permitted to send student privately

iv) Any one of the following in the case of private candidates other than ex-students:-

a) Chairperson of the University Teaching Department;

OR

b) Principal of a College admitted to the Privileges of the University

OR

c) Principal of a recognized Higher Secondary School.

OR

d) a District or Circle Education Officer;

OR

e) a commanding Officer of his/her Unit in the case of Military personnel;

OR

f) Head of the University Library and a Central State Library, in the case of whole time Librarians and Library staff attached to them;

OR

g) an officer not below the rank of an Assistant Registrar.

OR

h) a member of the Court, Executive Council or Academic Council of the University;

OR

i) any other person duly authorized by the Academic Council.

4. The Academic Council shall have power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate is not a fit and proper person to be admitted to the examination.

5.1 If a candidate after admission to an examination –

(a) commits an immoral act;

OR

(b) is discovered to have committed an immoral act which in the opinion of the Academic Council is such that had it come to their knowledge in time, they would have excluded him from the examination;

the Academic Council may –

(i) cancel his candidature for that examination and order that his/her result be not declared;

and/or

(ii) disqualify him permanently or for a specified period.

- 5.2 If a candidate, subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations.
- 5.3 If a candidate, before appearing in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Assistant Registrar (Examination).
- 5.4 If a candidate for any University examination owes any money to the University or to the College on any account and fails to pay the money or has in his/her possession any book, apparatus or other property belonging to the University or to the College or any kit etc. supplied by the NCC and fails to return the same, the Controller of Examination on receipt of such report from the Principal of the College / Chairperson of the Department may withhold or authorize to withhold the admit card / roll no. slip of the candidate or if the admit card or the roll no. slip has already been issued, order not to allow the candidate to appear in the examination till all such money has been paid or such property has been returned by the candidate.
6. Notwithstanding anything contained in any other Ordinance, the following provisions shall be observed for promotion to the next higher class, where prescribed number of papers of a particular class are not passed by a candidate, and where prescribed

number of chances to pass/improve an examination are exhausted :

- (a) Candidates who may have failed to avail of the permissible chance(s) for improvement of division in Under-Graduate examinations may be allowed an additional chance immediately after the last admissible chance with an additional fee of Rs.500/- .

Similarly, for the Post-Graduate examinations an additional chance for improvement may be allowed on payment of an additional fee of Rs. 2000/- .

Note: LL.B -3 Year (Professional) will be considered as Post-graduate examination for this purpose.

- (b) Candidates who may have availed of (or exhausted) all the permissible chances (period) to pass the compartment/re-appear paper(s) of all the UG/PG and other professional courses, may be given additional chance(s) immediately after the last permissible chance in the consecutive examinations on payment of the following additional fee in addition to the usual fees/late fees :

i) For 1st additional chance : Rs.1000/-

ii) For 2nd additional chance : Rs.1500/-

- (c) If a candidate misses any chance, the same will be treated to have been availed of.

7. A candidate against whom there is a charge of unfair means and who, in the course of the enquiry, misses one or more chances of

appearing in an examination may be given by the Vice-Chancellor, additional chance(s) if he/she is exonerated of the charge.

Provided that the condition of maximum period prescribed for passing an examination shall not apply in such cases.

8. A candidate who has been placed in compartment shall have the option to appear in all the subjects. Having exercised the option, the candidate shall not be allowed to change it.
9. Unless otherwise provided, a person who —
 - (a) has already passed an examination of this University or any other University shall not be permitted to re-appear in that examination or a corresponding examination;
 - (b) is a candidate for an examination in full subjects of this University cannot simultaneously read for, or appear at, another examination of this University or of another University/Board, in the same academic year, unless otherwise provided in the relevant Ordinance.

The bar shall not apply to a candidate appearing in another examination of the University for passing or for improvement of division/result or for additional subject; provided that he/she does not take the examination in more than two subjects/papers simultaneously with the full subjects of his/her main examination.

Note : A student can study for a course run through the University Centre for Distance Learning/ Directorate of Distance Education alongwith a regular course.

10. Notwithstanding anything contained in any other Ordinance, the Academic Council shall, for reasons to be recorded, have power to admit a person provisionally to the next higher class pending his qualifying in the paper or papers, which he may have missed through no fault of his. The Academic Council shall record reasons for granting such a permission in each case.
- 11.1 A candidate whose result of an examination is declared late by the University/Board of School Education, Haryana, Bhiwani, for no fault of his/her, if otherwise eligible, may be allowed to seek admission in the affiliated/maintained colleges or University Teaching Departments within 15 working days from the date of despatch of his/her result card, without late fee, subject to availability of seat and on merit. However, no such admission shall be allowed after 31st October of the year. His/her attendance shall be counted from the date of admission.
- 11.2 A candidate whose result of the examination taken by him/her is notified as 'Later' may also be allowed to join the next higher class provisionally. In case he/she is ultimately declared as having failed, his/her provisional admission shall stand cancelled and he/she shall forthwith revert to the lower class. Fee paid by him/her for the higher class shall be adjusted against the lower class dues. No refund shall be admissible to the student who discontinues his/her studies. His/her attendance for the higher class will be counted for the lower class.
12. Notwithstanding anything contained in any other Ordinance, the Academic Council in the case of –
 - (a) a foreign scholar who is not of Indian domicile; or
 - (b) a person who is not an Indian National; or

- (c) a person of Indian origin studying in a foreign country; shall have power to –
- (i) admit him/her to any class of a College affiliated to this University for which he/she is considered fit by the Academic Council on the recommendation of the Equivalence Committee;
 - (ii) permit him/her to take a University Examination after studying in an affiliated college for a shorter period than prescribed by the Ordinances for the examination concerned;
 - (iii) grant permission to offer a special paper in English in lieu of language paper in B.A. General/B.Sc./B.Com. Examinations.
13. Notwithstanding anything contained in any other Ordinance, the Academic Council, in order to avoid hardship to a candidate, shall have power to relax the requirement(s) of Ordinance(s) for any examination while considering the irregular admissions for regularization where the mistake is primarily of the Head of the Institution or on the part of the University Office. Each and every case of such nature will be considered by the Academic Council on merit.
14. The internal assessment of students will be based purely on performance of students in three written departmental tests in one semester. In case of odd semesters the test will be held in the last week of months of September, October and November and in the case of even semesters and annual system the test will be held in the last week of February, March and April. The candidate will appear in two tests only out of three tests and the

total marks of the sessional tests will be treated as final internal assessment award. The maximum marks for each test will be equal. The date sheet will be prepared by the concerned Chairperson(s) of the Department(s)/Principal(s) of the College(s) concerned and the test will be conducted by them. The question paper will be set by the teacher concerned and evaluation will also be done by him/her. Besides, no payment for paper setting/evaluation will be made. The award of internal assessment will be prepared by the teacher concerned and will be handed over to the Chairperson/Principal concerned within a week from the date of conduct of test.

The record of internal assessment including award list and answer sheets will be maintained by the Chairperson/Principal concerned upto three months from the date of declaration of result. The internal assessment will be sent to the Controller of Examinations at least 10 days before the commencement of semester/annual examination by the Chairperson/Principal concerned after countersigning on each page. Pass percentage in each theory/practical paper will be the minimum pass marks as required in the relevant Ordinance(s). Passing in internal assessment is not mandatory.

- 15 A candidate appearing for any examination may apply for permission to make a change in the Examination Form in respect of :
- (a) subject or subjects, or
 - (b) any other entry, provided that –
 - (i) the request is permissible under the Ordinances;

(ii) the application accompanied by a fee as prescribed, is received in the University Office 15 days before the commencement of Examination. A regular student of a College/University Teaching Department must submit the application through his/her Principal/Chairperson of the Department with a certificate to the effect that he/she has attended the requisite percentage of lectures in the changed subject(s).

However, the Vice-Chancellor may, in hard and genuine cases allow acceptance of an application under this clause after the expiry of the period mentioned above on payment of late fee as prescribed by the University.

16 A prisoner serving a term of imprisonment may be allowed to appear in an examination if –

- (i) a certificate of good conduct is given by the Superintendent of the Jail concerned; and
- (ii) he/she is eligible under the Ordinances for the examination concerned and also under the Ordinance for Private Candidates.

Provided that if such examination is arranged in the Jail, the expenditure involved shall be paid to the University by the candidate concerned or the Jail authorities.

17. In case of late submission of Dissertation/Project Work/Term Paper/Training Report/Field Trip Report etc. beyond the prescribed date as laid down in Ordinances of various courses, the same may be accepted on payment of the following penalty :-

1. With in normal period	No Penalty
2. Upto 4 months after expiry of normal period.	Rs.250/-
3. Upto two months after expiry of the period as mentioned at sr.no.2.	Rs.500/-
4. Upto 6 months after expiry of the period as mentioned at sr. no.3.	Rs.1000/-

No further extension will be granted and the result will be declared treating the candidate as Absent, provided that the Vice-Chancellor may allow further extension with further penalty as he/she may deem fit in a hard and deserving case to his/her satisfaction. A candidate, who submits his/her dissertation/Project Report etc. during the extended period with penalty as above, will not be entitled to the University Medal.

Provided that if a candidate fails to submit the dissertation even during the extended period, he/she will be considered to have absented in the dissertation paper and his/her result shall be declared accordingly.

18(a) The Vice-Chancellor may, when he/she considers it appropriate in any exceptional case :-

- (i) extend the date for submission of the examination forms and fees by a College/University Department, keeping in view the circumstances; and
- (ii) accept the Examination form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.

- (b) The Vice-Chancellor may condone the late fee in case a Department or a College has failed to deposit the Examination fees in full, within the prescribed period/last date, through a clerical mistake, viz., totalling of the amount payable, rate of Examination fees payable, etc.

191 A candidate who –

- (i) fails to present himself for an examination;

OR

- (ii) has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examinations or an Officer authorised by him/her, according to the Ordinances, shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination, provided that –

- (a) if a candidate dies before the commencement of examination or during the course of examination without having appeared in any paper, the fee shall be refundable to his/her legal heirs;

- (b) an application for refund of the examination fee must reach the Controller of Examinations within three months of the date of commencement of the examination.

192 A candidate shall not be entitled to refund of examination fee paid by him –

- (i) if permission accorded to him/her to take an examination is subsequently cancelled, as a result of mis-statement of facts or suppression of important fact or for want of relevant information in his/her examination form;

- (ii) if he/she tried to obtain admission to an examination by making a false statement of facts in his/her examination form.
- (iii) when a candidate's name is withdrawn for non-payment of College dues;
- (iv) when a candidate's name is withdrawn on account of his/her rustication or expulsion from the Department/College or withdrawal of character certificate for misconduct.

- 20. The children of serving Military Personnel up to the rank of an N.C.O. shall be exempted from the payment of examination fee.
- 21. Examination fee will be refunded to a University employee on passing a University Examination.

An application for refund of examination fee must reach the Controller of Examinations within three months of the date of declaration of result of the employee.

- 22. An examination Form once submitted may be withdrawn by the Chairperson of a Department/Principal of a College only under the following conditions :
 - (i) When a candidate has been sent up provisionally, for shortage of attendance and that shortage has not been made up nor condoned in accordance with the Ordinances. (examination form of a candidate who has completed the required percentage of lectures etc., or in whose case the shortage has been condoned in accordance with the Ordinances, cannot be withdrawn).

- (ii) When a candidate, after sending up his/her examination forms falls short of the required percentage of lectures as specified in (i) above.
- (iii) When a candidate's name has been struck off the rolls of the institution for non-payment of College dues provided such action has taken place before the commencement of the examination.
- (iv) When a candidate has been rusticated or expelled or his/her character certificate has been withdrawn for misconduct before the commencement of the examination.

23. Refund of Examination fee shall be allowed only if :

- (i) The Chairperson of the Department/Principal of a College intimates to the University Office at least a week before the commencement of the examination withdrawing the examination form of the candidate sent up provisionally for shortage in attendance.
- (ii) The Chairperson of the Department/Principal of the College intimates to the University Office at least a week before the commencement of the examination that a candidate subsequent to the submission of his/her examination form has fallen short of lectures and is, therefore, ineligible to take the examination.
- (iii) A candidate for an examination is reported to be ineligible to take the examination, having not obtained the percentage of marks in the House Examinations, as required under the Ordinances, provided that the Principal of the College/Chairperson of the Department sends intimation to

this effect to the Controller of Examinations so as to reach him/her a week before the commencement of the examination, and provided further that the examination form of such a candidate had been sent up provisionally.

(iv) A candidate for an examination is reported to be ineligible having not fulfilled the requirement of Internal Assessment wherever provided for, if intimation to this effect is sent by the Chairperson of the University Teaching Department / Principal of the College to the Controller of Examinations so as to reach him/her at least a week before the commencement of the examination concerned.

24.1 The Controller of Examinations shall publish the result of the various examinations in such a manner as may be directed by the Academic Council.

However, if on scrutiny of the pass percentages it appears that there has been a distinct change of standard in the examination as a whole or in a particular subject, the matter shall be submitted to the Vice-Chancellor who may refer the matter to the Examiners concerned for report or may take such action as he/she may consider necessary.

24.2 Simultaneously with their publication, the result of the regular students shall be communicated to the Chairpersons of the Departments / Principals of the Colleges concerned.

24.3 Within a week of the publication of results or soon thereafter, result cards of the regular students, showing the marks obtained, shall be communicated to the Chairpersons of the Departments / Principal of the Colleges concerned.

25. The Controller of Examinations may withhold the result of any candidate who by an act of omission or commission might be found to be the guilty of either contravening the provisions of the Act, the Statutes, the Ordinances or the Rules / Regulations or of non-compliance thereof or for any other cause which in his opinion might warrant such an action.
26. The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared, if :-
- (i) he/she is disqualified for using unfair means in the examination;
 - OR
 - (ii) a mistake is found in his/her result; or
 - (iii) he/she is found ineligible to appear in the examination; or
 - (iv) he/she is a person against whom action under Clause 5.1 would have been taken, had the facts come to the notice to the University earlier.
- 27.1 A candidate shall be entitled to have his/her answer-books re-checked on payment of a fee as prescribed by the University per answer-books, subject to the following :
- (i) Application for re-checking is received by the University within 30 days of the date of dispatch of DMC by the University office as indicated on the back of the DMC.
 - (ii) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the Examiner.

- 27.2 If any mistake is discovered as a result of re-checking of answer-book, the Controller of Examinations shall have power to rectify the result. In such a case the re-checking fee paid shall be refundable.
- 27.3 In a case where re-checking of answer-book(s) is not permissible or the application has been rejected being time-barred or being inadmissible, 50% of the amount paid will be refunded provided the application for refund is received in the Office within three months of the date of issue of rejection letter.
- 27.4 A candidate will be permitted to see his/her re-checked answer-book(s) for identification only, if his/her application alongwith the prescribed fee per answer book reaches the University within 15 days of the date of communication of the re-checked result to him/her.
28. A candidate whose answer book is lost after having been received from the Centre Superintendent may be permitted by the Vice- Chancellor to re-appear in the paper lost on a date to be fixed by the Controller of Examinations, provided he has passed in all other subjects / papers of the examination or is likely to be placed under compartment or re-appear. If he obtains pass marks in the papers in which he re-appeared he shall be declared to have passed the examination or placed under compartment as the case may be.

If there is dispute as to whether a candidate's answer book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor, shall be final.

29. The Academic Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question paper(s) or any other irregularity which warrants such a step.
30. Except as otherwise decided by the Academic Council, the examination answer books shall be destroyed or otherwise disposed off after 9 months from the date of declaration of result provided that;
- i) No dispute, legal or otherwise is pending;
 - ii) No information is to be supplied under RTI Act.

The answer books after re-evaluation of the paper(s) shall also be destroyed or disposed off in the above manner.

31. Any candidate who has been declared successful as a University Examination may, after the declaration of his/her result and before the award of the degree or diploma at the next convocations, apply to the Controller of Examination alongwith fee for provisional certificates for passing the examination.
32. The names of first ten successful candidates in each examination, who obtained first division shall be placed in the merit list.
33. Notwithstanding anything contained in any other Ordinance/ Regulation, the Academic Council shall have power, in the case of all examinations held by the University, to hold an additional examination in the same year for special reasons to be recorded.

Provided that in no case shall a re-examination be held if the students walk out of the examination Hall.

34. In case of a student proceeding on maternity leave, the percentage of lectures in her case will be calculated excluding the period of maternity leave.
35. All legal disputes relating to examinations/admission of students will be subject to Sirsa Courts or Courts having Jurisdiction in Sirsa.
- *36 (a) Where a candidate for an examination in which the number of chances available are limited, has missed one or more chances on account of illness, only one additional chance may be allowed if the candidate, having submitted his admission form and fee, informs the Controller of Examinations within one month of the commencement of the University Examination of his inability to appear in the Examination and also furnishes a Medical Certificate from a Govt. Doctor of a Gazetted Rank or the Medical Officer of this University. This additional chance shall be availed of immediately next to the last admissible chance.
- (b) Where chances of the candidate to clear an examination are limited, the Academic Council shall have authority to grant an extra chance, for valid reasons other than illness, in lieu of one or more chances missed by a candidate for no fault of his. Provided that the extra chance shall be availed of immediately next to the last admissible chance. Provided that the condition of maximum period prescribed for passing an examination shall not apply to the candidates who are allowed additional chance under Sub-clauses(a) & (b) above.
- *37. Notwithstanding anything contained in any other ordinance, the following provisions shall be observed for promotion **to the next higher class**, where prescribed number of papers of a particular class are not passed by a candidate and where prescribed number of chances to pass/improve an examination and exhausted:

- (a) Students of Post-Graduate courses including LL.B. 3 year, LL.M., and professional courses like MBA 5 Year, MBA (2 Year), LL.B. 5 Year etc. who are deficient in clearing 50% papers of their previous classes(s) may be allowed to join the next higher class with an additional fee of Rs. 500/- per deficient paper payable to the University.
- (b) After one has availed of two chances to clear the re-appear paper(s) of a particular semester of the B. Tech. Engg. Course, for every chance to be availed of subsequently during the entire duration of 8 years of the course, an additional fee of Rs. 500/- will be charged in addition to usual fee/late fee. Students of 7th and 8th semesters may be allowed to re-appear both in the odd and the even semester examinations simultaneously in December/January and May/June within the maximum duration of the course on payment of an additional fee of Rs. 3000/- in addition to usual fee/late fee.
- (c) Candidates who may have failed to avail of the permissible chance(s) for the improvement of division in Under-Graduate examinations, may be allowed an additional chance immediately after the last admissible chance with an additional fee of Rs. 500/- in addition to usual fee/late fee. Similarly, for the Post-Graduate examinations, an additional chance for improvement may be allowed on payment of an additional fee of Rs. 2000/- in addition to usual fee/late fee.
- (d) Candidates who may have availed of (or exhausted) all the permissible chances (period) to pass the Compartment/Re-appear paper(s) of all the UG/PG and other professional courses, other than B. Tech./M. Tech. may be given additional chance(s) immediately after the last permissible chance in the consecutive examinations on payment of the following additional fees in addition to the usual fees/late fees:
- i) For 1st additional chance: Rs. 1000/-

ii) For 2nd additional chance: Rs. 1500/-

- (e) In the case of B.A./B.Sc./B.Com. and such other Examinations where provision of compartment exists, a candidate may be given provisional admission in the next higher class on the basis of he has been allowed the first additional chance. However, such provisional admission will stand cancelled if one fails to pass the lower examination in the first additional chance.
- If a candidate misses any chance the same will be treated to have been availed of.

CHAPTER- II

ORDINANCE : CONDUCT OF EXAMINATIONS**(A) General Provisions**

1. Subject to the Ordinances framed and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
2. **(a)** Every Institution/University Teaching Department shall, for supervision of the University Examinations, recommend the names of such number of teachers as are required by the Controller of Examinations. In making these recommendations, the guidelines, if any, issued by the Controller of Examinations shall be kept in view.
(b) If a teacher, who is assigned an examination duty, fails to perform the same, he/she shall be treated as absent from his Institution for the period in question besides rendering himself liable to such other disciplinary action as the Vice-Chancellor may deem fit.
3. **(a)** The Superintendent of each Centre shall be appointed by the Controller of Examinations.
(b) The Convener flying Squad may be appointed by the Controller of Examinations. The person appointed as convener flying squad should not be below the rank of University Reader/Principal of an affiliated College or lecturer of a University Teaching Department with not less than 10 years

experience or lecturer of a University affiliated college with equal experience. The Convener will be paid honorarium in addition to T.A./D.A. as per University rules.

(c) The Flying Squads may be formed for inspection of Centres. The Controller of Examinations will appoint members of flying squads who should not be below the rank of a Lecturer of the University/Recognised colleges. The Conveners / Members of Flying Squads will be paid :-

- (i) Rs.90/- each per session in addition to TA/DA as per University Rules; Provided that remuneration at double the rates will be admissible for performing duty during vacation / Sundays / Holidays;
- (ii) an amount not exceeding Rs.25/- per night for stay of the squad, in Govt. Rest House or failing that in a hotel.

Note:- The payment of honorarium is subject to the conditions regarding U.G.C's pay scales.

(d) The Principal of a College, where Centre(s) is/are created, may be made overall incharge for the smooth conduct of Examinations and that he/she be designated as Superintendent-in-Chief at his College Centre(s) for the duration of examinations. The scale of honorarium shall be the same such as notified by the University from time to time. The duties of the Superintendent-in-Chief shall be as in Appendix to this Ordinance.

Note :- During vacation an honorarium of Rs.800/- (full session) per centre will be paid.

Provided that in case of inability of a Principal to function as Superintendent-in-Chief, or whose ward (son, daughter, brother or sister or any other near relative) is taking the examination at that Centre, the Controller of Examinations may appoint the next available senior member of the College staff as the Superintendent-in-Chief.

(e) Where there are more than one Centre in a College these would be merged into smaller number of Centres (depending upon the number of examinees for subjects other than compulsory papers etc.). The Principals would arrange their day-to-day functioning and co-ordination as a result of merger as per directions that might be issued by the Controller of Examinations from time to time.

(f) The Assistant Superintendent appointed to check outside interference at a Centre will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.

In addition, the Superintendent-in-Chief may also appoint one Assistant Superintendent out of the teachers of his/her College to maintain law and order and to check outside interference.

The Superintendent-in-Chief will ensure that Supervisory Staff is given due protection at the hands of the bad elements at the Examination Centres at his/her College and the Staff coming from out-station is helped in getting suitable accommodation during the course of examinations.

4. The Controller of Examinations shall have authority to appoint one or more Assistant Superintendents, and other staff required at each Centre for the conduct of examinations.
- 5.1 The candidate whose answer-book is lost after having been received by the Centre Superintendent of the Examination and who, but for this answer-book, would have either passed in the examination or is likely to be placed under compartment shall, unless he/she opts for re-examination on a date to be fixed by the Registrar/Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him in the other Theory paper of the same subject and if there was no other Theory paper in that subject or if there were more than two Theory papers in that subject, marks equal to the average of the marks obtained by him/her in the other Theory paper(s). No re-examination fee shall be charged from a candidate who opts for re-examination under this Clause.
- 5.2 If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor shall be final.
6. If a candidate falls ill seriously and as result thereof is hospitalised during the days of examination, special arrangements for his/her examination may be made in the hospital if he –
 - (i) produces proper evidence to the satisfaction of the Controller of Examinations in support of the serious illness, duly certified by the Head of a recognised Hospital; and

(ii) arrangements to the satisfaction of the Controller of Examinations can be made for holding the examination in the hospital.

Provided that for special arrangements the candidate shall pay an additional fee of Rs.500/- per paper.

(B) Directions to Candidates for Examinations

1. The Examination Hall shall be opened each day at least fifteen minutes before the time specified for the distribution of the question-paper and all candidates must be in the Hall by the time specified. No candidate who is late by more than one hour shall be admitted to the Examination Hall.

When a candidate leaves the Hall, he/she shall, before doing so, hand over his/her answer-book to the Assistant Superintendent concerned, and he/she shall, on no account, be re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.

Every candidate shall show, on demand, his/her Roll Number for admission to the Examination Hall.

2. No candidate shall be permitted to leave the Hall until the expiry of half the time after the distribution of the question-paper. A candidate leaving examination centre after the expiry of half the time will not be allowed to take the question-paper with him/her. The question-paper will be allowed to be taken outside the Examination Hall only after the expiry of full time.
3. A seat, with his/her Roll Number shall be allotted to each candidate. Candidates shall find out and occupy their allotted seats.

4. No Candidate, without the special permission of the Superintendent, shall leave his/her seat or the Examination Hall until he/she finishes his paper.
5. Each candidate shall write on the outside of his/her answer-book, his/her Roll Number before he/she starts answering the question-paper. When the time allowed has expired, the answer-book shall be delivered up even though the candidate may not have answered any part of the question-paper.
6. All candidates are required to bring their own pens. No candidate shall tear a leaf of an answer-book. Ink and blotting paper will be supplied.
7. Candidates are forbidden to write answers (or any thing else) on the question-papers or on the blotting papers, or to remove any paper from the Examination Hall except the question-paper.
8. Candidates are forbidden to write their names in any part of their answer-books or to write their Roll Numbers anywhere except in the space specified for the purpose.
9. Candidates shall sign their names on the attendance sheet when directed to do so by the Superintendent.
10. The candidates both at the Under-Graduate and Post-graduate level are allowed to use non-programmable calculator during their examinations.

(C) Duties of Superintendents and Assistant Superintendents of Examinations

1. The Superintendent shall see that the doors of the Examination Hall open fifteen minutes before the time specified for the distribution of the question-paper.
2. The Superintendent shall be supplied by the Controller of Examinations, before the commencement of the Examination, with a list showing the names of candidates and the optional subjects taken up by them and a statement showing the number of candidates appearing in each subject.
3. The Superintendent shall not admit any candidate whose name is not shown in the list or allow any candidate to take an optional subject other than that shown against his name.

Provided that, in doubtful cases, the Superintendent may allow a candidate to take the paper provisionally at the candidate's own risk and responsibility and immediately refer the matter to the Controller of Examinations. The answer-book of such a candidate will be sent separately to the Controller of Examinations in a separate cover.

4. The question-paper, set for the examination, shall be despatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent in the presence of two members of the Supervisory Staff. The Superintendent and the Assistant Superintendent(s) shall certify that the sealed cover was in proper condition and that it was opened in the Examination Hall at the proper time. The certificate shall be forwarded to the Controller of Examinations on the same day.

Provided that if there is only one Assistant Superintendent on any particular day, the question-paper shall be opened in the presence of the Assistant Superintendent and the Principal of the College/Institution concerned or his nominee.

5. Before the commencement of the examination, the Superintendent shall see to the satisfactory arrangement of examination tables and seats. He shall take care to seat the candidates in such a way as to render all communication between them impossible.
6. The Roll Number of each candidate shall be marked on each seat so that the candidate may readily find out his place.
7. Blank answer-books shall be supplied by the University. No continuation sheet is to be given under any circumstances.
8. The Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity in the Question-paper which may come to his notice.
9. As soon as the time allotted has expired, the Superintendent shall collect the answer-books, have them arranged in serial order, pack them securely and despatch the same to the University immediately thereafter.
10. Superintendents are expected to make arrangements as economically as possible consistent with efficiency in all matters involving expenditure of money.

