

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

## ORDINANCE NO. 6

### EXAMINATIONS (GENERAL)

(Refer Clause (iii) of Section 37)

#### PART – I – DEFINIATIONS

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

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

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

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

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

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

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

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

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

(v) **“Correspondence Course”** means

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

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

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

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

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

(vi) **“Forwarding Officer” means:-**

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

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

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

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

## **PART – II**

Admission of regular candidate to an examination of the University

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

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

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

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

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

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

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

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

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

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

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

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

#### **LIST – A**

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

#### **LIST – B**

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

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

### LIST – C

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

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

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

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

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

### **PART - III**

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

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

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

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

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

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

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

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

#### **PART IV**

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

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

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

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

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

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

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

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

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



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

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

**EXPLANATION:**

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

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

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

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

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

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

- i. Registration fee
- ii. Permission fee

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

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

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

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

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

**NOTE:**

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

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

**PART-V**

General conditions applicable to all candidates;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(ii) fee for statement of marks.

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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