

**RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH**

No. ADM-38/ORD/10

Dated, the 2<sup>nd</sup> June, 2014**NOTIFICATION**

In pursuant to the resolution of the Executive Council meeting vide Item No. EC:13:13 held on 19<sup>th</sup> March, 2014, it is hereby notified that the Examination Ordinance of this University has been approved subject to ratification of next Executive Council meeting. The Ordinance shall come in to force from new Academic Session 2014-15 (7<sup>th</sup> July, 2014).

This issues with the approval of Vice-Chancellor.

Sd/- Registrar

Memo No. ADM-38/ORD/10

Dated, the 6<sup>th</sup> June, 2014*Copy to :*

1. PS to Vice Chancellor for information, please.
2. PA to Registrar for information.
3. PA to Finance Officer for information.
4. PA to Controller of Examination for information with a request to submit/return the Old Ordinance for record in Archival Section of the Central Library, RGU.
5. All Deans/Directors/Heads of the Departments for information with a request to submit/return the Old Ordinance for record in Archival Section of the Central Library, RGU.
6. Dy. Registrars/Dy. Librarian for information with a request to submit/return the Old Ordinance for record in Archival Section of the Central Library, RGU.
7. Asst. Registrars/Sr. Security Officer/Asst. Librarian/Asst. Director (PE)/Asst. Engineer(C)/Hindi Officer for information with a request to submit/return the Old Ordinance for record in Archival Section of the Central Library, RGU.
8. All Branch Officers for information.
9. All Notice Board.
10. Office copy.

*Dy. Reg. Examm.**ND 6/6/14*

Registrar

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52  
(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

# RAJIV GANDHI UNIVERSITY



# EXAMINATION ORDINANCE

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52  
(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
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**OE 01. CONDUCT OF EXAMINATIONS**

*(Under Section 31 (1) (g) of Rajiv Gandhi University Act, 2006)*

1. All examinations of the University shall be conducted in accordance with the ordinances/regulations framed for the purpose.
2. Subject to the Regulations and Rules 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.
3. Every candidate desirous to appear at an examination shall be required to apply to the University within the prescribed date in the prescribed application form through the Principal of the college/Head of the Department concerned. The Principal/Head of the Department shall certify in each case that the candidate has attended the required number of lectures, tutorials, seminars, practical courses, etc. and shall recommend his admission to the examination applied for.
4. Private candidates(if any), where eligible and permitted, shall apply to appear at an examination in the prescribed application form in accordance with regulations laid down for the same from time to time.
5. The Controller of Examinations shall arrange to scrutinise the applications received from the candidates, and after satisfying that the applications are in order in all respects, shall issue Admit Cards through the Principal/Head of the Department in case of regular candidates and direct to the private candidates, if any, the Admit Card permitting the candidate to appear at the examination under a certain **roll number** and also mentioning the **centre allotted** to him/her.

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6. The different examinations of the University shall be held at Centres notified for the purpose. Each examination centre shall have an Officer-in-charge (Superintendent) who shall exercise overall control of the examination at that Centre and shall conduct the examination strictly in accordance with the guidelines provided by the University in this regard. The Officer-in-charge shall be assisted by assistants and invigilators in the conduct of the examination.
7. The Officer-in-charge of an examination centre shall have disciplinary control over the candidates appearing in the examination from the centre. He shall have the power to expel or refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of the Invigilator(s). **Any such action taken shall be immediately reported to the Controller of Examinations.** The Controller of Examinations shall report about all such cases to the University Discipline Committee in due course and the recommendations of the Committee forwarded to the Vice Chancellor for further action.
8. The courses of study to be covered under the different examinations shall be as prescribed by the Boards of Studies (BUGS + BPGS) and approved by the appropriate academic bodies of the University.
9. The affiliated institutions shall apply to the Registrar in the prescribed application form for opening an examination center in the institution. The application should be forwarded through local authority in case of private/non-government Institution. The university shall constitute a committee with the approval of the Vice Chancellor to inspect the institution on the feasibility study.
10. The University shall have its own Examination Centre(s) at suitable place(s). Every affiliated institution/University Teaching

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Department shall provide at least one teacher for supervision of the University examinations for every 30 candidates appearing in such examinations from the institution concerned.

11. The Vice-Chancellor may order re-examination at one or more centres if he is convinced that the first examination was not held in a fair manner.
12. The Controller of Examinations as approved by the Vice-Chancellor shall appoint the Superintendent and the Deputy Superintendent of each centre. The Heads of the Institution/Department shall be the Coordinator of each examination Centre and he shall be responsible for overall discipline and smooth conduct of examinations in the Centre.
13. The Controller of Examinations shall have authority to appoint other staff required at each centre to conduct the examinations.
14.
  - (i) A candidate whose paper/script is lost after having been received by the Superintendent of the examination, 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 the other subject(s) of that examination.
  - (ii) If there is a dispute as to whether a candidate's paper was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor shall be final.
15. If a candidate falls ill or is suffering from a contagious disease, special arrangement may be made by the Coordinator of the Centre at the request of the candidate subject to the production of evidence to the University authority/Coordinator in support

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of such illness, duly certified by the Head of a recognized Hospital.

Provided that for such special arrangement the candidate shall pay an additional fee per paper fixed by the university from time to time.

16. **Special arrangement for Amanuensis (writer of answer)**

1. A candidate may be allowed help of an amanuensis (writer) if he/she is:

- (i) Blinded by an accident before the examination
- (ii) Permanently disabled from writing with his own hands
- (iii) Temporarily disabled from writing, on account of fracture of the right or left arm, forearm or dislocation of a shoulder, below or wrist etc.

The candidate shall produce a certificate from a professor (specialist) of medical College and where there is no medical college, from the Chief Medical Officer of the District concerned to the effect that the candidate is unable to write his answer book because of the temporary disablement.

2. The Controller of Examination shall arrange for an amanuensis and inform the Superintendent of the centre concerned.

3. The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs, but he must not have secured more than 50 percent marks in the last house examination.

The requirements of having obtained not more than 50 per cent marks in the last house examination may be relaxed if the qualification of the writer is more than one grade lower than that of examinee.

4. The Superintendent shall arrange for a suitable room for the disabled candidate and appoint an Assistant Superintendent for him/her out of the list supplied by the office. The Assistant Superintendent should be daily changed.
5. The candidate other than a blind shall pay in advance the amount of fee/cost as would be fixed by the University/College authority viz.:

- (i) The amount per session for writer in respect of all examination.

- (ii) The amount per session for Assistant Supdt.

6. A disabled candidate for whom an amanuensis has been engaged may be given half an hour extra time and the answer script be collected after the Superintendent and the Asstt. Superintendent have collected the scripts from other candidates and arranged them.

The claim of the writer and the Asstt. Supdt. will be included in the bill of Supervisory staff by the Superintendent.

17. The terminal practical examination shall be jointly conducted by an external and two internal examiners. If the external examiner is not available, a committee of three internal examiners shall conduct the practical examination(s).
18. The Coordinator, the Superintendent, Deputy Superintendent, Invigilator and other assistants shall be paid honorarium as decided by the University from time to time.
19. The dissertation evaluation and viva-voce examination for dissertation/field report/practicum in subjects where applicable shall be conducted as per provisions of the University.

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20. No student shall be permitted to pursue two courses (Undergraduate/Post-graduate/M. Phil/Ph. D.) simultaneously in one academic year in Rajiv Gandhi University or any other University. In case it is found that there is suppression of information, one of the degrees will be cancelled and he/she shall be disqualified for two years for appearing examination, etc.

### Registration

21. The registration of the students to University for both Undergraduate and Post graduate/M.Phil/Ph.d courses shall have to be **completed within 45 days** from the last date of admission in the Colleges/University.

(a) The Principals of the affiliated colleges/Head/Director, Departments of University are authorized to admit students in different courses provisionally as per admission rules and eligibility. After admission, the Principals/Head/Director should verify all supporting documents in original, authenticate and forward the eligible name of students in different courses in prescribed forms for Registration along with required fees and attested photocopies of supporting documents such as:

- (i) Class X Pass certificate
- (ii) Class XII (10+2) stage pass certificate and marks sheet
- (iii) Migration certificate (**in original**) from last attended institute etc. where applicable (if 10+2/B.A., B.Sc, B.Com, M.A, M.Sc, M.Com, M. Tech. M.Phil and other equivalent examination is passed from other state/university).

For those candidates passed out from outside state who are unable to submit migration certificate before due date may submit an undertaking letter within prescribed

time limit along with a copy of application form applied for Migration certificate submitted to last institute from where candidates passed out. They shall be provisionally registered. But failing to submit the original migration certificate, the result of Final Year (Annual)/Sixth Semester (UG)/Fourth Semester (PG) (course completion) examination shall be withheld **upto 45 days** from the date of declaration of result. Thereafter, the result shall stand cancelled.

**Except for Migration certificate, no original documents shall be sent to university/registration office for Registration.**

## **22. Renewal of Registration**

If a candidate fails to complete his/her course within three years/six semester duration OR joins a course after a gap of three years from his/her last examination appeared from this university shall have to renew the registration on payment of fee equivalent to the half of the actual registration fee in force at time of renewal.

A certificate/diploma course of up to one year duration along with degree/PG courses may be undertaken with due prior permission from the College/University authority

**23. Notwithstanding anything, contrary to the provisions contained in this ordinance, the Vice-Chancellor shall have the power to take such steps and order actions, as he may consider necessary in order to ensure fair and smooth conduct of the university examinations.**

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**OE 02. APPOINTMENT OF EXAMINERS**

*(Under Section 31(1) (g), Statute 12(2) (xiv) of the RGU Act, 2006)*

**1. FOR UNIVERSITY CONTINUOUS AND END SEMESTER EXAMINATIONS**

The University continuous and end semester examinations shall be conducted by the faculty members concerned who will also decide the format of the examination after consulting and approval of the head of the Department/Dean of Faculty concerned.

**2. FOR AWARD OF M. Phil and Ph. D DEGREE**

Examiners for M. Phil and Ph.D shall be appointed by the Vice-chancellor from amongst a panel of names recommended by the Faculty Board.

**OE.03 PAPER SETTING, EXAMINER, MODERATION, CENTRAL EVALUATION AND PUBLICATION OF EXAMINATION RESULT**

*(Under Section of 31 (1) (g) of Rajiv Gandhi University Act, 2006)*

1. The paper setters, moderators, examiners and head examiners (if any), shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor from a panel of names recommended by the Boards of Studies (BUGS & BPGS)/M.Phil. Committee and approved by the appropriate academic bodies of the University. The panel shall be valid for three years.
2. The Controller of Examinations shall process lists of paper-setters and examiners prepared by the concerned Board of Study and with the approval of the Vice-Chancellor; he shall correspond with paper-setters and examiners.
3. The Vice-Chancellor shall appoint a Board consisting not less than **three members** for moderation of the question papers.
4. The paper-setters, moderators, examiners and head examiners shall ordinarily be included in the panel of names on the basis of the following criteria:

<b>Examination</b>	<b>Paper setters</b>	<b>Head Examiners</b>	<b>Evaluators</b>
i) BA/B.Sc./B.C om (Pass)	College teachers with a minimum of 10 years experience and for University teachers with at least 5 years teaching experience	University teachers with 10 years or College teachers with 15 years experience	University teachers or College teachers with 3 years teaching experience

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ii) BA/B.Sc./B.Com (Hons/Major)	University Professors /Associate Professor/ Sl. Gr. Asst Prof./Sr. Asstt. Prof. or Asstt Prof. from College/ Teachers' Training Institutes with at least 10 years teaching experience	University Professor /Associate Professor	University teachers or College teachers with 3 years experience
iii) B.Ed./LLB	-do-	-do-	University teachers or College teachers with 5 years experience
iv) MA/ M.Sc/ M.Com/ M.Ed/M.Tech/MBA/LLM	University Professors /Associate Professor/ S.G. Asstt Professor/Sr. Asstt Professor from this and other universities	University Professor	University teachers with 3 years experience
v) M.Phil.	Professor/Associate Professor	-do-	University teachers having M.Phil/ Ph.d with 5 years teaching experience

5. Ordinarily the paper setter shall act as an examiner. In case an examiner other than the paper setter is appointed the qualification criteria shall be the same as for a paper setter.
6. In case of a new course or introduction of the semester system/new pattern of question paper, the concerned department shall forward a model question paper for each

course/paper to the Controller of Examinations to be sent to the paper setter.

7. **Moderation of question papers:**

There shall be a Question Paper Moderation Board (QMB) for moderating the question papers which shall consist of :

(a) **For PG, M.Phil. and B. Ed.**

- (1) Head of the concerned Department \*:Chairman
- (2) Two Professors in the concerned subject\*:Members

(At least **two** members must constitute the QMB)

\* In case the Professor is not available, the Associate Prof./Senior Asstt. Prof. may be appointed.

(b) **For Under-graduate level (both Pass and Hons/Major)**

- (1) Head of the concerned Department of the University - Chairman
- (2) One Professor/Associate Professor/Senior Assistant Professor in the concerned subject - Member
- (3) One Head of the Department of the concerned subject of the college/his/her nominee - Member

(At least two members must constitute the QMB)

(c) **Functioning of the Moderation Board :**

- (i) The Board shall ensure that the question paper has been set strictly in accordance with the syllabus and instructions given by the University covering broad areas adequately.

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- (ii) To delete question(s) set from outside syllabus, and to make necessary substitution, if required.
  - (iii) To remove ambiguity in the language of question, if any.
  - (iv) Moderate all questions giving ample opportunity to candidates with average and exceptional capabilities.
  - (v) Ensure proper distribution of marks to each question or part/parts thereof, time prescribed for the paper and to correct errors, if any, in this regard.
  - (vi) Bring to the notice of the Controller of Examinations lapses or omission on the part of Paper-Setter, if any.
8. The marks obtained by candidates in the different examinations shall be tabulated by tabulators appointed for the purpose. The Result Moderation Board (RBM) of the University constituted by the Vice-Chancellor from time to time for the purpose shall deliberate on the tabulated marks and decide on the results.

9. **Result Moderation Board (RMB)**

There shall be a result Moderation Board to moderate the results of the terminal/End semester examinations of the University.

Moderation Board shall minutely examine the result, award grace mark (if any) as per the provisions of the ordinance as mentioned in the Clause 19(a) and (b) and approve for declaration. It shall consist of the following members:

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**(a) For PG, M.Phil. and B.Ed.**

(1) Dean of the concerned faculty (2) Head of the concerned Department and (3) Controller of Examinations.

**(b) For Under-graduate level:**

(1) Controller of Examinations (2) Two Professors (3) Two Associate Prof. and (4) One Principal of an affiliated college. Members mentioned at (2) to (4) are to be invited by the Controller of Examinations.

**Publication of Result**

10. (i) For calculating pass marks fixed by the Regulations/Ordinance for each examination, if a fraction is half or more, it shall be rounded off to the next higher figure; but if it is less than the one-half, it shall be ignored.
11. (a) For publishing the result, a statement of percentages of passes in the whole examination and in each subject for the current and the three preceding years, shall be submitted to the Vice-Chancellor.
- (b) The Vice-Chancellor may order publication of the results only on careful scrutiny of the figures submitted to him and if he considers that there has been a distinct change of standard in the examination as a whole or in a particular subject, in that case he may examine/see the report of the Examiners or may take such action, as he may consider necessary for improvement of the result.

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12. (i) In case of undergraduate under Annual system (Pass & Hons/Major) result for regular candidates, house test marks received out of 10 marks for each theory paper from the college shall be included in the annual examination.
- (ii) The house test mark of the late college students **will be** carried forward and they are to appear for full theory marks (in case of practical oriented subject only in theory portion) in annual examination.
13. The Controller of Examinations shall publish the results of the various examinations in such manner as may be directed by the Vice-Chancellor/Academic Council.
14. Simultaneously with the publication, the result of the regular students shall be communicated to the Heads of the Institutions concerned. The result of the private candidates shall be communicated directly to him/her by the Examination Branch.
15. Results of students who have not registered/ temporarily registered themselves in University shall be kept withheld.
16. No withheld result shall be declared after completion of 45 days from the date of the declaration of final examination result. The undeclared result shall stand as cancelled.

### **Rectification of Results**

17. The Vice Chancellor/Academic Council may quash the result of a candidate if
- (i) he/she is disqualified for using unfair means in the examination.

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- (ii) an error is detected in his/her result.
- (iii) he/she is a person against whom action under Clause 2(i) of Ordinance OE-8 would have been taken, had the facts come to the notice of the University earlier.

(a) **Rechecking of papers shall follow the under mentioned rules:**

- (i) Application for rechecking shall be submitted to University within 15 days of the date on which the result is declared by the University.
- (ii) Rechecking shall be done only to see if the marks awarded to various answers have been correctly recalculated, added and whether the Examiner has assessed all the answers.
- (iii) If any error is discovered as a result of rechecking of answer-books, the Vice-Chancellor shall have power to rectify the result after re-examining the paper.
- (iv) Re-checking shall be done in case of both semester and annual system wherever needed.

(b) **Re-evaluation of the papers shall be as per the following guidelines:**

- (i) The Re-evaluation shall be applicable to ONLY in annual system of examinations at UG level for failed candidate in failed papers.
- (ii) A candidate shall be entitled to have his answer-books re-evaluated on payment of a **prescribed fee** per answer-book as fixed by the university from time to time.

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- (iii) To be eligible for re-evaluation a candidate has to secure a minimum of **18% of the total theory paper exclusive of House Test and practical mark** (*By this if the student improves by largest single digit mark i.e. 9 (16+9=25)/(10+9=19) he/she shall at least be eligible for compartmental/back paper*).
- (iv) The students shall apply for re-evaluation through the Principal along with the photocopy of the mark-sheet within 15 days from the date of declaration of results in the prescribed application form as prepared by the University.
- (v) The Principal shall send all the forms to the Controller of Examinations accordingly before the expiry of last date. No individual application shall be entertained.
- (vi) To re-examine the scripts, it is to be re-evaluated by the external examiner only. The earlier examiner should not be engaged for this purpose. .
- (vii) The score given by the first examiner will be treated cancelled in case of the re-evaluation of the answer-scripts if improved. The candidate shall have to submit original mark sheet of the first score and will get the final score as given by the re-evaluator/re-examiner.
- (viii) The university should declare re-evaluation results within one month from the last date of receipt application for re-evaluation.
- (ix) The rate for re-evaluation/rechecking per paper shall be fixed by the university from time to time.