11. Any attempt to use unfair means to pass the examination or any violation of the rules by candidates shall immediately be reported by the Superintendent to the Controller of Examinations.
12. If, in the opinion of the Superintendent, it is necessary to permit a candidate to leave the Examination Hall during the examination hours for brief period, he shall be accompanied by an escort. The Superintendent may fix time, if necessary, within which the candidate must return to his seat.
13. Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the Superintendent will have the option to appoint an additional Assistant Superintendent with the approval of the Controller of Examinations to meet any emergent requirement.
14. Assistant Superintendent shall report themselves to the Superintendent at 11.00 a.m. on the day preceding the examination at the Centre of Examination. On the days of examination they should reach the Centre, when on duty, half an hour before the commencement of the examination, on each day.
15. Assistant Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall not leave the Hall without the permission of the Superintendent.
16. In case an Assistant Superintendent is unable to be present on account of unavoidable circumstances, he shall give at least 24 hours' notice to the Superintendent.

17. Assistant Superintendents are required to help the Superintendent in the distribution of question-papers, answer-books etc., to the candidates and in collecting the answer-books from the candidates at the close of the examination and perform such other duties as may be assigned to them by the Superintendent and also contained in the Book of Instructions for Supervisory Staff.
18. The Assistant Superintendents shall help the Superintendent in preparing a list of the candidates present at the examination and in verifying their identity by comparing their signatures with those on the Admission Tickets / Roll No. Slips.
19. During the course of examination, the Assistant Superintendents are expected to move about the place of their duty and not to engage themselves in study or conversation.
20. If any candidate is found to resort to unfair means at the examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Assistant Superintendent shall, at once, report the matter to the Superintendent.
21. The Centre Superintendent has the power to expel an examinee from the examination all the following grounds:-
 - a) that the examinee creates a nuisance or serious disturbance at the examination centre.
 - b) that the examinee shows a seriously aggressive attitude towards a member of supervisory staff or to any member of the service staff entrusted with the examination work.

If necessary the Superintendent may get police assistance where a candidate is to be expelled. The Controller of Examinations shall be informed by the Superintendent accordingly.

(D) APPOINTMENT OF CENTRE SUPERINTENDENTS AND ASSISTANT SUPERINTENDENTS

1. The following persons shall be eligible for appointment as Centre Superintendent –

(i) Examinations other than O.T. and M.I.L. :

Teachers of recognised Colleges or Teaching Depts. of the University, who have already worked as Assistant Superintendents.

(ii) O.T. and M.I.L. Examinations :

- (a) Teachers of recognised Colleges or Teaching Depts. of the University.
- (b) Headmasters and Principals of recognised High and Higher Secondary Schools.

The Superintendent at the various Centres will ordinarily be appointed from a college other than the College of the examinees, but in case of emergency or genuine difficulty, the Controller of Examinations may, at his discretion, make the appointment locally or from the same institution depending on the circumstances.

2. The following persons shall be eligible for appointment as Assistant Superintendent –

(i) Examinations other than O.T. and M.I.L. :

Teachers, Librarians, Lecturer in Physical Education and Demonstrators of recognised Colleges or of the University Departments.

(ii) O.T. and M.I.L. Examinations :

Teachers of recognised Colleges of the University and of recognised High and Higher Secondary Schools.

- (iii) In case of emergency when persons mentioned at (i) and (ii) above are not available, the Research Scholars, Research Fellows, Research Assistants, Ministerial Staff of recognised Colleges/University Teaching Departments or of the University and Teachers of recognised Schools may be appointed as Assistant Superintendents.

Note : –The following persons shall not be eligible for appointment as Superintendents and Assistant Superintendents :

- (a) Disqualified persons or superannuated persons.
- (b) Persons who have written or published any help-book or guide or cheap notes.
- (c) Persons who are related in any way to the candidates appearing at the Centre.

For examination other than O.T. and M.I.L., the Assistant Superintendents may be appointed 40% from the Colleges where the examination is held and 60% from other College(s), for normal centres. For notorious centres, the ratio could be 30% or even less from the College where the

examination is held and 70% or more from other colleges, provided further that the member of the Supervisory Staff shall be appointed only from the colleges. No person shall be appointed as a member of the Supervisory Staff from outside the cadre of the Teaching staff.

If any person appointed as Superintendent or as a member of the Supervisory Staff does not turn up for duty or keeps himself absent wilfully without showing proper and good cause or neglects the duty assigned to him, he shall be debarred from any University work in future.

3. The strength of Assistant Superintendent for a Centre shall be regulated as follows :

(a) One Assistant Superintendent for every 30 candidates or a part thereof seated in a room.

Provided further that one Assistant Superintendent for every 40 Candidates in a room where seating capacity of 40 students is available.

(b) Where separate rooms are used, each room will have at least one Assistant Superintendent.

(c) One additional Assistant Superintendent for keeping off outside interference and for other general assistance or when the number of candidates is above 30.

The seats should be so arranged in each room that minimum number of Assistant Superintendents are on duty.

The number of candidates seated in each room should be in multiples of 30 as far as practicable.

- (d) The number of Assistant Superintendents for the first day of the examination will be according to the number of candidates given in the Centre Statement, but on subsequent days the strength will be governed by the number of candidates who actually appear in the first paper of the subject and not by the number shown in the Centre Statement. The strength will be increased or decreased daily according to the actual number of candidates taking the examination in the first paper of a subject.
- (e) On days when there are two sessions the Assistant Superintendents engaged for the evening should be from amongst those deputed for the morning session. Only those Assistant Superintendent should be appointed on single-session days who cannot be accommodated on the double-session days owing to decrease in the number of candidates.
- (f) When the number of Assistant Superintendents required is greater than that given in the list supplied by the office, on account of additional rooms, casual Assistant Superintendents may be appointed and sanction of the Controller of Examinations on form S.F. 8 & 9 obtained immediately. This sanction must be attached to the contingent bill to avoid unnecessary delay in payment.

The appointment of a casual Assistant Superintendent shall be only for the session in which the necessity arises. In no case should the casual Assistant Superintendent be included

in the regular number of Assistant Superintendents allotted to the Centre for distribution of turners.

- (g) There shall be one clerk at each Centre. An additional clerk will be allowed when two or more different examinations are being held simultaneously and the number of candidates exceeds 240.

The following examinations will be treated as one examination for the purpose of this rule :

(1) 3-Year Degree Course.

(2) O.T. and M.I.L.

- (h) The Assistant Superintendents are directly under orders of the Controller of Examinations in matter of appointment and removal.

Sanction for removal of an Assistant Superintendent must be obtained from the Controller of Examinations telegraphically if time is short.

A Centre Superintendent may, if situation demands immediate action, remove an Assistant Superintendent with the approval of Superintendent-in-Chief in anticipation of the approval of the Controller of Examinations to whom a full report giving the details of the necessity for such removal must be sent through the Superintendent-in-Chief latest by the day following such removal.

- (i) In case an Inspector finds that supervision at a Centre is defective, he may appoint/replace an Assistant

Superintendent and report the matter to the Controller of Examinations giving the following information.

Name and address of the Assistant Superintendent, date of examination, number of candidates (room-wise), specific reasons which necessitated the appointment and number of days/sessions for which sanction is given by the Inspector (mere ground of efficient supervision will not be considered enough).

- (j) The Superintendent shall see that the allotment of turns to the Assistant Superintendents etc., leaves no room for a legitimate grievance. The Assistant Superintendents should, so far as possible, be allotted different places of duty every day. A duty chart of supervisory and the service staff engaged at the Centre has been provided in the Superintendent's file – Form No. S.F. 22. This form should be completed on the first day of the examination and should be available for inspection by the Inspector of Centres.
- (k) The rows of candidates to be allotted to various Assistant Superintendents should be kept a secret and communicated to the persons concerned only a short while before the commencement of the examination.
- (l) In case the Superintendent has been asked to arrange for an Assistant Superintendent locally, he should appoint someone not related to the candidates in any way and communicate the name to the University for approval and record.
- (m) One Deputy Superintendent shall be appointed for every Centre to assist the Superintendent. The Deputy

Superintendent will be an additional hand over and above the ratio of 1:30. On a day when the number of candidates does not exceed 30, the Deputy Superintendent shall perform the duties of the Assistant Superintendent also. An additional Deputy Superintendent may also be appointed at the discretion of the Controller of Examinations in case the situation at a particular Centre so warrants.

(n) All the members of the Supervisory Staff will be paid T.A./D.A. as per University Rules when posted out of station.

4. The scale of remuneration admissible to the supervisory and service staff at the examination centre shall be as notified by the University from time to time.

Note:- (i) Teachers and supporting staff of the University and its affiliated colleges are to be paid remuneration at double the rates for performing examination duties during vacations/holidays/sundays.

(ii) Only one Watchman shall look after all the centres in any institution.

(iii) One Waterman/Waterwoman will be appointed for every 100 candidates or part thereof. However, when the number of candidates does not exceed 40, the Daftri shall perform the duties of the Waterman/Waterwoman in addition to his own duties. No separate Waterwoman is required for woman candidates. However, if Waterman / Waterwoman / Watermen / Waterwomen appointed according to the above norms is/are unable to

cope with the demand of the candidates for water, in the Summer Season, Centre Superintendent in consultation with the Superintendent-in-Chief, may appoint one or two additional Waterman/ Waterwoman / Watermen / Waterwomen and sanction for the additional Waterman/ Waterwoman/Watermen/Waterwomen be obtained from the Controller of Examinations giving full justifications. The arrangement for drinking water should be made within the Examination Hall and as far as possible urinals should be very close to the Examination Centre.

(B) For Practical Examinations

- (i) For the smooth conduct of practical examinations, the colleges shall make payment of T.A , D.A and remuneration to the examiner(s) on the spot as per University rules and shall claim the reimbursement from the University.
 - (ii) In case the external examiner for conduct of practical/viva-voce examination does not turn up, the Chairperson of the Department/Principal of the college concerned is authorized to invite any eligible teacher(s) from the nearby places, subject to the approval of the Controller of Examinations for conduct of examination to avoid postponement of the practical examination and inconvenience to the students concerned.
 - (iii) Supervisors appointed for Practical examinations shall also be called Asstt. Superintendent and are paid at the same rate as for Theory Examinations.
5. Conveyance charges and charges for the despatch of answer-books in any Examination Centre shall be paid by Rickshaw/

Auto-Rickshaw to the Centre Superintendent, as under. For this purpose a Certificate from the Centre Superintendent shall be accepted.

(i) Conveyance Charges for Superintendents :

One trip both way : If there is only one session in a day,
and

Two trips : If there are two sessions in a day.

(ii) Charges for Despatch of Answer-books :

The actual payee's receipts should be duly verified by the Centre Superintendent and countersigned by the Superintendent-in-Chief.

(E) Creation of Examination Centres

1. The examinations shall ordinarily be held at such Centres as may be created within Haryana and, if considered necessary for any special reasons, outside including abroad with the permission of the Vice-Chancellor.
2. Application for creation of a Centre of Examination will be considered only if the minimum number of candidates likely to appear at the proposed Centre is as stated below :
 - (a) Men's Centre for all examinations except Professional Examinations : ...100
 - (b) Women's Centre for all examinations except Professional Examinations: ...50
 - (c) A Centre for each

Professional Examination, except B.Ed. will be created irrespective of number of candidates. In the case of B.Ed. Examination, however, the minimum number of candidates for creation of a Centre shall be :

... 75

- (d) Combined Centre for men and women. If more than one examination is held at a Centre, the requirement of minimum number of candidates under these rules shall not be necessary.

...75

- (e) For Supplementary Examinations the minimum number of candidate for retaining a Centre will be on any one day :

70 for men
& 30 for
women

}

- (f) For the Supplementary O.T. and M.I.L. Examinations the minimum number of candidates for Creation of a Combined Centre (for men and women candidates) shall be :

...50

- (g) The minimum number of candidates for creation of a Centre for M.A. Parts-I and II combined shall be :

...75

3. Creation of a Centre shall further be subject to the following conditions :-

- (a) Satisfactory and adequate arrangements are available.

(b) It shall be obligatory on the part of recognised institutions where Centres are created, to provide suitable accommodation and adequate furniture free of charge and to undertake full responsibility for the prevention of the use of unfair means at the Centre. The management of the institution concerned shall take disciplinary action against a number of the staff where it is proved that unfair means were used with his help or connivance, and report the same to the Controller of Examinations. In the case of Government Institution, the Commissioner Higher Education, Haryana, would take necessary action.

(c) If any Institution fails to prevent copying or outside interference in the Centre of examination, the Vice-Chancellor may either abolish the Centre of Examination or impose a penalty of Rs.1500/- or more and allow the continuation of the Centre. In the latter case all the Supervisory Staff for this Centre shall preferably be appointed from outstation or from another Institution.

4.1 For O.T. and M.I.L. Examinations, the application for creation of a Centre should be submitted through an Institution which is prepared to place suitable accommodation and adequate furniture at the disposal of the University for the efficient conduct of the examinations and to undertake full responsibility for the prevention of Unfair Means at the Centre. The application should reach the University Office three months before the date fixed for the commencement of the examination.

4.2 For examinations other than O.T. and M.I.L., the application for creation of a Centre which should be submitted by the College

concerned direct to the University to reach three months before the date fixed for the commencement of the examination.

- 5.1 The following fee shall be paid to the University for creation of a new Centre which shall be refunded if the Centre is not created by the University.

FOR TRADITIONAL COURSES

1. Rs.20,000/- for first year alongwith the application and building plan.
2. Rs.10,000/- per year for next three years.

FOR PROFESSIONAL COURSES

1. Rs.30,000/- for first year alongwith the application and building plan.
 2. Rs.15,000/- per year for next three years.
- 5.2 If the number of candidates at a Centre already sanctioned has fallen below the prescribed minimum, the Centre will be discontinued. In order to determine the number for retaining a Centre, the average of the last three years will be taken into consideration.
6. The following shall be the minimum number of candidates for creation of a Practical Examination Centre :-
- | | |
|------------|--------|
| B.A./B.Sc. | ... 15 |
|------------|--------|
7. Ordinarily, no new Centre will be created for less than the minimum limit prescribed in Clause 2 even on payment. The Vice-Chancellor may, however, allow a Special Centre for men or women or a Combined Centre for men and women, below the

prescribed limit, on payment of an additional fee of Rs.100/- per candidate short of the minimum prescribed in Clause 2.

The fee in each case will be paid by the Institution concerned and not by individual candidates. The Vice-Chancellor may also allow, for special reasons, a Practical Examination Centre with or without extra payment in addition to the special fee for Theory papers Examination Centre.

The additional fee for creation of special practical examination centre will be Rs.100/- per candidate per subject, where the number of students is short of the minimum prescribed as in Clause-6.

(F) Change of Examination Centres

1. Ordinarily, a candidate shall have to take the examination at a Centre fixed by the University. If, however, a candidate wishes to take examination at some other Centre, he shall make an application on the prescribed form accompanied by the prescribed fee.
- 2.1 Application for Change of Centre shall be submitted through the Head of the Institution concerned in the case of a College candidate; and through the person countersigning the admission form or any other person competent to countersign the Admission form in the case of a Private Candidate.
- 2.2 A candidate may be permitted to change the Examination Centre under the following circumstances :
 - (i) If he or his father or legal guardian is transferred and the fact of transfer is certified by the Head of the Office or

Department in which he or his father or legal guardian is employed.

(ii) If the change of Centre is necessitated by reasons of his ill health and the fact of illness is supported by a Certificate from a Govt. Doctor of Gazetted Rank or the University Medical Officer.

(iii) The Controller of Examinations may, in order to avoid hardship, permit change of Centre in an exceptional case.

2.3 The application must be accompanied by two copies of the candidate's photograph bearing candidate's signature in full duly attested on the back by the Officer mentioned in Clause 2.1.

2.4 Application and fee for change of Centre shall be entertained up to one month before the date of commencement of the examination concerned except that in the case of Government servants such applications may be entertained up to 15 days before the date of commencement of examination.

3.1 The fee for a change of Centre from one station to another for the whole examination shall be the same as prescribed by the Examination Branch from time to time.

3.2 The fee is not refundable unless the change has been rejected by the University. The application for refund shall be entertained only if received within three months from the date of issue of the letter rejecting the application.

(G) Special Arrangements for Amanuensis (Writer of Answers)

1. A candidate may be allowed help of an amanuensis (writer) if –

(i) he is blind;

OR

(ii) he is permanently disabled from writing with his own hand;

OR

(iii) he is temporarily disabled from writing, such as fracture of the right or left arm, fore-arm or dislocation of a shoulder, elbow or wrist, etc. The candidate shall produce a certificate from a Professor of the speciality concerned of a Medical College, and where there is no Medical College, from the Civil Surgeon of the District concerned, to the effect that the candidate is unable to write his answers because of the temporary disablement.

2.1 On the written request from the blind candidate(s) through the Chairperson of the teaching Department/Principal of the College/ Director of Distance Education, the Superintendent-in-Chief or Controller of Examinations are authorised to appoint amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars on the prescribed proforma will be sent to the University by Superintendent-in-Chief in the last packet. In case of the other handicapped persons amanuensis will be appointed with the approval of the Vice-Chancellor.

2.2 In case of blind.

OR

Permanently disabled candidate incapable of writing answers and is also spastic and having slurred and less speech problem, an extra time of one hour will be allowed.

3. The amanuensis shall be of two grade lower in education than the candidate, but he must not have secured more than 55% marks in the Examination. The requirement of having obtained not more than 55% marks in the last examination may be relaxed if the qualification of the writer is more than two grade lower than that of the examinee.

Provided further that in case of Blind candidate amanuensis shall be of one grade lower in education than the candidate but he must have not secured more than 50% marks in the examination.

4. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one Additional Assistant Superintendent for him out of the list supplied by the University Office.
5. Candidates, other than blind and permanently handicapped (due to natural causes), who may ask for a writer owing to not being able to write themselves, due to any temporary disability, shall pay in advance to the University an additional fee @Rs.220/- per paper out of which Rs.60/- per paper on usual working days and Rs.120/- on holidays will be paid to the writer by the University and also remuneration payable to the Additional Assistant Superintendent at the prescribed rate.
6. The dues of the writer and the Assistant Superintendent will be included in the bill of the Supervisory Staff by the Superintendent of the Centre concerned.

[Appendix to Clause 3(d) of “(A) General Provisions”]

**DUTIES OF THE PRINCIPAL IN HIS CAPACITY AS
SUPERINTENDENT-IN- CHIEF DURING THE UNIVERSITY
EXAMINATIONS**

1. The Superintendent-in-Chief shall receive the parcels containing question-papers pertaining to the Centre(s) in his college and keep them in his safe custody till these are delivered to the Superintendent on the relevant days of the examination. The envelopes shall be kept in a steel almirah, the keys of which will remain only with the Superintendent-in-Chief. The almirah will be kept in a safe room. The room will have a double lock. Both the keys of one lock will remain with the Superintendent-in-Chief and of the other lock with the Superintendent. As soon as the Superintendent arrives, the Superintendent-in-Chief will show him all the question-paper envelopes pertaining to the Centre and the Superintendent will compare the question-paper envelopes with the Centre Statements as provided in Rule 2 of the Book of Instructions for Superintendents and the Supervisory Staff.

Thereafter, the Superintendent will arrange the question-paper envelopes datewise, separately for morning and evening session and keep them in the almirah and handover the keys to the Superintendent-in-Chief. On each date of examination, the Centre Superintendent will obtain the question-paper envelopes from the Superintendent-in-Chief, meant for morning session in the morning and for evening session in the evening half an hour before the Commencement of Examinations, sign the requisite Certificate on the question-paper packet and get it countersigned by the Superintendent-in-Chief, in token of the seals being intact

at the time of receipt of the packet(s) as also delivery and opening of the correct packets of question-papers at the examination centre.

2. He will be responsible for smooth functioning of the Centre from day-to-day and maintenance of proper discipline at the Centre.
3. He will ensure that a day before the commencement of the examination satisfactory arrangement of seats according to confidential list is made in such a manner as to render all communication between the candidates impossible.
4. He will go round the College to inspect the Centres.
5. He will send a weekly report about the functioning of the Centres.
6. He will have the stock of answer-books checked and initial the stock entries in the stock register in token of their correctness.
7. He will also see that issue of answer-books to the Centres in his College is regulated.
8. He may replace any member of the staff if his/her conduct during the examination is found unsatisfactory and report the matter to the Controller of Examinations. He will also make arrangement if any member of the Supervisory Staff does not turn up.
9. He may seek the help of the District Authorities (Deputy Commissioner, Superintendent of Police, as the case may be) in case there is any apprehension of breach of peace.

10. In case the Principal of the College has to leave the station on urgent work, he shall appoint the senior member of his staff as Superintendent-in-Chief during his absence and send an intimation to this effect to the Controller of Examinations.
11. The Supervisor for outside duty will be deputed by the Superintendent of the Centre of Examination from amongst the Supervisors appointed at the Centre.
12. He will see that the examination at the Centre is conducted smoothly. He will not interfere in the day-to-day functioning of the Superintendent who will be directly responsible to the Controller of Examinations.
13. All unfair means cases will be sent by the Superintendent direct to the University Office and not through the Superintendent-in-Chief.
14. He will co-ordinate the working of the Centre(s) in his/her College and effect merger of Centres into one or two, as necessary; keeping in view the capacity of the building and the number of the students and issue instructions to the Superintendents in this regard. He will ensure that –
 - (a) Separate absentee memos. in regard to each Centre originally allotted to the candidates throughout the examination even if the candidates are transferred from one Centre to another on amalgamation, are used and original Centre number of Candidate(s) is indicated;
 - (b) Similarly separate Signature Charts in respect of each Centre originally allotted to the candidates are used throughout the

examination even if the candidates are shifted from one Centre to another on amalgamation.

For this purpose, the Superintendent of the original Centre is required to pass on to the Superintendent of the day the Signature Sheets to the Centre(s) at which the candidates are seated;

- (c) If the maximum number of candidates on a day in a session is 250 and the same total of the candidates in a session falls below 250, the Superintendent-in-Chief will merge the Centre into one or two as deemed fit provided that no Centre shall be broken or merged if the number of candidates in a Centre in a day is 50 or above;
- (d) While effecting the merger as in (c) above the Superintendent-in-Chief shall see that as far as possible equal number of duties are allotted to Superintendent, Deputy Superintendents, Assistant Superintendents, Clerks and other staff;
- (e) Separate subject-wise memos. of answer-books pertaining to each Centre and prepared by the Centre Superintendent of the Amalgamated Centre. The memos., so prepared are to be placed outside the respective sub-packets of answer-books for each Centre;
- (f) Where by merger of the Centres the number of candidates is above 200 and separate memos. are to be used. The Superintendent-in-Chief may appoint an additional Clerk;
- (g) All sub-packets pertaining to each Centre are placed in the main bundle to be sent to the Assistant Register (Secrecy).

15. In case of inability of the Principal to function as Superintendent-in-Chief or whose ward (son, daughter, brother or sister or any other near relative) is taking the examination at that Centre, the next available senior member of the College Staff will act as Superintendent-in-Chief. The name of teacher may be intimated to the Controller of Examinations immediately for necessary action by the Office.
16. It will be the responsibility of the Superintendent-in-Chief to provide the required service staff. However, while appointing such staff the integrity and honesty of the staff should be kept in view.

CHAPTER- III

ORDINANCE : PUNISHMENT FOR USE OF UNFAIR MEANS

1. Before the Examination begins, the Centre Superintendent or the Deputy Superintendent shall call upon all the candidates to deliver to him all papers, books, or notes which they may have in their possession. He shall also warn the candidates that if any of them fails to do so, he shall be liable to penalty. Where a late comer is admitted, this warning shall be repeated to him at the gate.
2. The Centre Superintendent or the Examiner in case of sub-clause-4(g) shall forward to the Registrar /Controller of Examinations on each day of the examination a declaration signed by him to the effect that the warning as required in Clause 1 above was administered.
3. The Centre Superintendent shall take action against an examinee who is found using or attempting to use unfair means as defined in Clause-4 below, in the examination hall or within the premises of the examination centre.
4. Use of unfair means shall include the following :-
 - (a) Having in his/her possession or accessible to him/her during examination hours papers, books or notes, written or printed or any kind of material including body, clothing etc.
 - (b) Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.

- (c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
- (d) Consulting notes/books in or outside the Examination Hall during examination hours.
- (e) Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
- (f) Receiving help from another candidate with or without his consent or giving help to another candidate or receiving help from any other person during examination hours.
- (g) Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.
- (h) Presenting to the examiner a practical or class-work-note-book which does not belong to him.
- (i) Communicating or attempting to communicate, directly or through another person with an examiner or with an official or the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- (j) Swallowing /destroying any note, paper etc. found with him during the examination hours.
- (k) Making deliberate arrangement to cheat in the examination such as:

- i) Smuggling of an answer-book / continuation sheet in or outside the examination hall or insertion in the answer book of any sheet(s) written outside the examination hall.
- ii) Substitutions, wholly or partly, of an answer-book/continuation sheet by another answer-book / continuation sheet during or after the examination hours.
- iii) Impersonation.
- iv) Obtaining admission to the examination on a false representation.
- v) Forging another persons' signature.
- vi) Failing to deliver his answer-book to the person Incharge before leaving the Examination Hall.
- vii) Tempering with the particulars, including roll number, written on another candidate's answer-book and /or writing wrong particulars, including Roll Number on one's own answer book.
- l) Refusing to obey the Centre Superintendent or any other member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting ny official connected with the examination, any time during, before or after the examination.
- m) Any other act of unfair-means/misconduct not covered in these provisions.

5. If a candidate is found to be or suspected to be guilty of using unfair means in the Examination, the Superintendent may take away his answer-book and permit him, if he so desires, to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him on demand. The candidate may also appear in the rest of the examination in subsequent papers at his own risk and subject to the decision the University may take in his case for use of unfair means. The Superintendent may also obtain the explanation of the candidate in writing.
6. The Superintendent of the examination centre shall report to the University on the form prescribed by the University, at the earliest, each case where use of unfair-means in the examination had been suspected or discovered with the explanation of the candidate concerned, if any. If the candidate refuses to give any explanation this fact shall be recorded in the report. In case the candidate refuses to part with his answer-book when asked to do so, no new answer-book be given to him and he be asked to leave the examination hall.
7. The Academic Council shall appoint annually one or more Standing Committee(s) to deal with cases of unfair-means in connection with the examinations. Atleast three members shall form the quorum.
8. Committee shall have the power to:
 - i) Cancel the particular paper or the entire examination in which he has been found guilty of use of unfair means, such cancellation of paper will mean award of zero mark in the paper and cancellation of the entire examination will be treated as failure in the examination.

ii) Debar the candidate from appearing in the said examination and / or in any other examination conducted by the University upto a period of three years.

iii) The following are the guidelines for the Standing Committee on unfairmeans cases for award of punishment to the candidates who indulge in unfair-means.