18. Notwithstanding any other Regulations the Academic Council shall have power in case of all examinations held by this University to hold an additional examination in the same year

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for special reasons to be recorded or take such steps to improve the standard of examinations of the University.

19. **Grace Marks**

There shall be two types of grace marking system. Normal grace mark to individual candidate and overall special grace mark to all

**(a) Normal Grace Mark**

- Normal grace marks may be added to failed paper (s) in order to enable a candidate to clear the course or to reduce the number of backlogs provided the student has required total average marks.
- The grace mark shall be deducted from pass papers (highest mark secured) one less than the numbers of papers but shall not exceed **5 marks** irrespective of the number of papers in all courses both UG and PG (Semester and Annual) and added/distributed to failed paper(s)
- Normal grace mark shall ONLY be given to student **who has secured required aggregate mark** (in all papers in case of annual system and qualifying papers (50 % of total papers) under semester system of examination) by the Controller of Examinations with the approval of the Moderation Board.
- Grace Mark of **3 in aggregate** shall be awarded to a candidate who has passed in all papers but has deficit of 3 marks in aggregate.
- In Undergraduate **Honours courses** (both annual and semester) marks **shall not be deducted** from honours course papers and added to pass course papers and vice-

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versa (if any in semester). In **Pass course**, except in First Year (Annual)/First and Second Semester (Semester), marks shall not be deducted from different subject/course in Second and Third Year (Annual) and Third to Sixth semester (Semester). Adjustment of marks shall be made in the **same subjects/course** (e.g. *History paper-I to paper –II and NOT to Political Science papers*).

**(b) Overall Special Grace Mark**

In special case, when the over all result is below the average, the Vice-Chancellor with the suggestion of moderation board may give general special grace mark of maximum **5 marks** to all the candidates to increase the aggregate of total marks. In this case mark (s) shall be **added to paper with lowest mark**.

With the approval of Vice-Chancellor a special grace mark of **1(one)** may be awarded to a candidate who fall one less for securing **First Class**.

**18. Central Evaluation**

The central evaluation for B.A./B.Sc/B.Com (Pass & Hons/Major) and all PG courses papers shall be done in the University and other approved central evaluation centres/zones as approved by the University authority. The Controller of Examinations shall appoint the University teachers and the College teachers in the relevant subjects who have at least 3 years teaching experience as examiners for central evaluation.

- (a) The appointment of examiners on the basis of experience and competence and laid in Clause 4 of OE-2 shall be done by the Controller of Examinations with intimation to HoD/Principal concerned.

- (b) The Controller of Examinations shall appoint Coordinator/Deputy Coordinator for central evaluation in university and sub-central evaluation centre/zones to look after the entire work of central evaluation. The Coordinator and Deputy Coordinator shall be entitled for remuneration for the entire period as fixed by the University authority from time to time.
- (c) An auxiliary staff shall assist the Coordinators for smooth functioning of the evaluation process. They shall be recommended by the Coordinator and paid honorarium as per University rule.
- (d) The central evaluation will be held from 8.00 a.m. to 6.00 p.m. The attendance register of the evaluation records shall be maintained.
- (e) Minimum number of answer scripts to be examined by an examiner is **eight to ten scripts per hour** and to a maximum of **80 (eighty) per day**.
- (f) The remuneration for evaluation shall be paid as per the approved rates.
- (g) The outstation examiners shall be provided in addition to the usual remuneration with:
  - 1. TA/DA as per University rule.
  - 2. Free accommodation.
  - 3. For outside centre/zone for evaluation, University shall send and retrieve the answer scripts.
- (h) The Coordinator shall provide the necessary facilities and support including refreshment to the examiners in the central evaluation hall.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

- (j) The Coordinator as well as Examiners shall ensure the secrecy and safety of the confidential works and documents and hand over the materials to Deputy Registrar/ Assistant Registrar (Exam.)/Superintendent (Exam.) or any other person assigned for this purpose by Controller of Examinations.
- (j) If any problem arises during central evaluation the Controller of Examinations/ Deputy Registrar/Assistant Registrar (Exam.) may be informed immediately.
- (k) The **Head examiner** shall be appointed by the Controller of Examinations with the approval of the Vice-Chancellor in all the subjects. The Head examiner should be appointed from among the Professors/Sr. Associate Profs./HoD of the University/College only. In the absence of Professor in the University, senior Associate Prof. can be appointed as Head examiner from the neighbouring institutes as a special case with the approval of the Vice-Chancellor.
- (l) The Head examiner shall re-check the answer-scripts by taking randomly at least **5%** of the total examined/evaluated answer-scripts to a maximum of five answer-scripts from a packet in a separate confidential room. The remuneration of Head examiner be paid on the basis of numbers of script examined only and rate shall be fixed as per University rule.
- (m) Examiners from Capital Complex shall also be entitled for fixed DA and TA on approved rates of the university.

19. **Any difficulty arising out of these provisions may be redressed by the Vice-Chancellor.**

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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**OE.04 MEDIUM OF INSTRUCTION AND CONDUCT OF EXAMINATIONS**

*(Under Section 31(1) (c) (g) of the University Act 2006)*

1. The medium of instruction in respect of all courses conducted in the Faculties, Centres and Departments admitted to the privileges of the University shall be English, except in cases of studies/research in Languages.
2. Examinations of the University, other than the doctorate examinations shall be opened to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
3. All examinations of the University (except entrance examinations) shall be conducted at headquarters i.e. at the place of University through internal assessment by the faculty members concerned. All examinations of affiliated undergraduate colleges including technical and integrated courses shall be conducted in the respective institutions with prior approval from the University. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the end-semester examinations shall be decided by the Faculty Board. Provided however that all end-semester examinations for different Departments/Centres in a Faculty shall normally be conducted in a commonly agreed time frame within the semester.

*(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52*

*(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13*

*(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.*



- i. The format of the entrance examination shall be decided by the Faculty concerned and same approved at the Faculty Board. The Entrance Examinations shall be held at headquarters and other such places as specified and approved by the University from time to time.
  - ii. Provided further that the Heads of Departments concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Examinations through the Dean of the School concerned. The Controller of Examinations shall set the question paper from the question banks received in confidential manner and conduct the entrance examination.
4. Question papers of all examinations shall be set and answered in English language subject to the following conditions:
  - i. Question papers of all examinations in languages shall be set and answered in the respective languages.
  - ii. Provided that candidates appearing at an examination in languages other than English may be permitted to answer a part of the question paper in English and the rest in the language concerned.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

**DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS****I. UNIVERSITY END-SEMESTER EXAMINATIONS**

1. The end-semester examinations shall be held under the general supervision of the Controller of Examinations/Head of Department/institute by the faculty member concerned. He/she shall be responsible for the fair and orderly conduct of the examination.
2. In case of detection of unfair means (as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Head of Department concerned who shall submit a full report of the same to the Dean concerned for further action specified under clause 5 of the General Guidelines below.

**II. ENTRANCE EXAMINATIONS**

1. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent of the Centre who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination for that session.
2. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee in terms of clause 4 of General Guidelines below. The Committee will make

recommendations for disciplinary action as it may deem fit to the Vice-Chancellor as provided under clause 7.

3. Everybody, before an examination begins, the invigilators shall call upon all the candidates to search their persons, tables, desks, etc. and ask them to handover all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a late-comer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his/her identification card and hall ticket with him/her.

### III GENERAL GUIDELINES

1. Use of Unfair means:  
A candidate shall not use unfair means in connection with any examination. The following shall be deemed to unfair means:
  - a. Found in possession of incriminating material related/unrelated to the subject of the examination concerned.
  - b. Found copying either from the possessed material or from a neighbour
  - c. Inter-changing of answer scripts
  - d. Change of seat for copying
  - e. Trying to help other candidates
  - f. Found consulting neighbours
  - g. Exchange of answer sheets or relevant materials

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- h. Writing some other candidate's register number in the main answer paper
- i. Insertion of pre-written answer sheets (main sheets or additional sheets)
- j. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and / or Hall Superintendent
- k. Consulting the invigilator for answering the questions in the examination
- l. Cases of impersonation
- m. Mass copying
- n. Using electronic devices for the purpose of malpractice.

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

- 2. If the Vice-Chancellor is satisfied that there has been mass-scale copying or use of unfair means on a mass-scale at particular centre(s), he/she may cancel the examination of all the candidates concerned and order re-examination.
- 3. Where the invigilator in-charge is satisfied that one third ( $\frac{1}{3}$ ) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.
  - a. The Chief Superintendent of the Examination Centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each case where use of

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unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

- b. A candidate shall not be forced to give a statement but the fact of his/her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- c. A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer-book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- d. All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent, Examiner, Paper-setter, Evaluator, Moderator, Tabulator or the person connected with the University Examinations as the case may be, with all the relevant material.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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**4. Examination Discipline Committee**

- a. All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- b. The Committee shall consist of five members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice-Chancellor.
- c. A member shall be appointed for a term of two years, and shall be eligible for re-appointment.
- d. Three members present shall constitute the quorum.
- e. Ordinarily, all decisions shall be taken by the Committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Vice-Chancellor, whose decision shall be final.
- f. All decisions taken by the Examination Discipline Committee will be placed before the Vice-Chancellor for approval.
- g. A candidate, within one month of the receipt of the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. If the Vice-Chancellor is satisfied that the representation merits consideration, he/she may refer the case back to the Examination Discipline Committee for reconsideration.

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5. The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means.

<b>Nature of unfair means</b>	<b>Scale of punishment</b>
If the candidate has used unfair means specified in sub-clause (a) to (g) of clause 3.	Cancel all the University Examinations registered by the candidate in that session/semester.
If the candidate has repeated the unfair means shown at 3(a) to (g) a second time.	Cancel the University Examinations of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session).
If the candidate has repeated the unfair means shown at 3(a) to (g) third time.	Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidate used unfair means in sub-clause (i) of clause 3.	Cancel the University Examinations of all subjects registered by the candidate for that session
If the candidate used unfair means in sub-clause (j) of clause 3.	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering including the session appeared

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	and appearing for the University Examinations.
If the candidate used unfair means in sub-clause (k) of clause 3.	Cancel the examination of all subjects registered by the candidate for that session.
If the candidate used unfair means in sub-clause (l) of clause 3.	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outsider is involved.
If the candidate used unfair means in sub-clause (m) of clause 3.	<p>a)</p> <p>In the Single Hall: Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions.</p> <p>b) In a Centre: Cancel the relevant examination taken by the students of the Centre. Debar the Hall Superintendent and the</p>

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	Chief Superintendent and other involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions and cancel the examination centre for two years.
If the candidate used unfair means in sub-clause (n) of clause 3.	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions including the session appeared.

#### IV. AWARD OF GRADES

The total performance within a semester and the continuous performance from the second semester onwards will be indicated by a Grade Point Average (GPA), Weighted Average Marks (WAM), Cumulative Grade Point Average (CGPA) and Overall Weighted Percentage Marks (OWPM), respectively. Hence, CGPA and OWPM are the real indicators of a student's performance. They are calculated by the formulations given below:

$$\text{WAM} = (\sum C_i) / (\sum C_i), \text{ GPA} = (\sum C_i G_i) / (\sum C_i)$$

$$\text{OWPM} = (\sum \sum C_{ni} M_{ni}) / (\sum \sum C_{ni})$$

$$\text{CGPA} = (\sum \sum C_{ni} G_{ni}) / (\sum \sum C_{ni}) \text{ where}$$

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- $C_i$  - number of credits for the  $i^{\text{th}}$  course,  
 $M_i$  - marks obtained in the  $i^{\text{th}}$  course,  
 $G_i$  - grade point obtained in the  $i^{\text{th}}$  course,  
 $C_{ni}$  - number of credits of the  $i^{\text{th}}$  course of the  $n^{\text{th}}$  semester,  
 $M_{ni}$  - marks of the  $i^{\text{th}}$  course of the  $n^{\text{th}}$  course,  
 $G_{ni}$  - grade points of the  $i^{\text{th}}$  course of the  $n^{\text{th}}$  semester

A candidate has to secure a minimum of 45 per cent of marks (two Sessional Tests marks plus End –semester examination mark) in the course taken, to pass in that course. A candidate who has not secured a minimum of 45 per cent of marks in a course shall be deemed to have failed in that course. A student cannot repeat the End semester examination in a course in which he/she has passed to improve the score.

A student with arrears can repeat End semester examinations for a maximum of two (Two) times (excluding the first appearance), along with the subsequent End semester examinations. The Sessional Marks obtained by the student will be carried over for declaring the result.

**OE 05. ADMISSION TO EXAMINATIONS OF UNDERGRADUATES IN ARTS, SCIENCE AND COMMERCE (PASS COURSES) UNDER ANNUAL SYSTEM**

*(Under Statute 31 (1)(e) of Rajiv Gandhi University Act, 2006)*

**A. Eligibility for admission to courses of study**

1. The degree programme leading to pass course programmes shall be of three years duration.
2. The course of study in 1<sup>st</sup> year shall include in addition to elective subjects such other compulsory subjects viz., English and Environmental science.
3. Further, students intending to join Science course in the subjects in Degree programme must pass corresponding subjects in the 10+2 stage examination.
4. Provided further that for admission to Science course the students must pass the 10+2 stage examination in Science stream (English Medium). However, science students of 10+2 shall be allowed to join arts and commerce degree programmes. For joining Commerce stream, students having commerce or Mathematics/Economics as one of the subjects at 10+2 stage shall be preferred.
5. A student joining 1<sup>st</sup> year course, shall select subjects as per provisions laid down in the ordinance and may be allowed to change subject(s) **within 15 days of joining the course** i.e from Date of admission.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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**B. Requirements for Admission to Examinations**

6. The University/College shall follow the rules and regulations for admission to Annual/Semester University Examination, which are mentioned subsequently.
7. (a) (i) A candidate seeking admission to an examination of the University shall be required to pay the fees as prescribed from time to time.  
(ii) The last date for receipt of admission forms with and without late fee shall be notified by the Principal of the respective colleges well in advance (at least 45 days) as per decision of the Academic Council of the University.  
(iii) The examination shall be held according to the syllabus prescribed by the University.
- (b) (i) There shall be one house test for Under-graduate courses(Annual) and Three Internal Assessment Test (Semester). The house test shall have 100 marks in each subject or as fixed in the curriculum. Internal Assessment Test shall be conducted out of 20 marks. Best of two shall be averaged and sent to the office of Controller of Examination.  
(ii) In a paper of 100 marks, 10 marks in each theory paper are assigned for house test conducted by the college. In case of practical oriented subject the house test for 10 marks is conducted in theory portion only. House test on Part A & B shall be separately conducted in Geography and other Practical subjects where applicable.  
(iii) The maximum marks for theory paper in annual examination shall be ninety (90) marks and 80 (eighty) marks for semester system. For practical oriented subjects the same shall be as prescribed in the syllabus.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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8. The Principals of the affiliated colleges are authorized to admit students in different courses provisionally as per admission rule and eligibility. After admission, the Principals should verify, authenticate and forward the name of eligible students in different courses in prescribed forms for Registration within 45 days from the last date of admission along with required fees and attested photocopy documents **as mentioned in Clause-21 of OE 1.**
9. The **Admission to the examination** in 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> years shall be open to a student who:
- (i) Remained on the rolls of an affiliated college/University for the academic year preceding the examination.
  - (ii) A student shall attend **75%** of lecturers (theory and practical separately) delivered in the class during the Academic year in each subject. The Principal of the College shall have the authority to condone shortage of the attendance to the extent of **10%** lectures/practical in each subject.
  - (iii) The appearance of **House Test** is compulsory to be eligible for appearing University Examination. In semester system of examination a student has to compulsorily appear and pass Internal Assessment Test in all papers failing which he/she shall be debarred from appearing end-semester examination. However, there shall not be any minimum qualifying marks in House Test for filling up the examination form.
  - (iv) The **answer-scripts of the House Test** and compulsory **Environmental Studies** along with original attendance sheet and award list must be submitted to the Examination Branch of the University.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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**Late collegian**

- (v) Students who have completed the prescribed course of instruction in an affiliated college but do not appear in the Examination or having appeared and failed may be allowed to appear in the same institution on recommendation of the Principal of the College in the next two consecutive examinations as late college without attending fresh course of instruction. But in any case, the degree should be completed in **six** years. **No such candidates/students shall be allowed to take fresh admission in any institution affiliated to Rajiv Gandhi University.**
10. The candidate shall submit his/her application for admission to examination on prescribed form with required documents duly countersigned by -
- (i) The Principal of the College in case of a regular and late collegian student.
11. (i) Application for admission to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the University by the date fixed by the Academic Council/COE.
- (ii) A student pursuing the regular course of study shall attend the minimum lectures and complete practical and other works as laid down in the relevant ordinances.
12. (i) Applications for admission to examinations shall be accompanied by the following duly signed by the Authority specified in the admission form.
- a) A certificate to the effect that the candidate is eligible to appear in the examinations under the

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Ordinance/Regulations prescribed for the examination concerned.

b) Duly filled in Admit Card provided by the university along with signature of the candidate.

(ii) The application for admission to examination of regular candidates shall be accompanied by three copies of the candidates latest photograph indicating his/her name. The photograph should be authenticated by the authority signing the admission form. The college shall verify the documents and students' photographs physically during the submission of application form.

13. When a candidate cannot appear in a particular examination within the specified period of passing the course, he/she may be allowed to reappear in the entire examination in accordance with Regulations on fresh admission, provided he'/she surrenders the certificates for the parts which he/she has already passed/surrender of registration and he/she is otherwise eligible to appear as fresh candidate.

### **Compartmental**

14. A student getting compartmental in any paper shall be provisionally admitted to the next higher classes provided he/she has the requisite average marks. The candidate has to clear compartmental examination subsequently in next examination failing which he/she will be reverted back to the lower class provided he/she has the tenure to complete the course in the prescribed period.

15. A student placed in compartment during his/her last chance for completing the prescribed course within 6 years shall be permitted to clear the compartmental paper in the subsequent annual/semester examination failing which the course of the

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examination shall be considered incomplete and result cancelled.

### **Improvement**

16. Improvement examination is permitted only in **Third** year of the course. Further, candidate shall appear in improvement examination in the following year of his/her last examination. No candidate shall be allowed to appear improvement examination after the gap of one year.
17. A student who has passed the particular year of course study and desires to appear for improvement examination shall have to apply for improvement examination in not more than **2 (Two) Papers in a prescribed examination** format duly countersigned by the college authority where appearing and submit the same in university along with requisite fee as fixed by the university from time to time.
18. The academic council may exclude any candidate from appearing examination permanently or for a specific period for reasons to be recorded, if it is satisfied that such candidate is not fit and proper person to be admitted to the examination.
19. (i) If a candidate after admission to an examination commits an immoral act or is discovered to have committed an immoral act, the Vice-Chancellor may:
  - (a) Cancel his/her candidature for that examination and order that his result be not declared;
  - (b) Disqualify him permanently or for a specified period.However, the matter may be reported to the Academic Council.
- (ii) If a candidate, subsequent to the issue of Roll Number or subsequent to appearance in an examination, is found to be



ineligible to take the examination, his candidature shall be cancelled by the Controller of Examinations.

(iii) If a candidate, before issue of Roll No. or before appearance in an examination, is found to be ineligible to the examination his/her candidature shall be cancelled by the Controller of Examinations.

20. A candidate seeking admission to a course/examination who has been disqualified by this University or any other University/Board, shall not be eligible to appear in any university examination during the period of disqualification; and wilful suppression/neglect to disclose information pertaining to a previous disqualification incurred by him/her, shall be disqualified for another period of two years.
21. A candidate, against whom a complaint/case regarding use of unfair means etc. is registered and who in this process is prevented from appearing in an examination, may be given one or more chances by the Vice-Chancellor immediately next to the last chance missed by him. But in any case the degree must be completed within six (6) years from the date for admission to the respective programme
22. Unless otherwise provided, a person who has already passed an examination of this or any other University shall not be permitted to reappear in that examination or a corresponding examination.
23. For the purposes of admission to an examination/course of study, if the minimum marks required involve a fraction, the fraction shall be ignored to the advantage of the candidate.

**Illustration**

- (i) 45 per cent of 175 marks works to 78.75; the fraction .75 in this case will be ignored and a person obtaining 78 marks shall be eligible.
- (ii) 45 per cent of 650 being 292.5, a student obtaining 292 marks shall be eligible, but a student obtaining 291.9 marks or less shall not be eligible because his percentage works to less than 45%.
- (iii) 45 per cent of 600 being 270, a student with 270 and above will be eligible but not the one whose percentage works out to 44.9 per cent.

24. For purpose of calculating **late fee**, the **date of remittance of money by the candidate from Post Office/Bank** after the last date shall be taken as the date of receipt thereof by the University.

25. A candidate who fails to present himself/herself for examination or appears in an examination provisionally and subsequently declared ineligible according to rules and regulations shall not be entitled to refund of fees once paid to the University.

26. Similarly, a candidate shall not be entitled to refund of examination fee paid to the University:

- (i) If permission accorded to him to take an examination is subsequently cancelled as a result of miss-statement of facts or suppression of facts or for want of relevant information in examination admission form; and
- (ii) If he tried to obtain admission to an examination by making a false statement of facts in his admission form.

27. The University can create and cancel an examination centre(s) depending upon the suitability for smooth conduct of examination.

(i) Provided that **no new centre shall be created** except in a

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

college/institution which has been affiliated to or recognized by the University or at any other place after **proper inspection by the Controller of Examinations or his nominee** with regard to the availability of satisfactory facilities. Every candidate shall take the examination at the examination centre allotted to him/her.

- (ii) New affiliated college shall **apply to University for recognition as Examination centre**. No examination shall be conducted without the approval of the University under condition laid down in the Statute 31 (i) of RGU

28. A change in the allotted centre of examination may be permitted by the Controller of Examinations in the following circumstances:

- (a) If the candidate or his/her parents or guardian is transferred and the fact of transfer is certified by the Head of the office, or of the Department in which his/her parents or guardian, as the case may be, is employed;
- (b) If the change of centre is necessitated by reason of a candidate's ill health and the fact of illness is supported by a certificate from a Registered medical Practitioner not below the rank of an Assistant Surgeon/Assistant Medical Officer.
- (c) To avoid hardship in an exceptional case not covered by **(a) and (b)**.

29. An application for change of the allotted centre of examination shall be made in the prescribed form for the purpose, and shall be accompanied by the **prescribed fee** and **two** passport size copies of the **candidate's photograph**, bearing on their reverse side the candidate's signature in full, duly attested by the authority who had signed or countersigned the original application of the candidate for admission to that examination, or by the Head of an affiliated institution at the place in which the change is sought.

The application has to be first approved and countersigned by the college where the candidate wishes to change and appear the

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examination. After getting countersignature from the principal of the relieving college the form shall be submitted to the University for Consideration.

30. No application for change in the allotted centre shall be entertained, unless it reaches the Controller of Examinations at least **one month** before the commencement of the examination, and if the change of centre is sought only for the practical examination, at least **one month** before the commencement of such practical examination.

Provided that the Vice-Chancellor may, in the circumstances, enumerated in paragraph **27** above, for reasons to be recorded by him in writing, permit the application of a candidate for a change in the allotted centre for the examination, or for the practical examination only, to be entertained by the Controller of Examinations up to **10(Ten) days** before the commencement of the examination or the practical examination as the case may be.

31. The fees required to be paid along with the application for a change in the allotted centre shall be as per University rule. If the application for the change in the centre is rejected, the fee shall be refunded to the candidate.
32. The structure of courses and syllabus of studies in each Pass course subject as well as requirement for passing the examination shall be as prescribed by the concerned Board of Undergraduate Studies (BUGS) and approved in the Academic Council from time to time. The candidate shall offer courses in II Year and III Year (Pass Course) as provided in the relevant ordinances. There shall be University examination at the end of the first, second and third year.
33. The pass marks in each course/paper and classification of pass candidates shall be mentioned in the prescribed syllabus.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

34. The aggregate marks obtained by a candidate in the Third Year (Pass) shall be the sum total of the marks obtained by him in all the courses in which he/she has passed under the provisions.
35. (i) The marks obtained by a candidate in practical courses (in practical oriented subjects) shall be carried over as such in case a candidate fails/gets compartment in examination and appears again to pass the respective examination as late college students.
- (i) The house test mark of the late college students **will be** carried forward and they are not to appear for full theory marks (in case of practical oriented subject only in theory portion) in house test.
36. A candidate who appears in the subject in which he is placed in compartment and/or fails in any of the examination shall be required to pay prescribed **examination fee** and shall not be eligible for the grant of prize, medal or rank.
37. A candidate who is placed in compartment under the existing provisions may be permitted to join provisionally the next higher class in the same degree programme. His/her admission shall retrospectively stand cancelled if he/she fails to obtain the required pass marks in subject of compartment in the ensuing annual examination. He/she shall have no claim to the declaration of the result of the higher class for which he was a provisional candidate. He/she shall have no claim against the institution he/she had joined or University fees paid. However, a candidate who is placed in compartment in Under-graduate III Year examination shall not be eligible to take admission in Post-graduate First Semester Programmes.
38. Notwithstanding any other Regulations, the Academic Council shall have power in the case of all examinations held by this

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University to hold an additional examination in the same year for special reasons to be recorded.

39. A student who fails in B.Sc./B.Com. 1<sup>st</sup> year examination and wants to change over to Arts subjects shall not be eligible to appear in BA 1<sup>st</sup> year examination as a late college student. He has to seek fresh admission in the BA 1<sup>st</sup> year course.
40. A candidate who has already passed the Bachelor of Arts examination of this University may appear in Bachelor of Science or Bachelor of Commerce examination of this university and *vice-versa* provided he/she is otherwise eligible as per ordinances. **A candidate shall not be allowed to take admission to pursue/obtain second degree in the same course.**
41. Notwithstanding anything contained in this ordinance the Academic Council/Vice-Chancellor may relax the requirement of Regulations in order to avoid hardship to candidate under exceptional circumstances, for any examination regarding change of subjects or other similar requirements where the error is primarily of the Head of the institution or on part of the University office. However, it may be placed to Academic Council/Executive Council for ratification.
- Provided that no relaxation of the minimum qualifications as laid down for admission to the examination/course of study would be made.
42. **Any difficulty arising out of these provisions shall be redressed by the Vice-Chancellor.**

**OE 06. ADMISSION TO EXAMINATIONS OF UNDERGRADUATES IN ARTS, SCIENCE AND COMMERCE (HONOUR COURSES) UNDER ANNUAL SYSTEM**

*(Under Statute 31 (1) (g) of Rajiv Gandhi University Act, 2006)*

**A. Eligibility for admission to course of study**

- 1 The degree programme leading to the award of honours degree shall be of three years duration.
2. The course of study in 1<sup>st</sup> year shall include in addition to elective subjects such other compulsory subjects viz., English and Environmental science.
3. Further, students intending to join Science course must pass in the subjects corresponding to the subjects they offer in Degree programme at the 10+2 stage examination.
4. The students securing a minimum of **45%** (5% relaxation for SC/ST) marks in an elective subject in the first year degree programme, shall be allowed to join II<sup>nd</sup> year Honours/Major programme in that subject, provided the facility is available for instructions in Honours subject in the respective college. There shall be an annual examination at the end of every academic year, generally in the month of April and May.

However, taking into consideration of infrastructural facilities and student teacher ratio and pressure of students for Honours/Major in any subject, the college authority may admit students on merit basis in accordance with the reservation policy of the State/University.

5. Provided further that for admission to Science course the students must pass the 10+2 stage examination in Science stream (English Medium). However, science students of 10+2 shall be allowed to join arts and commerce degree programmes. **For joining**

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**Commerce stream, students having Commerce/Mathematics/Economics as one of the subjects at 10+2 stage and having passed shall be considered.**

6. A student joining 1<sup>st</sup> year course, shall select subjects as per provisions laid down in the ordinance and may be allowed to change subject(s) **within 15 days of joining the course** i.e from date of admission.

**B. Requirements for Admission to Examinations**

7. The University/College shall follow the rules and regulations for admission to Annual University Examination, which are mentioned subsequently.

8. (a) (i) A candidate seeking admission to an examination of the University shall be required to pay the fees as prescribed from time to time.

(ii) The last date for receipt of admission forms with and without late fee as fixed by the University shall be notified by the Principal of the respective colleges as per the Academic Calendar approved by the Academic Council of the University.

(iii) The examination shall be held according to the syllabus prescribed by the University.

(b) (i) There shall be one house test for Under-graduate courses. The house test shall have 100 marks in each subject or as fixed in the curriculum.

(ii) In a paper of 100 marks, 10 marks in each theory paper are assigned for house test conducted by the college. In case of practical oriented subject the house test for 10 marks is conducted in theory portion only. House test on Part A & B shall be separately conducted in Geography and other Practical subjects where applicable.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- (iii) The maximum marks for theory paper in annual examination shall be ninety (90) marks and for practical oriented subjects the same shall be as prescribed in the syllabus.
9. The Principals of the affiliated colleges are authorized to admit students in different courses provisionally As per admission rule and eligibility. After admission, the Principals should verify, authenticate and forward the name of eligible students in different courses in prescribed forms for Registration within 45 days from the last date of admission along with required fees and attested photocopy documents as mentioned in Clause-21(a) of OE 1.
10. The **Admission to the examination** in 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> years shall be open to a student who:
- (i) Remained on the rolls of an affiliated college/University for the academic year preceding the examination
  - (ii) Attended **75%** of lectures (theory and practical separately) delivered in the class during the Academic year in each subject. The Principal of the College shall have the authority to condone shortage of the attendance to the extent of **10%** lectures/practical in each subject.
  - (iii) Appeared and Cleared the House Tests for being eligible for appearing University Examination. However, a candidate has to secure a minimum of marks in house tests and should have minimum percentage of attendance as fixed by the University/concerned college.
  - (iv) Submitted the answer-scripts of the House Tests along with original attendance sheet to the Examination Branch of the University through the College authority.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- (v) Completed the prescribed course of instruction in an affiliated college. But if a candidate does not appear in the Examination or having appeared and failed may be allowed to appear in the same institution on recommendation of the Principal of the College in the next two consecutive examinations as **late college** without attending fresh course of instruction. But in any case, the degree should be completed in **six** years. No such candidate shall be allowed to take fresh admission in any institution affiliated to Rajiv Gandhi University.
11. The candidate shall submit his/her application for admission to examination in prescribed format with necessary documents duly countersigned by -
- (a) The Principal of the College in case of a regular and late collegian student.
12. (i) Application for admission to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the University by the date fixed by the Academic Council/COE.
- (ii) A student pursuing the regular course of study shall attend the minimum lectures and complete practical and other works as laid down in the relevant ordinances.
13. (i) Applications for admission to examinations shall be accompanied by the following documents duly signed by the Authority specified in the admission form.
- a) A certificate to the effect that the candidate is eligible to appear in the examinations under the Ordinance/Regulations prescribed for the examination concerned.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- b) Duly filled in Admit Card provided by the University along with signature of the candidate.
- (ii) The application for admission to examination of regular candidates shall be accompanied by three copies of the candidates latest photograph indicating his/her name. The photograph should be authenticated by the authority signing the admission form. The college authority shall verify the documents and students' photographs physically during the submission of application form and forwarding to the University.
14. When a candidate cannot appear in a particular examination within the specified period of passing course, he/she may be allowed to reappear in the entire examination in accordance with Regulations on fresh admission, provided he'/she surrenders the certificates for the parts which he/she has already passed and he/she is otherwise eligible to appear as fresh candidate.
15. Provision of Compartmental examination is not allowed in the honours course of study.
16. Improvement examination is permitted in First, Second and not in the Third year for reasons as mentioned in the pass course ordinance. No candidate shall be allowed to appear improvement examination after the gap of one year.
17. A student who has passed the particular year of course study and desires to appear for improvement examination may do so in not more than 2 (Two) Papers in a prescribed examination form duly countersigned by the college where appearing and submit the same in University along with requisite fee as fixed by the university from time to time.

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18. An honours student failing to secure the requisite aggregate marks for honours degree but having secured minimum pass marks shall be declared as '**Pass**' and **NOT** as honours.
19. The academic council may exclude any candidate from appearing examination permanently or for a specific period for reasons to be recorded, if it is satisfied that such candidate is not fit and proper person to be admitted to the examination.
20. (i) If a candidate after admission to an examination commits an immoral act or is discovered to have committed an immoral act, the Vice-Chancellor may:
  - (a) Cancel his/her candidature for that examination and order that his result be not declared;
  - (b) disqualify him permanently or for a specified period.However, the matter may be reported to the Academic Council.
- (ii) If a candidate, subsequent to the issue of Roll Number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his candidature shall be cancelled by the Controller of Examinations.
- (iii) If a candidate, before issue of Roll No. or before appearance in an examination, is found to be ineligible to the examination his/her candidature shall be cancelled by the Controller of Examinations.
20. A candidate seeking admission to a course/examination who
  - (a) has been disqualified by this University or any other University/Board, shall not be eligible to appear in any university examination during the period of disqualification; and
  - (b) Wilfully suppresses/neglects to disclose information pertaining to a previous disqualification incurred by

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him/her, shall be debarred for another period of two years.

22. A candidate, against whom a complaint/case regarding use of unfair means etc. is registered and who in this process is prevented from appearing in an examination, may be given one or more chances by the Vice-Chancellor immediately next to the last chance missed by him. But in any case the degree must be completed within **six (6) years** from the date for admission to the respective programme
23. Unless otherwise provided, a person who has already passed an examination of this or any other University shall not be permitted to reappear in that examination or a corresponding examination.
24. For the purposes of admission to an examination/course of study, if the minimum marks required involve a fraction, the fraction shall be ignored to the advantage of the candidate.

### Illustration

- (i) 45 per cent of 175 marks works to 78.75; the fraction .75 in this case will be ignored and a person obtaining 78 marks shall be eligible.
  - (ii) 45 per cent of 650 being 292.5, a student obtaining 292 marks shall be eligible, but a student obtaining 291.9 marks or less shall not be eligible because his percentage works to less than 45%.
  - (iii) 45 per cent of 600 being 270, a student with 270 and above will be eligible but not the one whose percentage works out to 44.9 per cent.
25. For purpose of calculating late fee, the date of remittance of money by the candidate from Post Office/Bank after the last date shall be taken as the date of receipt thereof by the University.

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26. A candidate who fails to present himself/herself for examination or appears in an examination provisionally and subsequently declared ineligible according to rules and regulations shall not be entitled to get refund of fees once paid to the University.
27. Similarly, a candidate shall not be entitled to get refund of examination fee paid to the University:
- (i) If permission accorded to him to take an examination is subsequently cancelled as a result of miss-statement of facts or suppression of facts or for want of relevant information in examination admission form; and
  - (ii) If he tried to obtain admission to an examination by making a false statement of facts in his admission form.
28. The University can create and cancel an examination centre(s) depending upon the suitability for smooth conduct of examination.
- (i) Provided that no new centre shall be created except in a college/institution which has been affiliated to or recognized by the University or at any other place after proper inspection by the Controller of Examinations or his nominee with regard to the availability of satisfactory facilities. Every candidate shall take the examination at the examination centre allotted to him/her.
  - (ii) New affiliated college shall apply to University for recognition as Examination centre. No examination shall be conducted without the approval of the University under condition laid down in the statute 31 (i) of RGU Act.
29. A change in the allotted centre of examination may be permitted by the Controller of Examinations in the following circumstances:
- (a) If the candidate or his/her parents or guardian is transferred and the fact of transfer is certified by the Head of

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the office, or of the Department in which his/her parents or guardian, as the case may be, is employed;

- (b) If the change of centre is necessitated by reason of a candidate's ill health and the fact of illness is supported by a certificate from a registered medical Practitioner not below the rank of an Assistant Surgeon/Assistant Medical Officer.
- (c) To avoid hardship in an exceptional case not covered by **(a) and (b)**

30. An application for change of the allotted centre of examination shall be made in the prescribed form for the purpose, and shall be accompanied by the **prescribed fee** and **two** passport size copies of the **candidate's photograph**, bearing on their reverse side the candidate's signature in full, duly attested by the authority who had signed or countersigned the original application of the candidate for admission to that examination, or by the Head of an affiliated institution at the place in which the change is sought.

The applicant has to first get the approval and signature of the principal of the college where the candidate wishes to change and appear the examination. After getting the application countersigned by the principal of the relieving college the form shall be submitted to the University for consideration.