Nature of Misdemeanor	Punishment
a) For relevant material found in the candidate's possession concerning the subject and the paper in which the candidate appeared irrespective of the evidence that the material had been used for copying	Cancellation of the paper or of the entire examination in which the candidate appeared.
b) For being found with material relevant to the subject of paper with the evidence of copying or attempt at copying	Cancellation of the entire examination in which the candidate appeared, in addition, the candidate may also be debarred from appearing at the University examination for one year
c) For major misdemeanor like smuggling in and out of the answer-books/continuation	Cancellation of the entire examination in which the candidate appeared, in addition, the debarring him

sheets, impersonation and form appearing in the
misconduct etc. University examination upto
three years.

- d) Any other misdemeanor Cancellation of the entire
not covered in (a),(b),(c) examination in which the
above. candidate appeared, in
addition, the debarring him
from appearing in the
Univerisity examination upto
three years.

9. If the Committee is unanimous in respect of their decision regarding the guilt of a candidate and regarding the quantum of punishment, its decision shall be final. If there is a difference of opinion amongst the members of the Committee, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
10. A candidate who is awarded punishment by the Standing Committee on unfairmeans on having been found using unfairmeans may submit an application to the Controller of Examinations for reconsideration of his case within 30 days of the receipt of the decision of the committee alongwith a fee of Rs. 1000/- . Such a reconsideration will be allowed only once.
11. The committee shall consider the reports of the Supervisor/inspecting staff before arriving at decision. If it considers necessary the committee may take the evidence of any person. In no case the candidate shall be allowed to represent himself by an advocate or any other person.

12. If a candidate appearing in uncleared subject(s) of a lower examination along with the higher examination is found guilty of use of unfair means in a subject / paper of the lower or the higher examination, either of the examinations or both the examinations (higher and lower) may be cancelled.
13. In case a candidate denies the allegation(s) against him or if the Committee otherwise thinks it necessary, it shall fix a date, time and place for holding the enquiry and give a notice to the candidate by registered post. Sending such notice by registered post to the candidate at the address given by him in his examination admission application shall be deemed to be a discharge of the University liability as to notice even if the candidate did not receive the letter or that he was not available at the said address. No adjournment of the meeting may be granted to the candidate on any account. On the date and time fixed in the notice which shall not be less than seven days from the date of its dispatch, the Committee shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The Committee after granting such hearing to the candidate as it may deem necessary, will record its finding about the guilt of the candidate.
14. If any examiner reports any case of use of unfair-means which he detected during the course of evaluation of answer-books the same shall be decided by the Standing Committee after getting the answer books checked and giving the candidate a reasonable opportunity to defend himself.
15. If unfair-means adopted by a candidate come to the notice of the University after the examination, his case will be decided by the

unfair-means committee on such evidence as may be available after giving the candidate a reasonable opportunity to defend himself.

16. If a candidate is found guilty of unfair-means after his/her result has been declared the same shall be cancelled beside the candidate being awarded the punishment which would have been awarded to him had the fact of the use of unfair-means come to notice before the declaration of his/her result.
17. The disqualification under this ordinance will be treated as failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing in the next one or more examinations he shall not be admitted to any course of study, or allowed to appear in any examination of this University, during the period of such disqualification.
18. If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at an examination centre as a consequence of whole sale copying or other use of unfair-means, he, may after enquiry, order re-examination in one or more papers.
19. In this Ordinance, the word 'year' means the 'Academic Year' w.e.f 1st May to 30th April.
20. The record/files of the decided cases shall be disposed of two years after the period of disqualification.

CHAPTER- IV

ORDINANCE : PAPER-SETTING AND EVALUATION

A—General Provisions

1. Each Board of Studies shall recommend, in terms of Statute 28, persons for appointment as Paper-Setters & Examiners for various University Examinations, by the following dates :-
 - (i) in the case of Paper-Setters and examiners of odd semester: by the 31st August preceding the Examination; and
 - (ii) in the case of Paper-Setters and Examiners of even semester : by the 15th February preceding the Examination.

Provided that the Vice-Chancellor may extend the date in special circumstances.
2. In these provisions –
 - (i) An External Examiner shall be one who is not teaching in a teaching department of the Chaudhary Devi Lal University or in a College affiliated to or maintained by the Chaudhary Devi Lal University. He shall ordinarily be a teacher in the subject in another University.
 - (ii) An Internal Examiner shall be one who is teaching or has taught within the preceding two years, candidates for the particular examination and the subjects for which he is appointed. In the M.A. examination, the Internal Examiner shall be one who has taught the subject for the examination but not necessarily in the same paper.

- (iii) A Neutral Examiner shall be one who is not teaching, and has not taught, for one year previously, the subject for the particular examination for which he is appointed.
3. The Board of studies for a subject shall recommend atleast six names for appointment as Paper-Setters and atleast ten names as examiners for evaluation and ten names for re-evaluation of answer books. The panels will be drawn separately for paper-setting , evaluation and re-evaluation.
 4. Notwithstanding anything contained in any other Ordinance for the time being in force, the Vice-Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner in any Faculty for any examination, if his work was found unsatisfactory as to standard of marking or who was found to have committed irregularities or caused inordinate delay in the submission of Awards/Question-paper etc., or there was some doubt with regard to his integrity or was otherwise unable to perform the work or to conform to directions of the University.
 5. Where the appointment of any Paper-Setter/Examiner is cancelled under Clause 4 above or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment or, in an emergency, to meet a particular situation, the Vice-Chancellor is empowered to appoint a substitute he deems suitable.
 6. Paper-Setters and Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than four years continuously in the same

paper and shall not be eligible for re-appointment unless there is a gap of at least one year.

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his appointment was only for the Main or the Supplementary Examination.

7. No person shall be appointed as Paper-Setter —

(i) if he has written or revised a help-book or Guide relating to that paper for use of candidates for the examination concerned;

Note :- In Science subjects particular course means Theory Paper and/or Practicals.

(ii) if he does not possess teaching experience in the subject for 2 years on regular basis.

Provided that this condition may be relaxed in the case of a subject in which qualified teachers are not easily available.

(iii) If any of his/her relations is appearing in the examination.

For this purpose “relation” shall mean –

“Wife, husband, son, daughter, sister, wife's brother and wife's sister, brother's son and daughter, sister's son and daughter, first cousin, husband's sister, brother, nephew, niece, grandson and grand-daughter.”

(iv) If he —

(a) is convicted of any offence which, in the opinion of the Vice-Chancellor; involves moral turpitude;

(b) is declared insane.

If a person has already been appointed and incurs any of the above disqualifications, his appointment shall be cancelled.

8.1 No person shall be appointed as Examiner if he does not have five years teaching experience.

8.2 In appointing examiners, the following principles shall be followed :

(i) Persons knowing Hindi shall be given preference for examinations for which Hindi is permitted as a medium of examination.

(ii) Teachers working in other Universities shall not be appointed as examiners for the T.D.C. examinations.

(iii) He should have at least five years teaching experience.

9.1 No person shall be appointed to set more than two question-papers for examinations during a year, the Main and the Supplementary Examinations for the same paper being considered as one.

This shall not include—

(a) setting of question-papers for a Practical Examination;

(b) examining of a Thesis/Dissertation;

OR

(c) Professional examinations.

9.2 A person shall be appointed Paper-Setter/Examiner only for one main examination during a year.

10. Unless specified otherwise :

- (a) Two papers in Theory shall be set by a single Paper-Setter;
 - (b) the Paper-Setter shall also act as Examiner of the answer-books. Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-Examiner exceeds 300 (T.D.C. Part I, II and III Examinations), additional Examiner(s) shall be appointed. The number of answer-books shall be distributed more or less equally between the Paper-Setter-cum-Examiner and the additional Examiners.
11. Where a Dissertation paper is examined by two Examiners, and the Examiners fail to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the External and the Internal Examiners is more than 10% of the maximum marks, appointment of a Third Examiner shall be made by the Vice-Chancellor, ordinarily on the recommendation of the Chairperson of the Department concerned, whose award shall be treated as final.
12. The Controller of Examinations shall issue instructions to the Paper-Setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto.
13. The Paper-Setters shall send question-papers to the Controller of Examinations in sealed covers before a date to be notified on their appointment letters.

The appointment of a Paper-Setter shall be deemed to be cancelled, if he fails to send the question-paper by the date fixed in this behalf provided that the Controller of Examinations may, for sufficient cause, extend the period.

14. Examiners shall send in the Result statements in accordance with the instructions issued in this behalf by the date prescribed for the purpose, failing which they shall render themselves liable to a reduction of their remuneration at the rate of Rs.5/- for every day's delay. The Vice-Chancellor may, however, for sufficient reason, condone such delay to the extent he deems fit.

Provided that deductions in case of mistakes committed by Examiners shall be made as under :

- (i) Rs.2/- per mistake, subject to a maximum of Rs.20/-.
- (ii) Rs.2/- per page in case of making wrong centurial series in the award lists, subject to maximum of Rs.10/-.

The Controller of Examinations shall report each year to the Vice-Chancellor all cases of late transmission of results by Examiners.

(a)Evaluation of Answer-books :-

1. Unless otherwise decided by the Vice-Chancellor, the Chairman of the Board of Studies concerned will be requested to get Moderation Committees recommended for each subject for Undergraduate Classes, through the Board of Studies.
2. Moderation Committee for each subject will do sample checking of answer-books received from each examiner, before decoding to ensure that there was no erratic marking. The Committee will have the power to reduce the difference in scales of marking of individual examiners wherever necessary.

3. Each Moderation Committee shall consist of the following members :-
 - (i) Chairman or a Senior Professor from the Department concerned.
 - (ii) One Senior Teacher from the Department concerned.
 - (iii) One member from the concerned Board of Studies from Colleges.
 - (iv) Paper-Setter concerned.
 - (v) One Senior Examiner from the Examiners in the paper concerned.

Note :- A minimum of 3 members will form the quorum.

Upto 5% sample checking of answer-books will be done by the Moderation Committee.

4. Apart from payment of TA/DA to outstation members and local mileage to Internal members as per University rules, each member of the Moderation Committee will be paid a remuneration as prescribed by the University from time to time.
15. For early declaration of results, the spot evaluation centre(s) may be established by the University and one coordinator may be appointed for each centre to coordinate the evaluation/re-evaluation work. The coordinator will invite eligible regular/retired teacher(s) having atleast two years' teaching experience. Such teachers may not be necessarily from within the panels.

16.1 Complaints Against Question-Papers

Complaints against question-papers shall be entertained only if they are made by and/or through the Head of a recognised College/ Chairperson, University Department and received by the Controller of Examinations by name under Registered cover or in person, within seven days of the examination in that paper. No complaint will be entertained thereafter.

- 16.2 In the case of T.D.C. (General and Honours), B.Ed., O.T. and M.I.L Examinations, a Committee of the Board of Studies concerned consisting of five persons (including the Controller of Examinations) and duly approved by the Vice-Chancellor shall, within a week of the receipt of the complaint, or as soon as possible, consider and determine, in consultation with the Paper-Setters, if necessary, complaints received under Clause 16.1.

The decisions of the Committee shall be subject to the approval of the Vice-Chancellor.

Three members of the Committee will form quorum.

- 16.3 In the case of other examinations, the complaints will be considered by a Committee consisting of the following members and the meeting of the Committee will be held in the office of the Controller of Examinations:

1. Chairperson of the Board of Studies concerned (Convenor)
2. Senior-most teacher of the Department teaching the subject/paper.

3. Two members of the Board of Studies including one belonging to one of the recognised Colleges, if instruction in the subject is being imparted in the College(s).
4. Controller of Examinations.

Three members of the Committee will form quorum.

The decisions of this Committee shall be subject to the approval of the Vice- Chancellor.

- 16.4 The Committee constituted under Clause 16.2 or 16.3 shall not, of its own, consider any complaint against a question-paper unless the requirement of Clause 16.1 is complied with.

B– Special Provisions**(I) T.D.C. Parts I, II & III EXAMINATIONS**

Theory papers

1. Paper-setters for Under-Graduate Examinations will be appointed from within the Jurisdiction of Chaudhary Devi Lal University. However, in exceptional cases where sufficient number of qualified teachers are not available from within the jurisdiction of Chaudhary Devi Lal University, Paper-setters may be appointed from outside the jurisdiction of Chaudhary Devi Lal University.

- 2.(a) No one shall be appointed as an Examiner unless he is a teacher approved by the University with qualifications and teaching experience in the University Teaching Departments/Affiliated Colleges as below :

a Master's Degree in the subject concerned with at least 2 year's teaching experience.
- (b) A University Research Scholar/Fellow/Assistant shall be eligible for appointment as Examiner if –
 - (i) he has taught for at least 2 year's in an affiliated College prior to his joining as a Research Scholar/Fellow/Assistant;
 - OR
 - (ii) he is given teaching work during his tenure of Research Scholarship and has completed 2 year's teaching.

- 3.(a) Demonstrators shall not be eligible for appointment in Theory papers.

- (b) Save in exceptional cases, for reasons to be recorded, teachers in Colleges affiliated to other Universities shall not ordinarily be appointed.
4. (a) The requirement of 2 year's teaching experience may be relaxed in the case of a person who possesses high academic qualifications such as a Doctorate or a Degree from a Foreign University.
- (b) In a subject in which persons with requisite teaching experience are not available, the requirement of the minimum period of teaching experience may not be insisted upon.
 - (c) In a subject in which there is dearth of qualified examiners, the requirement of one year gap may be waived off; while waiving this requirement, a teacher with longer teaching experience shall be preferred.
 - (d) A teacher working in a Professional College shall be considered for appointment as Examiner only when the list of teachers working in Arts/Science Colleges is exhausted.
 - (e) A teacher in Govt. Institute of Education/Science Education/English shall be eligible.
5. For purposes of appointment of examiners, the office shall supply the following information to the Boards of Studies :
- (a) Approximate number of examiners, required in each subject.
 - (b) Names of persons who have acted as Examiners during the preceding year, indicating also those who have acted as such continuously for four years.
6. No Examiner shall be allotted more than 300 answer-books for B.A./B.Sc./B.Com. Examinations.

7. In the case of all Under-Graduate examinations the detailed instructions shall be drawn up by the paper-setter at the time of setting question-paper and sent to the University alongwith the question-paper. However, where the paper-setter is the sole examiner no such instructions will be framed and sent to the University.

Practical Examinations

8. The Office shall prepare every year lists of teachers in each science subject. For this purpose, the Principals of Colleges and Chairpersons of University Teaching Departments shall be requested to furnish the necessary information in the First week of August. The lists shall contain the following information :
 - (i) designation and grade; and
 - (ii) teaching experience separately for B.A./B.Sc. Parts-I, II and III.
9. On receipt of the information specified in Clause 8 above the Office shall prepare lists according to the designation of the teachers.
10. The lists prepared by the Office shall be supplied to the Boards of Studies concerned for recommending the appointment of Examiners.
- 11.(a) The Board concerned shall recommend, in the first instance, a person for only one examinership, either in Theory or Practical. However, if the required number of qualified examiners are not available, an examiner in Theory may be appointed for a Practical Examination also.

- (b) A person, approved as a teacher by University, who has taught the subject in an affiliated College/University Department for at least 3 years, shall be eligible for appointment as an Examiner. The teacher appointed on contract basis with a minimum of 3 years' experience may also be appointed as examiner.
- (c) For B.A./B.Sc. Part-I, Research Scholar/Fellows/ Assistants with at least three years' teaching experience, in an affiliated College/University Department may be appointed if qualified teachers are not available.

A Demonstrator who has completed 2 years' service in an affiliated College/University Department may be appointed for B.Sc. Part-I Examination.

- (d) For B.A./B.Sc. Part-II and III Examinations, teachers with a minimum of five years' teaching experience to degree classes in an affiliated College/University Department shall be appointed. Exceptions will be made only if teachers with five year's teaching experience are not available.
- (e) If after appointing all the eligible persons available on the list, some vacancies remain to be filled, appointments against those vacancies will be made on the basis of status and seniority of other teachers.

12. For Certificate/Diploma courses in Indian/ Foreign Languages examinations, each Practical Examinations shall be conducted only by an External Examiner. The Practical Examinations of Undergraduate classes may be conducted by two Examiners consisting of one External and one Internal Examiner. The teachers appointed on contract basis with a minimum of three years' experience may also be appointed as Examiner. For such examinations where there is only one examiner, Invigilator may

also be appointed. The papers for the Practical Examinations shall be set on the spot by the External Examiners in accordance with the guidelines issued by Board of Studies concerned.

In case the External Examiner does not turn up, the Internal Examiner may set the question paper and conduct the Practical Examinations to avoid postponement of the Practical Examinations and inconvenience to the students.

13. If some Examiners recommended by a Board do not get a chance in the Annual Examinations, they shall be given first priority in the Supplementary Examinations.

(II) M.A., M.SC., M.COM., M.ED., M.B.A. LAW, AND ACHARYA EXAMINATIONS

1. For theory papers, at least 50% of the Paper-Setters/Examiners, in an examination, shall be External. Provided in case it is considered desirable, the condition can be relaxed and the new Paper-setters/Examiners appointed with the approval of the Vice-Chancellor/Pro-Vice-Chancellor.

Note :-

1. Sometimes 50% Paper-setters/examiners are not available from outside, then it becomes necessary to appoint the same from inside.
2. The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

2. Each of the papers for Practical Examinations shall be set and the answer-books examined, on-the-spot, by two Examiners, one of whom shall be External and the other Internal.
3. The Chairperson of the Board of Studies should keep lists of suitable persons from different Universities/Colleges, out of whom Paper-Setters/ Examiners could be selected for appointment.

(III) BACHELOR OF EDUCATION EXAMINATION

1. For theory papers, at least 50% of the Paper-Setters/ Examiners in B.Ed. Examination, shall be External.

For examinations in Arts and Craft, Yoga and Practical portions of Methods of Teaching papers in Arts, Music and Home Science, there will be one External Examiner.

2. In the subject of Practice of Teaching, one lesson of a candidate shall be examined by one set of Examiners and second lesson by another set of Examiners. Each set shall consist of two Examiners. Both the Examiners should be External and as far as possible one of them should be a teacher from another College of Education affiliated to this University and the other one a Principal of High/Higher Secondary School where the students of another College of Education affiliated with this University practised. In addition, there will be a Co-ordinating Examiner from amongst the Principals of the College of Education affiliated to this University/Professor(s) of Education Department of the University.

A Co-ordinating Examiner shall not act as such when he ceases to be the Principal of an affiliated College of Education / Professor of Education.

3. The duties of the Co-ordinating Examiner shall be as follows :-
 - (i) To maintain uniformity of standard of awards in the Practice of Teaching Examination among the Centres allotted to him.
 - (ii) To allot candidates to the various External Examiners at each Centre :
 - (a) Lesson I on the first day to the first batch;
 - (b) Lesson II on the second day to the II batch so that one Examiner may not watch both the lessons of a candidate.
 - (iii) To consolidate the result of each Centre and send the same to the University with the remuneration bills etc.
4. A person will be eligible for registration for appointment as Examiners in any Theory paper if —
 - (a) he is M.A, B.T., or B.Ed., provided that in the subjects of Philosophy and Psychology the degree of B.T. or B.Ed. shall not be insisted upon in the case of persons who are M.As. in Philosophy or Psychology; or
 - (i) have equivalent qualifications; and
 - (ii) have teaching experience of at least 2 years in a College of Education;

OR

- (b) he is a trained Graduate and has served as Headmaster/ Principal of a recognised High/Higher Secondary School for at least five years.
5. For registration as External Examiner in Practical Skill in Teaching a person shall possess the following qualifications :
- (a) A Degree with B.T. or B.Ed. or equivalent qualifications with at least five years experience in a College of Education.
 - (b) Headmaster/Principal of a recognised High/Higher Secondary School with at least five years teaching experience.
 - (c) Inspecting Staff possessing a Degree with B.T. or B.Ed. or equivalent qualifications with five years teaching experience.
6. A person who satisfies the conditions laid down for registration in Clause 4 and 5 above, shall, on application made on prescribed form duly recommended by competent authority be registered for Theory or Practical as the case may be.
7. The procedure to be followed for the conduct of Practical Examination in various subjects will be as follows :
- (a) The examination in Practical Skill in Teaching shall be finished in about 12 days time at all the Centres; there shall be convenient zones assigned to a team of Examiners under a Co-ordinating Examiner. A zone for the purpose of this examination shall consist of about 500 candidates.
 - (b) Each Examiner will be supplied with an assessment chart and he will be required to allocate awards under the items given in the said chart.

(IV) O.T. & M.I.L. EXAMINATIONS

1. Each question-paper shall be set by the External or Neutral Examiner.

For the examinations in Modern Indian Languages, only lecturers in affiliated Colleges and Heads of recognised institutions possessing the requisite qualifications as given in Clause 3 herein below for these examinations and teaching experience of 2 years or more, shall be eligible for appointment as Paper-Setters.

2. The Paper-Setter shall also evaluate the answer-books but when the number of answer-books exceeds 400, more Examiners as may be required, shall be appointed to mark the answer-books.

3. No one shall be eligible for appointment as an Examiner unless he has got 2 year's teaching experience in a recognised High School/ Affiliated College and possesses the following qualifications :

(a) For Prabhakar Examination :

- (i) M.A. in Sanskrit or Hindi.

OR

- (ii) M.A. in some language and Shastri or Prabhakar.

OR

- (iii) Shastri with Prabhakar,

OR

- (iv) Shastri with at least five year's Teaching experience in Hindi in a recognised or affiliated Institution of the Chaudhary Devi Lal University, provided a solemn

declaration is given of having working knowledge or English.

(b) For Gyani Examination :

- (i) M.A. in Panjabi,
- OR
- (ii) M.A. in some language and Gyani.

(c) For Adib Fazil Examination :

- (i) M.A. in Persian of Urdu.
- OR
- (ii) M.A. in some language and Adib Fazil or Munshi Fazil.

(d) For Ratna Examination :

- (i) B.A. and Prabhakar.
- OR
- (ii) Shastri.

(e) For Proficiency in Panjabi Examination :

- (i) B.A. and Gyani.

(f) For Adib Examination :

- (i) B.A. and Adib Fazil,
- OR
- (ii) B.A. and Munshi Fazil.

(g) For Examination in Sanskrit :

M.A. in Sanskrit or a Graduate with Honours in Sanskrit.

(h) For Examination in Persian :

M.A. in Persian or a Graduate with Honours in Persian.

CHAPTER- V

ORDINANCE : RE-EVALUATION OF ANSWER BOOKS

- 1 (a) A candidate who wishes to seek re-evaluation of his/her answer-book(s) may apply for re-evaluation to the Controller of Examination, Chaudhary Devi Lal University, Sirsa on the prescribed application form as prescribed by the University alongwith the Detailed Marks Card/Certificate in original. The students whose result is fail or re-appear/compartement shall not be required to enclose original DMC with Re-evaluation form.
- b) Re-evaluation is permissible in case of Annual/Supplementary and Semester (if any) Examinations conducted by this University except in the following.
 - i) All Certificates and Diploma courses except Prabhakar, madhyama, Vishar, Vyakaranacharya, Vedacharya Sahityacharya.
 - ii) Practical Examinations in different subject(s) or paper(s) sessional marks, Internal assessment Project Report dissertations, thesis and Viva-Voce etc.
 - iii) Courses in which evaluation is done both by external and internal examiners and courses being run in the Medical Colleges.
- c) An application on the prescribed form alongwith requisite fee must reach the University office either under registered cover or be submitted personally within 30 days after the date of declaration of the result of the particular examination (for this purpose the date printed on the result/gazette/notification shall be

taken as the date of declaration) within 30 days of the dispatch of Detailed Marks Card by the University whichever is late.

- d) A candidate will not be entitled to apply for e-evaluation after the expiry of the normal date mentioned in rule above, if his/her result has been delayed, D.M.C detained on account of his/her fault, or any fault on the part of the College as determined by the Controller of Examinations or an officer authorized by him in this regard.
 - e) All entries in the application form for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is not complete in all respects or not accompanied by full fee and /or Detailed Marks Card/Certificates. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the University office. Ignorance of the title of any paper/subject shall not be accepted as a plea for wrong entry in the application. In case a subject consists of more than one paper and the candidate has not indicated the paper, he/she wishes to be re-evaluated or has paid a fee less than the fee prescribed for all the papers indicated by him, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of the prescribed fee.
2. Where the original evaluation of the paper was done by the examiner concerned on the basis of the Instructions issued by his/her Head Examiner, a copy of such instructions will be sent to the re-evaluator(s). In other cases five answer books will be supplied to the re-evaluator(s) as models.

While sending the answer-books for re-evaluation, the title of answer book may be folded and strips of black or brown will be pasted over the marks inside, so as to hide the same from the re-evaluator(s), who will send their own awards in separate form question wise.

3. i) If the increase of marks between re-evaluated score and the original score in a paper does not exceed 15% of the maximum marks of that paper, the average of the two scores will be taken as final award. If the increase of marks is more than 15%, the answer-book will be referred to 2nd re-evaluator and the best of the two scores out of three will be taken as final award.

If the decrease of marks between re-evaluated score and the original score in a paper does not exceed 10% of the maximum marks of that paper, the average of the two scores will be taken as final award. If the decrease of marks is more than 10%, the answer-book will be referred to 2nd re-evaluator and the best of the two scores out of three in favour of the candidate will be taken as final award.

- ii) The students whose result is 'Fail' or Re-appear/Compartment' shall not be required to enclose original DMC with the Re-evaluation form.

Provided that no increase or decrease will be made in the marks of those failed candidates whose result remains unchanged even after re-evaluation.

- 4.1 The re-evaluation will be done under the rule framed by the Academic Council/Executive Council from time to time and the result of re-evaluation will be communicated to the candidate

soon after it is declared. No interim communication on this subject will be entertained.

- 4.2 In case the result of any student is delayed in the process of re-evaluation, he/she will not be allowed consequential benefit on this account.
- 5 A candidate will be permitted to see his/her answer books for identification only on payment of an additional fee prescribed by the University during working hours on a written request within 15 days from the date of declaration of the result of re-evaluation.
6. If as a result of re-evaluation, a candidate passes the examination or is placed under compartment may be allowed admission to the next higher class only if he/she is able to complete atleast 50% of the total lectures/practicals delivered in the class. In addition, such a student will also be required to attend 75% lectures to be counted from the date of actual admission. Such admission may be granted within 10 working days from the date of dispatch of Detailed Marks Certificate after re-evaluation, provided seats are available. However, admissions already made would not be disturbed because of the revision of result as a result of re-evaluation. No extra chance will be allowed to a candidate for clearing compartment/re-appear in lieu of any chance which he/she might have missed before the declaration of the result of re-evaluation.

Note:- The Controller of Examinations will ordinarily declare the results of re-evaluation within three months of the last date fixed for receipt of applications for re-evaluation.

- 7 The remuneration for re-evaluation shall be as prescribed by the University and notified by the Controller of Examinations from time to time.
8. If the answer book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason the candidate concerned will be offered re-examination in that paper at next examination provided he has already obtained pass marks in that paper. If, however, the candidate does not want re-examination, his previous result may stand unchanged.

No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.