31. No application for change in the allotted centre shall be entertained, unless it reaches the Controller of Examinations at least **one month** before the commencement of the examination, and if the change of centre is sought only for the practical examination, at least **one month** before the commencement of such practical examination.

Provided that the Vice-Chancellor may, in the circumstances, enumerated in paragraph **25** above, for reasons to be recorded by him in writing, permit the application of a candidate for a change

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in the allotted centre for the examination, or for the practical examination only, to be entertained by the Controller of Examinations up to **10(Ten) days** before the commencement of the examination or the practical examination as the case may be.

32. The fees required to be paid along with the application for a change in the allotted centre shall be as per University rule. If the application for the change in the centre is rejected, the fee shall be refunded to the candidate.
33. The structure of courses and syllabus of studies in each honours course subject as well as requirement for passing the examination shall be as prescribed by the concerned Board of Undergraduate Studies (BUGS) and approved in the Academic Council from time to time. The candidate shall offer honours courses in II Year and III Year only as provided in the relevant ordinances.

There shall be University examination at the end of the first, second and third year.

34. The pass marks in each course/paper and classification of pass candidates shall be mentioned in the prescribed syllabus.
35. The aggregate marks obtained by a candidate in the Third Year (Honours) shall be the sum total of the marks obtained by him/her in Honours courses of the concerned subject in which he/she has passed under the provisions as mentioned in the respective ordinance for the programme.
36. (i) The marks obtained by a candidate in practical courses (in practical oriented subjects) shall be carried over as such in case a candidate fails/gets compartment in examination and appears again to pass the respective examination as late college students.

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- (i) The house test mark of the late college students **will be** carried forward and they are not to appear for full theory marks (in case of practical oriented subject only in theory portion) in house test.
37. A candidate who appears in the subject in which he is placed in compartment and/or fails in any of the examination shall be required to pay prescribed **examination fee** and shall not be eligible for the grant of prize, medal or rank.
38. A candidate who is placed in compartment under the existing provisions may be permitted to join provisionally the next higher class in the same degree programme. His/her admission shall retrospectively stand cancelled if he/she fails to obtain the required pass marks in subject of compartment in the ensuing annual examination. He/she shall have no claim to the declaration of the result of the higher class for which he was a provisional candidate. He/she shall have no claim against the institution he/she had joined or University fees paid. However, a candidate who is placed in compartment in Under-graduate III Year examination shall not be eligible to take admission in Post-graduate First Semester Programmes.
39. Notwithstanding any other Regulations, the Academic Council shall have power in the case of all examinations held by this University to hold an additional examination in the same year for special reasons to be recorded.
40. A student who fails in B.Sc./B.Com. 1<sup>st</sup> year examination and wants to change over to Arts subjects shall not be eligible to appear in BA 1<sup>st</sup> year examination as a late college student. He has to seek fresh admission in the BA 1<sup>st</sup> year course.
41. A candidate who has already passed the Bachelor of Arts (Hons) examination of this University, may appear in Bachelor of Science

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or Bachelor of Commerce examination of this university and *vice-versa* provided he/she is otherwise eligible as per ordinances

42. Notwithstanding anything contained in this ordinance the Academic Council/Vice-Chancellor may relax the requirement of Regulations in order to avoid hardship to candidate under exceptional circumstances, for any examination regarding change of subjects or other similar requirements where the error is primarily of the Head of the institution or on part of the University office. However, it may be placed to Academic Council/Executive Council for ratification.

Provided that no relaxation of the minimum qualifications as laid down for admission to the examination/course of study would be made.

43. **Any difficulty arising out of these provisions shall be redressed by the Vice-Chancellor.**

**OE 07. ADMISSION TO EXAMINATIONS OF UNDERGRADUATE STUDENTS (B.A/B.SC/B.COM) UNDER SEMESTER SYSTEM**

*(Under Statute 8(5) of the Rajiv Gandhi University Act, 2006)*

**Admission to Examination**

1. The candidate shall be admitted to the semester examination of undergraduate programme in accordance to the ordinance.
2. The candidate shall have to register themselves to University at the time of admission mentioning their course/subject combinations. A student whose name has not been registered before the examination for want of any document and whose application for Examination has been forwarded by the Head of the Institute may be allowed to sit in the examination with provisional Roll. No. provided he/she is otherwise eligible, but the result of the sixth semester examination of such candidates shall be kept withheld till his/her name is registered on the production of valid documents.
3. After admission to Under-Graduate course of study, the Head of the Institute shall forward the names of the student in the prescribed forms for **Registration** as mentioned in **Clause 21. (a) of OE 1 on Conduct of Examinations.**
4. Applications for admission to examinations shall be accompanied by the following duly signed by the Authority specified in the admission form.
  - c) A certificate to the effect that the candidate is eligible to appear in the examinations under the Ordinance/Regulations prescribed for the examination concerned.

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*(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13*

*(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.*

b) The application for admission to examination of regular as well as Late collegiate/repeater candidate shall be accompanied by **three copies** of the candidate's **latest photograph** stating his/her name. The photograph should be countersigned by the authority signing the admission form.

### General Rules

5. A student shall attend **75%** of lectures (theory and practical separately) delivered in the class during each semester in each course in order to qualify for admission to examination of a semester.

Provided that it shall be open to the University to grant exception to a student who has attended a minimum of 60% classes but failed to obtain the prescribed 75 percent attendance for valid reasons on recommendation of the Principal/Head/Director/Coordinator of the department/Centre on payment of a prescribed fee(s).

6. (a) The regular candidate/repeater shall submit his/her admission application for examination to a semester on prescribed form within the date notified with required documents duly countersigned by the concerned Head of the Department/Director of the University.

7. The University shall from time to time prescribe the admission forms and the certificates required in support thereof for admission to the different examinations of the University and make these forms available to all concerned.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52  
(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

8. A candidate seeking admission to an examination of the University shall be required to pay the fees as prescribed from time to time by the University.
9. (i) Application for admission to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the University by the date fixed by the Academic Council/Controller of Examinations.
- (ii) A student pursuing the regular course of study shall attend the minimum lectures and complete practical and other works such as internal assessment tests as laid down in the relevant ordinances.
10. The academic council may exclude any candidate from an examination permanently or for a specific period for reasons to be recorded, if it is satisfied that such candidate is not fit and proper person to be admitted to the examination.
11. (i) If a candidate after admission to an examination commits an immoral act or is discovered to have committed an immoral act, the academic council may :
- (a) cancel his/her candidature for that examination and order that his result be not declared ;
- (b) disqualify him/her permanently or for a specified period.

(ii) If a candidate, subsequent to the issue of Roll No. or 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.

(iii) If a candidate, before issue of Roll No. or before appearance in an examination, is found to be ineligible to the examination his/her candidature shall be cancelled by the Controller of Examinations.

12. A candidate seeking admission to a course/examination who:

(i) has been disqualified by this University or any other University/Board, shall not be eligible to appear in any university examination during the period of disqualification; and

(ii) Wilfully suppresses/neglects to disclose information pertaining to a previous disqualification incurred by him/her, shall be disqualified for another period of **2(Two)** years.

13. A candidate against whom a complaint/case regarding use of unfair means etc. is registered and who in this process is prevented from appearing in an examination may be given one or more chances by the Vice-Chancellor immediately next to the last chance missed by the candidate. But in any case the degree must be completed **within 6 (six) years** from the date of admission to the respective programme

14. For purposes of admission to an examination/course of study, if the minimum marks required involve a fraction, the fraction shall be ignored to the advantage of the candidate.

15. Notwithstanding anything contained in any Ordinance/Regulation the Academic Council/Vice-Chancellor may relax the requirement of provisions in order to avoid hardship to candidate under exceptional circumstances, for any examination regarding change of subjects or other similar requirements where the mistake is primarily of the Head of the institution or on part of the University office.

Provided that no relaxation of the minimum qualifications as laid down for admission to the examination/course of study would be made.

16. For purpose of calculating **late fee**, the **date of remittance of money by the candidate from Bank** shall be taken as the date of receipt thereof by the University.

17. A candidate who fails to present him/herself for examination or appears in an examination provisionally and subsequently declared ineligible according to rules and regulations shall not be entitled to refund of fees once paid to the University.

18. Similarly, a candidate shall not be entitled to refund of examination fee paid to the University:

- (i) If permission accorded to candidate to take an examination is subsequently cancelled as a result of

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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miss-statement of facts or suppression of facts **or** for want of relevant information in examination admission form; and

- (ii) If the candidate tried to obtain admission to an examination by making a false statement of facts in his admission form.

### **Course structure of Undergraduate Semester System**

- (i) English compulsory paper i.e. BENG-101 (C) shall be compulsory paper for B.A./B.Sc./B.Com.(First Semester) whereas English compulsory paper BENG-202(C) shall be only for B.A. (Second semester)
- (ii) There shall be four papers in each semester. The candidate shall choose one of the elective subjects studied till fourth semester as major course/paper. There shall be four papers (major) each in fifth and sixth semesters. Student may have two/three groups of special optional papers which can be taught in last two semesters.

### **Specific Requirements under Semester System**

#### **19.0 Examination and Evaluation**

19.1 Examination and evaluation shall be done on a continuous basis.

19.2 There shall be **20%** marks for internal assessment and **80%** marks for end semester examination in each course during every semester.

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19.3 There shall be **no provision for re-evaluation** of the answer scripts of the end semester examinations. However, a candidate may apply for re-scrutiny/re-check.

#### 19.4 **Internal Assessment**

- (i) In internal assessment, different tools may be employed such as written tests, assignments, paper presentation, and laboratory work suitable to the courses. The Procedure for Internal Assessment shall be as prescribed by the concerned Board.
- (ii) The students shall be informed in advance about the nature of assessment. Students shall compulsorily attend in the process of Internal Assessment, failing which they will not be allowed to appear in the End Semester examinations.

#### 19.5 **End Semester Examinations**

- (i) There shall be one End semester examination carrying 80 percent marks in each course of a semester covering the entire syllabus prescribed for the course. The end semester examination is normally a written / laboratory based examination/ Project work/ Dissertation as the case may be.
- (ii) The Controller of Examinations shall then take necessary arrangements for notifying the dates of the end semester examinations and other procedures as per Rajiv Gandhi

University Rules and the Academic Calendar notified by the University.

- (iii) Normally, the end semester examination for each course shall be of **3 (Three) hours** duration.

19.6 Setting of question papers, moderation of question papers evaluation of answer scripts, scrutiny, tabulation of marks etc. and announcement of results, shall be governed by the Rajiv Gandhi University Examination Ordinance amended upto date.

#### 19.7 **Practical Examinations**

Practical examinations of a Semester in practical oriented streams/ subjects shall normally be held prior to the End semester examinations.

#### 19.8 **Improvement Examination**

- (i) A student shall be entitled to take the improvement examinations in **any four theory** courses of any of the six semesters after passing the sixth semester examination **only once**. In this case, the higher marks secured by the student shall be retained. The candidates shall have to apply for improvement examination within **one year of passing the Sixth Semester Examination**.
- (ii) No improvement shall be allowed in the practical examinations.

- (iii) Any difficulty which may arise in the course of operation of these guidelines/regulations relating to holding of examinations shall be removed by the Examination Committee of the Rajiv Gandhi University.

## 20.0 Results and Progression

20.1 A candidate shall be declared as passed a course provided he/she secures –

- (i) At least **35%** marks in the course and **40%** in aggregate in the end-semester examinations (QUETSION paper out of 80 marks).
- (ii) At least **40%** marks in the sessional / internal examination (In-semester) in the in and end semester examinations separately. (QUETSION paper out of 20 marks).

20.2 A candidate shall be declared as passed a semester, provided he/she passes all the courses of a semester **independently** both in internal and end semester examinations with a required aggregate mark.

20.3 The marks of in-semester/internal assessment examinations obtained by the candidate shall be carried over a declaring any result.

20.4 A student must pass all his / her semester examinations within **six years** from the date of admission to the first semester of any programme. However, during the last chance when the duration of six years shall be completed if a candidate's result is declared as pass with back paper he/she shall be given one more chance in the subsequent semester to clear the back papers.

- 20.5 Since the semester system involves continuous assessment, there shall be no scope for a student to appear as a **private** or **late candidate** in any programme in this system.
- 20.6 In order to move from a lower to higher semester, a candidate must pass in at least **50% of all theory papers/courses** and all practical courses/papers. For considering this a candidate has to appear in all papers/practical courses. **A candidate who is unable to clear internal assessment and/or unable to clear minimum 50 % courses/papers and all the practical courses with aggregate requirement of marks (i.e. 40%) in qualifying courses/papers including practical courses in the First Semester shall be out of the programme and require to seek fresh admission as per admission criteria in force from time to time.**

**However, following restrictions shall apply:**

- (i) A candidate shall be entitled to a maximum of **three consecutive chances** including the first appearance to clear a back course/paper. Not appearing in any examination shall be considered as a loss of a chance. **No additional chance shall be allowed under any circumstances after completion of 6 years duration from the date of admission.**
- (ii) If a candidate clears the sixth semester examination before clearing all the courses of the previous semesters, the result of the sixth semester examination of that candidate shall be kept withheld and his/her results shall be announced only after he/ she clears the courses of the previous semesters.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

20.7 A candidate shall be declared to have passed the six semesters Degree B.A/ B.Sc/B.Com programme provided he/ she has passed all the semesters and in all the courses separately.

20.8 The degrees shall be offered to each candidate, who has passed the six semester degree BA/B.Sc/B.Com programme in the following manner.

Pass course programme		Honours programme	
60% and above marks in aggregate	First division	60% and above marks in honours courses in aggregate	First division
50% and above but less than 60% in aggregate	Second division	50% and above but less than 60% marks in honours courses in aggregate	Second division
40% and above but less than 50% marks in aggregate	Simple pass	40% and above but less than 50% marks in major in aggregate	Simple pass (the same degree shall be treated as pass course degree for BA/B.Sc/B.Com honours programme)

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

## 20.9 **Distinction**

A student, who secures 60 percent and above marks in all the courses individually in all the semesters in the first attempt shall be declared have passed with first division in case of the students pursuing pass course programmes with distinction or first class In case of the students pursuing honours programmes with distinction or 75 percent marks in aggregate both in pass and honours courses irrespective of individual paper again in the first attempt.

## 21.0 **Rules for Admission on Transfer from other University**

21.1 Ordinarily, the University shall not allow admission on transfer from other Universities.

21.2 **Transfer** from other Universities to Rajiv Gandhi University shall be permissible provided that

- (i) Both the Universities conduct the B.A/B.Sc/B.Com degree programmes in the semester system.
- (ii) The course structure along with the nomenclatures of the courses are similar between the two Universities
- (iii) The combination of courses opted by the candidate are not changed

21.3 In fulfilment of the conditions as laid down in clause 12.2, a candidate may be allowed to get admission on transfer from other universities on production of transfer certificate, proof of classes attended, migration certificate etc. not later than one month from the commencement of classes of the semester

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concerned. The records of class attendance, performance in internal assessment in his/her credit shall be carried over on admission and shall be computed for the purpose of examination.

21.4 A candidate shall have to apply for transfer in the prescribed format of the university and payment of the **prescribed fee as** decided by the University.

## **22.0 Rules for admission on Transfer from other Colleges affiliated to Rajiv Gandhi University**

**22.1** Ordinarily, the university shall not allow inter-college transfer.

22.2 In a special circumstance, a candidate may be allowed to get admission on transfer from one college/institute to other college/ institute affiliated to / permitted by Rajiv Gandhi University on production of transfer certificate, proof of classes attended, migration certificate etc. not later than one month from the commencement of the classes of the semester concerned or the last date mentioned in the university academic calendar. The records of class attendance, performance in internal assessment in his/ her credit shall be carried over on admission and shall be computed for the purpose of examination.

22.3 No change in course combination shall be allowed with transfer from one college/ institute to other.

22.4 A candidate shall have to apply for transfer in the prescribed format of the university along with **prescribed fee.**

22.5 A candidate may be allowed for college transfer only once during the whole programme.

### **23.0 Redress of difficulties**

For any matter not covered under these regulations of undergraduate semester system may be brought to the notice of the Vice Chancellor as may be necessary for redress of difficulties under the provisions of Rajiv Gandhi University Act, 2006.



**OE 08. ADMISSION TO EXAMINATIONS OF POST GRADUATES  
UNDER SEMESTER SYSTEM**

*(Under Statute 8(5) of Rajiv Gandhi University Act, 2006)*

**Eligibility for admission to the Courses**

Graduates under **10+2+3** pattern of education from Rajiv Gandhi University or any other recognized University with **45%** marks in Honours or **50%** marks in Pass Course in the concerned subjects are eligible for admission. However, for admission in Anthropology, candidates with a graduate degree either in Science or Social Sciences shall be eligible. SC and ST candidates shall get relaxation up to 5% marks in the Pass and Honours Courses. Applicants having B. Ed. Degree with 45% marks conforming to the above pattern are also eligible for admission to M.A. in Education. For admission in M.A. in Hindi *Uttama* (*Sahitya Ratna*) is considered equivalent to B.A. (Hons.) in Hindi, whereas *Visharad* (from Hindi Sahitya Sammelan, Allahabad)/Praveen/Ratna are considered equivalent to B.A. (Pass) in Hindi.

**Admission**

1. The candidate shall be admitted to the postgraduate programme in accordance to the ordinance.
2. The Head of the Department is authorized to admit the students of other universities if found otherwise eligible and selected on merit in different courses provisionally.

After admission to Post-Graduate course of study, the Head of the Department/Director of Institute shall forward the names of those students who have come from other universities in the prescribed forms for Registration along with required fees and original documents such as:

- (i) Matriculation or equivalent Certificate
- (ii) Degree/Equivalent examination pass certificate.

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*(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13*

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- (iii) Migration certificate etc.
- (iv) A student whose name has not been registered before the examination for want of any document and whose application for Examination has been forwarded by the Head of the Department or Director of Institute, may be allowed to sit in the examination with provisional Roll. No. provided he/she is otherwise eligible, but the result of the fourth semester examination of such candidates shall be kept withheld till his/her name is registered on the production of valid documents. **May refer Clause 21 of OE.1**
- (v) No withheld result shall be declared after completion of 45 days from the date of notification of the Semester result.
- (vi) Applications for admission to examinations shall be accompanied by the following duly signed by the Authority specified in the admission form.
  - (a) A certificate to the effect that the candidate is eligible to appear in the examinations under the Ordinance/Regulations prescribed for the examination concerned.
  - (b) The application for admission to examination of regular as well as private/repeater candidates shall be accompanied by **three copies** of the candidates **latest photograph** indicating his/her name. The photograph should be authenticated by the authority signing the admission form.

### General Rules

1. A student shall attend **75%** of lecturers (theory and practical separately) delivered in the class during each semester in each

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- course in order to qualify for admission to examination of a semester.
2. (a) The regular candidate/repeater shall submit his/her admission application for examination to a semester on prescribed form within the date notified with required documents duly countersigned by the concerned Head of the Department/Director of the Institute.
- (b) The Private Candidates can submit their admission applications to a semester on prescribed form within the date notified with required documents countersigned by the Head of the **concerned** Department/Director of the Institute.
3. The University shall from time to time prescribe the admission forms and the certificates required in support thereof for admission to the different examinations of the University and make these forms available to all concerned.
4. A candidate seeking admission to an examination of the University shall be required to pay the fees as prescribed from time to time by the University.
5. (i) Application for admission to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the University by the date fixed by the Academic Council/Controller of Examinations.
- (ii) A student pursuing the regular course of study shall attend the minimum lectures and complete practical and other works such as internal assessment tests as laid down in the relevant ordinances.
6. When a candidate cannot appear in a particular examination within the specified period of passing the lower part, he/she may be allowed to reappear in the entire examination in accordance with Regulations on Private Appearance, provided he'/she surrenders

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the mark sheet for the parts which he/she has already passed and provision of private appearance exists for such candidates otherwise.

**Disqualification from appearing examinations**

7. The academic council may exclude any candidate from an examination permanently or for a specific period for reasons to be recorded, if it is satisfied that such candidate is not fit and proper person to be admitted to the examination.
8. (i) If a candidate after admission to an examination commits an immoral act or is discovered to have committed an immoral act, the academic council may :
  - (b) cancel his/her candidature for that examination and order that his result be not declared ;
  - (b) disqualify him/her permanently or for a specified period.
- (ii) If a candidate, subsequent to the issue of Roll No. or 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.
- (iii) If a candidate, before issue of Roll No. or before appearance in an examination, is found to be ineligible to the examination his/her candidature shall be cancelled by the Controller of Examinations.
9. A candidate seeking admission to a course/examination who:
  - (iii) has been disqualified by this University or any other University/Board, shall not be eligible to appear in any university examination during the period of disqualification; and

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(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

- (iv) Wilfully suppresses/neglects to disclose information pertaining to a previous disqualification incurred by him/her, shall be disqualified for another period of **two** years.
10. A candidate, against whom a complaint/case regarding use of unfair means etc. is registered and who in this process is prevented from appearing in an examination, may be given one or more chances by the Vice-Chancellor immediately next to the last chance missed by him. But in any case the degree must be completed within **four (4)** years from the date of admission to the respective programme
11. Candidate who possesses a Post Graduate degree in any subject shall be permitted to pursue Post Graduate studies as a private candidate in another Non-practical subject unless the rules are changed and passed in the Academic Council.
12. Unless and otherwise provided, a person who has already passed an examination of this or any other University shall not be permitted to reappear in that examination or a corresponding examination.
13. For purposes of admission to an examination/course of study, if the minimum marks required involve a fraction, the fraction shall be ignored to the advantage of the candidate.

**Illustration:**

- (i) 45 per cent of 175 marks works to 78.75; the fraction .75 in this case will be ignored and a person obtaining 78 marks shall be eligible.
- (ii) 45 per cent of 650 being 292.5, a student obtaining 292 marks shall be eligible, but a student obtaining 291.9 marks or less shall not be eligible because his percentage works to less than 45%.

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(iii) 45 per cent of 600 being 270, a student with 270 and above will be eligible but not the one whose percentage works out to 44.9 per cent.

15. Notwithstanding anything contained in any Ordinance/Regulation the Academic Council/Vice-Chancellor may relax the requirement of provisions in order to avoid hardship to candidate under exceptional circumstances, for any examination regarding change of subjects or other similar requirements where the mistake is primarily of the Head of the institution or on part of the University office.

Provided that no relaxation of the minimum qualifications as laid down for admission to the examination/course of study would be made.

16. Candidates appearing privately in any PG examination shall not be allowed to make any change in their subjects after submission of the examination form.

17. For purpose of calculating late fee, the date of remittance of money by the candidate from Bank shall be taken as the date of receipt thereof by the University.

18. A candidate who fails to present himself for examination or appears in an examination provisionally and subsequently declared ineligible according to rules and regulations shall not be entitled to refund of fees once paid to the University.

19. Similarly, a candidate shall not be entitled to refund of examination fee paid to the University:

- (i) If permission accorded to him to take an examination is subsequently cancelled as a result of miss-statement of facts or suppression of facts **or** for want of relevant information in examination admission form; and

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- (ii) If he tried to obtain admission to an examination by making a false statement of facts in his admission form.

### **Specific Requirements under Semester System**

20. The postgraduate programme shall be of **two years** spread over four (4) semesters.
21. In the system there shall be sixteen courses divided into four Semesters in two Academic Years. The number of papers/courses and practical courses (in case of practical oriented subjects) in each semester and their detailed course content shall be as recommended by the concerned BPGS and approved by the Academic Council.
22. There shall be at least 90 working days in each Semester. The examination shall be conducted at the end of each semester, ordinarily in the months of December and May, on the dates to be notified by the Controller of Examinations.
23. All courses shall have at least 45 lectures of 1-hour duration and shall be evaluated in 100 marks (80 marks for semester examination and 20 marks for internal assessment in case of theory courses). Subjects having practical courses shall have twelve theory courses and four practical courses or courses as specified in the syllabus. Each practical course shall be of 150 marks (120 marks for terminal and 30 marks for internal assessment).
24. Generally each theory course shall be divided into 5 units. Questions shall be set from each unit with alternative questions or courses as per the approved pattern from time to time. The students shall be required to answer one question from each unit and or as per pattern approved by the Academic Council.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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25. Duration of end-semester examination shall be three (3) hours for regular candidates and four (4) hours for private candidates.
26. Internal assessment shall be based on term paper, seminar paper, tutorial assignment and internal examinations. A student shall have to secure at least 40% marks in the internal assessment of each course/paper, failing which he/she shall not be allowed to fill up the form for end-semester examination.
27. There shall be three assessments in a semester for each course. The marks obtained in the best two out of the three assessments shall be averaged and normalized to maximum marks 20 for consideration towards internal assessment (Sessional work).
28. The marks of the **internal assessment** shall be moderated/ratified in a Departmental Meeting and the result shall be **displayed ten (10) days** before the end-semester examination along with percentage of attendance. The list of marks of internal assessment for all courses shall be forwarded to the Controller of Examinations by the concerned Head/Director.
29. A student shall have to attend a minimum of **75%** per cent of lectures and tutorials in order to qualify to admit in the end-semester examination of a semester in addition to the conditions referred in **Clause-27** and monthly attendance is to be prepared and a copy is to be made available to the Controller of Examinations. However, the Dean of the concerned faculty may condone a shortage of attendance up to **5%** and the Vice-Chancellor up to an additional **10%** for genuine reasons.
30. First and Third End Semester examinations shall be conducted simultaneously in the month of December and the Second and Fourth semester examinations shall be conducted in the month of

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May every year. The Controller of Examinations shall notify the date sheet for respective examinations from time to time.

### **Results and progression**

31. In order to pass Post-graduate Examinations, a candidate must secure **40%** marks in internal assessment (Sessional work) and End- Semester Examination separately and **45%** marks in aggregate in each semester. In Practical course/paper a candidate is to secure at least **40%** marks. However, for MBA, a candidate has to secure **45%** in each paper and **50%** marks in aggregate. However, he/she has to secure **40%** minimum marks in internal examinations.
32. In order to move from one to another Semester, a candidate must appear in all theory courses and practical, and pass in at least **50%** of all theory courses and all the practical courses of the First semester with 45% marks in aggregate in the qualifying courses/papers including practical courses. A candidate who is unable to clear internal assessment and/or unable to clear minimum 50% courses/papers and all the practical courses with aggregate requirement of marks (i.e., 45%) in qualifying courses/papers including practical courses in the First Semester shall be out of the programme and require to seek fresh admission as per admission criteria in force from time to time.
33. (i) A postgraduate student shall be required to clear all the courses within 8 continuous Semesters. In no circumstance this requirement shall be relaxed.
- (ii) A student who clears all the semesters in the first attempt will be eligible for rank or gold medal, etc.
34. The students who are allowed to move to next semester under provisions of the **Clause 33** shall have to clear the backlog papers in the subsequent semesters with 45% marks in aggregate in the remaining qualifying courses/papers and/or should satisfy the

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

pass requirement mentioned in **Clause 32** on clearance of all the courses/papers of the respective semester as and when cleared.

35. A student shall be allowed to appear in NOT more than **three consecutive chances** in any of the post graduate courses. A candidate who fails to appear in an examination is loss of the student. University will not extend an additional chance to such student. In any case the degree is to be completed within **8 (eight)** semesters (four years). **No additional chance shall be allowed under any circumstances after completion of 4 years duration from the date of admission.**

36. **Provision for improvement and supplementary examination in Practical shall be as under:**

- (i.) A student shall be allowed to improve his/her result by reappearing in not more than four courses within six Semesters if he/she secures less than 60% aggregate marks and/or 60% marks in a particular course (s).
- (ii.) However, a student shall not be allowed to improve more than two courses from any semester.
- (iii.) For improvement, students can avail only one chance in a paper.
- (iv.) A student who failed in Practical Examination in the Fourth End Semester shall be allowed to appear supplementary examination to clear the back log. The examination shall be conducted within six month of declaration of result.

37. A candidate may be allowed to appear in examination privately in non-laboratory subjects offered by university wherever offered. For a private candidate in place of internal assessment, additional question of 20 marks, shall be set separately in the same question paper with instruction **'For private candidate only'**. However, such provisions shall be redundant with the discontinuation private appearance.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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38. In case a candidate partially qualifies a semester under the existing provisions, then **the total shall not be shown** in the marks sheet until and unless all the courses/papers are cleared in the respective semesters.
39. A candidate shall get partial reappearance in the second/fourth semester if he/she clears at least two (2) theory courses/papers and practical courses in the end-semester examinations of the respective semesters failing which a candidate has to repeat the whole semester courses, but in any case the PG degree shall be completed within **8 (eight) semesters** from the date of admission in the course.

### **Marksheet**

40. A candidate shall get marks sheet for each semester separately.
41. The consolidated mark sheet shall be issued on completion of all the courses by the Controller of Examinations on request and payment of prescribed fee.
42. The candidates who clear all the courses and results declared shall be placed in the following Divisions on the basis of the marks secured:

60% and above	- 1 <sup>st</sup> Division
Above 45% and below 60%	- 2 <sup>nd</sup> Division

### **Medium of Instruction & Examination**

43. English shall be medium of instruction and examination in the study programme of the University. However, teaching and examination in Language and Literature Course will be in the respective language(s).
44. Cancellation of admission/Examination: The University may cancel the Admission/Examination of a candidate if it is found

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that he is not eligible for admission/appear in the examination but has obtained admission through misrepresentation or a misstatement of facts.

45. The marks obtained by a candidate in Practical Courses/ Dissertation/ internal Assessment (Sessional Work) in a semester shall be carried over as such in case he/she clears the examination partially. There shall be no provision of improvement in Practical Courses/Dissertation/internal Assessment (Sessional Work) at PG level. However, candidate failing to qualify in practical examinations in fourth semester shall be allowed to appear in supplementary examination to clear the back log.
46. **Repeaters** shall fill in the examination form along with the regular candidates on dates notified in the prospectus or fixed by the university by time to time.
47. The **improvement** candidates shall fill in the examination forms along with the regular candidates.
- 48. Any difficulties arising out of these provisions maybe brought to the notice of the Vice-Chancellor for consideration and redress a power vested upon him by the Act.**

**OE 09. ADMISSION TO B.ED EXAMINATION UNDER SEMESTER SYSTEM**

*(Under Statute 8(5) of Rajiv Gandhi University Act, 2006)*

**Eligibility to Course**

Graduates under 10+2+3 pattern of education from Rajiv Gandhi University or any other recognized University with 45% marks in Honours or 50% marks in Pass Course in the concerned subjects are eligible for admission. SC and ST candidates get relaxation up to 5% marks in the Pass and Honours Courses.

**Admission to Course**

The following documents are necessary for admission:

- (i) Matriculation or equivalent Certificate
- (ii) Degree/Equivalent examination pass certificate.
- (vi) Migration certificate etc.
- (iv) A student whose name has not been registered before the examination for want of any document and whose application for Examination has been forwarded by the Head of the Department or Dean of Faculty, may be allowed to sit in the examination with provisional Roll. No. provided he/she is otherwise eligible, but the result of the examination of such student shall be kept withheld as per provision as mentioned in Clause 21. (a) of OE 1 on Conduct of Examinations. **Withheld results must be cleared with 45 days from the date of declaration of result.**

**General Rules**

1. B.Ed is full time and regular course
2. A student shall attend 75% of lecturers (theory and practical separately) delivered in the class during each semester in each course in order to qualify for admission to examination of a semester.
3. The regular candidate/repeater shall submit his/her admission application for examination to a semester on prescribed form with required documents (examination passed mark sheets & certificate)lower duly countersigned by the concerned Head of the Department of the University/principal of the affiliated Colleges.
4. The University shall from time to time prescribe the admission forms and the certificates required in support thereof for admission to the different examinations of the University and make these forms available to all concerned.
5. Application for admission to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the University by the date fixed by the Academic Council/Controller of Examinations.
6. A student pursuing the regular course of study shall attend minimum lectures and complete practical and teaching practice as laid down in the relevant ordinance.
7.
  - (i) Applications for admission to examinations shall be accompanied by the following duly signed by the Authority specified in the admission form.
  - d) A certificate to the effect that the candidate is eligible to appear in the examinations under the Ordinance / Regulations prescribed for the examination concerned.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

- (ii) The application for admission to examination of regular as well as repeater candidates shall be accompanied by **three copies** of the candidates **latest photograph** indicating his/her name. The photograph should be authenticated by the authority signing the admission form.
  - (iii) The examination fee for repeaters/failed candidate shall be the same as fixed by the University from time to time.
8. The Academic Council may debar/exclude any candidate from appearing an examination permanently or for a specific period for reasons to be recorded, if it is satisfied that such candidate is not fit and proper person to be admitted to the examination.
9. (i) If a candidate after admission to an examination commits an immoral act or is discovered to have committed an immoral act, the Vice Chancellor may :
- (a) Cancel his/her candidature for that examination and order that his result be not declared;
  - (b) Disqualify him/her permanently or for a specified period.
- (ii) If a candidate, subsequent to the issue of Roll No. or subsequent to appearance in an examination, is found to be ineligible to take the examination, his candidature shall be cancelled by the Controller of Examinations.
- (iii) If a candidate, before issue of Roll No. or before appearance in an examination, is found to be ineligible to the examination his/her candidature shall be cancelled by the Controller of Examinations.
10. A candidate seeking admission to a course/examination who

- (v) has been disqualified by this University or any other University/Board, shall not be eligible to appear in any university examination during the period of disqualification; and
  - (vi) Wilfully suppresses/neglects to disclose information pertaining to a previous disqualification obtained/incurred by him/her, shall be disqualified for another period of **two** years.
11. A candidate against whom a complaint/case regarding use of unfair means etc. is registered and who in this process is prevented from appearing in an examination, may be given one chance by the Vice-Chancellor immediately next to the last chance missed by him but in any case the degree must be completed within **two** years from the date of admission to the B.Ed. programme.
12. Unless otherwise provided, a person who has already passed an examination of this or any other University shall not be permitted to reappear in that examination or a corresponding examination.
13. For purposes of admission to an examination/course of study, if the minimum marks required involve a fraction, the fraction shall be ignored to the advantage of the candidate.

**Illustration :**

- i) 45 per cent of 175 marks works to 78.75; the fraction .75 in this case will be ignored and a person obtaining 78 marks shall be eligible.
- ii) 45 per cent of 650 being 292.5, a student obtaining 292 marks shall be eligible, but a student obtaining 291.9 marks or less shall not be eligible because his percentage works to less than 45%.

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- iii) 45 per cent of 600 being 270, a student with 270 and above will be eligible but not the one whose percentage works out to 44.9 per cent.
14. Notwithstanding anything contained in any Regulation the Academic Council/Vice-Chancellor may relax the requirement of Regulations in order to avoid hardship to candidate under exceptional circumstances, for any examination regarding change of subjects or other similar requirements where the mistake is primarily of the Head of the institution or on part of the University office.
- Provided that no relaxation of the minimum qualifications as laid down for admission to the examination/course of study would be made.
15. For purpose of calculating late fee, the date of remittance of money by the candidate from Bank shall be taken as the date of receipt thereof by the University.
16. A candidate who fails to present himself for examination or appears in an examination provisionally and subsequently declared ineligible according to rules and regulations shall not be entitled to refund of fees once paid to the University.
17. Similarly, a candidate shall not be entitled to refund of examination fee paid to the University:
- (i) If permission accorded to him to take an examination is subsequently cancelled as a result of miss-statement of facts or suppression of facts or for want of relevant information in examination admission form and
- (ii) If he tried to obtain admission to an examination by making a false statement of facts in his admission form.

18. The duration of the Bachelor of Education (B.Ed) course shall be one academic year spread over two semesters. There shall be at least 90 working days in each Semester.
19. There shall be an examination at the end of each semester, ordinarily in the months of December and May, on the dates to be notified by the Controller of Examinations.
21. All courses shall have at least 45 lectures of 1-hour duration. Every course shall be evaluated in two parts: (a) Internal Assessment or sessional work for 20 marks (*15 marks for Internal Assessment and 5 marks for assignment/seminar*) and (b) Semester examination for 80 marks. The candidate has to pass **separately** in internal assessment and theory/practical end semester examination.

#### **Attendance**

21. A student shall have to attend a minimum of 75% per cent of lectures and tutorials in order to qualify to admit in the End-Semester examination of a semester. However, the Dean of the Faculty may condone a shortage of attendance up to 5% and the Vice-Chancellor up to an additional 10% for genuine reasons.
22. There shall be ten theory papers (including practicum) of 100 marks each (80 marks for End-semester examination and 20 marks for internal assessment in each course). In addition there shall be teaching practice and viva-voce examination.