- 9 If a candidate who has failed or earned compartment/re-appear in a paper(s) and has applied for re-evaluation but his result of re-evaluation is not declared before the next examination and he/she appears in next examination in the paper(s) in which he had failed, the better of the two scores 'Re-appear Score' or Re-evaluation Score' would be taken into account.

INSTRUCTION: ONLY ONE FORM BE USED FOR ONE OR MORE SUBJECT(S) /PAPER(S) AND IT SHOULD BE SPECIFICALLY MENTIONED WHETHER THE CANDIDATE HAS ALSO APPLIED FOR RE-EVALUATION IN THE LOWER /HIGHER EXAMINATION IN ADDITION TO THIS APPLICATION.

CHAPTER- VI

ORDINANCE : AWARD OF GRACE MARKS

1. Unless specified otherwise in any other Ordinance, Grace Marks may be given to candidates for various examinations, to the extent and in the manner given below.

- A. A candidate who fails in one or more paper(s)/subject(s) (Written, Practical, Sessionals/Internal Assessment or Viva-Voce) and/or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks excluding the marks for Internal Assessment/ Sessional of the Paper(s)/Subject(s) in which he/she has actually appeared in that examination, if by the addition of these marks he/she passes the examination or is placed in compartment or earns exemption. However, if such a candidate, after ascertaining from the University that he/she has been given the marks, represents, against the marks awarded to him/her, the same shall be withdrawn and his/her result revised. The option once exercised shall be final.

Note :-i) One percent grace marks of the aggregate marks of an examination (both annual and supplementary taking as one) whenever it is beneficial to a student be allowed.

ii) One percent grace marks will be awarded on the aggregate for the papers actually appeared and not on re-appeared papers.

iii) In the semester system aggregate marks will be counted of only one semester and not of whole of the course (except for division), so that grace marks

may not be carried from one examination to another examination of the semester.

The Grace Marks shall be first added to the paper(s)/subject(s). The remaining Grace marks, to the extent still necessary, shall then be added to the aggregate and the same number of marks shall be added to a subject in which the candidate has secured the lowest percentage of marks.

Provided that unavailed grace marks of LL.B. 3rd year, 4th and 5th Year examination (Annual/Semester System) of 2 year course may be carried forward and awarded to the candidate in subsequent examination(s) for passing the examination only and not for earning exemption. Provided the grace marks so availed including 1% shall not exceed total of 10 marks in any one examination. While awarding the grace marks under this Clause the grace marks already availed for passing/earning exemption on the basis of which the result is being compiled including the result of the earlier parts shall be deducted.

While awarding grace marks, fraction working to .5 or more shall be rounded upto the whole number and fraction below .5 shall be ignored.

- B.** A candidate who appears or re-appears in the following examinations in one or more paper(s) / practical(s) etc. shall be given grace marks as under for the award of higher division /result, as the case may be.
- i) Master's degree in the Faculties (including the Department of Law) except in the Faculties of the Medical Sciences and Engineering:

Upto 1% of the total marks of the previous and final examinations provided that with these marks he /she improves his division from III to II to I or the result from 54% to 55%. While awarding the grace marks under this Clause, the grace marks already availed of for passing / improvement in the paper(s) practicals etc., on the basis of which the result is being compiled including the result of the earlier parts, shall be deducted.

ii) a) B.A / B.Sc./B.Com/B.Sc. (Home Science): Grace marks upto 1% of the total marks of that examination in one more paper(s) be allowed for passing the exam. only.

b) B.A/B.Sc/B.Com/B.Sc.(Home Science) : Upto 1% of the total marks of the Parts-I, II & III in the case of B.A./B.Sc/B.Com. old and Part-I, II & III in the case of B.A/B.Sc/B.Com/B.Sc (Home Science) examinations under the new scheme, i.e. 10+2+3 and B.Sc. (Home Science) old scheme.

Provided that with these grace marks, he improves his division from III to II or II to I.

While awarding the grace marks under this Clause, the grace marks already availed of for passing/improvement in the paper(s) / practical(s) etc. on the basis of which the result is being compiled including the result of the earlier parts, shall be deducted.

CHAPTER- VII

ORDINANCE – CONDONING DEFICIENCY IN LECTURES

1. A candidate who has not attended the percentage of lectures/practical etc., as prescribed by the Ordinances, and the deficiency thereof has not been condoned by the Chairperson of the Department/Principal, shall not be eligible to appear in the examination.
2. If the Chairperson/Principal is not satisfied with the reasons for the shortage given by the student, it is not obligatory on his part to condone the shortage. The decision of the Chairperson/Principal shall be final.
3. If, at the time of submission of Examination Form, a student has not completed the required percentage of lectures etc., his name may be sent up for the examination provisionally. The Chairperson/Principal shall, 15 working days before the date of commencement of examination, intimate to the Controller of Examinations if the student has made up the required percentage of lectures or if the deficiency has not been condoned. If after despatch of this information Roll Number Slips in respect of such students are received by the Principal these shall be immediately returned to the Controller of Examinations.
4. Attendance at Seminars will be counted as lectures but a test or a quiz shall not count for this purpose.
5. When, owing to an epidemic, a Department/College is closed for more than a fortnight, the Chairperson/Principal may give full credit for the number of lectures etc., a student might have attended had the Department/College not been closed.

6. Lectures shall be counted up to the last working day before lectures cease and the Department/College closes for preparatory holidays, if any.
7. If a student migrates from another University/College, the lectures/practicals etc., attended by him in the previous institution(s) shall be taken into account for determining whether he has attended the requisite percentage of lectures/practicals etc.
8. The Candidates will be required to attend atleast 75% of the lectures delivered / practical, etc held. The Chairperson of the Department /Principal of the College concerned will be competent to condone 15% of the lectures delivered in each paper theory/practical/tutotrial/assignment/seminars/moot courts, etc.

If the percentage of attendance is deficient on account of –

- (i) participation in Inter-University, University or Inter-Collegiate Sports Tournaments/Youth Festivals, University Level Debates, National and International Tournaments, with the previous sanction of the Chairperson/Principal; or
- (ii) attendance at the N.C.C./N.S.S. Camps or University Educational Excursions or other extra-curricular activities, certified by the Chairperson/Principal;
- (iii) attendance at Mountaineering Courses :-
 - (a) by N.C.C./ N.S.S. students;
 - (b) by students sent by the Youth Welfare Department;
- (iv) Voluntary donation of blood, certified by a Govt. Doctor of Gazetted rank or University Medical Officer.

Credit may be given for the number of days on which lectures were delivered or tutorials or practical work done during this period of attendance or participation aforesaid, provided that the total period of absence shall not exceed 21 days in an academic year and that for (iv) above it shall not exceed 2 days.

These students will submit a certificate from the Secretary, Sports Council or the Director, Youth Welfare or any other authorized Officer, as the case may be.

However, a sports person who is unable to take the examination because of participation in coaching camps/tournaments may be permitted to move to the next class and keep terms in higher classes. He may, thereafter, be permitted to appear in the subsequent examination(s) cleared from one examination to another, till the entire course is completed and he/she becomes eligible for the degree.

9. In the case of a candidate for any Competitive Examination, conducted by the Government for Public Services, the days spent in the examination (i.e., from the first to the last paper of the candidate concerned and in travelling connected herewith) shall be counted, on production of satisfactory evidence as attendance at lectures delivered to his class during the aforesaid period, subject to a maximum of ten days in an Academic year.
10. A student of a University Department/College, in a Faculty other than the Faculty of Engineering, Medical Sciences and Ayurvedic Medicine, who is unable to appear in an examination owing to shortage in prescribed course of lectures etc. in a subject or subjects may be allowed to appear in that examination in the following year (in the following examination if he is a

candidate for an examination for which a supplementary examination is held for failed candidates) if he attends a Department/College for at least one term, to make up the deficiency in the subject(s). If he leaves the Department/College after one term, he may be allowed to appear in the examination as an ex-student but if he attends the Department/College for the whole academic year and completes the requisite percentage of lectures in that year, he may be allowed to appear in the examination as a regular student.

Such a student shall be charged tuition fee for each full term in which he attends classes.

- 11 Permission for joining late shall not be accepted as a justification for condoning deficiency in lectures. Provided that in case of a candidate who is allowed admission late as a result of any change in the rules/admission policy made by the University, the lectures shall be counted from the date of admission or from the eleventh day of the date on which the decision to change of the result/admission policy is taken, whichever is earlier.

Provided further that in the case of a candidate who joined late owing to late declaration of result or who sought admission provisionally till the declaration of the result of the lower examination, the lectures etc. shall be counted from 15 days after the declaration of the result or the date of his joining whichever is earlier.

12. In the case of the students, who do not complete the required percentage of lectures/practicals/tutorial assignments etc., their attendance calculations with shortage in the preceding two months, shall be notified by the Chairperson/Principal concerned

after every two months. Information of the same be also sent to the parents/guardians of the defaulting student for every term, under certificate of posting.

13. The Vice-Chancellor may condone further shortage of deficiencies in highly meritorious cases.

Note : This Ordinance will not be applicable for B.A. LL.B.-5 Year (Professional) and LL.B.-3 Year (Professional) courses.

CHAPTER- VIII**ORDINANCE - SCALE OF REMUNERATION**

The scale of remuneration to the Examiners/Paper-setters (Theory / Practical) / Laboratory staff etc. and fees for various certificates / cards will be as approved by the Vice-Chancellor and notified by the University from time to time.

CHAPTER- IX

ORDINANCE – PRIVATE CANDIDATES

1. The persons who are not on the rolls of University Teaching Departments or the Colleges maintained or recognised by Chaudhary Devi Lal University, Sirsa at any time during the Academic Session preceding the examinations in which they apply to appear shall be called the 'Private Candidates'.

Explanation :

A 'casual student' is one whose name is not on the rolls of a University Department/College as a regular student but who, with the consent of the Chairperson/Principal, attends lectures/practicals in one or more subjects on payment of prescribed fee, in order to fulfil the deficiency of lectures, etc.

2. The following classes of persons may be permitted to appear in Bachelor of Arts, Bachelor of Commerce, Master of Arts and M.I.L./O.T. examinations, in the subjects in which there are no practicals, without pursuing the prescribed course of instruction in a college recognised or maintained by the University or in a Teaching Department of the University, if they possess the minimum qualifications and fulfil other requirements laid down in the Ordinance for the examination concerned.

Provided that those candidates who have already been enrolled with the University Centre for Distance Learning shall not be eligible to appear as private candidates.

Provided further, that the condition of minimum percentage of marks in the qualifying examination, prescribed for regular students of the Colleges /Departments shall not apply to Private Candidates and the candidates enrolled with the University Centre for Distance Learning:

- (i) A member of a Scheduled Caste/Scheduled Tribe who has been a resident of Haryana for two years continuously on the date of submission of his application.
 - (ii) A woman candidate belonging to the State of Haryana even if residing out-side the State of Haryana.
 - (iii) A whole-time employee of the University having not less than one year service on the last date fixed by the University for receipt of application forms for Private Candidates without late fee.
3. A person (belonging to the State of Haryana, even if residing outside Haryana), who has passed M.I.L / O.T examination may appear in B.A Part-I / II / III examinations in English and one elective subject only as a private candidate.
 4. Permission to appear in the examination as private candidate in Honours subjects may be given, on the merit of each case, by the Academic Council only in the case of transfer etc. of the parents, in case the facility of teaching does not exist at the new place.
 5. A person who has qualified in one part of an examination and is posted to a place outside the territorial jurisdiction of the

University may be allowed to complete the remaining part(s) of the examination as a Private Candidate.

6. A person who has been permitted to appear as a Private Candidate in an examination but has failed in the examination may be admitted to such examination within the period as laid down for the ex-students in the Ordinance for that examination or so long as he fulfils the capacity in which he can appear as a Private Candidate afresh, whichever is later. This is, however, subject to the provisions of the Ordinances, if any, regarding the maximum period for completion of a Course.
7. The examination shall be held according to the Syllabus prescribed by the Academic Council. A candidate who fails in an examination, or, having been eligible, fails to appear in the examination, shall, unless approved otherwise by the Academic Council, take the examination as a Private Candidate, according to the Syllabus prescribed by the University for regular students appearing for that examination, provided that the Syllabus for the candidates for the supplementary examination shall be the same as was in force for the regular students in the last Annual /Semester Examination.

CHAPTER- X

ORDINANCE -BACHELOR OF ARTS(MASS COMMUNICATION) EXAMINATION

- 1.1 The duration of the course of instruction for the Bachelor of Arts (Mass Communication), Examination will be three academic years. Each year shall be divided into two semesters i.e July to December and January to June. Each semester shall have minimum 90 working days. Examination for the first, Third and fifth semester shall ordinarily be held in the month of December and for the second, fourth and sixth semester in the month of May or on such dates as may be notified by the Controller of Examinations.
- 1.2 The re-appearing candidates of odd semester will take the examination in next odd semester and such candidates of even semester will take the examination in next even semester. However, the re-appearing candidates of Fifth semester will take the examination in the next even semester and the re-appearing candidates of Sixth semester will take the examination in the next odd semester.
2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
3. A person who has passed the Senior Secondary Certificate examination (10+2) of the Board of School Education, Haryana or an examination as equivalent thereto, securing not less than 45% marks in aggregate, with English as one of the subjects,

shall be eligible to seek admission to B.A (Mass Communication).

4. The examination of Semester I/II/III/IV/V/VI shall be open to a student who:-
 - (i) has passed the requisite examination as laid down above in Clause 3, or is covered under Clause 9 and/or 10 below; and
 - (ii) has his name submitted to the Controller of Examinations by the Chairperson of the Department/Principal of the College concerned and produces the following certificates signed by him.
 - a) of having good character;
 - b) of having remained on the rolls of the Department for the semester concerned preceding the examination.
 - c) of having satisfactorily performed the work of his/her class;
 - d) of having attended not less than 75% of the lectures in each semester as also in practicals, etc.
5. The amount of examination fee to be paid by a candidate for each part shall be such as prescribed by the University from time to time.
6. The medium of instructions in the class room shall be English / Hindi. The medium of examination shall be English or Hindi.
7. Candidates shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council

from time to time. A candidate who fails in an examination, or, having been eligible, fails to appear in an examination, shall, unless approved otherwise by the Academic Council, take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination. Provided that the Syllabus for the candidates for the Supplementary examination shall be same as was in force for the regular students in the last examination.

- 8 The minimum percentage of marks to pass the examination in each semester shall be;
- (i) 35% in each theory paper and 40% in each Practical paper.
 - (ii) 35% in aggregate of Internal Assessment and Examination marks of theory paper.
 - (iii) 40% in aggregate.
- 9 A candidate, who fails in a Semester examination shall be exempted from appearing in the Paper(s) /Practical work in which he/she may have obtained at least 40% marks. Such a candidate shall be allowed to appear, for passing in the remaining paper(s), only at the next two respective semester examinations held in immediate succession to the examination in which he/she appeared and failed, or having been eligible, did not appear.

Provided that a candidate for the B.A(Mass Communication) Degree must pass the whole examination(all six semesters) within five years of his/her admission to the First Semester

Class, failing which he/she will be deemed to be unfit for the course.

- 10.1 A candidate who has appeared and failed or having been eligible but did not appear in the I, III, V semester examination shall be promoted from I to II, III to IV, V to VI Semester respectively subject to the provision of clause 11.2 below.
- 10.2 A candidate who has failed or having in Semesters I and II or III and IV shall be promoted to the III and V Semester, as the case may be, only if he/she has got exemption in the paper(s) mentioned below:
- | | |
|---|---|
| From I year (Semester I & II) to II year (Semester III) | If he/she has cleared at least 50% papers of Semester I & II |
| From II year (Semester III & IV) to III year (Semester V) | If he/she has cleared all the papers of Semester I & II and at least 50% Papers of Semester III & IV. |
- 10.3 The candidate, whose result is declared late for no fault of his, may be allowed to attend the classes of the next higher semester provisionally at his own risk and responsibility, subject to his passing the concerned semester examination/earning exemption in the requisite number of papers as provided clause 10.2.
11. The Controller of Examination shall publish the result and issue Detailed-Marks-Certificate as soon as possible after the declaration of result of the Examination.

12. Successful candidates shall be classified as under:-
- (a) Those who obtain 60% or more marks in the aggregate of all semester examinations, shall be placed in the **First Division**.
 - (b) Those who obtain 50% or more marks but less than 60% marks in the aggregate of all semester examinations, shall be placed in the **second** division.
 - (c) Those who obtain 40% or more marks but less than 50% marks in the aggregate of all semester examinations, shall be placed in the **third** division.
13. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance, shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall unless specified otherwise, apply to all the students whether old or new.

CHAPTER- XI**ORDINANCE — B.A. LL.B. FIVE-YEAR (PROFESSIONAL)
EXAMINATION**

- 1.1 The duration of the course leading to the Degree of B.A. LL.B. (Professional) shall be five academic years. Each year shall be divided into two semesters i.e. July to December and January to June. Each semester shall have minimum 90 working days. The examination for the First, Third, Fifth, Seventh and Ninth semesters shall ordinarily be held in the month of December and for the Second, Fourth, Sixth, Eighth and Tenth Semesters in the month of May or on such dates as may be notified by the Controller of Examinations.
- 1.2 The re-appearing candidates of odd semester will take the examination in next odd semester and such candidates of even semester will take the examination in next even semester. However, the re-appearing candidates of ninth semester will take the examination in the next even semester and the re-appearing candidates of tenth semester will take the examination in the next odd semester.
2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
- 3.1 A person who has passed the Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana or an Examination recognised as equivalent thereto, securing not less than 45% marks (40% in case of SC/ST candidates) in the aggregate with English as one of the subjects,

shall be eligible to seek admission in the First year of B.A. LL.B. 5-Year course.

- 3.2 The candidates who are placed under compartment in the qualifying examination shall not be allowed admission to the course.

Note: (i) The candidates who have obtained 10+2 or graduation/post graduation through open Universities system directly without having any basic qualification for prosecuting such studies, contrary to the University Grants Commission Act and Regulations and contrary to the Rules of Legal Education, 2008 are not eligible for admission to B. A. LL. B. 5 year (Professional) course.

(ii) Candidates who have acquired degrees of B.A. or M.A. through the distance or external mode are also not eligible for admission to LL.B. (Five year) course.

4. The examinations of Semester I/II/III/IV/V/VI/VII/VIII/IX/X, shall be open to a student who has his name submitted to the Controller of Examinations through the Chairperson of the Department and has to produce the following certificate(s) signed by him :-
- (a) of having remained on the rolls of the department for the Semester concerned preceding the examination;
 - (b) of having attended minimum not less than 70 % of the lectures delivered in each of the paper including moot courts exercise/Tutorial/Practical training paper as per scheme of examination (to be counted upto the last day when the classes breakup for the preparatory holidays, viz., one week before the commencement of the examination).

Provided that if a student for any exceptional reason fails to attend 70 % of the classes held in any paper/subject, the Chairperson of the department may allow the student to take the examination, if the student concerned attended at least 65 % of

the classes held in the paper/subject concerned and attended 70 % of the classes in all the papers/subjects taken together.

Provided that if the percentage of attendance is deficient on account of:

Participation in Inter-University, University or Inter-Collegiate Sports Tournaments/Youth Festivals/University Level Debates, National and International Tournaments, with the previous sanction of the Chairperson of the Department.

Attendance of the N.C.C. Camps or University Educational Excursions or other extra-curricular activities, certified by the Chairperson of the Department.

Attendance at Mountaineering Course:

by N.C.C. students;

by students sent by the Youth and Cultural Affairs Department;

Voluntary donation of blood certified by a Government Doctor of Gazetted rank or University Medical Officer.

Attendance and/or participation in the All India Moot Court/Debate competitions;

Attendance at the extension lecture (s) organized by the Department of Law.

Credit may be given for the number of days on which lectures were delivered or sessional/practical work done during the period of attendance or participation aforesaid.

Provided that the total period of absence shall not exceed 9 days in a semester and that for (iv) above it shall not exceed 2 days.

Explanation:

The Classes for all semesters shall have the preparatory holidays from the same date i.e. one week before the date on which the first examination of any semester commence.

5. A candidate on the rolls of the Department of Law or an ex-student, shall submit his application for admission to an examination on the prescribed form with the requisite certificates duly countersigned by the Chairperson, Department of Law or a member of the teaching staff nominated by him.
6. The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time.
7. The medium of instruction shall be English. However the medium of examination shall be English or Hindi. The question papers will be set in English medium only.
8. Candidates shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or having been eligible, fails to appear in an examination, shall unless approved otherwise by the Academic Council, take the examination according to the syllabus prescribed for regular students appearing for that examination.
- 9.1. The minimum number of marks required to pass in each paper of semester-I/II/III/IV/V/VI/VII/VIII/IX & X shall be 45% in Written and Practical papers separately.

- 9.2 Each written paper for the respective semester Examination shall be set and evaluation of the answer books shall be done as per the University rules.
10. A candidate, who fails in one or more paper(s) of a semester examination shall be exempted from re-appearing in the Paper(s)/Practical work (Project report, Seminar/Moot Court, etc.) in which he may have obtained at least 45% marks. Such a candidate shall be allowed to appear, for passing in the remaining paper(s), only at the next two respective semester examinations held in immediate succession to the examination in which he appeared and failed or having been eligible, did not appear.

Provided that a candidate for the B.A. LL.B. (5 Year) Degree must pass all the examinations, i.e. Semester I, II, III, IV, V, VI, VII, VIII, IX and X within seven years of his admission to the first year class of the course failing which he will be deemed to be unfit for the course.

Note :-The candidate admitted to B.A LL.B(5Year) Course shall not be allowed to switch over to any other course, otherwise his/her candidature for B.A LL.B (5Year) course shall be cancelled forthwith. The candidate admitted to the course shall not be allowed to pursue any other course simultaneously.

- 11.1 A candidate who has appeared and failed or having been eligible, did not appear in the I, III, V, VII, and IX Semester examination shall be promoted from I to II, III to IV, V to VI, VII to VIII and IX to X Semester respectively subject to the provision of Clause 11.2.

A candidate who has failed in Semesters I and II or III and IV or V and VI or VII and VIII, & IX & X shall be promoted to the III, V, VII and IX Semester, as the case may be, only if he has got exemption in the paper(s) mentioned below :

From I year (Semester I & II) to II year (Semester III)	If he/she has cleared at least 50 % papers of Semesters I & II.
From II year (Semester III & IV) to III year (Semester V)	If he/she has cleared at least 50 % papers of Semesters I & II, and at least 50% papers of Semesters III & IV.
From III year (Semester V & VI) to IV year (Semester VII)	If he/she has passed all the papers of Semesters I , II, and at least 50 % papers of semester III and IV and 50% papers of semesters V & VI.
From IV year (Semester VII & VIII) to V year (Semester IX)	If he/she has passed all the papers of Semesters I, II, III, IV,V & VI and at least 50 % papers of semesters VII & VIII.

- 11.2 Every student of semester II, IV, VI and VIII who is entitled to be promoted to Semester III, V, VII and IX respectively, shall submit an application on the prescribed form for promotion to Semester III, V, VII and IX on or before the date(s) notified by the Chairpersn, Department of law. Admission may be refused by the Chairperson for reasons to be recorded in writing.
- 11.3 The candidates whose result is declared late for no fault of his, may be allowed to attend the classes of the next higher semester provisionally at their own risk and responsibility, subject to his passing the concerned semester examination/earning exemption in the requisite number of papers as provided in Clauses 11.1.
12. The details of the internship/Practical Training (Legal Methods, Moot Courts etc.) to be imparted as per syllabus to LL.B.

students will be notified by the Chairperson of the Department of Law from time to time.

13. The Controller of Examinations shall publish the result and issue Detailed-Marks-Certificate as soon as possible after the declaration of the result of the Examination.
14. The candidates who successfully complete the Five year course will be awarded B.A. LL.B (Professional) Degree. The list of successful candidates shall be prepared on the aggregate marks obtained in all the semester examinations and shall be arranged as under:-
 - (i) Those who obtain 60% or more marks in the aggregate of all the ten semesters shall be placed in the first division.
 - (ii) Those who obtain 50% or more marks but less than 60% in the aggregate of all the ten semesters shall be placed in the second division. All others shall be awarded 'pass' degree.

The year /session of passing the B.A. LL.B(Professional) shall be the year/session in which the candidate clears all the semesters of the course.

15. Notwithstanding the integrated nature of the course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall unless specified otherwise, apply to all students whether old or new.

CHAPTER- XII**ORDINANCE—BACHELOR OF LAWS (LL.B) (PROFESSIONAL)
(3-YEAR) EXAMINATION**

- 1.1 The duration of the course of instruction for the Bachelor of Laws (LL.B.) (Professional), Examination will be three academic years. Each year shall be divided into two semesters i.e July to December and January to June. Each semester shall have minimum 90 working days. Examination for the first, Third and fifth semester shall ordinarily be held in the month of December and for the second, fourth and sixth semester in the month of May or on such dates as may be notified by the Controller of Examinations.
- 1.2 The re-appearing candidates of odd semester will take the examination in next odd semester and such candidates of even semester will take the examination in next even semester. However, the re-appearing candidates of Fifth semester will take the examination in the next even semester and the re-appearing candidates of Sixth semester will take the examination in the next odd semester.
2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
3. A person who has passed a Bachelor's or Master's Degree in any discipline from this University or an equivalent Degree recognized with at least 45 % marks (40 % marks for SC/ST) in aggregate, shall be eligible to join First year of the LL.B. 3 year Course.

Note: (i) The candidates who have obtained graduation/post graduation through open Universities system directly without having any basic qualification for prosecuting such studies, contrary to the University Grants Commission Act and Regulations and contrary to the Rules of Legal Education, 2008 are not eligible for admission to LL. B. 3 year (Professional) course.

(ii) Candidates who have acquired degrees of B.A. or M.A. through the distance or external mode are also not eligible for admission to LL.B. (3 year) course.

4.1 The examination of semester I/II/III/IV/V/VI shall be open to a student who has his name submitted to the Controller of Examinations through the Chairperson, Department of Law and produces the following certificate(s) signed by him.

(a) of having remained on the rolls of the department for the semester concerned preceding the examination.

(b) of having attended minimum of not less than 70 % of the lectures delivered in each of the paper including Moot Court exercise/Tutorial/Practical training paper taken together as per scheme of examination (to be counted upto the last day when the classes breakup for the preparatory holidays, viz., one week before the commencement of the examination).

Provided that if a student for any exceptional reason fails to attend 70 % of the classes held in any subject the Chairperson of the department may allow the student to take the examination if the student concerned attended at least 65 % of the classes held in the subject concerned and attended 70 % of the classes in all the subjects taken together.

Provided that if the percentage of attendance is deficient on account of:

Participation in department activities, Inter-University, University or Inter-Collegiate Sports Tournaments/Youth Festivals/University Level Debates, National and International Tournaments, with the previous sanction of the Chairperson;

OR

Attendance at the N.C.C. Camps or University Educational Excursions or other extra-curricular activities, certified by the Chairperson.

Attendance at Mountaineering Course:

by N.C.C. students;

by students sent by the Youth and Cultural Affairs Department;

Voluntary donation of blood certified by a Government Doctor of Gazetted rank or University Medical Officer.

Attendance and/or participation in the Departmental, State level or All India Moot Court/Debate competitions and attendance at the extension lecture (s) organized by the Law Department.

Credit may be given for the number of days on which lectures were delivered or sessional or practical work done during this period of attendance or participation aforesaid, provided that the total period of absence shall not exceed 9 days in a semester and that for (iv) above it shall not exceed 2 days.

Explanation:

For the purpose of counting of the last date, when the classes shall breakup for the preparatory holidays, first day of the commencement of examination of any part will apply to examination of all parts and classes for all parts will have the preparatory holidays from the same date i.e., 7 working days before the date on which the first examination of any part commences.

- 4.2 A candidate on the rolls of the Department of Law or an ex-student shall submit his application for admission to an examination at least three days before the last date of sending the forms as per the schedule, on the prescribed form with the requisite certificates duly countersigned by the Chairperson of the Department or a member of the Teaching Staff nominated by him.
5. The amount of examination fee to be paid by a candidate for each part shall be such as prescribed by the University from time to time.
6. The medium of instructions in the class room shall be English. The medium of examination shall be English or Hindi. However, the question papers will be set in English only..

- 7 Candidates shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or, having been eligible, fails to appear in an examination, shall, unless approved otherwise by the Academic Council, take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination. Provided that the Syllabus for the candidates for the Supplementary examination shall be same as was in force for the regular students in the last examination.
- 8 The minimum number of marks required to pass in each paper of semester-I, II, II, III, IV, V and VI shall be 45% in Written and Practical papers separately.
- 9 Each Written paper for the respective semester Examination shall be set and evaluation of the answer books shall be done as per the University rules.
10. A candidate, who fails in a Semester examination shall be exempted from appearing in the Paper(s) /Practical work(Project report, Seminar/Moot Court etc.) in which he/she may have obtained at least 45% marks. Such a candidate shall be allowed to appear, for passing in the remaining paper(s), only at the next two respective semester examinations held in immediate succession to the examination in which he/she appeared and failed, or having been eligible, did not appear.

Provided that a candidate for the LL.B.(Professional) Degree must pass the whole examination(all six semesters) within five years of his/her admission to the LL.B. (Professional) First

Semester Class, failing which he/she will be deemed to be unfit for the course.

Note: The candidate admitted to L.L.B(3years) course shall not be allowed to switch over to any other course, otherwise his/her candidature for LL.B (3years) course shall be cancelled forthwith. The candidate admitted to the course shall not be allowed to pursue any other course simultaneously.

11.1 A candidate who has appeared and failed or having been eligible but did not appear in the I, III, V semester examination shall be promoted from I to II, III to IV, V to VI Semester respectively subject to the provision of clause 11.2 below.

11.2 A candidate who has failed or having in Semesters I and II or III and IV shall be promoted to the III and V Semester, as the case may, only if he/she has got exemption in the paper(s) mentioned below:

From LL.B. Part I (Semester I & II) to II (Semester III)	If he/she has cleared at least 50% papers of Semester I & II
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From II year (Semester III & IV) to III (Semester V)	If he/she has cleared all the papers of I & II Semester and at least 50% Papers of Semester III & IV.
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11.3 Every student of semester II and IV who is entitled to be promoted to Semester III and V respectively, shall submit an application on the prescribed form for fresh admission to Semester III and V on or before the date(s) notified by the

Chairperson, Department of Law. Admission may be refused by the Chairperson for reasons to be recorded in writing.

- 11.4 The candidate, whose result is declared late for no fault of his, may be allowed to attend the classes of the next higher semester provisionally at his own risk and responsibility, subject to his passing the concerned semester examination/earning exemption in the requisite number of papers as provided clause 11.2.
12. The details of the internship/Practical Training (Legal Methods, Moot Courts etc.) to be imparted as per syllabus to LL.B. students will be notified by the Chairperson of the Department of Law from time to time.
13. The Controller of Examination shall publish the result and issue Detailed-Marks-Certificate as soon as possible after the declaration of result of the Examination.
14. Successful candidates shall be classified as under:-
 - (a) Those who obtain 60% or more marks in the aggregate of LL.B. 1st semester to LL.B. 6th semester examination, shall be placed in the **First Division**.
 - (b) Those who obtain 50% or more marks but less than 60% marks in the aggregate of LL.B. 1st semester to LL.B. 6th semester (professional) examination, shall be placed in the **second** division. All others shall be awarded '**pass**' degree.
15. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance, shall be deemed to debar the University from amending the Ordinance and the amended

Ordinance, if any, shall unless specified otherwise, apply to all the students whether old or new.

16. A candidate who has already passed the LL.B. examination from this University may appear in one or more other additional subjects at any subsequent examination without attending a regular course of study. The examination fee shall be such as notified by the Controller of Examinations from time to time. A candidate shall in order to pass, be required to obtain at least 50 % marks in each paper of the subject.

CHAPTER- XIII**ORDINANCE—BACHELOR OF EDUCATION (B.Ed.) EXAMINATION**

1. The duration of the course of instruction for the Degree of Bachelor of Education (B.Ed.) shall be one year.

The examination shall be held once a year ordinarily in the month of May or on such dates as may be notified by the Controller of Examinations. A supplementary examination for compartment candidates only shall be held ordinarily in the month of December or on such dates as may be notified by the Controller of Examinations. The date fixed under this Clause shall be notified to the Department/recognised colleges.

2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.

3. The minimum qualification for admission to the Course shall be as under :-

Candidates with at least 50% marks(minimum pass marks for SC/ST candidates and 45% marks for totally blind candidates) either in the Bachelor Degree and/or in the Master's Degree of this University or any other qualification equivalent thereto are eligible for admission to the programme.

Note: (1) In determining eligibility, fraction of 0.5 or more in percentage of marks shall be treated as 1. Fraction less than 0.5 shall be ignored. For example, a candidate who has obtained 49.5% or more marks in Graduation shall be eligible for admission, whereas a candidates who has

obtained less than 49.5 (say 49.49%) marks shall not be considered for admission to B.Ed. Course.

- (2) In case a candidate has passed the Master's Degree Examination also alongwith Bachelor's Degree, the higher percentage of marks obtained in any of the two will be taken into consideration while preparing the merit.
4. No one who is in employment (whole-time, part-time, or honorary service) shall be allowed to join B.Ed. Course without taking leave from his/her institution/office etc. from the date of commencement of the Academic Session to the conclusion of his/her examination in Practical Skill in Teaching.
5. A person who possesses the qualifications laid down in Clause 3, has been on the rolls of the Department/College recognised for the Course of B.Ed. Degree during the academic year preceding the examination, and produces the following certificates, signed by the Chariperson/Principal of the Department/College, shall be eligible to appear in the examination :-
 - (i) of good character;
 - (ii) of having undergone the Course of Training for the Degree of Bachelor of Education for one academic year at a College recognised for this examination;
 - (iii) of having attended not less than 75% of the full course of lectures delivered in each subject, Tutorials and Practicals separately;
 - (iv) of having submitted reports on the School Plant;

- (v) of having participated in : (a) Tutorials (b) Seminars (c) Games and Sports (d) Community living; and
- (vi) of having obtained at least 25% marks in the aggregate of all the subjects to be calculated in the combined result of the following :-
 - (1) the House Examination to be held in January/ February in each Theory paper and Practical separately;
 - (2) two Class-tests to be held in October to December— 40 marks in each Theory Paper;
 - (3) two Discussion Lessons to be delivered by the students in teaching subjects —100 marks each.

OR

on the basis of Five Assignments of 20 marks each in each paper as prescribed by the Academic Council from time to time.

6. A student who has completed the prescribed course but does not appear in the examination, or, having appeared in the examination, has failed, may be allowed on the recommendation of the Chairperson/Principal of the Department/College concerned to appear in the examination as an ex-student for three consecutive years without attending a fresh course of instruction. He/she shall pay a fee as prescribed by the Controller of Examinations from time to time.

Provided that a student who is unable to appear in the Annual Examination due to shortage in attendance and has complied with the requirement in Clause 5 (vi) can take the examination in

the following years subject to fulfilling the condition of attendance.

7. The amount of examination fee to be paid by a candidate shall be such as prescribed by the Controller of Examinations from time to time.
8. The examination shall be held according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination or having been eligible, fails to appear in an examination, shall, unless approved otherwise by the Academic Council, take the examination as an ex-student according to the Scheme and Syllabus prescribed by the University for regular students appearing for that examination, provided that the Scheme and Syllabus for the candidates for the Compartment Examination to be held in September shall be the same as was in force for the regular students in the last Annual Examination.
9. The medium of examination shall be as under :-
 - (a) The question-papers shall be set both in English and Hindi except for languages in which they will be set as under :-

(i) For Sanskrit	Hindi.
(ii) For Hindi, Panjabi and Urdu	Hindi, Panjabi and Urdu respectively.
(iii) English	English.
 - (b) The candidates shall write their answers :-
 - (i) in English in the subject of English;
 - (ii) in English, Hindi, Panjabi or Urdu in the case of other subjects.

10. The minimum number of marks required to pass the examination shall be 33% in each subject (Written and Practical separately) and 40% in the aggregate.
11. A candidate who has failed in one subject only obtaining not less than 40% marks in the total of the papers in which he/she has passed, may be admitted to a Supplementary Examination and at the next Annual Examination in that subject and if he/she passes in it, he/she shall, if he/she has also obtained the aggregate marks prescribed in Clause 11 above, be deemed to have passed the examination. If he/she fails to do so, or fails to appear in both the examinations, he/she shall have to appear in all the subjects *de novo*.

Provided that Academic Council may extend this period in the case of member of the regular Armed Forces, who is unable, owing to defence exigencies, to avail himself of a chance within this time.

12. As soon as possible, the Controller of Examinations shall publish the result and issue Detailed Marks Certificates.
13. Successful candidates shall be classified as under :-
 - (a) 60% marks and above .. First Division.
 - (b) 50% marks and above but below 60% marks... Second Division.
 - (c) Below 50% marks ... Third Division.
14. Each successful candidate shall be awarded a Degree stating the division obtained.
15. A person who has already passed the examination for the degree of Bachelor of Teaching or Bachelor of Education (Special Education) or Bachelor of Education, may offer, as an additional

subject, any of the subjects or a craft, other than those in which he/she has already passed. He/She may be admitted to the examination on submission of application on the prescribed form and on payment of admission fee as prescribed by the University.

Provided that : –

- (i) in the case of a teaching subject, he/she must have already passed the degree examination in that subject;
 - (ii) in addition to the Written Paper of the Teaching subject, the candidate shall undergo a practical test in the Teaching of the additional subject taken by him/her;
 - (iii) in the case of Craft he/she shall join recognised college for training in the Craft for one term.
 - (iv) Such candidates will be required to register themselves with any B.Ed. College of this University by paying a fee of Rs.200/- to the concerned College/Institution by 31st October of the respective session.
16. The minimum number of marks required to pass in the additional subject shall be 40 per cent.

CHAPTER- XIV**ORDINANCE — BACHELOR IN PHYSICAL EDUCATION
(B.P.Ed.) EXAMINATION**

1. The duration of the Course for the Bachelor in Physical Education (B.P.Ed.) shall be one year, divided into two semesters i.e July to December and January to June. Each semester shall have minimum 90 teaching days.
2. The examination for 1st semester shall ordinarily be held in the month of December and for the 2nd semester in May or on such dates as may be notified by the Controller of Examinations to the Chairperson of the Department/Principals of recognised Colleges concerned.

For re-appear candidates of first semester a Supplementary Examination will be held alongwith second semester and for such candidates of second semester it will be held in December or on such dates as may be notified by the Controller of Examinations.

3. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
4. A person who possesses the following qualifications shall be eligible to join the course :
 - Graduate in Physical Education, i.e. B.P.E of three year duration with minimum 50% marks. OR

- B.A with Physical Education as on of the Subjects with minimum 45% marks. OR
- Graduate with minimum 45% marks having represented State/University in sports/games at national/inter-state/inter-university tournaments. OR
- Graduate with minimum 45% marks have secured 1st, 2nd or 3rd position in inter-collegeiate sports tournaments /possessing NCC 'C' certificate or having passed basic course in adventure sports. OR
- Graduate with minimum 45% mars with minimum one year training programme in Sports Science, Sports Management, Sports Coaching, Yoga, Olympic Education, Sports Jounalism/C.P.Ed.

The candidates will be allowed sports weightage as given in Appendix-I.

In addition to fulfilling the above conditions, the candidates are required to qualify the Physical Efficiency Test (PET) (Canadian Test). The guidelines for the test will be decided by the Chairperson, Department of Physical Education.

Note:

1. The minimum eligibility condition can be relaxed by 5% in case of SC/ST candidates.
2. A candidate who is placed under compartment in the qualifying examination shall not be eligible to join B.P.Ed. course.

5. A student who possesses the qualifications laid down in Clause 4 above, has been on the rolls of the Department/recognised College for the course in B.P.Ed. during the semester preceding the examination, and produces the following certificates signed by the Chairperson of the Department/Principal of College concerned as the case may be, shall be eligible to appear in the examination :-

(a) of good character;

(b) of having attended not less than 75% of the lectures and tutorials delivered in each paper of the course.

6. A candidate who has completed the prescribed course, but does not appear in the examination, or, having appeared in the examination, has failed, may be allowed on the recommendation of Chairperson / Principal concerned two consecutive chances to appear in one or more paper(s), in which he/she has failed, as an ex-student, on payment on each occasion of the fee as prescribed by the University from time to time, according to the syllabus prescribed for regular students, unless approved otherwise by the Academic Council. This is however, subject to clause 9 below.

While re-appearing in the examination(s), the candidate shall be exempted from re-appearing in the paper(s) and / or practical(s) in which he/she has obtained atleast 45% marks.

7. In case a candidate is not allowed to appear in an examination on account of shortage of lectures etc., he/she may be allowed provisional admission in the next session to complete his/her shortage of lectures. This is however subject to clause 9 below.

Such a candidate will pay the fee prescribed by the University for the semester concerned.

8. A candidate who fails to pass the B.P. Ed. Examination within a period of three years of his/her admission to the course shall be deemed to be unfit for the course.
9. The amount of examination fee to be paid by a candidate shall be such as prescribed by the Controller of Examinations from time to time.
10. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time.
11. Married female candidates will have to produce a certificate from the Medical Officer of the University or the C.M.O at the beginning of each semester i.e. in July and in January that she is not in a family way, along with an undertaking that if at a later stage during the course of studies, it is found that she is in a family way, her admission shall be cancelled ipso facto, and all dues paid by her shall be forfeited by the University.
12. The medium of instruction shall be English and Hindi.
13. The medium of examination shall be as under :-
 - (a) The question papers shall be set both in English and Hindi;
 - (b) The candidates shall write their answers in Hindi or English.

14. The minimum number of marks required to pass the examination shall be 40% in each written paper, 45% in each practical and 45% in the aggregate.
15. As soon as possible after the termination of examination, the Controller of Examinations shall publish the result of the examination and issue the Detailed Marks Certificates.
16. The list of successful candidates shall be classified into three divisions as under, and the division obtained by the candidate will be stated in his/her Degree :-
 - (a) Those who obtain 60% or more marks ...First Division.
 - (b) Those who obtain 50% or more but ...Second Division.
less than 60% marks
 - (c) Those who obtain 45% or more but ...Third Division.
less than 50% marks
 - (d) The Candidates who pass the Examination in the first attempt and with minimum duration of the course after obtaining 75% or more marks in the total aggregate shall be declared to have passed with 'Distinction'.
17. A candidate may appear for improvement as an ex-student in one or more theory paper(s), once in each semester within a period of two years of his/her passing the B.P.Ed. examination.

The result of such a candidate shall be declared only if he/she improves his/her score of marks by taking into account the marks obtained by him/her in the paper(s) in which he/she re-appeared and the marks obtained by him/her earlier in the remaining

paper(s). The fact that the candidate has improved shall be mentioned in the detailed marks card.

Provided that the candidate will take the examination according to the syllabus in force for the regular student for that examination, unless otherwise decided by the Academic Council and that such a candidate shall pay full examination fee as prescribed by the University.

APPENDIX-I**SPORTS WEIGHTAGES**

- | | | |
|----|---|----------------|
| a) | 1 st , 2 nd , or 3 rd position at Senior/Junior World /Asian/SAF/Common Wealth/Championship. | 25 marks |
| b) | Participation at Senior/Junior tournaments mentioned above at (a). | 18 marks |
| c) | 1 st , 2 nd or 3 rd position at Senior / Junior Natinal Championship / National Games / Inter varsity tournaments. | 15/12/10 marks |
| d) | 1 st , 2 nd or 3 rd place in national (Sr./Junior) Zonal tournaments. | 8/7/6 marks |
| e) | Played for combined Universities. | 5 marks |
| f) | Participation at Sr./Junior National tournaments | 4 marks |

- Note: (1) Highest Sports weightage- on one count will be given.
- (2) International position/participation certificate must be supported by position/participation certificate at National level.
- (3) National position/participation certificate should be supported by State position/participateion certificate.
- (4) Similarly State level certificate should be supported by District Position/participation certificates.
- (5) A seat of outstanding sports person will only be given to candidate who won position at a tournament of above 19 years of age.
- (6) No weighage will be given for rural festivals/open memorial tournaments/invitation meets/women festivals etc.

The games included in list of AIU will only be considered for weightage. The certificate will only be considered if the same bears

gradation from the respective State Governments in respect of the game /sports for which the candidate claims sports weightage and eligibility. In case any state does not issue gradation certificate, the candidate shall have to produce a certificate to that effect from the Director of sports of the concerned state. The District Sports Officer/Head of the Institution shall countersign these certificates. The certificates of Hayana Universities will be verified by the Secretary, Sports Council, of their respective Universities, hence they do not need gradation certificate.

A graduate who has participated or won positions at a,b,c,d, e and f must have played for his university at inter university tournaments except in the case that he/she did his/her gradation through distance education.

CHAPTER – XV

ORDINANCE– MASTER OF PHYSICAL EDUCATION (M.P.Ed.) EXAMINATION

1.1 The duration of the course leading to the award of Master of Physical Education (M.P.Ed.) Degree, shall be two academic years, comprising of four semesters. Each academic year shall be divided into two semesters i.e. July to December and January to May.

1.2 The examinations for the First and Third Semesters shall be held in December and for the Second and Fourth Semesters in May or on such dates as notified by the Controller of Examinations.

1.3 The examination for re-appear candidates will be held as under:-

Semester	When held
(a) First Semester	Alongwith the Third Semester
(b) Second Semester	Alongwith the Fourth Semester
(c) Third Semester	Alongwith or after the Fourth Semester
(d) Fourth Semester	Alongwith or after the Third Semester.

1.4 The dates of examination fixed under above Clause shall be notified by the Controller of Examinations.

2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.

3. A person who has passed one of the following examinations shall be eligible to join the course :

- (i) D.P.Ed/B.P.Ed examination of this University or an examination recognised by this University as equivalent thereto with at least 50% marks (45% marks in case of SC/ST candidates) in aggregate;

Provided that all the eligible candidates will be required to qualify the Physical Efficiency Test (Canadian Test). The details of the test have been given in Appendix I.

Note: A candidate who is placed under compartment in the qualifying examination shall not be allowed to join M.P.Ed. course.

4. A person who has passed M.P.Ed. First Semester, Second Semester or Third Semester examination of this University shall be eligible to join Second Semester, Third Semester or Fourth Semester class respectively of M.P.Ed course. This is, however, subject to provisions made under Clause 7 below.

5. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate, who fails in an examination, or having been eligible fails to appear in an examination shall, unless approved otherwise by the Academic Council, take the examination according to the syllabus prescribed by the University for regular students appearing for that examination.

6. The First/Second/Third/Fourth Semester Examinations shall be open to a candidate who :

- (a) has passed the requisite qualifying examination as laid down in Clause 3, if he/she is a candidate for the First Semester Examination or is covered under Clause 4 or 7;
- (b) has his/her examination form submitted to the Examinations Branch through the Chairperson of the Department/Principal of the College concerned and produces the following certificates :

of good character;

of having attended not less than 75% of the full course of lectures delivered in each paper, practical, tutorials etc. in each semester separately. Provided that a candidate who has not attended the requisite percentage of Lectures/Practicals for any paper(s) will be eligible to take examination in the remaining paper(s).

- 7.1 A candidate who has completed the prescribed course of instruction in the Department/College for any semester examination, but does not appear in it, or, having appeared fails, may be allowed on the recommendation of the Chairperson of the Department/Principal of the college, to appear/re-appear in the semester examination/paper(s), as the case may be, as an ex-student, without attending a fresh course of instruction only twice, at the subsequent examinations.
- 7.2 A candidate who has appeared and failed in one or more paper(s) of the First Semester shall be allowed to study for and appear in the Second Semester. He/she shall, however, be allowed promotion to the Third Semester provisionally only if he/she earns exemption in at least 50% of theory and practical papers of both the first and second semester examinations taken together.

Such a candidate will be allowed to re-appear for the paper(s) of the First Semester, alongwith the Third Semester and for the remaining paper(s) of the Second Semester alongwith the Fourth Semester examinations simultaneously, when held.

- 7.3 A candidate who fails to pass in any semester examination even in the second chance as mentioned above, will have to repeat the course as a regular student in the Department/College whenever the relevant course(s) is/are offered.
- 7.4 A candidate who has completed the prescribed course, but does not appear in the examination, or, having appeared in the examination, has failed, may be allowed on the recommendation of Chairperson / Principal concerned two consecutive chances to appear in one or more paper(s), in which he/she has failed, as an ex-student, on payment on each occasion of the fee as prescribed by the University from time to time, according to the syllabus prescribed for regular students, unless approved otherwise by the Academic Council. This is however, subject to clause 9 below.

While re-appearing in the examination(s), the candidate shall be exempted from re-appearing in the paper(s) and / or practical(s) in which he/she has obtained atleast 45% marks.

- 7.5 A candidate who fails to pass all the four semesters examinations within four years of his/her admission to M.P.Ed. course shall be deemed to be unfit for this programme.
8. The amount of examination fee to be paid by a candidate for each Semester shall be as prescribed by the University from time to time.

A candidate, who re-appears in one or more paper(s)/Semester(s) for the purpose of passing/improvement of division/result, shall pay fee as for the whole examination.

9. The medium of instruction for M.P.Ed. course shall be English/Hindi.

The medium of examination shall be as under :

- (a) The question-paper shall be set both in Hindi and English.
 - (b) The candidates shall write their answers in English or Hindi.
10. The minimum number of marks required to pass the examination in each semester shall be as under :
- (i) 40% in each written paper ;
 - (ii) 45% in Practical; and
 - (iii) 45% in aggregate of each Semester viz., I/II/III/IV.
11. As soon after the termination of the examination, as possible the Controller of Examinations shall publish the result of the candidates and the Detailed-Marks-Cards will be issued by the Results Branch.
12. The list of successful candidates of Fourth Semester examination shall be arranged, as under, on the basis of the aggregate marks obtained in the First, Second, Third and Fourth Semester examinations taken together, and the division obtained by the candidate will be stated in the Degree:-
- (a) Candidates who pass all the four Semester Examinations at the first attempt and within minimum duration of the course i.e. two years, obtaining 75% or more marks of the total

aggregate, shall be declared to have passed with 'Distinction'.

- | | |
|---|---------------------|
| (b) 60% or more marks |First Division |
| (c) 50% or more but less than 60% marks |Second Division |
| (d) Below 50% marks |Third Division |

13. A candidate may appear for improvement as an ex-student in one or more theory paper(s), once in each semester within a period of two years of his/her passing the M.P.Ed. examination.

The result of such a candidate shall be declared only if he/she improves his/her score of marks by taking into account the marks obtained by him/her in the paper(s) in which he/she re-appeared and the marks obtained by him/her earlier in the remaining paper(s). The fact that the candidate has improved shall be mentioned in the detailed marks card.

Provided that the candidate will take the examination according to the syllabus in force for the regular student for that examination, unless otherwise decided by the Academic Council and that such a candidate shall pay full examination fee as prescribed by the University.

14. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all the students whether old or new.

APPENDIX-I**SPORTS WEIGHTAGES**

- | | | |
|----|---|----------------|
| a) | 1 st , 2 nd , or 3 rd position at Senior/Junior World
/Asian/SAF/Common Wealth/Championship. | 25 marks |
| b) | Participation at Senior/Junior tournaments mentioned
above at (a). | 18 marks |
| c) | 1 st , 2 nd or 3 rd position at Senior/Junior Natinal
Championship/National Games/Inter varsity
tournaments. | 15/12/10 marks |
| d) | 1 st , 2 nd or 3 rd place in national (Sr./Junior) Zonal
tournaments. | 8/7/6 marks |
| e) | Played for combined Universities. | 5 marks |
| f) | Participation at Sr./Junior National tournaments | 4 marks |

- Note: (1) Highest Sports weightage- on one count will be given.
- (2) International position/participation certificate must be supported by position/participation certificate at National level.
- (3) National position/participation certificate should be supported by State position/participateion certificate.
- (4) Similarly State level certificate should be supported by District Position/participation certificates.
- (5) A seat of outstanding sports person will only be given to candidate who won position at a tournament of above 19 years of age.
- (6) No weighage will be given for rural festivals/open memorial tournaments/invitation meets/women festivals etc.

The games included in list of AIU will only be considered for weightage. The certificate will only be considered if the same bears

gradation from the respective State Governments in respect of the game /sports for which the candidate claims sports weightage and eligibility. In case any state does not issue gradation certificate, the candidate shall have to produce a certificate to that effect from the Director of sports of the concerned state. The District Sports Officer/Head of the Institution shall countersign these certificates. The certificates of Hayana Universities will be verified by the Secretary, Sports Council, of their respective Universities, hence they do not need gradation certificate.

A graduate who has participated or won positions at a,b,c,d, e and f must have played for his university at inter university tournaments except in the case that he/she did his/her gradation through distance education.

CHAPTER- XVI**ORDINANCE- MASTER OF BUSINESS ADMINISTRATION (MBA)
EXAMINATION (FIVE-YEAR INTEGRATED COURSE)**

1. The duration of the course leading to the Degree of master of Business Administration (MBA) shall be of five academic years. Each year shall be divided into two Semesters i.e July to December and January to June. Each semester shall have minimum 90 working days. The examination for the First, Third, Fifth, Seventh and Ninth semesters shall ordinarily be held in the month of December and for the Second, Fourth, Sixth, Eighth and Tenth Semesters in the month of May or on such dates as may be notified from time to time by the Controller of Examinations. A candidate who fails in any paper of Ninth Semester can appear simultaneously with Tenth semester examination held in May.
2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
- 3.1 A person who has passed the Senior Secondary Certificate Examination (10+2 Standard) of the Board of School Education, Haryana or an Examination recognized as equivalent thereto, securing not less than 50% marks (45 % in case of SC/ST candidates) in the aggregate with English as one of the subjects shall in eligible to seek admission in the First Year of Master of Business Administration (MBA) Five Year Course.
- 3.2 The candidates who are placed under compartment in the qualifying examination shall not be allowed admission to the course.