#### **Internal Assessment/in-semester**

23. Internal assessment shall be based on term paper, seminar paper, tutorial assignment and internal examination/assessment. There shall be three internal assessments (IA) for each course in a semester. The marks

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obtained in the best two out of the three Internal Assessments shall be out of 15 marks and assignment & seminar presentation shall be out of 5 marks. This shall be normalised to maximum marks 20 for consideration towards internal assessment. A student shall have to secure at least 40% marks in each theory course/paper in the internal assessment (Sessional work) and attend 75% of lectures and tutorials, failing which he/she shall not be allowed to fill up the form for End-semester examination.

24. The marks of the internal assessment shall be moderated/ratified in a Departmental Meeting and the result shall be displayed ten (10) days before the end-semester examination along with percentage of attendance. The list of marks of internal assessment for all courses shall be forwarded to the Controller of Examinations by the Head.
25. In order to declare a candidate successful/pass he/she should get a minimum of 40% marks in each theory paper and 40% marks in the sessional work separately. The aggregate percentage required for passing the required examination in each semester is 45% in the theory papers. In addition there shall be teaching practice and viva-voce which shall be evaluated in terms of grades. In case a student fails to get minimum 'C' Grade, he/she shall be declared failed and shall not be eligible to fill up the examination forms for semester exam and has to seek fresh admission under rules in force. The Grade in teaching practice and Viva-voce shall be shown separately in marks sheet.
26. Practice teaching and viva shall be evaluated in terms of grades having following equivalent marks:

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Outstanding	: 'O' (above 75% marks)
Very Good	: 'A' (65% or more but less than 75% marks)
Good	: 'B' (55% or more but less than 65% marks)
<b>Average</b>	<b>: 'C' (45% or more but less than 55% marks)</b>
Fail	: 'D' (below 45% marks)

27. Generally each theory course shall be divided into 5 units. Questions shall be set from each unit with alternative or as per the approved pattern from time to time. As far as possible, the students shall be required to answer one question from each unit and or as per the pattern approved by the Academic Council.
28. Duration of End-semester examination shall be 3 hours.
29. A B.Ed student shall be required to clear all the courses within 4 continuous Semesters. **In no circumstance this requirement shall be relaxed.**
30. A student shall be allowed to move from 1<sup>st</sup> to 2<sup>nd</sup> semester if he/she clears at least three theory courses/papers with 45% aggregate marks in the **qualifying theory papers** and teaching practice & Viva-voce examination with minimum of 'C' grade in the end-semester examination of the first semester. Such students shall be allowed to clear the backlog papers under the provision of **clauses 30 and 26 above.**
31. If a candidate is unable to clear internal assessment in each course/paper and practice teaching and viva-voce examination *and/or* unable to pass in minimum three courses/papers with requisite aggregate percentage of marks/grade (i.e.45%) in qualifying papers in the First Semester and minimum pass

- marks of 40% in each theory paper/course shall be out of the programme and required to seek fresh admission as per the admission criteria in force from time to time.
32. There shall be no separate provision of improvement of division/score in B.Ed programme.
33. No student shall be allowed to appear in any course more than twice for clearing the course. **No additional chance shall be allowed under any circumstances after course completion of duration from the date of admission.**
34. The practicum paper shall be evaluated in manner prescribed in the detailed syllabus.
35. A candidate shall get marks sheet for each semester examination separately. The Consolidated mark sheet shall be issued after completion of all the courses on request and payment of prescribed fee.
36. The Practice Teaching/Practicum shall be assessed by a Board of Examiners appointed by the University and the Chairman of the Board shall forward the Grades/Marks awarded to the Controller of Examinations.
37. Written examination marks and sessional marks in each course/paper shall be shown separately and also as total in that course.
38. In case of failed/partial clearance of theory papers, the **grand total** of marks shall **not** be shown in the marks sheet.
39. For the sake of classification of successful candidates, the marks obtained in the written examination and the sessional marks shall be combined and the aggregate of the same shall be used. The candidates shall be placed in the following Divisions on the basis of the marks secured:

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52  
(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
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60% and above	- 1 <sup>st</sup> Division
Above 50% and below 60%	- 2 <sup>nd</sup> Division
Between 40% and below 50%	- Simply 'passed'

There shall be no class/division indicated in case of teaching practice and viva-voce but the grades obtained in it shall be shown separately in the marks sheet.

Rank can be given only if students clear all the courses in 2(two) Semesters continuously in the 1<sup>st</sup> attempt.

40. The marks/grade obtained by a candidate in practicum/teaching practice & Viva-voce/internal assessment in a semester shall be carried over as such in case he/she clears B.Ed. examination through partial reappearance under the existing provisions.
41. Repeaters shall fill in the examination form along with the regular candidates on dates notified in the prospectus or as fixed by the University from time to time.
42. A candidate shall get partial reappearance in the 2<sup>nd</sup> and final semester only when he/she clears at least three (3) theory courses/papers with 45% aggregate marks in the qualifying theory papers failing which he/she shall have to appear in all the papers of the second semester.
- 43. Any difficulties arising out of these provisions may be brought to the notice of the Vice-Chancellor for consideration and redress.**

**OE 10. ORDINANCE RELATING TO LL.B. EXAMINATIONS (3-year Course)**

*(Under Section 31 (1)(a)(g) of the Rajiv Gandhi University Act, 2006)*

**1. Requirement for admission to examinations**

The Principals of the affiliated colleges are authorized to admit students in difference courses provisionally subject to fulfilment of all admission criteria prescribed by Bar Council of India(BCI). After admission, the Principals shall forward the name of students in different courses in prescribed forms for **Registration** as mentioned in **Clause 21.(a) of OE 1 on Conduct of Examinations** along with required fees and documents.

- 1.1. A student joining 1<sup>st</sup> semester course, shall select subjects as per provisions laid down in the ordinance and may be allowed to change subject(s) within 15 days of joining the course.
- 1.2. If a student does not attend classes in any course including elective, practical training, seminar courses, for at least 75% of the total classes held he/she shall be declared as ineligible to fill up examinations forms and shall not be allowed to appear in the end semester examination in the said course. However, the Vice-Chancellor may relax this rule under rare circumstances such as medical ground or participation in International/National/Sate level sports, N.C.C. etc.
- 1.3. In case a student fails to attend classes for one week at a stretch from the date of commencement of classes, his/her name shall be struck off from the roll or register provided that in exceptional cases the Vice-Chancellor and the Dean of the Faculty of Law condone the shortage of attendance by not more than 5% as per the recommendation of the Principal of the college.
- 1.4. The University shall from time to time prescribe the admission

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*(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13*

*(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.*

forms and the certificates required in support thereof for admission the different examinations of the University and make these forms available to all concerned students.

- 1.5. A candidate seeking admission to an examination of the University shall be required to pay the fees as prescribed from time to time.
- 1.6. There shall be six papers in each semester. Every paper as provided in the LLB ( 3-year) course of study shall be for 100 marks. End Semester examination papers will contain five questions each for 80 marks and the time duration will be three hours and 20 marks for internal assessment.
- 1.7. College Principal shall put counter signature every month on diaries maintained for all practical papers to be maintained by students. Students who do not maintain such diaries shall be debarred from appearing end semester examinations in theory papers.

## **2. Examination**

- 2.1. To be eligible for University examinations, a candidate shall have-
  - i) To pass in all internal assessments to be eligible to appear in the end semester examination.
  - ii) To pay the prescribed fees and apply in the prescribed format through the Principal of the constituent or affiliated college. If he/she fails to pass or fails to present himself/herself at the examination, he/she shall forfeit the examination fees so paid for the examination.
  - iii) To submit a certificate by the Principal of the college concerned regarding his/her bonafide, satisfactory progress of studies and testifying to his/her good conduct and character.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- iv) Except Back Paper candidates, students have to appear in all the papers/courses in the end semester examinations. Appearing practical examination shall be treated as fail.

### 3.Results and progression

- 3.1. In order to pass each semester a candidate should secure 40% marks in every individual paper and 45% marks in aggregate. In order to move from a lower to higher semester, a candidate must pass in at least **50% of all theory papers/courses** and all practical courses/papers. For considering this a candidate has to appear in all papers/practical courses. **A candidate who is unable to clear internal assessment and/or unable to clear minimum 50 % courses/papers and all the practical courses with aggregate requirement of marks (i.e. 45%) in qualifying courses/papers including practical courses in the First Semester shall be out of the programme and require to seek fresh admission as per admission criteria in force from time to time.**
- 3.2. Except in the case of LLB (3-year) final examination, in all other semester the **list of successful candidates** will be declared in order of Roll Numbers. In the LLB (3-year) final examination, the list of successful candidates will be prepared in order of merit by placing in the First Class only those candidates who obtain 60% marks or more in aggregate of the grand total of all LLB (3-year) examinations taken together and the rest of the successful candidates securing **45%** or more marks in aggregate shall be declared to have pass in the Second Class. Any candidate securing 75% or more in aggregate will be declared to have passed with distinction provided he/she clears all the subjects in one chance.
- 3.3. The degree programme leading to LLB shall be of **3 (three) years duration** from the date of his/her first admission and has to complete in maximum five years. A Student shall be allowed to

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appear in **not more than three consecutive chances** in any of the LLB (3- year) examinations including the first appearance. A candidate, who fails to appear in an examination due, shall lose that particular chance allowed to him/her by this clause. **No additional chance shall be allowed under any circumstances after completion of 5 years duration from the date of admission.**

- 3.4. A student will be **eligible to join the next semester** provided he/she clears at least 50% of total papers of the preceding semester with required pass mark in paper and aggregate marks.
- 3.5. After completion of the 4<sup>th</sup> Semester, he/she should clear 18 papers out of the 24 papers to be eligible for admission to the 5<sup>th</sup> Semester.

**Notwithstanding anything contained in these regulations, the Vice-Chancellor shall have the power to take an appropriate action deemed fit and redress.**

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

**OE 11. ORDINANCES RELATING TO B.A.LL.B. EXAMINATIONS**

*(Under Section 31 (1) (a)(g)) of the Rajiv Gandhi University Act, 2006)*

1. There shall be course of study on Law leading to Bachelor of Arts and Law.
2. The name of the degree shall be B.A. LL.B.
3. The duration of the LL.B. degree course shall be for a period of five academic years. It shall comprise two parts viz. Part-I which will be two year core programme of pre-law study and Part-II which will be a three year programme for professional training in law. Each academic year is divided into two semesters, each semester having an average of 100 working/teaching days. The academic terms shall ordinarily be between July to December and January to May.
4. The 5 year B.A. LL.B. course is full-time course and no student is permitted to pursue simultaneously any other course. The admission of the student can be cancelled at any stage for violation of this rule. However, **B.A., L.L.B. course shall be completed within the duration of 8(eight) years from the date of admission.** Under no any circumstances an additional year/semester shall be extended. However, if a candidate has a back paper during his/her last year/semester duration to complete the course he/she shall be given an additional semester chance to clear the back paper only.
5. The maximum number of students shall not exceed 80 per section.
6. **Eligibility for Admission**

A candidate for admission to the 5 year B.A. LL.B. course shall have to:

- 6.1. Pass the Higher Secondary Examination (10+2) or an equivalent examination there to securing in the aggregate not less than 45% of the total marks for general candidates and not less than 40% for SC/ST/OBC candidates.

*(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52*

*(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13*

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- 6.2. Must complete 23 years of age (25 years for SC/ST) on 1<sup>st</sup> January of the year of admission. However, upper age limit may be relaxed with the permission from the Vice-Chancellor of the University in extraordinary cases, on the recommendation of the Principal and Dean, Faculty of Law.
- 6.3. The Principals of the affiliated colleges are authorized to admit students in difference courses provisionally subject to fulfilment of all admission criteria. After admission, the Principals shall forward the name of students in different courses in prescribed forms for **Registration** as mentioned in **Clause 21. (a) of OE 1 on Conduct of Examinations** along with required fees and documents.
7. There shall be no relaxation of percentage of marks in minimum eligibility for admission.

## 8 **Attendance**

- 8.1 If a student does not attend classes in any course including elective, practical training, semester courses, for at least 75% of the total classes held he/she shall be declared as ineligible to fill up examinations form and shall not be allowed to appear in the examination in the said course. However, the Vice-Chancellor may relax this rule under exceptional circumstances such as medical ground or participation in sports, NCC, etc.
- 8.2 In case a student fails to attend classes for one week at a stretch from the date of commencement of classes with the prior approval his/her name shall be struck off from the role or register provided that in exceptional cases the Vice-Chancellor and the Dean of the Faculty of Law, condone the shortage of attendance by not more than 5% as per the recommendation of the Principals of the College.

9. The Medium of instruction and examination of all courses in the University shall be English.
10. Admission shall be made strictly on merit by the respective college admission committee by holding written test/interview of the candidates. Reservation policy of the University shall be followed while selecting the candidate.
11. **Examinations**  
There shall be six paper in each semester during the duration of Per-law. Every paper as provided in the B.A. LLB, course of study shall be for 100 marks. End semester examination papers shall consist of 80 marks and 20 marks for internal assessment respectively.
12. College Principal shall put counter signature every month on dairies maintained for all practical papers to be maintained by students. Students who do not maintain such dairies shall be debarred from appearing in theory papers.
13. **To eligible for University examinations, a candidate shall have:**
  - 13.1 To pass in all internal assessment tests to be eligible to appear in the end semester examination.
  - 13.2 To pay the prescribed fees and apply in the prescribed form through the Principal of the constituent or affiliated college. If he/she fails to pass or fails to present himself/herself at the examination, he/she shall forfeit the examination fees, so paid for that examination.
  - 13.3 To submit a certificate from the Principal of the College concerned regarding his/her satisfactory progress of studies and testifying to his/her good conduct and character.
14. **Results and Progression**
  - 14.1 In order to pass each semester a candidate should secure

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52  
(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

40% marks in every individual paper and 45 % marks in aggregate. In order to move from a lower to higher semester, a candidate must pass in at least **50% of all theory papers/courses** and all practical courses/papers. For considering this a candidate has to appear in all papers/practical courses. **A candidate who is unable to clear internal assessment and/or unable to clear minimum 50 % courses/papers and all the practical courses (if any) with aggregate requirement of marks (i.e. 45%) in qualifying courses/papers including practical courses (if any) in the First Semester shall be out of the programme and require to seek fresh admission as per admission criteria in force from time to time.**

14.2 Except in the case of B.A., LL.B. final examination, in all other semester examinations the list of successful candidates will be declared in order of Roll Nos. In the B.A. LL.B. final semester examination, the list of successful candidates will be prepared in order of merit by placing in the First Class only these candidates who obtain 60% or more in aggregate of the grand total of all B.A. LLB. Examinations taken together and the rest of the successful candidates securing 45% or more marks in aggregate shall be declared to have passed in the Second Class. Any candidate securing 75% more in aggregate will be declared to have passed with distinction provided he/she clears all the subjects in one chance.

14.3 A student shall be required to clear his/her B.A., LLB degrees **within 8 (eight)** years from the date of his/her first due examination in B.A. LLB. First semester provided that a student shall be allowed to appear in **not more than three chances** in any part of the B.A.,LLB.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

Examination including the first appearance. **Be it clarified that a candidate not appearing in any examination due shall be considered as loss of that particular chance allowed to him /her by this clause. No additional chance shall be allowed under any circumstances after course completion duration from the date of admission.**

- 14.4 A student shall not be admitted into the Fifth Semester classes unless he/she clears all the previous semesters of the Part-I. A student admitted into the Fifth Semester shall however, be allowed to complete his study up to sixteenth Semester with back paper in other semesters.
- 14.5 A student shall be allowed to **reappear in not more than 50 % of papers** upto Fourth semesters and **not more than three papers** in the other semesters (Fifth- Tenth) examinations as back papers provided he/she secures 45% marks in average in the remaining papers of that particular examination.
- 14.6. The marks secured by a candidate in Practical papers shall not be carried over beyond three semester examinations.
- 14.7 The sessions for the odd semester shall run from July to December and for the even semesters shall run from January to June. The odd and even semester Examinations will be held in December and June respectively every year.

**Notwithstanding anything contained in these regulations, the Vice-Chancellor shall have the power to take an appropriate action deemed fit and redress.**

**OE 12. DISCIPLINARY CONTROL/PUNISHMENT AND USE OF UNFAIR MEANS IN AN EXAMINATION CENTRE**

*(Under Statute 30(4) of Rajiv Gandhi University Act, 2006)*

1. A candidate shall not use unfair means in connection with any examination.
  - (i) If a candidate after admission to an examination commits an immoral act or is discovered to have committed an immoral act, the academic council may :
    - (a) cancel his/her candidature for that examination and order that his/her result be not declared
    - (b) disqualify him/her permanently or for a specified period
  - (ii) If a candidate, subsequent to the issue of Roll No. or 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.
  - (iii) If a candidate, before issue of Roll No. or before appearance in an examination, is found to be ineligible to the examination his/her candidature shall be cancelled by the Controller of Examinations.
2. A **candidate seeking admission** to a course/examination who
  - (i) Has been disqualified by this University or any other University/Board, shall not be eligible to appear in any University examination during the period of disqualification and
  - (ii) Wilfully suppresses/neglects to disclose information pertaining to a previous disqualification incurred by him/her, shall be disqualified for another period of two years.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.



3. A candidate, against whom a complaint/case regarding use of unfair means etc. is registered and who in this process is prevented from appearing in an examination, may be given one or more chances by the Vice-Chancellor immediately next to the last chance missed by him. But in any case the first degree/(BA/B.Sc/B.Com) course must be completed within 6(Six) years
4. Possession of Notes, Books, etc. or any other act on the part of a candidate or any other person, during or after the examination, as described in these regulations, shall be an act punishable according to the provisions contained in these regulations.
5. In these regulations, the 'year' means the Academic Year in which examination is conducted.
6. Every day before the examination begins, the Supdt. Or Deputy/Asst. Supdt. Shall call upon all the candidates to part with and deliver to him all papers, books or notes, which they may have in their possession. However, the absence of such warning or a candidate not having heard the announcement shall not be excused or possession of objectionable materials.
7. If during the examination a candidate is found having in his/her possession or accessible to him papers, books or notes due to inadvertence and the papers, books or notes could be of assistance to him may be given written warning by the Co-ordinator, the Academic Council may debar him from passing that paper as disciplinary measure after considering the report from the Supdt. as to under which circumstances he/she had to issue written warning to the candidate.
8. If during a University Examination, a candidate is found in mala-fide possession of any material such as :
  - I) paper, books or notes or

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- II) written notes on any part of the cloths worn by the candidate or any part of his/her body, or table or desk
- III) foot-rule and/or instruments like set-squares protectors, slide rules, etc. with notes written on them, which is relevant to the subject of the examination, he shall be disqualified from appearing in any University Examination for two years, including that in which he is found guilty.