4. The First Semester examinations and subsequent examinations shall be open to a regular student who -
 - (a) has been on the rolls of the Department, during concerned semester;
 - (b) has attended not less than 75% of lectures in each Paper, Seminars, Case Discussion, Field trips etc. This requirement shall be fulfilled separately for each course of study.
5. A candidate who has appeared and failed in one or more paper(s) of the First Semester shall be allowed to study for and appear in the Second Semester examination. He/she shall, however, be allowed promotion to the Third Semester Examination provisionally only if he/she earns exemption in at least 50 percent papers of both the First and Second Semester Examinations taken together. The same procedure will be followed in each subsequent year.

Such a candidate will be allowed to re-appear for the remaining paper(s) of the First Semester, alongwith the Third Semester and for the Paper(s) of the Second Semester alongwith the Fourth Semester Examination and so on simultaneously when held. While re-appearing in the Examination the candidate shall be exempted from re-appearing in the paper(s), Seminar, Dissertation/Project Report, Training Report, Viva-Voce in which he has obtained 50 percent pass marks.
6. A candidate on the rolls of the Department of Business Administration or an ex-student, shall submit his application for admission to an examination on the prescribed form with the requisite certificates duly countersigned by the Chairperson,

Department of Business Administration or a member of the teaching staff nominated by him.

7. The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time.
8. The medium of instruction and examination shall be English.
9. Candidates shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or having been eligible fails to appear in an examination, shall unless approved otherwise by the Academic Council, take the examination according to the syllabus prescribed for regular students appearing for that examination.
10. To pass in each semester examination, a candidate must obtain at least :
 - (i) 40 percent marks in each written paper;
 - (ii) 40 percent in the aggregate of internal assessment and written examination;
 - (iii) 40 percent marks in the Viva-Voce examination, where prescribed;
 - (iv) 40 percent marks in Seminar; and
 - (v) 50 percent marks in the aggregate of each semester Examination.
 - (vi) Further the Project work must be adjudged as 'Satisfactory'.

11.1 Subject to Clause 11.2 below, a candidate who has failed in one or more paper(s) or fails to appear in a semester Examination shall be allowed two consecutive chances only to clear re-appear paper(s) alongwith respective Even or Odd Semester Examination.

11.2 A student must pass all the Ten Semester Examinations within a period of seven years of his admission to first semester of the M.B.A (5-Year Integrated) Course failing which he/she will be deemed to be unfit for the M.B.A Programme.

12.1 A candidate who has appeared and failed or having been eligible but did not appear in the I, III, V, VII, and IX Semester examination shall be promoted from I to II, III to IV, V to VI, VII to VIII and IX to X Semester respectively subject to the provision of Clause 12.2.

12.2 A candidate who has failed in Semesters I and II or III and IV or V and VI or VII and VIII shall be promoted to the III, V, VII and IX Semester, as the case may be, only if he has got exemption in paper(s) mentioned below :

From I year (Semesters I & II) to II year (Semester III)	If he has cleared at least 50 percent papers of Semesters I & II.
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From II year (Semesters III & IV) to third year (Semester V)	If he/she has cleared at least 50% papers of Semesters I & II and at least 50 percent papers of Semesters III & IV.
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From Third year (Semester V & VI) to Fourth year (Semester VII)	If he/she has cleared all the papers of Semesters I and II and has cleared at least 50 percent
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	papers of Semesters III & IV and at least 50 percent papers of Semesters V & VI.
From Fourth year (Semesters VII & VIII) to Fifth year (Semester IX)	If he/she has passed all the papers of Semesters I, II, III and IV and cleared at least 50 percent papers of Semesters V & VI and at least 50 percent papers of Semesters VII and VIII.

- 12.3 The candidates whose result is declared late for no fault of theirs, may be allowed to attend the classes of the next higher semester provisionally at their own risk and responsibility, subject to their passing the concerned semester examination/earning exemption in the requisite number of papers as provided in Clauses 12.2.
13. The Controller of Examinations shall publish the result and issue Detailed Marks-Sheets as soon as possible after the declaration of the result of the Examination.
14. Every candidate for Five-Year Integrated MBA Degree shall be required to undergo 6 weeks to 8 weeks practical (on-the-job) training after fourth and eighth Semester in an Industrial, Commercial, Co-operative institution whether in Private public, Co-operative, Joint Sectors approved by the Chairperson of the Department.
15. After 6 to 8 weeks practical (on-the-job) training after Fourth Semester, every candidate shall be required to prepare a term paper and give a presentation in the next semester to be

evaluated by the Internal examiner(s) appointed by the Chairperson of the Department. But after eighth semester, the candidate is required to submit the training report upto 30th November which will be evaluated by the outside expert to be appointed by the Controller of Examinations on the recommendation of Board of Studies.

16.1 The subject of Research project will be as approved by the committee constituted by the Chairperson of the Department consisting of the senior teachers in the Department in the beginning of the Fifth Semester provided that:

- The student has obtained written consent of the teacher for supervising his/her Research Project and deposited the same in the office at the commencement of the Fifth Semester.
- The student will also submit his/her synopsis indicating the thrust areas of his/her research to be undertaken by him.
- A teacher of the Department will supervise the Project work of the student.

16.2 The candidate shall be required to submit two copies of his/her Project Report. The last date for the receipt of the Project Report in the Secrecy Branch shall be 31st March of the Sixth Semester Examination. However, after expiry of above date, the extension shall be permissible with penalty as laid down in the General Rules for the Examination. The Project Report shall be evaluated by the external examiner(s).

16.3 The Student himself and the teachers concerned shall certify and confirm that the Project Reports submitted by the candidates are

not similar to one which has already been submitted by other candidates.

16.4 The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner, who shall examine the Project Report and classify the report as under :-

(i) GRADE- A+ (A with Distinction)

If the candidate deserves 75% or more marks.

(ii) GRADE- A

If the candidate deserves 65% but less than 75% marks.

(iii) GRADE- B

If the candidate deserves 55% or more but less than 65% marks.

(iv) GRADE- C

If the candidate deserves 50% or more marks but less than 55% marks.

(v) GRADE- D (UNSATISFACTORY)

If the candidate deserves less than 50% marks.

If the Examiner considers the Project Report as unsatisfactory he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Project Report within the prescribed period of the course. If the Examiner recommends rejection of the Project Report, the candidate shall submit the same on a revised topic to be approved by the committee appointed by the Chairperson of the Department within the maximum duration of the course. If the

Project Report is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also.

A candidate who fails in the Project Report shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the Project Report even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

- 16.5 The grade obtained by the candidate for the Project Report shall be taken into account when he/she appear in any future examination under 'Re-appear'.
17. The successful candidates after passing semester I, II, III, IV, V and VI examinations of the Five year Course will be awarded a Graduate Degree of B.B.A.
- (a) The candidates who pass the examination in the first attempt and with minimum duration of the course after obtaining 75 percent or more marks of the total aggregate shall be declared to have passed with '**Distinction**'. The Project Report of the candidate must also be adjudged worthy of **Distinction** by the examiner.
- (b) Those who obtain 60% or more marks **...First Division.**
- (c) Those who obtain 50% or more **...Second Division.**
but less than 60% marks

18. The candidates who successfully complete semesters VII, VIII, IX & X of Five Year Course will be awarded M.B.A Degree. The list of successful candidates shall be prepared on the aggregate marks obtained in VII, VIII, IX & X Semester examinations and shall be arranged as under :-
- (a) The candidates who pass the examination at the first attempt and with minimum duration of the course after obtaining 75 percent or more marks of the total aggregate shall be declared to have passed with '**Distinction**'. The Project Report of the candidate must also be adjudged worthy of **Distinction** by the examiner.
 - (b) Those who obtain 60% or more marks ...**First Division**.
 - (c) Those who obtain 50% or more ...**Second Division**.
but less than 60% marks
19. Notwithstanding the integrated nature of the course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall unless specified otherwise, apply to all students whether old or new.

CHAPTER- XVII

ORDINANCE - MASTER OF BUSINESS ADMINISTRATION

- 1.1 The nomenclature of the course(s) will be MBA-General and MBA-Business Economics.
- 1.2 The duration of the course leading to the degree of Master of Business Administration shall be of two academic years comprise of four semesters. Each year shall be divided into two semesters i.e July to Decemeber and January to June.
- 1.3 The examination for First and Third Semester shall ordinarily be held in the month of December and for the Second and Fourth Semester in the month of May or on such dates as may be notified by the Controller of Examinations.
- 1.4 The medium of the instruction and examination shall be English.
- 1.5 Supplementary Examination will be held for re-appear candidtates as under:-

Semester	When Held
(a) First Semester	Alongwith the Third Semester
(b) Second Semester	Alongwith the Fourth Semester
(c) Third Semester	Alongwith the Fourth Semester
(d) Fourth Semester	After the Fourth Semester.

2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.

3. A person who has passed at least Bachelor's Degree (B.A with English as one of the subjects) of three year duration in any discipline from this University or any other recognized University with not less than 50% marks in aggregate (45% marks in case of Scheduled Caste/Tribes Candidates) shall be eligible to apply for admission to the M.B.A First semester course. The admission shall be made on the basis of MAT Score by Haryana State Counseling Society. The candidates who are placed under compartment shall not be allowed for admission to the course.
4. The examination of Semester I/II/III/IV shall be open to a student who:-
 - (i) has passed the requisite examination as laid down above in Clause 3, or is covered under Clause 7, 8 and/or 9 below;
and
 - (ii) has his name submitted to the Controller of Examinations by the Chairperson of the Department/Principal of the College concerned and produces the following certificates signed by him.
 - (a) of having good character;
 - (b) of having remained on the rolls of the Department for the semester concerned preceding the examination.
 - (c) of having satisfactorily performed the work of his/her class;
 - (d) of having attended not less than 75% of the lectures in each semester as also in practicals, etc.

5. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate, who fails in an examination or having been eligible fails to appear in the examination, shall, unless decided otherwise by the Academic Council, take the examination according to the syllabus prescribed by the University for regular students appearing for that examination.
- 6.1 To pass in each semester examination, a candidate must obtain at least :
 - (i) 40 percent marks in each written paper;
 - (ii) 40 percent in the aggregate of internal assessment and written examination;
 - (iii) 40 percent marks in the Viva-Voce examination, where prescribed;
 - (iv) 40 percent marks in Seminar; and
 - (v) 50 percent marks in the aggregate of each semester Examination.
 - (vi) Further the Project work must be adjudged as 'Satisfactory'.
- 6.2 A candidate who has secured minimum marks to pass in each paper but has not secured the minimum marks required to pass in aggregate for the semester concerned may take re-examination in any of the papers to obtain the aggregate percentage required to pass the semester.

While re-appearing in the examination the candidate shall be exempted from re-appearing in the paper(s)/practical(s), in which

she/he has obtained at least 50% marks including the marks for Internal Assessment where prescribed.

7. To be eligible for promotion to the second year of the programme, the students must clear successfully at least 50 percent of the papers offered during the first year of the programme.
8. No candidate shall be considered to have pursued a regular course of study unless he/she has attended the three-fourths of the total number of classroom sessions conducted in each semester during the course of study. Any student not complying with this requirement will not be allowed to appear in the semester examination.
9. A candidate who has failed in one or more paper(s) or fails to appear in semester examination shall be allowed two consecutive chances only to clear re-appear paper(s) alongwith respective Semester Examination.
10. A candidate for MBA degree shall be required to undergo Six to Eight weeks Practical Training normally during the Summer Vacation, after the Second Semester Examination, in a business enterprise approved by the Chairperson of the Department. The student himself shall certify and confirm that there is no copying and he/she will ensure that the Summer Practical Training/Project Reports submitted by the candidates who undergo training are not similar to one which has already been submitted by other candidates in this department or anywhere else. They shall be required to submit one copy of comprehensive Trainign Report by 30th November in 3rd Semester for evaluation by the examiner to be appointed by the

Controller of Examinations on the recommendation of the Board of the Studies. However, after expiry of the above date, the extension shall be permissible with penalty as laid down in the General Rules of the examinations.

11. Every student of the Second Semester who is entitled to be promoted to Third semester shall submit his/her fee of the Third/Fourth Semester on the date(s) notified from time to time.
12. The amount of examination fee to be paid by a candidate for each Semester shall be same as prescribed by the University from time to time. A candidate, who re-appears in one or more paper(s) /Semester(s) for the purpose of passing, shall pay fee as for the whole examination.

13. Guidelines for Research Project.

- 1 The subject of Research Project will be as approved by the committee constituted by the Chairperson of the Department consisting of the senior teachers in the Department provided that:
 - (i) The student has obtained written consent of the teacher for supervising his/her Project Report and deposited the same in the office at least two weeks before the commencement of the Fourth Semester.
 - (ii) The student will also submit his/her synopsis indicating the thrust areas of his/her research to be undertaken by him.
 - (iii) A teacher of the Department will supervise the Project work of the student.

2. The candidate shall be required to submit two copies of his/her Project Report. The last date for the receipt of the Project Report in the Secrecy Branch shall be 31st March of the Fourth Semester Examination. However, after expiry of above date, the extension shall be permissible with penalty as laid down in the General Rules for the Examination. The Project Report shall be evaluated by the external examiners(s).
3. The student himself and the teachers concerned shall certify and confirm that the Project Reports submitted by the candidates are not similar to one which has already been submitted by other candidates.
4. The grade obtained by the candidate for the Project Report shall be taken into account when he/she appear in any future examination under 'Re-appear'.
5. The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner, who shall examine the Project Report and classify the report as under :-
 - (i) GRADE- A+ (A with Distinction)
If the candidate deserves 75% or more marks.
 - (ii) GRADE- A
If the candidate deserves 65% but less than 75% marks.
 - (iii) GRADE- B
If the candidate deserves 55% or more but less than 65% marks.
 - (iv) GRADE- C
If the candidate deserves 50% or more marks but less than 55% marks.
 - (v) GRADE- D (UNSATISFACTORY)

If the candidate deserves less than 50% marks.

If the Examiner considers the Project Report as unsatisfactory he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Project Report within the prescribed period of the course. If the Examiner recommends rejection of the Project Report, the candidate shall submit the same on a revised topic to be approved by the committee appointed by the Chairperson of the Department within the maximum duration of the course. If the Project Report is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also.

A candidate who fails in the Project Report shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the Project Report even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

14. Issuance of Detailed Marks Certificate/Degree.

1. As soon as possible, after the termination of Examination, the Controller of Examination shall publish the result of candidate and issue Detailed marks Certificates.
2. A candidate must pass all the four semester examination within four years of his/her admission to the First semester of the MBA

Course failing which she/he will be deemed to be unfit for the concerned programme.

15. The candidates who successfully complete all the four semester examinations will be awarded MBA degree on the basis of the combined results of the first, second, third and fourth semester examinations. The division obtained by the candidates will be stated in the Degree:-

(a) Candidates who have passed all the four semester examination in the first attempt and within minimum duration of the course i.e two years, obtaining 75% or more marks of total aggregate shall be declared to have passed with '**Distinction**'. The Project Report of the candidate must also be adjudged worthy of **Distinction** by the examiner.

(b) 60% or more marks **First Division**

(c) 50% or more but less than 60% marks **Second Division**

16. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debarred the University from amending the Ordinance and the Ordinance, if any, shall apply to all the students whether old or new.

CHAPTER -XVIII**ORDINANCE - M.A/M.Sc/M.COM EXAMINATION.**

- 1.1 This ordinance will apply to M.A/M.Sc./M.Com courses in the university Teaching Departments and the colleges affiliated to the University.
- 1.2 The duration of the course will be two academic years. Each year shall be divided into two semesters. The duration of each semester shall be 90 days followed by examination.
- 2.1 Eligibility conditions of various courses for which the Ordinance is applicable shall be as given in the Appendix.
- 2.2 The examination for the odd semesters shall ordinarily be held in the month of December and for the even semesters in the month of May or on such dates as may be notified by the Controller of Examinations.
- 2.3 The supplementary examination for re-appear paper(s) of semester I and semester II will be held alongwith semester III and semester IV examination. The supplementary examination for re-appear paper(s) of third semester will be held alongwith fourth semester examination and for the re-appear paper(s) of fourth semester alongwith next third semester examination. Such candidates will pay examination fee as prescribed for whole examination.
- 3.1 The date of the commencement of the examinations as well as the last date for the receipt of the examination forms and fees, without/with late fee, as prescribed by the University from time

to time, shall be notified by the Controller of Examinations to the University Teaching Departments and to all the colleges affiliated to the University.

- 3.2 Every candidate shall be examined in the subject(s)/Paper(s) as are laid down in the syllabus prescribed by the Academic Council from time to time.
- 3.3 The theory papers and practical papers will be treated as separate papers, in the scheme of studies/examinations.
4. Each semester examination shall be open to a regular student who:
 - (i) has been on the rolls of the Department/College during one semester preceding that semester examination;
 - (ii) has attended not less than 75% of the lectures in each paper, seminar, case discussion, field trips, tutorials, etc.
 - (iii) has passed in the previous examination or is covered under clause 9 and 10.
- 5.(A) The medium of instruction and examination shall ordinarily be English except otherwise decided by the Vice-Chancellor on the recommendation of the Board of Studies. The question paper will be set in English, except otherwise decided by the Board of Studies concerned and approved by Academic Council.

- (B) The medium of instruction for Master of Arts course shall be English except in the case of Sanskrit, where it shall be Sanskrit, English or Hindi and in the case of Hindi and Panjabi, where it shall be Hindi and Panjabi respectively. The medium of examination shall be as under:
- (a) The question-papers of MA and M. Com. Examination shall be set both in Hindi and English except in the case of English, Hindi and Panjabi, where these shall be set in English, Hindi and Panjabi respectively, whereas the question papers of M. Sc. Including Geography are to be set in English only.
- (b) The candidates shall write their answers as under:
- | | |
|-----------------------------|------------------------------|
| (i) English and Mathematics | English |
| (ii) Geography | English or Hindi |
| (iii) Hindi | Hindi |
| (iv) Sanskrit | English or Hindi or Sanskrit |
| (v) Panjabi | Panjabi |
| (vi) other subjects | English or Hindi |

Provided that the medium of examination shall be English or Hindi or the language concerned if the facilities in the Department are available.

6. The minimum percentage of marks to pass the examination in each semester shall be;
- (i) 35% in each written paper and 40% in each Practical paper

* Included vide Executive Council Resolution No. 16 on 17.02.2012

(ii) 35% in aggregate of Internal Assessment and Examination marks of written paper and 40% in aggregate of Internal Assessment and Practical marks.

(iii) 40% in seminar; and

(iv) 40% in aggregate.

(v) Further the dissertation/project report/training report, wherever applicable, must be adjudged as 'Satisfactory'.

7. After passing all the semester examinations, the candidates will be awarded division as under:-

- | | | | |
|-------|---------------------------------|------|--|
| (i) | First Division with Distinction | with | If marks are 75% or more in first attempt |
| (ii) | First Division | | If marks are 60% or more and less than 75% |
| (iii) | Second Division | | If marks are 50% or more and less than 60% |
| (iv) | Third Division | | If marks are less than 50% |

8. The amount of examination fee to be paid by a candidate for each semester shall be as specified by the University from time to time.

9.1 (i) A candidate who has appeared and failed in one or more papers of the 1st or 3rd semester examination shall be allowed to study for and appear in the 2nd or 4th semester examination, as the case may be.

(ii) A candidate will be allowed promotion to the 3rd semester provisionally only if he has appeared in the 2nd semester examination and has passed atleast 50% of the papers of the 1st and 2nd semester examinations taken together.

9.2 The candidates will be allowed to re-appear in the remaining papers of the 1st semester examination alongwith the 3rd semester examination and for the paper(s) of 2nd semester examination alongwith 4th semester examination simultaneously when held subject to the provisions of clause 9.3 below. While re-appearing in the examination the candidate shall be exempted from re-appearing in the paper(s), seminar, dissertation/project report/training report/viva voce in which he/she has obtained atleast 40% marks.

9.3 A candidate must pass all the semester examinations of the concerned course within 4 years from the date of his/her admission to the 1st semester of the course, failing which he/she will be deemed to be unfit for the concerned course.

10. A candidate whose result is declared late may attend classes of the next higher semester provisionally at his/her own risk and responsibility, subject to his/her passing the concerned semester examination. In case a candidate fails to pass the concerned semester examination, his/her attendance/internal assessment in the next higher semester in which he was allowed to attend classes provisionally shall stand cancelled.

11. As soon as possible, after the completion of the examination, the Controller of Examinations shall publish a list of candidates who have passed the semester examination.

12.1 (i) The subject/topic of Research Project wherever applicable will be approved by the Departmental Research Committee.

(ii) The candidate shall be required to submit three copies of his/her project report/dissertation by 31st March for evaluation. However, after expiry of the above date, the extension shall be permissible with penalty as laid down in the **General Rules for Examinations**. The expenditure on TA/DA of the Examiner in such cases shall be borne by the candidate(s).

If a candidate fails to submit the dissertation / project report even during the extended period, he/she will be considered to have absented in the project report/dissertation paper and his/her result shall be declared accordingly.

(iii) The grade obtained by the candidate for the project report shall be taken into account when he appears in any future examination under clause 9.

12.2 The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner for the Research Project who shall examine and classify the Research Project, as under :-

(i) GRADE- A+ (A with Distinction)

If the candidate deserves 75% or more marks.

(ii) GRADE- A

If the candidate deserves 65% but less than 75% marks.

(iii) GRADE- B

If the candidate deserves 55% or more but less than 65% marks.

(iv) GRADE- C

If the candidate deserves 50% or more marks but less than 55% marks.

(v) GRADE- D (UNSATISFACTORY)

If the candidate deserves less than 50% marks.

If the Examiner considers the Research Project, unsatisfactory he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Research Project within the prescribed period of the course. If the Examiner recommends rejection of the Research Project, the candidate shall submit the same on a revised topic to be approved by the Departmental Committee within the maximum duration of the course. If the Research Project is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also. The Viva-Voce shall be open to teachers/students in the Department concerned, but they will not be entitled to put any question.

A candidate who fails in the Research Project shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the Research Project even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

13. The candidate shall be required to undergo practical training wherever required/provided in the scheme of examination, normally in the summer vacation after second semester examination in a business enterprise/organization approved by the Chairperson of the Department. He shall be required to submit a comprehensive report before the commencement of the next semester examination for the course.

The Vice-Chancellor may under exceptional cases relax any of the condition if he is satisfied that the case is genuine and record reasons therefor.

The candidate shall also be required to deliver seminar(s), wherever prescribed.

The seminar/practical training report shall be evaluated by panel of two Internal examiners, appointed by the Vice-Chancellor on the recommendation of the Chairperson of the Department. If the Supervisor is from the Department, he/she will be one of the Internal examiners. It will be followed by viva voce. If deemed necessary, a teacher from the Department may supervise the candidate(s) at the premises of the organisaion, where he/she is under going training.

14. A candidate who has passed the final examination of this University and is desirous of improving his/her performace/score, will be allowed to appear as an ex-student in even/odd semester examinations, as and when held, in a particular semester/paper only once within the period of two years after passing the course. He/she will appear in the respective paper(s) at the concerned semester examinations as and when held. The candidate shall appear in examination as per

current syllabus, provided for regular students of that Academic session, unless approved otherwise by the Academic Council.

15. Each successful candidate shall receive a copy of the detailed marks card on having passed the semester examination.
16. Notwithstanding the integrated nature of the course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year and nothing in this Ordinance shall be deemed to debar the university from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

CHAPTER- XIX**ORDINANCE – M.Sc. HONS.(5 YEAR INTEGRATED COURSE)**

1. The duration of the course leading to the degree of Master of Science (Honours) shall be of five academic years. Each year shall be divided into two semesters i.e. July to December and January to May. Each semester shall have minimum 90 working days. The examination for odd semesters shall ordinarily be held in the month of Decemeber and for even semesters in the month of May or on such dates as may be fixed by the Controller of the Examinations.
2. The re-appearing candidates of odd semester will take the examination in the next odd semester and such candidates of even semester will take the examinations in next even semester. However, the re-appearing candidates of ninth semester will take the examination in the next even semester and the re-appearing candidates of tenth semester will take the examination in the next odd semester.
3. The last date(s) by which the examination forms and fee without/with late fee must reach the Examinations Branch shall be notified by the Controller of Examinations.
4. The eligibility conditions for admission to M.Sc. Hons. (5year) courses shall be as given in the Appendix.

Note: The candidate admitted to M.Sc(Hons) Course shall not be allowed to switch over to any other course before completion of B.Sc(Hons.) successfully i.e upto sixth semester, otherwise his/her candidature for M.Sc.(Hons.) course shall be cancelled forthwith.

5. A person who has passed the Semester I or II or III or IV or V or VI or VII or VIII or IX shall be eligible to join the Semester II or III or IV or V or VI or VII or VIII or IX or X, as the case may be, of the M.Sc. Hons. Course. This is, however, subject to clauses- 12 and 13(2) below.
6. The examination of Semester I/II/III/IV/V/VI/VII/VIII/IX/X shall be open to a student who:-
 - (i) has passed the requisite examination as laid down above in Clause 4 and 5, as the case may be, or is covered under Clause 12 and 13 below; and
 - (ii) has his name submitted to the Controller of Examinations by the Chairperson of the Department concerned and produces the following certificates signed by him.
 - g) of having good character;
 - h) of having remained on the rolls of the Department for the semester concerned preceding the examination.
 - i) of having satisfactorily performed the work of his/her class;
 - j) of having attended not less than 75% of the lectures in each semester as also in practicals, etc.
7. A candidate on the rolls of the Department or an Ex-student shall submit his/her application for admission to an examination on the prescribed form with the requisite certificate duly countersigned by the Chairperson of the Department or a member of the teaching staff authorized by him.

8. The amount of examination fee to be paid by a candidate for each Semester shall be prescribed by the University from time to time.
9. The medium of instruction and examination shall be English/Hindi.
10. Candidates shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time.
11. The minimum number of marks required to pass in each paper shall be as under:
 - (i) 40% in each written examination and practical examination.
 - (ii) 40% in the aggregate of internal assessment and written / practical examination.
 - (iii) 40% in aggregate of each semester.
 - (iv) Further the Research Project must be adjudged as 'Satisfactory'.
- 12.1 A candidate who has failed in a semester examination, or having been eligible failed to appear therein, may be allowed on the recommendation of the Chairperson of the Department to appear/re-appear in the examination/paper(s), as the case may be, in accordance with clause-1 and clause-2. Such a candidate may be exempted from appearing in the paper(s) in which he/she obtains at least 40% marks.
- 12.2 A candidate shall be allowed to appear, for passing in the remaining paper(s), only at the next two respective semester examinations held in the immediate succession to the

examination in which he/she appeared and failed or having been eligible, did not appear.

12.3 A candidate for the M.Sc Hons. Degree must pass the whole examination (semester I,II,III,IV,V,VI,VII,VIII,IX and X) within seven years of his/her admission to the M.Sc. Hons first Semester class failing which he will be deemed to be unfit for the course and shall not be allowed to appear in the same either by attending classes again as a regular student or as an ex-student.