**9. During the Examination hour if a candidate is found:**

- (i) talking to another candidate or any person inside or outside the examination hall without the permission of supervisory staff, before he/she has handed over his/her answer-book
- (ii) to write either on blotting paper, or any piece of paper, a question set in the paper or anything connected with, or relating to a question set in the paper or solution thereof
- (iii) guilty of passing on, or attempting to pass a copy of a question set in the paper or the question paper itself, or a part thereof, or a solution of a question set in the question paper to anyone, shall be given “**W**” (warning) against his/her roll number. Such case of ‘W’ shall be intimated by the Centre Supdt. to the Controller of Examinations in writing, countersigned by the Coordinator and the supervisor, The Controller of Examinations will keep records of such case and **deduct 5 (marks)** for every ‘**W**’ from the total marks obtained by the

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candidate after evaluation of the particular paper against which 'W' is given.

**OR**

The Academic Council/Vice-Chancellor shall have power to cancel the whole paper if the gravity of the situation demands.

**10. During the examination hours if a candidate is found:**

- i. having copied or indulging in copying from any paper, book or notes
- ii. to have allowed or is found allowing any other candidate to copy any matter from his/her answer-book, to have rendered and assistance to another candidate in solving a question or a part of question set in the question paper,
- iii. swallowing or attempting to swallow a note or paper or run away with it or is guilty of causing disappearance or destroying any such material,
- iii. consulting books, note books or papers or any other material while temporarily outside the examination hall before he has handed over his/her answer-book to the Supdt./Supervisory staff,
- v. in possession of a solution to question set in the paper through convenience of any member of the supervisory staff or menial staff or some outside agency,
- vii. guilty of having made previous arrangement to obtain help in connection with the question paper **shall be disqualified from appearing in any University examination for 2(two) years including the year in which he/she is found guilty.**

**11. A candidate found guilty of-**

- i. smuggling in an answer-book or a continuation sheet or

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- ii. taking out or arranging to send out an answer book or continuation sheet or
  - iii. replacing or getting replaced his/her answer-book or continuation sheet, during the or after the examination with or without the help or convenience of any person connected with the examination Centre **–shall be disqualified from appearing in any University examination for a period of 3(three) years including the year the candidate was found guilty.**
12. If a candidate during the course of a **practical Examination** in a Science or some other practical oriented subject, presents to the examiner a practical or class work Note Book which does not belong to him, he/she shall be disqualified from passing the examination.
13. If a candidate leaves the examination hall without delivering the answer-book to the Supervisor concerned and takes away the same with him/her or intentionally tears off, or otherwise disposes of his/her answer-book or any part thereof or the continuation sheet or part thereof inside or outside the examination hall, he/she **shall be disqualified from appearing in any University examination for 2(two) years including that in which he is found guilty.**
14. A candidate found guilty of:
- (a) serious misconduct in the examination hall, or
  - (b) misbehaviour/physical assault/abuse towards, the Superintendent or any member of the supervisory staff inside or outside the examination hall or any other place during the examination **shall be disqualified from appearing in any University Examination for a period**

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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**of two to five years according to the nature of his/her misconduct.**

15. A candidate who refuses to carry out the instructions of the Supdt. of the Centre or any member of the supervisory staff or changes his/her seat with another candidate or creates disturbances of any kind during the examination time shall be liable to expulsion by the Superintendent or shall be awarded any of the following punishment –
- (i) Cancellation of the answer-book of the paper concerned, and
  - (ii) Disqualification from appearing in any University examination, which may be extended up to three years.
16. Any person who impersonates a candidate shall be disqualified from appearing in any University examination for a period of five years, if that person is a student on the rolls of a recognized Institution or Teaching Department. But if the person is not a student on the rolls of a recognized Institution/Department, he shall be declared not fit to be admitted in any examination of the University for a period of **five years** and the case may be reported to the police. The candidate who is impersonated shall also be disqualified for a period of five years.
17. A candidate found or suspected guilty of using unfair means in the examination shall be permitted to answer the remaining part of the question paper, but on a separate answer-book and the answer-book in which the unfair means is suspected shall be seized by the Superintendent who shall send both the answer-books to the Controller of Examinations with his/her report. His/her will not affect the candidate's right to appear in the rest of the examination in subsequent papers.
18. (i) In case of a person who commits an offence under any of these regulations, but not a candidate of the examination,

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- the Vice-Chancellor may also, if he so decides, hand over the case to the police.
- (ii) In case of a teacher or person connected with a institution, who commits an offence under any of these regulations, his/her conduct shall be reported to the authority and he may be debarred from any remunerative job in the University.
19. (i) The Superintendent of the examination Centre shall report to the Controller of Examinations, without delay and on the day of occurrence, if possible, each case of unfair means as mentioned in these regulations with full details of evidence and explanation of the candidate concerned on the forms supplied for the purpose.
- (ii) In case the candidate refuses to give a statement he is not be forced to do so. The Supdt shall record the fact of his/her refusal. and attested by two other members of the Supervisory staff on duty.
20. (i) A candidate found guilty of **using abusive or obscene language** in the answer-book shall be disqualified from passing that examination.
- (ii) Where a candidate had made an **appeal to the examiner through the answer-book**, such answer-book shall be liable to be cancelled.
21. A candidate found guilty of -
- (i) Deliberately disclosing his/her identity on making any distinction mark to disclose his/her identity in his/her answer-book
- (ii) Communication or attempting to communicate directly or indirectly through any person with an examiner with an object of influencing in award of marks

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- (iii) Trying to get information regarding question paper through any person/staff of the University and or
  - (iv) Approaching or influencing directly or indirectly, regarding his/her unfair means case, any official of the University -shall be disqualified for one year in addition to the punishment awarded to him for offence under this ordinance.
22. Where a candidate alleged to employ unfair means has not been given any opportunity to explain the misconduct of which he is reported to be guilty, the Controller of Examinations shall call upon the candidate to show cause why action should not be taken against him for his/her misconduct. If the candidate fails to do so within 15 days of issue of such notice, the University shall proceed with the case.
23. If the Academic Council is satisfied after enquiry that integrity of a University examination has been violated at an examination Centre as a consequence of whole-sale unfair assistance rendered to the examinees, Council may order re-examination, besides taking action under Regulations relating to unfair means and may also abolish the examination Centre for future for a specified period. (Explanation the whole-sale unfair means where the invigilator in charge is satisfied that 30% or more students are involved in using unfair means or copying the particular paper.
24. For any case of unfair means not covered by this ordinance, the Academic Council may appoint a Committee of three members to go into the case of the alleged unfair means and misconduct in connection with the examination and impose punishment as it may deem fit according to the nature of the offence.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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The committee may for reasons to be recorded, also recommend to the Vice-Chancellor if any action is to be taken against the Supervisory staff or an examiner.

Two members of the Committee shall form its quorum. When the committee is not unanimous in its decision, the matter shall be referred to the Vice-Chancellor, who will either decide the case himself or refer it to the Academic Council for decision.

25. The Executive Council may declare by resolution any other act of omission or commission to be unfair means in any respect of the examination.
26. Tampering with a certificate/Marks sheet and obtaining a certificate on false representation – The Vice-Chancellor shall have the power to disqualify a person who is found guilty of :
- (i) Tampering with his/her own certificate or diploma
  - or**
  - (ii) Obtaining or attempting to obtain a certificate or diploma to which he is not entitled

The minimum period of disqualification shall be 3 years or more as determined by the Vice-Chancellor and the case shall be reported to the Academic Council.

However, on the lapse of the penalty period, such students may be allowed to join the first year/first semester of the respective course **with renewal of the registration.**

27. **Notwithstanding anything contained in these regulations, the vice-Chancellor shall have the power to take an appropriate action deemed fit and redress.**

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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**OE 13. ORDINANCE RELATING CONDUCT OF EXAMINATION  
FOR MASTER OF PHILOSOPHY (M. Phil) PROGRAMME**

*(Under Section 31 (1)(g) of the Rajiv Gandhi University Act, 2006)*

1. The ordinance shall be called the Master of Philosophy (M.Phil) hereinafter called the M.Phil programme.

The M.Phil programme shall be an advanced course in different disciplines at Post-Master's Degree level of this University. It is designed as the first research degree of the University, aiming at providing deeper insights in the relevant subject, broadening horizons and equipping scholars with required competence for further research in different fields.

The **M. Phil programme** shall comprise of two parts:

- (1) **Course Work**
- (2) **Dissertation**

The M.Phil course work shall be of high standard and in the dissertation the students are expected to show evidence of independent work with some originality in approach.

2. **Duration of the Course**

- 2.1 The duration of the course shall be spread over **one and half academic year** comprising three semesters. The first and second semester shall consist of three theory papers each, and third semester for preparing the dissertation.
- 2.2 Three theoretical papers shall be offered as course papers in the first semester comprising research methodology, computer applications and instrumentations/skill development.
- 2.3 The Department/Institute/Centre concerned shall prescribe the relevant course contents viz., instrumentations and skill development while the papers

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on research methodology and computer applications shall be common for both science and humanities groups.

Common teachings may be arranged for candidates belonging to different faculties.

- 2.4 Admission to the course in all the programmes shall be made at the beginning of each semester. The admission shall be made on merit basis having qualified the **MPET, RGU** (M.Phil Entrance Test) or any other criteria fixed by the University Admission Committee.

3. **Eligibility for Admission to the Course**

A candidate shall be eligible for admission to the course leading to the Degree of Master of Philosophy, if he/she had taken the Master's degree of the University or a degree recognized by the University for this purpose as its equivalent thereto of the concerned subject.

- 3.1 Candidates who have obtained postgraduate degree or equivalent grade point under the pattern of 10+3+2:

- (i) Candidate who have secured at least 55% or equivalent grade point in average in the qualifying examinations. 5% relaxation for SC/ST candidates and have passed the MPET, RGU.
- (ii) NET/SLET candidates desirous to undertake the M.Phil course may be directly admitted without screening test. However, they shall have to appear in interview (MPET, RGU).
- (iii) Selected candidates have to face an oral presentation/Viva-voce to be conducted by the respective department.
- (ii) The intake capacity shall be decided by the concerned Department/Institute/Centre in

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consultation with the Vice Chancellor subject to approval of Academic Council.

(iii) To be eligible in the end semester examination, each student must attend at least 75% of the classes in the course work.

a. Candidates seeking admission to the course shall be selected on the basis of their performance in written test and interview. There shall be a joint entrance test for both M.Phil and Ph.D. applicants (Please see Annexure-IV).

#### 4. **Procedure of Admission**

All applications for admission shall be considered by the Admission Committee of the Department/Institute/Centre, and forward them, with its recommendation and shall determine on the matters specified below:

4.1 The admission to the M.Phil programme shall be considered provided that the candidate is found suitable and fulfils the minimum eligibility criteria for admission to the M.Phil programme and his/her admission shall be made to that course by the Admission Committee.

4.2 No candidate shall be eligible to register for the programme/course if he/she is already registered for any full time programme of study in this University or in any other University/Institute.

4.3 No candidate admitted to the M.Phil. programme shall undertake any employment.

(i) An M.Phil candidate shall not join any other course of study offered by the University; and

(ii) And also not appear in any examination other than those prescribed by the Department/Institute/Centre concerned without

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the prior permission of the Board of Departmental Studies and the Dean of the Faculty.

- 4.4 The prospectus of the course containing application form for admission may be obtained from the University office and the duly filled in forms with self-attested copies (in duplicate) of the following certificates and mark-sheets are to be submitted in the office of the concerned Department/Institute/Centre:

- (i) The AISCE passed certificate and mark-sheet (Class X)/any other recognized Board.
- (ii) The AISSCE passed certificate and mark-sheet (10+2)/any other recognized Board.
- (iii) B.A., B.Sc., B.Com., passed certificate and mark-sheet or any other equivalent examination passed from any recognized University.
- (iv) M.A., M.Sc., M.Com., B.Ed. passed certificate and mark-sheet.
- (v) Four copies of the recent passport size photographs.
- (vi) The Scheduled Caste/Tribe Certificate/OBC/Physically challenged/NSS/NCC/Sports/Ex-serviceman, etc.
- (vii) Migration certificate in original in case of applicants who have passed the qualifying examination from other than Rajiv Gandhi University.

5. **Appointment of Supervisor for the M.Phil programme**

- 5.1 There shall be a Supervisor for every student of the M.Phil course who shall be appointed by the Board of Departmental Studies (BDS).
- 5.2 In case a Supervisor ceases to be a teacher of the University on superannuation or leaving the university for

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new assignment to other organizations, may continue to supervise if he/she expresses his/her willingness in writing or the Board of Departmental Studies may appoint another Supervisor from among the teachers of the concerned Department/Institute/Centre.

5.3 A post graduate teacher with Ph.D. degree shall be eligible for supervising M.Phil candidates.

5.4 A supervisor may not accommodate more than two M.Phil candidates at a time

**6. M.Phil Committee**

6.1 There shall be an 'M.Phil Committee' in each faculty to monitor and maintain the quality of M.Phil programme of the University and shall be constituted by the Vice Chancellor for a period of three years, comprising the following members.

(i) Dean of the Faculty concerned shall be the Chairman.

(ii) Senior-most Professor of the Faculty.

(iii) Two Professors on rotation (Seniority basis).

(iv) One Associate Professor on rotation (Seniority basis).

In case the Dean of the concerned subject is not present, the Senior-most Professor of Faculty will act as Chairman. The quorum of the meeting shall be 3 (three) members of the total members

**7. Reservation**

7.1 The reservation for allotting seats for M.Phil programme will be as per university policy as decided from time to time.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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**8. Topic of Dissertation**

The topic of dissertation and seminar papers to be offered by a student shall be approved by the Board of Departmental Studies through the Supervisor concerned.

**9. Evaluation of the course work**

9.1 For the theoretical papers in the course work, the panel of examiners shall be prepared by the Departmental Board of Studies (DBS) and shall be submitted to the Controller of Examinations.

9.2 To evaluate seminar performance pertaining to course work, there shall be an expert from outside the Department/Institute/Centre selected by the DBS of the concerned Department/Institute/Centre in consultation with the Supervisor concerned.

9.3 For evaluation of dissertation script and viva voce examination on the dissertation, the external examiners shall be appointed on the basis of departmental recommendations by the Controller of Examinations in consultation with the Vice Chancellor.

9.4 In the case of M.Phil course, a student must obtain a minimum of 50% marks in each paper.

9.5 In each semester, there will be two papers of 100 marks each. One paper of each semester will carry 75 or 80 marks for end semester examination and 25 or 20 marks for seminar presentation as the case may be or any other mode of internal evaluation M.Phil dissertation shall carry 200 marks and out of which 50 marks shall be for Viva Voce. However, pattern on distribution of marks for the course shall be based on subject specific and on the approved syllabus by the BOS and Academic Council.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- 9.6 An M.Phil candidate shall be required to submit a dissertation script in triplicate, duly certified and recommended by the Supervisor, and forwarded by the Head of the Department/Institute/Centre to the Controller of Examinations.
- 9.7 Dissertation script shall be evaluated by two examiners, one of whom shall be the concerned Supervisor and the other shall be from outside the University/cognate subject of the university.
- 9.8 The minimum pass mark in the dissertation script is 50%, out of a total of 150 marks. These shall be calculated on the basis of the average marks awarded by the two examiners. However, if the candidate is awarded less than 50% by any of the two examiners, the average shall not be calculated and the student shall be considered as having failed in the dissertation script. However, he/she may be allowed to re-submit the dissertation within six months with the approval FBS/DBS.
- 9.9. There will be a viva voce test (for 50 marks) in which the qualifying marks shall be 50%.

*(Note: In order to qualify in the M.Phil examination, a candidate shall have to secure qualifying marks, i.e. 50% in the course work and 50% in the dissertation independently).*

- 9.10 The Viva Voce on the dissertation may be held after the receipt of the marks of dissertation within the stipulated time period,
- 9.11 The Viva Voce on the dissertation shall be conducted by a board of three examiners, consisting of the following members:

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52  
(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.

- (i) Supervisor,
- (ii) The external examiner, an expert in the rank of Professor nominated by the Vice Chancellor from outside the Department/Institute/Centre and
- (iii) The concerned Head/Director shall act as the Chairman of the Board.

10. **Grading & Course Completion Certificate**

10.1 On the basis of the marks obtained by a candidate, the M.Phil degree shall be awarded in the following grades:

50% - 59.99%	:	'B'
60% - 74.99%	:	'A'
75% and above	:	'A'+

10.2 On the basis of performance of the candidate in the course work a Certificate to that effect shall be issued by the university authority with necessary feed back from the concerned department. A certificate shall indicate clearly the 'Grade' secured in the course work.

10.3 The course completion certificate shall be valid for both M.Phil and Ph.D. programme at least for two academic session

10.4 A course completion certificate issued by any other recognized University/institution shall also be considered for accommodating students in the M.Phil/Ph.D. programmes. However, such certificate may not considered if it is issued more than two academic sessions before the date of application.

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52

(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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**11. Number of Chances**

If a candidate fails to get the qualifying marks in the different components (i.e., course work, dissertation script and Viva Voce on dissertation), the student shall be given only one chance, immediately following the examination in which the candidate has appeared, to clear the component(s) in which the candidate has failed.

**12. Fees**

Every M.Phil candidate shall have to pay admission fee (one-time payment at the time of admission); monthly tuition fee; examination fee; library fee; laboratory fee (in case of science subjects) and other fees at rates to be prescribed by the University from time to time.