13.1 A candidate who has appeared and failed in a semester Examination shall be promoted from I to II, III to IV and V to VI, VII to VIII and IX to X semester, subject to the provision of clause 13.2.

13.2 A candidate who has failed in the semester I&II or III & IV or V & VI or VII & VIII shall be promoted to the III, V, VII, IX Semester, as the case may be, only if he/she has got exemption in the paper(s) as mentioned below:

From Semeser I & II to Semester III	If he/she has passed at least 50% papers of Semester I & II taken together.
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From Semester III & IV to Semester V	If he/she has passed at least 75% papers of Semester I &II and at least 50% papers of semester III & IV taken together.
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From Semester V & VI to Semester VII	If he/she has passed all the papers of Semester-I & II, atleast 75% papers of Semester III & IV and 50% papers of semester V & VI taken together.
From Semester VII and VIII to Semester IX	If he/she has passed all the papers of Semester I to IV, atleast 75% papers of Semester V & VI and 50% papers of semester VII & VIII taken together.

Every student of Semester I,II,III,IV,V,VI,VII,VIII and IX who is entitled to be promoted to M.Sc. Hons. Semester II, III, IV, V,VI, VII, VIII, IX and X respectively, shall submit an application on the prescribed form for fresh admission to the Semester II, III, IV, V, VI, VI,VIII, IX and X. Any such admission may be refused by the Chairperson of the Department on reasonable grounds.

14. As soon as possible after termination of examination, the Controller of Examination shall publish the result and issue Detailed Marks Cards.

15.1 (i) The subject/topic of Research Project wherever applicable will be approved by the Departmental Research Committee.

(ii) The candidate shall be required to submit three copies of his/her project report. The last date for receipt of project report in the office of the Controller of Examinations shall be before the commencement of the final semester examination. Provided that, in exceptional cases, the Vice-Chancellor may extend, on

the recommendation of the Supervisor/Chairperson of the Department, the last date for receipt of project report up to three months with late fee as prescribed. If a candidate fails to submit the project report even during the extended period, he will be considered to have absented in the Project Report paper and his/her result shall be declared accordingly.

(iii) The grade obtained by the candidate for the project report shall be taken into account when he appears in any future examination.

15.2 The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner for the Research Project who shall examine and classify the Research Project, as under :-

(i) GRADE- A+ (A with Distinction)

If the candidate deserves 75% or more marks.

(ii) GRADE- A

If the candidate deserves 65% but less than 75% marks.

(iii) GRADE- B

If the candidate deserves 55% or more but less than 65% marks.

(iv) GRADE- C

If the candidate deserves 50% or more marks but less than 55% marks.

(v) GRADE- D (UNSATISFACTORY)

If the candidate deserves less than 50% marks.

If the Examiner considers the Research Project, unsatisfactory he shall point out in writing the defects and make suggestions for

improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Research Project within the prescribed period of the course. If the Examiner recommends rejection of the Research Project, the candidate shall submit the same on a revised topic to be approved by the Departmental Committee within the maximum duration of the course. If the Research Project is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also. The Viva-Voce shall be open to teachers/students in the Department concerned, but they will not be entitled to put any question.

A candidate who fails in the Research Project shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the Research Project even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

16. The candidate shall be required to undergo practical training wherever required/provided in the scheme of examination, normally in the summer vacation in a business enterprise/organization approved by the Chairperson of the Department. He/she shall be required to submit a comprehensive report before the commencement of the next semester examination for the course.

The candidate shall also be required to deliver seminar(s), wherever prescribed in the scheme of examination.

The seminar/practical training report shall be evaluated by panel of two Internal examiners, appointed by the Vice-Chancellor on the recommendation of the Chairperson of the Department. If the Supervisor is from the Department, he/she will be one of the Internal examiners. It will be followed by viva voce. If deemed necessary, a teacher from the Department may supervise the candidate(s) at the premises of the organisaion, where he/she is under going training.

17. A candidate who has passed the final examination of this University and is desirous of improving his/her performace, will be allowed to appear as an ex-student in even/odd semester examinations, as and when held, twice within the period permissible under Clause 12.3. He/she will appear in the respective paper(s) at the concerned semester examinations as and when held. If he/she does not improve his /her performance, he/she shall be eligible to do so in the following examinations which would be treated as second chance. The candidate shall appear in examination as per current syllabus, provided for regular students of that Academic session, unless approved otherwise by the Academic Council.
- 18.1 The successful candidates after passing I, II, III, IV, V and VI semester examinations of Five Year Hons. Course will be awarded a graduate degree of B.Sc. Hons.

Classification of division for the successful candidates of B.Sc. Hons., shall be arranged as under on the aggregate marks of I,II,III,IV, V and VI Semester Examination:

- i) Those who obtain 75% or First Division with Distinction

more of the total aggregate marks

(ii) Those who obtain 60% or more but less than 75% of the total aggregate marks First Division

(iii) Those who obtain 50% or more but less than 60% of the total aggregate marks Second Division.

(iv) Those who obtain less than 50% marks Pass without Division.

18.2 The candidate who successfully completes the five years (Semester I to X) of M.Sc. Hons Course will be awarded M.Sc. Hons Degree.

A list of successful candidates shall be prepared on the aggregate marks obtained in semester VII, VIII, IX and X examinations and shall be arranged in division as under:

i) Those who obtain 75% or more of the total aggregate marks First Division with Distinction

(ii) Those who obtain 60% or more but less than 75% of the total aggregate marks First Division

(iii) Those who obtain 50% or more but less than 60% of the total aggregate marks Second Division.

(iv) Those who obtain less than 50% marks Pass without Division.

19. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall unless specified otherwise, apply to all students whether old or new.

CHAPTER - XX**ORDINANCE— MASTER OF LAWS (LL.M) EXAMINATION**

- 1.1 The duration of the course for the award of Master of Laws (LL.M.) Degree, shall be two academic years, comprising four Semesters. Each academic year shall be divided into two Semesters i.e. July to December and January to May/June.
- 1.2 The examinations for the First and Third Semesters shall be held in the month of December and for the Second and Fourth Semesters in May or on such dates as may be notified by the Controller of Examinations.
- 1.3 The supplementary examination for re-appear paper(s) of semester I and semester II will be held alongwith semester III and semester IV examination. The supplementary examination for re-appear paper(s) of third semester will be held alongwith fourth semester examination and for the re-appear paper(s) of fourth semester alongwith next third semester examination. Such candidates will pay examination fee as prescribed for whole examination.
- 1.4 The dates of examination fixed under above Clause shall be notified by the Controller of Examinations to all concerned.
2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.

3. A person who has passed with at least 50% marks in the aggregate, the LL.B. (Professional) Examination of this University, or an examination recognized as equivalent thereto, shall be eligible to join First Semester of the LL.M. Course.
4. A person who has passed the LL.M. I and II Semester examination of this University shall be eligible to join the LL.M. III Semester Class. This is, however, subject to clause 8 below.
5. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time. A candidate, who fails in an examination, or, having been eligible fails, to appear in an examination, shall, unless approved otherwise by the Academic Council, take the examination according to the syllabus prescribed by the University for regular students appearing for that examination.
6. The First/Second/Third/Fourth Semester Examinations shall be open to a regular student who:-
 - (a) has passed the requisite qualifying examination as laid down in clauses 3 and 4, as the case may be.
 - (b) has his/her Examination form submitted to the Examinations Branch through the Chairperson of the Department of Law and produces the following certificates:-
 - (i) of having remained on the rolls of the Department for the Semester preceding the examination;
 - (ii) of having attended not less than 75% of the lectures in each of the papers as also in Seminars, if any. Provided that a candidate who has not attended the requisite percentage of

Lectures for any paper(s) will be eligible to take examination in the remaining paper(s).

- 7.1 A candidate who has completed the prescribed course of instruction in the Department of Law for any semester examination, but does not appear in it for good reasons e.g. serious illness, serious calamity like death of father or mother etc., or, having appeared fails, may be allowed on the recommendation of the Chairperson of the Department of Law, to appear/re-appear in the semester examination/Paper(s), as the case may be, as an ex-student, without attending a fresh course of instruction in two consecutive chances. While appearing in the examination, the candidate shall be exempted from re-appearing in the paper(s) in which he/she has obtained atleast 50% marks.
- 7.2 A candidate for the LL.M. Examination must pass all the four Semester examinations within five years of his/her admission to the First Semester of LL.M. course, failing which he/she will be deemed to be unfit for Post-graduate studies in Law and shall not be further admitted to this University for such a course.
- 8.1 A candidate who has appeared and failed in one or more paper(s) of the First Semester shall be allowed to study for and appear in the Second Semester. He/she shall, however, be allowed promotion to the Third Semester class provisionally only if he/she earns exemption in at least 50% of Theory papers (e.g. 3 out of 6 papers and so on) of both the First and Second Semester Examinations taken together. Such a candidate will be allowed to re-appear for the paper(s) of the First Semester, alongwith the Third Semester and for the remaining paper(s) of the Second Semester alongwith Fourth Semester Examinations simultaneously, when held.

- 8.2 Every student of II Semester who is entitled to be promoted to III Semester shall submit an application on the prescribed form for fresh admission to III Semester on or before the date(s) notified by the University. Admission may be refused by the Chairperson on reasonable grounds.
9. The amount of examination fee to be paid by a candidate for each Semester shall be as prescribed by the University from time to time.
- A candidate, who re-appears in one or more paper(s) / Semester(s), shall pay fee as for the whole examination.
10. The medium of instruction and examination for LL.M. Course shall be English. The medium of examination shall be English or Hindi if the facilities in the department are available.
- 11.1 A candidate shall be required to write a dissertation on a topic from the groups offered by him/her in LL.M. Part-I or in LL.M Part-II Examination. The topic of Dissertation of a candidate will be approved by the Chairperson of the Department. The candidate shall submit to the Chairperson of the Department an application for the approval of the topic for the Dissertation immediately after promotion to LL.M. IV Semester. The Supervisor shall be approved by the Chairperson keeping in view the topic of the Dissertation.
- 11.2 A candidate promoted to LL.M. IV Semester shall be eligible to submit the Dissertation upto 30th June of the Academic Session. However, after expiry of above date, the extension in date shall be permissible with penalty as laid down in General Rules for Examination.

- 11.3 Every candidate shall be required to submit three copies of the Dissertation alongwith a brief abstract, which will not exceed 300 words, of the same giving an account of his/her research and its findings for consideration of the examiner. The Dissertation shall be examined by one External Examiner only. The last date for the receipt of the Dissertation in the Examination Branch shall be in accordance with the Clause 11.2.

If a candidate fails to submit the Dissertation even during the extended period, he/she shall be considered to have absented in the Dissertation paper and his/her result shall be declared accordingly.

- 11.4 The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner for the Dissertation who shall examine and classify the Dissertation etc., as under :-

- (i) GRADE- A+ (A with Distinction)

If the candidate deserves 75% or more marks.

- (ii) GRADE- A

If the candidate deserves 65% but less than 75% marks.

- (iii) GRADE- B

If the candidate deserves 55% or more but less than 65% marks.

- (iv) GRADE- C

If the candidate deserves 50% or more marks but less than 55% marks.

- (v) GRADE- D (UNSATISFACTORY)

If the candidate deserves less than 50% marks.

If the Examiner considers the Dissertation, unsatisfactory he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Dissertation within the prescribed period of the course. If the Examiner recommends rejection of the Dissertation, the candidate shall submit the same on a revised topic to be approved by the Chairperson of the Department.

A candidate who fails in the dissertation shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the dissertation even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

12. The minimum number of marks required to pass the examination, shall be 50% in each written/practical paper/dissertation and 50% marks in aggregate of internal assessment and examination work in each Semester. Further the Dissertation must be adjudged as 'Satisfactory'.
13. As soon as possible, after the termination of the examination, the Controller of Examinations shall publish the result of candidates and the Detailed-Marks-Cards will be issued to the candidates.
14. The list of successful candidates of Fourth Semester Examination shall be arranged, as under, on the basis of the aggregate marks obtained in the First, Second, Third and Fourth Semester Examinations taken together, and the division obtained by the candidate will be stated in the Degree:-

(a) Candidates who pass all the four Semester Examinations in the first attempt and within minimum duration of the course i.e. two years, obtaining 75% or more marks of the total aggregate, shall be declared to have passed with '**Distinction**'. The Dissertation of the candidate must also be adjudged worthy of **Distinction** by the examiner.

(b) 60% or more marksFirst Division

(c) 50% or more but less than 60% marksSecond Division

15. A successful candidate may, if permitted by the Vice-Chancellor, publish after the declaration of result, his/her dissertation in a book or as a paper in a Journal of repute.

16. A candidate who has passed his/her semester I and semester II examination of this University, may be allowed to appear for improvement of his result as an ex-student in one or more theory paper(s), once in a particular semester/paper as and when held within a period of two years of his passing LL.M course.

The result of such a candidate shall be declared only if he improves his/her score of marks by taking into account the marks obtained by him/her in the paper(s) in which he/she re-appeared and the marks obtained by him/her earlier in the remaining paper(s). The fact that the candidate has improved shall be mentioned in the Detailed Marks Card. The candidate shall take the exam according to the syllabus in force for the regular students for that examination, unless approved otherwise by the Academic Council. While re-appearing in the examination, such a candidate will pay full examination fee as prescribed by the University.

17. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall unless specified otherwise, apply to all the students whether old or new.

CHAPTER- XXI

ORDINANCE—MASTER OF COMPUTER APPLICATIONS (M.C.A.) (3-YEAR COURSE) EXAMINATION

1. The duration of the course leading to the degree of Master of Computer Applications (M.C.A.) shall be three academic years. Each year shall be divided into two Semesters i.e. July to December and January to May. There shall be actual teaching for a minimum of 90 days in each Semester. The examination for First, Third and Fifth Semesters shall ordinarily be held in the month of December and for the Second, Fourth and Sixth Semesters in the month of May or on such dates as may be notified by the Controller of Examinations.

Supplementary examinations will be held for Re-appear candidates as under :

Semester	When held
(a) First Semester	Alongwith the Third Semester
(b) Second Semester	Alongwith the Fourth Semester
(c) Third Semester	Alongwith Fifth Semester
(d) Fourth Semester	Alongwith Sixth Semester
(e) Fifth Semester	Alongwith or after Sixth Semester
(f) Sixth Semester	Alongwith Odd/Even Semesters after Sixth Semester.

A candidate who re-appears in one or more paper(s) shall pay the examination fee as prescribed for the whole examination.

During the course of studies, the students cannot join any job or any other regular course of study.

The admission to first semester of MCA course shall be made by the University or any other such body as may be designated by the State Govt./University for this purpose.

2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
 3. A person who has passed one of the following examinations of this University or an examination recognized as equivalent thereto, shall be eligible to join the First Semester of the Course :-
 - (i) Bachelor's Degree of minimum 3 year duration in any discipline from any recognized University with Mathematics at 10+2 school level;
 - OR
 - (ii) Bachelor's Degree of minimum 3 years duration in any discipline from any recognized University with Mathematics or Statistics as one of the subjects;
 - OR
 - (iii) BCA Degree of 3 years duration from any recognized University.
- Note:**
- (i) Candidates having passed Mathematics/Statistics in one semester/year of the Bachelor's degree programme shall be considered eligible.
 - (ii) Mere possession of the minimum qualification does not guarantee the admission to MCA course.
4. The First and subsequent Semester Examinations shall be open to a regular student who :-

- (i) has passed the requisite qualifying examination as laid down in Clause 3, if he is a candidate for the First Semester Examination, or, has passed the preceding Semester Examination or if he is a candidate for the Second / Third / Fourth /Fifth/Sixth Semester Examination. This is, however, subject to Clause 6 below.
- (ii) has his name submitted to the Controller of Examinations by the Chairperson, Department of Computer Science & Applications/Principal of the College Concerned and produces the following certificates signed by the Chairperson, Department of Computer Science & Applications/Principal of the recognised College :-
- (a) of good character;
 - (b) of having remained on the rolls of the Department of Computer Science & Applications/recognised College for the Semester preceding the examinations;
 - (c) of having attended not less than 75% of the full course of lectures delivered in each paper, practical, Seminar, Case Discussion, Trip to educational / professional institutions etc.
 - (d) of having obtained pass marks in the Sessional Work of the paper(s) for which he is a candidate.

Provided that a candidate who has not attended the requisite percentage of lectures or has not obtained pass marks in the Sessional Work for any paper(s) will be eligible to take examination in the remaining

papers. Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he is deficient whenever offered by the Department/College.

5.1 A person who has passed the Semester I or II or III or IV or V, shall be eligible to join the Semester II, III, IV, V or VI respectively of the course. This is, however, subject to Clauses 5.2, and 5.4 below.

5.2 A candidate who has failed in one or more paper(s) of I and II Semesters or III and IV Semesters, shall be promoted provisionally to the III and V Semesters, as the case may be, only if he has earned exemption in the papers as mentioned below :

From Semesters I & II to Semester III	If he has earned exemption in at least 50% papers (theory and practicals) of Semesters I and II taken together.
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From Semesters III and IV to Semester V	If he has passed all the papers of Semesters I and II and has earned exemption in at least 50% papers of Semesters III and IV taken together.
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5.3 A candidate who has failed in one or more paper(s) or fails to appear in a Semester Examination or having been eligible fails to appear therein, shall be allowed two consecutive chances only, on the recommendation of the Chairperson the Department of Computer Science & Applications/Principal of recognised College, to pass the Semester Examination subject to Clause 6.4 below. Such a candidate may be exempted from re-appearing in

the papers/practicals/sessionals in which he may have obtained at least 40% marks.

- 5.4 A candidate for the Master of Computer Applications (MCA) Degree must pass the whole course(all the six Semesters) within a period of five years of his admission to the First Semester class, failing which he will be deemed to be unfit for the course and shall not be allowed to appear in the same either by attending classes afresh as a regular student or as an ex-student.
6. Every candidate shall be examined in the subjects as laid down in the syllabus prescribed by the Academic Council from time to time.
7. Practical and viva voce examination will be conducted by a team of 2 examiner (one internal and the other external). If the examiners are unable to agree and there is difference in the award, the average of the two shall be taken as final.
Marks in the practical examination shall be awarded on the basis of performance in practical examination (program editing, debugging, compilation, execution and viva- voce)
A candidate who fails in the dissertation shall be allowed to revise and resubmit it for fresh assessment not earlier than six months and not later than one year from the date of his failure. If the candidate fails in the dissertation even at the second attempt, he shall be deemed to have failed in the whole examination.
8. The amount of examination fee to be paid by a candidate for each Semester shall be the same as prescribed by the University from time to time.
9. The medium of instruction and examination shall be English.

10. The minimum number of marks required to pass the examination in each Semester shall be :-
- (a) 35% marks in each Written Paper;
 - (b) 35% marks in aggregate of internal assessment and examination marks;
 - (c) 40% marks in each Practical including Seminar;
 - (d) 40% marks in the aggregate of each Semester Examination;
and
 - (e) Further the Project work wherever prescribed must be adjudged as 'Satisfactory'.
11. Every student shall work full time on a project during the fifth semester of the course and shall submit two copies of his/her report on the project work done by him/her by the dates, which shall be notified and displayed on the notice board. Extension upto one month may be allowed by the Chairperson of the Department /Principal of College in special circumstances to the student who makes written request for extension justifying the special circumstances under which he/she could not complete the project work. The place of project work and the supervisor shall be approved by the Chairperson of the Department/Principal of College. The subject/topic of the Project work will also be as approved by the Departmental Research Committee/Principal of College.
- The last date of submission of project report by the candidates in the Examination Branch will be December, 31st of the year concerned failing which they will have to pay a late fee of Rs. 500/- for the submission during next four months, whereafter Rs. 1000/- late fee will be charged for submission during next

four months and Rs. 2000/- late fee shall be charged for submission during next four months.

12. The candidate shall be required to submit the report of the project work along with the following certificates:

(i) A certificate from the supervisor that the project work has been completed under his/her supervision.

(ii) A certificate from the Chairperson of the Department / Principal of College to the effect that the candidate is a bonafide student of the Department / College and has worked under the designated supervisor.

13. The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner, who shall examine the Project and classify it as under :-

(i) GRADE- A+ (A with Distinction)

If the candidate deserves 75% or more marks.

(ii) GRADE- A

If the candidate deserves 65% but less than 75% marks.

(iii) GRADE- B

If the candidate deserves 55% or more but less than 65% marks.

(iv) GRADE- C

If the candidate deserves 50% or more marks but less than 55% marks.

(v) GRADE- D (UNSATISFACTORY)

If the candidate deserves less than 50% marks.

If the Examiner considers the Project as unsatisfactory he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Project within the prescribed period of the course. If the Examiner recommends rejection of the Project, the candidate shall submit the same on a revised topic to be approved by the committee appointed by the Chairperson of the Department within the maximum duration of the course. If the Project is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also.

A candidate who fails in the Project shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the Project even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

14. As soon as possible, after the termination of the examination, the Controller of Examinations shall publish the result of the candidates and issue Detailed-Marks-Cards.
15. The result of candidates who have passed the six Semester Examinations shall be classified into divisions, as under on the basis of the aggregate marks obtained in First to Sixth Semester Examinations, taken together, and the division obtained by the candidate will be stated in his Degree :
 - (a) Those who obtain 60 % or more marks ... First Division.

- (b) Those who obtain 50 % or more .. Second Division.
but less than 60 % marks
 - (c) All below 50 % marks ... Third Division
 - (d) Candidates who pass all the six Semester Examinations in the first attempt and with minimum duration of the course after obtaining 75% or more marks of the total aggregate shall be declared to have passed with 'Distinction'. Further the Project work must be adjudged worthy of **Distinction** by the examiner.
16. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

CHAPTER- XXII**ORDINANCE - MASTER OF TECHNOLOGY IN COMPUTER
SCIENCE & ENGINEERING (M.TECH CSE 2-YEAR)
- FULL TIME-EXAMINATION**

1. The duration of the course of Master of Technology (M.Tech)-
Computer Science and Engineering(Full Time) will be two
academic sessions spread over four academic semesters.
The Examination for the degree will be held twice in a year in
the month of May or on such other dates as may be notified by
the Controller of Examinations.
During the course of studies the students cannot join any job
or any other regular course of study.
2. The last date(s) by which the Examination forms and fees,
without/with late fee must reach the Examination Branch shall
be notified by the Controller of Examinations.
3. A person who has passed one of the following examinations of
this university or an examination recognised as equivalent
thereto, shall be eligible to join the First Semester of the course:-
 - (i) MCA, M.Sc in Computer Science / Information
Technology / Mathematics / Applied Mathematics /
Physics / Applied Physics / Statistics /
OperationalResearch / Electronics/Bioinformatics /
MBA (Information Technology) with at least 55% marks
in aggregate (pass marks for SC candidates).

OR

B.E/B.Tech or equivalent degree in any discipline with
at least 55% marks in aggregate (pass marks for SC
candidates).

Note:

- a) For M.Sc. aggregate marks of two years/four semesters will be considered for academic merit
 - b) For MCA aggregate marks of three years/six semesters will be considered for academic merit
 - c) For B.Tech/BE aggregate marks of 8 semesters/6 semesters (for lateral entry) will be considered for academic merit
- (ii) The order of preference for the purpose of admission shall be as follows:
- a) Qualified GATE in any one of the subjects mentioned in 3(i). Such candidates shall compete for admission on the basis of their GATE percentage.
 - b) Seats remaining vacant after offering them to candidates with GATE, shall be filled on the basis of combined merit of (1) score of the candidate in Entrance Test conducted by University, (2) academic merit in Qualifying Examination and (3) usual weightage(s) admissible, if any.
4. The examination shall be open to any regular student, who has his/her name submitted to the Controller of Examinations through the Chairperson of the Department/Principal of the College and produces the following certificates:
- a) of possessing a good character;
 - b) of having remained on rolls of the Department/College for the semester preceding the examinations;

- c) of having attended not less than 75% of the full course of lectures delivered in each paper, practical, seminar, case discussion, trip to educational / professional institutions etc.

Provided that the candidate who has not attended the requisite number of classes for any subject(s) will be eligible to take examination in the remaining subjects. Provided further that a candidate who is deficient in attendance shall have to repeat those courses in which he is deficient whenever offered by the Department/College.

5. Supplementary examinations will be held for Re-appear candidates as under:

Semester	When held
i) First Semester	Alongwith the Third Semester
ii) Second Semester	Alongwith the Fourth Semester
iii) Third Semester	Alongwith or after the even semester exam
iv) Fourth Semester	Alongwith or after the odd semester exam

Such candidates will pay examination fee as prescribed for the whole semester examination.

6. The examination shall consists of following parts:-
- i) Written exams and sessional work on the subjects of theory papers
 - ii) Lab work in the lab and viva-voce on subjects of practical paper(s)
 - iii) Podium oral presentation for the subject of seminar paper(s)

iv) Dissertation

7. If a candidate, after attending the course of studies in the Departments/College, did not appear or having appeared failed in one or more courses for any semester examination, he can appear for such course(s) in the subsequent examination(s) without attending a fresh course of studies for that semester in the Department/College. Such a candidate may, in the mean time, pursue his/her studies for next semesters and appear in the examination(s) for the same along with the examination for the lower semester(s). Provided that a candidate shall complete all the requirements of the Degree in a period not exceeding **four years** from the date of his/her joining the course.
8. A candidate who passes in the semesters I, II and III Examinations shall pursue a Dissertation work in the Semester IV with the guidance of a supervisor. At the time of submission of dissertation a candidate shall produce certificate from his/her Supervisor and the Chairperson/Principal of the Department/College that he/she has worked for Dissertation for at least one semester.
9. The last date of submission of Dissertation by the candidates in the Examination Branch will be June 30th of the year concerned failing which they will have to pay a late fee of Rs. 500/- for the submission during next four months , whereafter Rs. 1000/- late fee will be charged for submission during next four months and Rs. 2000/- late fee shall be charged for submission during next four months. Provided that late fee as per the University rules shall be charged from the candidates who submit their Dissertation after December 31st of that year.

10. **i)** Practical and viva voce examination will be conducted by a team of 2 examiner (one internal and the other external). If the examiners are unable to agree and there is difference in the award, the average of the two shall be taken as final.
Marks in the practical examination shall be awarded on the basis of performance in practical examination (program editing, debugging, compilation, execution and viva- voce)
- ii)** The podium presentation of the seminar delivered by the student shall be evaluated by a panel of three teachers.
11. The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner for the Dissertation who shall examine and classify the Dissertation etc., as under :-
- (i) GRADE- A+ (A with Distinction)
If the candidate deserves 75% or more marks.
 - (ii) GRADE- A
If the candidate deserves 65% but less than 75% marks.
 - (iii) GRADE- B
If the candidate deserves 55% or more but less than 65% marks.
 - (iv) GRADE- C
If the candidate deserves 50% or more marks but less than 55% marks.
 - (v) GRADE- D (UNSATISFACTORY)
If the candidate deserves less than 50% marks.

If the Examiner considers the Dissertation etc., unsatisfactory he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Dissertation etc. within the prescribed period of the course. If the Examiner recommends rejection of the Dissertation etc., the candidate shall submit the same on a revised topic to be approved by the Departmental M.Phil. Committee within the maximum duration of the course. If the Dissertation etc., is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also. The Viva-Voce shall be open to teachers/students in the Department concerned, but they will not be entitled to put any question.

A candidate who fails in the dissertation shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the dissertation even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

12. Dissertation should present an orderly and critical exposition of existing knowledge of the subject and/or embody original investigation carried out by the candidate in an orderly manner. The candidate should lay down in his dissertation clearly the work done by him as an original investigation and the source from which he has obtained other information contained in his dissertation. The dissertation should demonstrate that the candidate has been trained in research work and is in a fit condition to take up fruitful research on his own.

13. The minimum passing marks in any examination shall be :-
- (i) 40% in each external exam of theory subjects
 - (ii) 40% in the aggregate of sessional marks and external examination marks for each theory subject
 - (iii) 40% in each practical examination, seminar examination.
 - (iv) 50% in the aggregate.
 - (v) Further the Dissertation must be adjudged as 'Satisfactory'.

Provided that a candidate who fails to obtain the requisite marks in aggregate of sessional and examination marks as provided in 13(ii), 13(iii) and 13(iv) shall be required to re-appear in the examination in the concerned subjects in the subsequent examination(s). Such candidates will not be required to repeat the sessional work.

14. The successful candidate shall be classified as under:-
- i) Second Class, if a candidate obtains 50% or more marks but less than 60% marks in aggregate.
 - ii) First class, if a candidate obtains at least 60% of aggregate marks.
 - iii) First Class with 'Distinction', if a candidate obtains 75% of aggregate marks of semester I, II, III & IV examinations and further completes the full Examination in minimum duration of the course as laid down in the Ordinance. The Dissertation of the candidates must also be adjudged worthy of Distinction by the examiners.
15. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the

examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

CHAPTER- XXIII**ORDINANCE - MASTER OF TECHNOLOGY IN COMPUTER SCIENCE & ENGINEERING - PART-TIME (M.TECH CSE PART-TIME 3-YEAR) EXAMINATION**

1. The duration of the course of Master of Technology (M.Tech)- Computer Science and Engineering(Part Time) will be three academic sessions spread over six academic semesters.
The Examination for the degree will be held twice in a year in the month of May and December or on such other dates as may be fixed by the Examination Branch
The course shall be open for employed persons and as such the course of studies shall be conducted during the weekends, i.e., Saturdays and Sundays.
2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
3. A person who has passed one of the following examinations of this University or an examination recognised as equivalent thereto, shall be eligible to join the First Semester of the course:-
 - (i) MCA, M.Sc in Computer Science / Information Technology / Mathematics / Applied Mathematics / Physics / Applied Physics / Statistics /Operational Research / Electronics / Bioinformatics / MBA (Information Technology) with at least 55% marks in aggregate (pass marks for SC candidates).

OR

B.E/B.Tech or equivalent degree in any discipline with at least 55% marks in aggregate (pass marks for SC candidates).

Note:

- a) For M.Sc aggregate marks of two years/four semesters will be considered for academic merit
 - b) For MCA aggregate marks of three years/six semesters will be considered for academic merit
 - c) For B.Tech/B.E aggregate marks of 8 semesters/6 semesters (for lateral entry) will be considered for academic merit
- (ii) The order of preference for the purpose of admission shall be as follows:
- c) Regular employee
 - d) Temporary but likely to continue
 - e) Adhoc employee
 - f) Contractual employee

Provided that within each of the above categories order of preference for admission shall be as follows:

- a) Qualified GATE in any one of the subjects mentioned in 3(i). Such candidates shall compete for admission on the basis of their GATE percentage.
- b) Seats remaining vacant after offering them to candidates with GATE, shall be filled on the basis of combined merit of
 - 1) score of the candidate in Entrance Test conducted by University (50% wt),
 - 2) academic merit in Qualifying

Examination (50% wt) and 3) usual weightage(s) admissible, if any.

4. The Examination for the degree will be held twice in a year in the month of May and December or on such other dates as may be fixed by the Controller of Examinations. Supplementary examinations will be held for Re-appear candidates as under:

Semester	When held
i) First Semester	Alongwith Third Semester
ii) Second Semester	Alongwith Fourth Semester
iii) Third Semester	Alongwith Fifth Semester
iv) Fourth Semester	Alongwith Sixth Semester
v) Fifth Semester	Alongwith or after Sixth Semester
vi) Sixth Semester	Alongwith odd/even semesters after Sixth Semester.

Such candidates will pay examination fee as prescribed for the whole semester examination.

5. The examination shall be open to any student, who has his/her name submitted to the Controller of Examinations through the Chairperson of the Department and produces the certificate:
- of possessing a good character;
 - of having remained on rolls of the for the semester preceding the examinations;

- c) of having attended not less than 75% of the full course of lectures delivered in each paper, practical, seminar, case discussion, trip to educational / professional institutions, etc.
6. The examination shall consist of the following parts:-
- a. Written exams and sessional work on the subjects of theory papers
 - b. Lab work in the lab and viva-voce on subjects of practical paper(s)
 - c. Podium oral presentation for the subject of seminar paper(s)
 - d. Dissertation
7. A person who has passed the Semester I, II, III, IV, V shall be eligible to join the Semester II, III, IV, V or VI respectively of the course. This is, however, subject to Clauses 7(i) & 7(iii) below:
- (i) A candidate who has failed in one or more paper(s) of I and II Semesters or III and IV Semesters, shall be promoted provisionally to the III and V Semesters, as the case may be, only if he has earned exemption in the paper(s) as mentioned below:
- | | |
|---------------------------------------|---|
| From Semesters I & II to Semester III | If he has earned exemption in at least 50% papers (theory, seminar and practical) of Semesters I and II taken together. |
| From Semesters III & IV to Semester V | If he has passed all the papers of I & II and has earned exemption in at least 50% papers of Semesters III and IV taken together. |

- ii) A candidate who has failed in one or more paper(s) or fails to appear in a Semester Examination or having been eligible fails to appear therein, shall be allowed two consecutive chances only, on the recommendation of the Chairperson of the Department, to pass the Semester Examination subject to Clause 7(iii) below. Such a candidate may be exempted from re-appearing in the papers / practicals / seminar / sessionals in which he/she may have obtained at least 50% marks.
 - iii) A candidate for the Master of Technology in Computer Science & Engineering (part-time) Degree must pass the whole course (all the six Semesters) within a period of **five years** of his /her admission to the First Semester class, failing which he/she will be deemed to be unfit for the course and shall not be allowed to appear in the same either by attending classes afresh as a regular student or as an ex-student.
8. If a candidate, after attending the course of studies in the Department, did not appear or having appeared failed in one or more courses for any semester examination, he/she can appear for such course(s) in the subsequent examination(s) without attending a fresh course of studies for that semester in the Department. Such a candidate may, in the mean time, pursue his/her studies for next semesters and appear in the examination(s) for the same along with the examination for the lower semester(s). Provided that a candidate shall complete all the requirements of the Degree in a period not exceeding **five years** for the date of his/her joining the course.

9. A candidate who passes in the semesters I, II, III, IV and V Examinations shall pursue a Dissertation work in the Semester VI under the guidance of a supervisor appointed by the Chairperson of the Department. At the time of submission of dissertation a candidate shall produce certificate from his Supervisor and the Chairperson of the Department that he/she has worked for Dissertation for at least one semester.
10. The last date of submission of Dissertation by the candidates in the Examination Branch will be June, 30th of the year concerned failing which they will have to pay a late fee of Rs. 500/- for the submission during next four months, whereafter Rs. 1000/- late fee will be charged for submission during next four months and Rs. 2000/- late fee shall be charged for submission during next four months.
11.
 - i) Practical and viva voce examination will be conducted by a team of 2 examiner (one internal and the other external). If the examiners are unable to agree and there is difference in the award, the average of the two shall be taken as final.
Marks in the practical examination shall be awarded on the basis of performance in practical examination (program editing, debugging, compilation, execution and viva- voce)
 - ii) The podium presentation of the seminar delivered by the student shall be evaluated by a panel of at least three teachers.
 - iii) The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner for the Dissertation who shall examine and classify the Dissertation etc., as under :-

- (i) GRADE- A+ (A with Distinction)
If the candidate deserves 75% or more marks.
- (ii) GRADE- A
If the candidate deserves 65% but less than 75% marks.
- (iii) GRADE- B
If the candidate deserves 55% or more but less than 65% marks.
- (iv) GRADE- C
If the candidate deserves 50% or more marks but less than 55% marks.
- (v) GRADE- D (UNSATISFACTORY)
If the candidate deserves less than 50% marks.

If the Examiner considers the Dissertation, unsatisfactory he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Dissertation etc. within the prescribed period of the course. If the Examiner recommends rejection of the Dissertation, the candidate shall submit the same on a revised topic to be approved by the Departmental Committee within the maximum duration of the course. If the Dissertation, is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also. The Viva-Voce shall be open to teachers/students in the Department concerned, but they will not be entitled to put any question.

A candidate who fails in the dissertation shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If

the candidate fails in the dissertation even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

12. Dissertation should present an orderly and critical exposition of existing knowledge of the subject and/or embody original investigation carried out by the candidate in an orderly manner. The candidate should lay down in his dissertation clearly the work done by him as an original investigation and the source from which he has obtained other information contained in his dissertation. The dissertation should demonstrate that the candidate has been trained in research work and is in a fit condition to take up fruitful research on his own.
13. The minimum passing marks in any examination shall be:
 - (i) 40% in each external exam of theory subjects
 - (ii) 40% in the aggregate of sessional marks and external examination marks for each theory subject
 - (iii) 40% in each practical examination, seminar examination.
 - (iv) 50% in the aggregate.
 - (v) Further the Dissertation must be adjudged as 'Satisfactory'.

Provided that a candidate who fails to obtain the requisite marks in aggregate of sessional and examination marks as provided in 13(ii), (iii) and (iv) he shall be required to re-appear in the examination in the concerned subject in the subsequent examination(s). Such candidates will not be required to repeat the sessional work.

14. The successful candidate shall be classified as under:-

- (i) Second Class, if a candidate obtains 50% or more marks but less than 60% marks in aggregate.
 - (ii) First Class, if a candidate obtains at least 60% of aggregate marks.
 - (iii) First Class with 'Distinction', if a candidate obtains 75% of aggregate marks in semester I, II, III, IV, V & VI examinations and further completes the full Examination in minimum duration of the course as laid down in the Ordinance. The Dissertation of the candidates must also be adjudged worthy of Distinction by the examiner.
15. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

CHAPTER-XXIV**ORDINANCE — MASTER OF PHILOSOPHY (M.PHIL.)
EXAMINATION**

1. The duration of the course(excluding Dissertation work) leading to award of Master of Philosophy Degree shall be one academic year comprising of two Semesters.

The examination for the First Semester shall ordinarily be held in the month of December and for the Second Semester in the month of May or on such dates as may be notified by the Controller of Examination.

Supplementary Examinations will be held for re-appear candidates alongwith or after the main Semester Examinations.

The dates of examination fixed under above clause shall be notified by the Controller of Examinations to all concerned.

2. The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
3. The examination for the Degree of Master of Philosophy under semester system shall be held in subject(s) as approved by the University from time to time:
4. A person who has passed the Master's Degree with at least 55% marks (50% marks for SC/ST candidates) in the relevant subject from this University or an examination recognized as equivalent thereto shall be eligible to join First Semester of this course.

The admission shall be made by the Departmental M.Phil. Committee in accordance with the criteria laid down by the Admission Committee of the University.

The Departmental M.Phil. Committee shall consist of the Chairpersons of the Department, Professor(s) in the Department and not more than three other teachers, who hold Ph.D. degree, of the Department concerned to be nominated by the Vice-Chancellor. In case three other teachers are not available in the department, the Vice-Chancellor may nominate an outside expert, not below the rank of Professor, on the M.Phil. Committee.

5. The First/Second Semester examination shall be open to a regular student who :

has passed the requisite qualifying examination as laid down in clause 4 above, if he/she is a candidate for the First Semester examination, or has passed the First Semester Examination if he/she is a candidate for the Second Semester Examination. This is, however, subject to clause 6 below;

has remained on the rolls of a Teaching Department during one semester preceding the examination; and

has his/her Examination form submitted to the Examination Branch through the Chairperson of the Department and produces the following certificates :

- i) of good character;
- ii) of having attended not less than 75% of lectures delivered for each paper (to be counted upto the last

day when the classes break up for the preparatory holidays, viz., seven working days before the commencement of the examination) and having attended and participated in at least 75% Seminars organized by the Department during the relevant Semester.

6. (a) A candidate who has failed in one or more Paper(s), or having been eligible, fails to appear in the examination, for good reasons, may be allowed, on the recommendation of the Chairperson of the Department concerned, two consecutive chances to appear/ re-appear in the Semester(s) /Paper(s) within the period of three years of his /her admission to the Course. Such a candidate shall be exempted from re-appearing in the Paper(s) in which he/she may have obtained at least 50% marks including Sessional(s).
 - (b) A candidate who does not complete the requirements for the award of Degree within a period of three years of his/her admission to the Course, shall be declared to be unfit for M.Phil. Course at this University in the subject concerned. This is, however, subject to Clause 8.1.
 - (c) A candidate who has passed the M.Phil. Examination may improve his/her marks in the next two years of passing the M.Phil. Examination by appearing in one or more Theory Papers of First and Second Semester Examinations, when held. Only one chance will be allowed for improvement in each semester to such candidates.
7. The subject of Dissertation/Project Work of a candidate shall be approved by the Departmental M.Phil. Committee. The

applications regarding the same and the synopsis thereof shall reach the Chairperson of the Department concerned by the dates to be notified by him/her for the purpose.

The Departmental M.Phil. Committee shall consider the topic/ synopsis and approve the same with such modifications as it may deem fit, in the First Semester so that the students can start work on the Dissertation. The Committee shall also appoint Supervisor(s) for the dissertation.

- 8.1 Every candidate shall be required to submit to the Controller of Examinations, not later than 31st December falling after the end of Second Semester Examination, two copies of his/her Dissertation alongwith a brief abstract of the same, giving an account of the investigation/research conducted and its main findings for the approval of the examiners. If in any particular Department all or majority of the candidates submit the Dissertation before the expiry of the last date i.e. 31st December, these will be sent for evaluation without waiting for expiry of the last date. The extension after the expiry of last date i.e 31st December shall be permissible with penalty as laid down in the **General Rules For Examinations**. Such candidates shall also pay T.A/D.A of the Examiner for conducting Viva-Voce Examination.
- 8.2 The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner for the Dissertation who shall examine and classify the Dissertation etc., as under :-
- (i) GRADE- A+ (A with Distinction)
- If the candidate deserves 75% or more marks.

(ii) GRADE- A

If the candidate deserves 65% but less than 75% marks.

(iii) GRADE- B

If the candidate deserves 55% or more but less than 65% marks.

(iv) GRADE- C

If the candidate deserves 50% or more marks but less than 55% marks.

(v) GRADE- D (UNSATISFACTORY)

If the candidate deserves less than 50% marks.

If the Examiner considers the Dissertation etc., unsatisfactory he shall point out in writing the defects and make suggestions for improvement and modification, if a revision will render it acceptable. Such a candidate shall be allowed to resubmit the Dissertation etc. within the prescribed period of the course. If the Examiner recommends rejection of the Dissertation etc., the candidate shall submit the same on a revised topic to be approved by the Departmental M.Phil. Committee within the maximum duration of the course. If the Dissertation etc., is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also. The Viva-Voce shall be open to teachers/students in the Department concerned, but they will not be entitled to put any question.

A candidate who fails in the dissertation shall be allowed to revise and resubmit it for fresh assessment not earlier than three months and not later than one year from the date of his failure. If the candidate fails in the dissertation even at the second attempt, he shall be deemed to have failed in the whole examination.

Note: The Vice-Chancellor, if he so desires, may delegate his powers under this clause to the Controller of Examinations.

9. Every candidate shall be examined according to the scheme of examination and Syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or having been eligible, fails to appear in an examination, shall, unless approved otherwise by the Academic Council, take the examination according to the syllabus prescribed by the University for regular students appearing for that examination.
10. The amount of examination fee to be paid by a candidate for each semester shall be as prescribed by the University from time to time.

A candidate who re-appears in one or more paper(s)/semester(s) for the purpose of passing/improvement shall pay fee as for the whole examination.

11. The medium of instruction shall be English.

The medium of examination shall be as under :

- (a) The question-papers shall be set in English except in the case of Physical Education, Public Administration and Education, where these shall be set in English and Hindi both.
- (b) The candidates shall write their answers in the medium as under :-

Subject

Medium

English, Mathematics, Chemistry, Physics, Commerce & Management	English
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Other subjects

English or Hindi

12. The minimum number of marks required to pass the examination in each semester shall be as under:
- (i) 45% marks in each written paper/practical;
 - (ii) 45% marks in the aggregate of internal assessment and examination marks.
 - (iii) 50% in Seminars ; and
 - (iv) 50% in the aggregate.

Further, the Dissertation Work must be adjudged as 'Satisfactory'.

The result of the candidates for the theory papers, practicals and the seminars shall be declared but the candidate will become eligible for the award of degree only after his/her dissertation etc. has been evaluated as satisfactory.

13. The result of candidates who have passed both the Semester Examinations shall be classified as under, on the basis of aggregate marks obtained in the First and Second Semester examinations taken together. The grade obtained by the candidate in the dissertation, etc. will also be stated in his/her Degree:-
- (a) Candidates who passed both the Semester examinations in the first attempt and within minimum duration of the course i.e. one year obtaining 75% or more marks of the total aggregate shall be declared to have passed in 'First Division

with Distinction'. The Project Report of the candidate must also be adjudged worthy of **Distinction** by the examiner.

- (b) Those who obtain 60% but less than 75% marks
...First Division
- (c) Those who obtain 50% but less than 60% marks
...Second Division

14. A successful candidate may, if permitted by the Vice-Chancellor on the recommendation of the Chairperson of the Department concerned, publish wholly or in part, his/her Dissertation as a paper, in Journals of repute.
15. For purposes of determining eligibility for award of University Medal, the minimum duration of the course will be one academic year extending upto 31st December.

CHAPTER- XXV

ORDINANCE—CERTIFICATE IN PHYSICAL EDUCATION (C.P.Ed.) EXAMINATION

- 1.1 The duration of the course for the Certificate in Physical Education shall be two academic year. Each year shall be divided into two semesters i.e. July to December and January to June. Each semester shall have minimum 90 teaching days. The examination for first and third semesters shall ordinarily be held in the month of December and for second and fourth semesters in the month of May or on such dates as may be notified by the Controller of Examinations.
- 1.2 The last date(s) by which the Examination forms and fees, without/with late fee must reach the Examination Branch shall be notified by the Controller of Examinations.
- 1.3 The examination for re-appear candidates will be held as under:-

Semester	When held
(a) First Semester	Alongwith the Third Semester
(b) Second Semester	Alongwith the Fourth Semester
(c) Third Semester	Alongwith or after the Fourth Semester
(d) Fourth Semester	Alongwith or after the Third Semester.

2. The last date(s) by which the Examination Forms and fee, without late fee, must reach the Controller of Examinations shall be as notified from time to time.
3. A person who possesses the following qualifications shall be eligible to join the course :

10+2 examination from the Board of School Education, Haryana or any examination recognised as equivalent thereto, obtaining atleast 45% marks in aggregate(40% in case of those who participated in National or State Level sports events and SC/ST candidates). The candidates will be allowed sports weightage as given in Appendix-I.

In addition to fulfilling the above conditions, the candidates are required to qualify the Physical Efficiency Test (PET) (Canadian Test). The guidelines for the test are given in Appendix-II.

Note : –

- i) Candidates having compartment in 10+2 examination shall not be allowed admission in any case.
 - ii) The candidates seeking admission to the C.P.Ed course will be subject to a medical examination by the University Medical Officer or the Medical Officer designated by the University for the purpose, to ensure their fitness for carrying out practical. However, on a representation of the student against the decision of the Medical Officer, the Vice-Chancellor may refer it to the Medical Board, whose decision shall be final. A student can be referred for medical check up any time during the course, if the Chairperson/Principal is of the opinion that the student has gone unfit for practical.
4. A candidate, who possesses the qualifications laid down in Clause 3 above, has been on the rolls of the Department / Recognised College for the course in Certificate in Physical Education during the semester preceding the examination and

produces the following certificates signed by the Chairperson of the Department/Principal of the College concerned, as the case may be, shall be eligible to appear in the examination :-

- (a) of good character;
 - (b) of having attended not less than 75% of the full course of lectures delivered in each paper, Practical and Tutorial separately.
5. A candidate who has completed the prescribed course but does not appear in the examination, or having appeared in the examination, has failed in one or more paper(s) may be allowed to appear in the examination as an ex-student for two consecutive chances only without attending a fresh course of instruction, on payment on each occasion of the fee as prescribed by the University from time to time. While re-appearing in the examination, the candidate shall be exempted from re-appearing in paper(s) and /or practical(s) in which he /she has obtained atleast 40% marks.

Provided that the candidate who fails to pass the C.P.Ed. examination within a period of four years of his/her admission to the course shall be deemed unfit for Certificate Course in Physical Education.

6. A candidate who has passed atleast 50% of the theory and practical papers of semester I and semester II taken together shall be provisionally eligible to be admitted to semester III of C.P.Ed course. This is, however subject to the clause 5 above.

7. In case a student is not allowed to appear in any semester examination for shortage of lectures, he/she can be allowed provisional admission to complete the shortage of lectures, subject to clause 5 above, on payment of fee prescribed by the University for the semester concerned.
8. The amount of examination fee to be paid by a candidate shall be such as prescribed by the University from time to time.
9. Every candidate shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time. A candidate who fails in an examination, or, having been eligible, fails to appear in an examination, shall be allowed two consecutive chances only to pass the examination. Such a candidate will take the examination as an ex-student, according to the Syllabus prescribed by the University for regular students, unless approved otherwise by the Academic Council, on payment of fee as prescribed by the University for the whole examination. This is however, subject to the provisions in clause 6 above.
10. Married female candidates will have to produce certificate from the Medical Officer of the University or the C.M.O at the beginning of each semester i.e in July and in January that she is not in a family way, along with an undertaking that if at later staged during the course of studies, it is found that she is in a family way, her admission shall be cancelled ipso fact, and all dues paid by her shall be forfeited by the University.

11. The medium of instruction shall be Hindi/English.

The medium of examination shall be as under :-

- (a) The question-papers shall be set both in Hindi and English.
 - (b) The candidates shall write their answers in English or Hindi or Punjabi.
12. Minimum marks required to pass the examination shall be 35% in each written paper, 40% in each Practical and 40% in the aggregate.
13. As soon as possible after the termination of the examination, the Controller of Examinations shall publish the result of the examination and issue the Detailed Marks Certificates.
14. The result of candidates who have passed the C.P.Ed. examination shall be classified into division as under, the division obtained by the candidate will be stated in his/her Certificate:-
- (a) Those who obtain 60% or more marks ...First Division.
 - (b) Those who obtain 50% or more but ...Second Division.
less than 60% marks
 - (c) All below 50% ...Third Division.
 - (d) Candidates who pass the examination in the first attempt and with minimum duration of the course after obtaining 75% or more marks in the total aggregate shall be declared to have passed with 'Distinction'.

15. A candidate may appear for improvement as an ex-student in one or more theory paper(s), once in each semester within a period of two years of his/her passing the C.P.Ed. examination.

The result of such a candidate shall be declared only if he/she improves his/her score of marks by taking into account the marks obtained by him/her in the paper(s) in which he/she re-appeared and the marks obtained by him/her earlier in the remaining paper(s). The fact that the candidate has improved shall be mentioned in the detailed marks card.

Provided that the candidate will take the examination according to the syllabus in force for the regular student for that examination, unless otherwise decided by the Academic Council and that such a candidate shall pay full examination fee as prescribed by the University.

16. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any shall apply to all students, whether old or new.

APPENDIX-I**SPORTS WEIGHTAGES**

- | | | |
|----|--|----------------|
| a) | 1 st , 2 nd , or 3 rd position at Senior/Junior World
/Asian/SAF/Common Wealth/Championship. | 25 marks |
| b) | Participation at Senior/Junior tournaments mentioned
above at (a). | 18 marks |
| c) | 1 st , 2 nd or 3 rd position at Senior/Junior Natinal
Championship/National Games/Inter varsity
tournaments/National School Games | 15/12/10 marks |
| d) | 1 st , 2 nd or 3 rd place in national (Sr./Junior) Zonal
tournaments/SGFI Zonal tournaments | 8/7/6 marks |
| e) | Participation at Sr./Junior National
tournaments/National School Games or played for
combined Universities/combined school team. | 5 marks |
| f) | 1 st , 2 nd or 3 rd position in University/State
Championship/State School games School
tournaments. | 4/3/2 marks |

- Note: (1) Highest Sports weightage- on one count will be given.
- (2) International position/participation certificate must be supported by position/participation certificate at National level.
- (3) National position/participation certificate should be supported by State position/participateion certificate.
- (4) Similarly State level certificate should be supported by District Position/participation certificates.
- (5) No weighage will be given for rural festivals/open memorial tournaments/invitation meets/women festivals etc.

The games included in list of AIU will only be considered for weightage. The certificate will only be considered if the same bears gradation from the respective State Governments in respect of the game /sports for which the candidate claims sports weightage and eligibility. In case any state does not issue gradation certificate, the candidate shall have to produce a certificate to that effect from the Director of sports of the concerned state. The District Sports Officer/Head of the Institution shall countersign these certificates. The certificates of Ch. Devi Lal University will be verified by the Secretary, Sports Council, CDLU, Sirsa, hence they do not need gradation certificate.

APPENDIX-II**CANADIAN TEST**

- a) The men candidates must clear the following test in a sequence from the starting line within 32 seconds and the total distance would be 75 meter.
- i) 10 feet long jump.
 - ii) Seven times crossing over the width of 5 feet river/pit
 - iii) Vaulting Horse of 4 feet 8 inch height.
 - iv) Forward roll on mat
 - v) Crossing over the hurdle of 3 feet height
 - vi) Carrying two buckets of sand upto the finishing line 25 m away.
- b) The women candidates must clear the following tests in a sequence from the starting line within 35 seconds and the total distance would be 70 meter.
- i) 8 feet long jump
 - ii) Five times crossing over the width of 4 feet river/pit
 - iii) Vaulting Horse of 3 feet 2 inch height.
 - iv) Forward roll on mat
 - v) Crossing over the hurdle of 2 feet height.
 - vi) Carrying two buckets of sand (2/3 fill-up) upto the finishing line 20 meter away.
 - vii) If a candidate commites two faults, he/she will not be allowed for re-test whereas, if only one fault is committed by the candidate the test within the prescribed time. Third chance will not be given any circumstances.
 - viii) Hurdle should be crossed without being knocked down. If a candidate leaves the test incomplete, he/she will be disqualified and will not be given any chance (if any

candidate falls down or slips while performing the test, he/she must complete the test and should not drop out in between and no extra chance would be given in such cases).

- ix) Candidates not completing the test within prescribed time will not be called for counseling.