**Notwithstanding what is contained in the above Ordinance, the Academic Council shall, in exceptional circumstances on the recommendations of the Vice Chancellor and Departmental Board of Studies and the Faculty Board of Studies, consider any such matter/s as might be necessary for redress of such difficulties.**

(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52  
(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
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**OE 14. ORDINANCE RELATING TO CONDUCT AND AWARD OF  
PH.D. DEGREE**

*(Under Section 31 (1)(g) of the Rajiv Gandhi University Act, 2006)*

**Admission and Eligibility**

1. (a) The admission to the Ph.D. programme will be done preferably in the beginning of each semester. The candidates with at least 55% marks in their Master's Degree with 5% relaxation for SC & ST candidates in the subject concerned/allied subject/cognate subject will be required to appear in a written test and/or an interview to be conducted by the Department.
- (b) If the topic is of interdisciplinary nature, the supervisors may be selected from two concerned departments. Under the circumstance, the candidate shall apply for registration in the concerned department/subject in which he/she is awarded the master Degree.
- (c) Ph.D. programme should be open to all candidates in the concerned/allied subject who fulfil the requirements and qualifications for admission to the programme subject to intake capacity and expertise of prospective supervisors and available laboratory and other facilities in the department.
- (d) Persons desirous of undertaking Ph.D. programme should apply in prescribed format available from academic branch or the same may be downloaded from the university web page.

*(a) Recommended in the 9<sup>th</sup> Academic Council on 02/04/13 vide item No.AC:09:52*

*(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13*

*(c) Approved and Notified vide No.ADM-38/ORD/10, Dated 02/06/14. This shall come into effect from 07/07/2014. This supersedes earlier Ordinance on Examinations.*

**Selection criteria:**

- (a) It is mandatory for all fresh applicants to appear **MPET, RGU** Screening/Entrance Test to be conducted by the university authority centrally or the department concerned. However, a College/University teacher who has cleared NET/SLET and completed a minimum of three years of teaching are exempted from appearing in the screening test. It is however mandatory for all to appear before a departmental interview.
- (b) It is required to secure minimum 50% marks in the screening test and interview
- (c) Persons with M. Phil degree are exempted from appearing in the screening test and course work.
- (d) Exemption from appearing the screening test is also given to those candidates who qualify the UGC/CSIR/JRF or similar equivalent qualifying tests
- (e) It is also mandatory to appear and qualify departmental interview for the candidates of above mentioned categories (c) & (d)
- (f) It is mandatory for the department concerned to declare the vacancy position well ahead of the screening test. **50% of the seats of the Ph.D programme shall be reserved for M.Phil degree holders, 25% for CSIR-UGC NET holder and 25% for direct candidates. If any vacancy for Ph. D seat is available less than 4 (four) no reservation shall be kept. The seat shall be treated as open.**

**Screening test & Interview**

- (a) The screening tests shall be conducted by the exam branch of the university through a committee constituted for the purpose with the approval of the Vice Chancellor

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- (b) The written test shall be conducted in the concerned subject as per the guidelines framed for the purpose.
- (c) Candidates qualifying the screening test shall have to appear before a departmental interview board constituted for the purpose
- (d) A minimum of three faculty members shall constitute the interview board with at least one professor, one associate professor and one assistant professor.
- (e) The prospective supervisor/faculty member/s with vacancy position shall also attend the interview board
- (f) The head of the department or the senior most faculty member shall act the Chairperson of the Interview board
- (g) For the three member quorum a faculty from the cognate subject may also be incorporated in the interview with permission from the Vice Chancellor
- (h) In case of interdisciplinary research the faculty from the concerned department may also be invited to the interview board with necessary approval
- (i) The final result of screening test shall be declared by the Exam branch with approval from the Vice Chancellor
- (j) A candidate qualifying the screening test has to undergo course work

### **Course work**

- (a) The course work is mandatory for all the fresh candidates and those engaged in regular employment. An in- service candidate is required to submit a certificate (NOC) from the employer. Scholars with M.Phil degree having course completion shall be exempted from attending the course work.

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(b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13

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- (b) The course work shall be treated as pre-Ph.D. preparation and must include a course on **research methodology which may include quantitative methods and Computer Applications**. It may also involve reviewing of published research in the relevant field. The University shall decide the minimum qualifying requirement for allowing a student to proceed further as a full time researcher for completion of Ph.D. thesis as mentioned in M.Phil ordinance.
- (c) The course work may be carried out by doctoral candidates in sister Departments/Institutes either within or outside the University for which due credit will be given to them.
- (d) For **continuation evaluation** the scholars are required to appear internal assessment/present seminar/review paper/assignment out of 25 marks and written examination out of 75 marks during the course work conducted by the department along with the odd semester examination (December). It is mandatory for the scholars to **attend** at least 80% of the allotted classes. Department may submit the final **Marks** allotted to each candidate for finalising the result and ascertaining the grade.
- (e) Research scholars shall get maximum of 3 (three) consecutive chances without a break to complete the course work.
- (f) After the completion of the course there shall be written examination in 2 (two) papers viz. Methodology of Research and Quantitative Analysis/Computer Application.
- (g) A Departmental Evaluation Committee as under may be constituted for evaluation of the candidate:
- (i) Dean of the concerned faculty - Chairman
  - (ii) One Professor of the department - Member
  - (iii) One Associate Prof. of the department - Member

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- (ii) HoD - Convenor
- (h) The Head of the Department shall submit 2(Two) Evaluation Reports and Attendance Record of each candidate to the office of the Controller of Examinations for finalising the result.
- (i) The University shall maintain a uniform course work for all the Departments. Such courses will be formally examined and the grades obtained therein will be reflected in the final result. **A Grade** (as mentioned in Clause 10.1 of Ordinance on M. Phil) **Certificate to that effect shall be issued to the successful candidate from the office of the Controller of Examinations.**

### **Allocation of Supervisor & Joint Supervisor**

3. (i) The Department shall appoint a supervisor in a formal manner depending on the number of students per faculty member as specified, the available specialization among the faculty members, and the research interest of the student as indicated/mentioned in the application and during interview of the student. The supervisor shall be a Professor, Associate Professor or an Assistant Professor with Ph.D. and with at least three years of teaching experience at PG level supported by research activities and should be a teacher of this University.

The allotment/allocation of supervisor shall not be left to the individual student or teacher. However, area of specialization and candidate's preference may be considered in this regard to the extent possible.

(ii) Provided that the Department may, with the approval of the Faculty Board, appoint one or two joint supervisors in addition to the Supervisor in which case the Supervisor shall be in overall charge of

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the supervision. A Joint Supervisor need not necessarily be a teacher of the University but should be a person recognised as per the University Regulations.

(iii) Associate Professor of affiliated college having Ph.D with minimum of 5(five) publications in the referred/reviewed journal and a post doctoral scientist working in a research institute for minimum five years with research output as evidenced by at least five publications respectively may also be considered for Ph.D. supervision either independently or jointly as would be decided by the Research Board and ratified by the Academic Council.

(iv) Applications for joint supervisor ship to be addressed to the Registrar comprising of a detail curriculum vitae along with supporting documents viz. research publications, experience certificate, NoC from the employer etc. may be routed through departmental board off studies

### **Appointment of a New Supervisor**

- 4 a) In case the Supervisor appointed to guide the research work of any scholar ceases to be the Supervisor on retirement or on leave for more than a year, or terminated from the University service or is under suspension, or otherwise, the Joint-supervisor in the concerned Department shall guide the scholar as Supervisor.
- b) No change of supervisor shall, however, be necessary in case of absence of less than a year of the supervisor, provided the scholar has worked under him for a year or more, or if the scholar submits the thesis itself before the supervisor proceeds on leave, then the existing supervisor shall continue to be the supervisor. If there is no Joint-supervisor in the concerned Department to guide the Ph. D. scholar, the assignment of the

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next Supervisor shall be made by the concerned BDS after duly seeking views and consent from the original supervisor and the concerned scholar in this regard.

- c) Change of Supervisor in any case should be approved by the Research Board.
- d) If there is no joint-supervisor for the concerned scholar or the joint-supervisor is from a different discipline/institute, then the BDS shall appoint a new supervisor. If eligible supervisors are not available in the Department, then RB on the basis of recommendation of the BDS shall assign a supervisor to the scholar from the cognate subject(s).

### **Registration**

After getting admitted to Ph.D programme, the candidate shall have to make a presentation of his/her proposed Ph. D synopsis before the Departmental Board of Studies(DBS) for consideration within 6(six) months from the date of admission. If approved the Department shall forward the research proposal to the Faculty through the DBS.

- 5. (i) The application for registration for Ph.D. shall be made to the Department concerned in the format as may be prescribed by the University along with a detailed research proposal including the topic, scope of its study, tentative hypothesis, research methodology including sampling and design, where necessary. The date on which the Faculty Board accepts the proposals for registration shall be the date of registration of the scholar. After getting registered, a scholar shall submit and make a presentation of six months research work before the Departmental Research Board.

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- (ii) M.Phil qualifying candidates from this or any other recognized institutes possessing course completion certificate and pursuing Ph.D. programme are exempted from course work and may apply for registration along with the synopsis and other relevant documents in consultation with the concerned Supervisor through departmental board.
- (iii) In case a candidates wishes to change the topic of research, he should do so within one year from the date of his registration. The modified research proposal should be submitted to the Faculty Board through the Board of Post- Graduate Studies for its consideration and approval.
- (iv) Temporary Registration shall be allowed to those candidates who have qualified Ph.D. Entrance Test so that they can attend the course work and submit Ph.D. synopsis. The final registration may be done after the acceptance of the proposal in University Board of Research Studies

### **Tenure and Fellowship**

- 6. (i) No candidate shall submit his/her thesis for the Ph.D. degree earlier than 2 (two) years from the date of his/her registration. However, if a scholar fails to submit his/her thesis within three years from the date of registration then one year extension shall be given. In such case, the scholar shall apply to the BDS through concerned supervisor with a valid reason which may be considered and approved by the RB.

- (ii) The registration of a scholar shall be cancelled, if he/she fails to submit his/her thesis within four years of the date of his/her registration for Ph. D. degree.
- (iii) If a scholar whose registration has lapsed and wishes to complete the Ph. D. degree, he/she may apply for re-registration within one year of the date when the registration lapses to the DBS through supervisor. He/she may, on the recommendation of the DBS concerned be permitted by the RB for re-registration. After such registration the candidate shall submit his/her thesis at any time during the two years failing which the re-registration will lapse.
- (iv) Full time non NET/SLET Ph.D. scholars who are not in receipt of any other fellowship would be eligible for fellowship under the UGC schemes arranged by the university authority for three years and extendable for one more year on proper justification or coterminous with the date of submission of the Ph.D. thesis.
- (v) A Ph.D. scholar working on a regular basis enjoying fellowship may shift as part time scholar after surrendering his fellowship if wishes to join regular service with intimation to the authority through the supervisor.

### **Review of Progress**

7. The Supervisor will regularly monitor the progress of the research work of the candidate. If the Supervisor finds that the progress of the work is not satisfactory, a report to that effect shall be submitted to the Faculty Board through the Department for appropriate action.

### **Pre- Submission Seminar**

8. When the Supervisor is of the opinion that the thesis is in the final stage of completion, the scholar shall be required to give a pre-

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submission seminar on his research findings, before 90 days of final submission. This seminar will be given in the presence of a committee of at least three faculty members including the supervisor, of which one will be from outside the Department. The candidate may incorporate the recommendations of the Committee in the thesis.

**Modification of title**

9. If there is a need for modification of the title of research the candidate shall submit an application to the Faculty Board through the Board of Post-Graduate Studies at least 4 months before the date of submission of the thesis for approval.

**Submission of thesis**

10. (i) A candidate shall submit his/her thesis for the Ph.D. in which he/she may incorporate the text of any work which he may have published on the subject. But he/she shall not submit as his/her thesis any work for which a Degree has been conferred on him/her by this or any other University.

(ii) The thesis shall satisfy that it is a piece of research work characterised either by discovery of new facts or by fresh interpretation of facts or theories. In either case it should evince the candidate's capacity for critical examination, original thinking and judgement. It shall also be satisfactory so far as its literary presentation is concerned.

(iii) The thesis shall include a certificate from the Supervisor and the declaration from the candidate that the thesis incorporates the student's bonafide research and that these have not been submitted

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for award of any degree in this or any other University or Institute of learning.

(iv) The application for submission of thesis shall be countersigned by the Head of the concerned Department. The Head of the Department will then forward the thesis together with the observations of the committee for pre-submission seminar to the Controller of Examinations for further necessary action.

(v) In case of a teacher or researcher in a Research Institute or candidate who is not pursuing research on a full time basis, the thesis shall be accepted only:

(a) If the candidate has stayed in the University for at least 30 days in each year including vacation and participated in such academic programmes as may be decided by the Department and the total period of six months.

(b) On the production of periodical certificates from his Supervisor that the candidate has been in continuous touch with him and has acquainted himself adequately with the latest theories and methods in research in his field of specialisation.

### **Panel of Examiners**

11. A Supervisor shall submit a panel of ten names of examiners for **Ph. D thesis** not below the rank of Associate Professor from University/reputed & recognized research Institute in a sealed envelope stating details of contact address; e-mail ID, Cell phone/FAX numbers etc. to the Faculty Board through the Head of the Department. The Faculty Board shall submit the copy of the panel of examiners to the Chairperson of the Academic Council for necessary

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approval and forwarding the same to the office of the Controller of Examination for follow up action.

### **Evaluation**

12. The thesis submitted by the candidates for the Ph.D. Degree shall be examined by at least three examiners appointed by the Executive Council on the recommendation of the Academic Council. Two of the examiners shall be those who are not the staff of the University, while the third examiner shall be the Supervisor.

Provided that the Supervisor shall not serve as an examiner where a candidate is a wife or husband, son or daughter, brother or sister.

It shall be up to the University to have one examiner from outside country.

### **Examiners' Report & Viva- Voce**

13 (i) Each examiner shall, after examining the thesis submitted by in a prescribed proforma to the University containing a clear recommendation that in his opinion

- (a) the thesis is recommended for the award of Ph.D. Degree
- (b) the thesis should be modified/revised; or
- (c) the degree may be awarded without viva voce.
- (d) the thesis may be rejected.

The examiners may, however, recommend a Viva-Voce examination for some clarifications, if necessary.

(ii) If one of the external examiners recommends that a Viva-Voce examination should be held, a Board may be constituted by the Vice

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Chancellor for holding the Viva-Voce examination consisting of the Supervisor, who will also be the Convenor and at least one of the external examiners. This examination shall be held within a period of six months of the reports from the external examiners. The Convenor will submit a report of Viva-Voce examination to the Controller of Examinations.

(iii) In case an examiner suggests some modifications/improvements of the thesis on certain specific lines or points out certain lacunae in the thesis, the candidate should be asked to reply or modify the thesis as suggested and resubmit the thesis to be forwarded to the concerned examiner within a period of one year from the date of intimation of the requirement of modification by the University. If the candidate decides to reply to the points/observations raised by an examiner and if the reply is neither accepted by the examiner nor retrieved by the candidate the matter shall be referred to the Committee of experts to be appointed by the Vice - Chancellor.

(iv) A thesis shall be accepted for the award of the Degree of Doctor of Philosophy on the unanimous recommendation of the examiners. If both the external examiners reject the thesis, no degree will be awarded. If there is a difference of opinion between the external examiners it should be referred to a fourth examiner to be nominated by the Vice - Chancellor out of the panel already approved by the Academic Council and the Executive Council. The opinion of the 4<sup>th</sup> Examiner shall be final.

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**Re-Sub-mission of Thesis**

14 (i) A candidate whose thesis has been referred back for revision shall re-submit it for the award of the Ph.D. Degree within one year of the intimation of the decision of the University.

(ii) A thesis which has been re-submitted shall be examined by the same external examiner(s). In case the examiner(s) is/are unwilling to act as such, another examiner(s) may be appointed by the Vice - Chancellor from the approved panel of examiners.

**Award of Degree**

15. Based on the reports of the examiners and the Viva-Voce the Faculty Broad shall recommend to the Executive Council through the Academic Council for the award of the degree or otherwise.

**Depository with UGC**

16. (i) Following the successful completion of the evaluation process and announcement of the award of the degree, the University shall submit a soft copy of the thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/Universities.

(ii) Along with the Degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to the concerned Regulations of the UGC.

**Notwithstanding anything contained in the above Ordinance the Vice-Chancellor may take such measures as may be necessary for redress of difficulties.**

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**Annexure I****FORMAT FOR SUBMITTING SYNOPSIS OF THE M.Phil/Ph.D. PROPOSAL & Examiner's Remarks**

- | 1.  | Title of the proposal  | Remarks of the Examiners/supervisor  |
|-----|--|--|
| 2.  | Introduction of the topic of research                                  | Adequate/to the point/not properly spelt out   |
| 3.  | Objectives of the study  | Clearly stated/need to be more specific  |
| 4.  | Review of Literature   | Excellent/Good/Adequate/Needs to be improved (suggestion /comments may be enclosed)                          |
| 5.  | Hypothesis/Research Questions  | Properly formed/panel can be tested  |
| 6.  | Methodology including tools of analysis to be used                     | Adequate/not adequate (specify)  |
| 7.  | Proposed sources of data   | Adequate/not adequate (specify)  |
| 8.  | Chapterization   | Good/Fair/Needs to be improved (suggestion for modification)   |
| 9.  | Recommendation for Registration (please retain the appropriate phrase) | Recommended without modification/recommended with modification stated in respective aspects/not recommended. |
| 10. | Any other comments.  |  |

Date:

Place:

(Signature of Examiner  
/Supervisor):

Detail Address:

Contact No:

Email ID:

Phone:

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**Annexure-II****Cover page of the Thesis:**

(Title of the thesis)

.....  
.....  
.....

A Thesis submitted to Rajiv Gandhi University for the award of  
**DOCTOR OF PHILOSOPHY** degree in the  
Faculty.....

LOGO (EMBLEM)

(BY)

(Name of the Candidate)

.....

(Name of the Department/Institute/Centre)

Year of Submission

**Annexure-III****FORMAT OF Ph.D. EXAMINER'S REPORT**

Title of the Thesis

.....

Name of the Ph.D. Scholar

.....

General comments of the Examiner

.....

.....

Positive Aspects of the Thesis

.....

.....

Negative Aspects if any (with specific comments for modification if required)

.....

Whether the Thesis could be published in present format or needs modification (to be specified by the Examiner)

.....

.....

Specific Recommendation of the Examiner:

- Returned with specific comments for modification
- Rejected with specific noting for the rejection
- Degree should be awarded with/without Viva Voce)

.....

Date:

Place:

(Signature of Examiner):

Detail Address:

Contact No:

Email ID:

Phone:

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 (b) Considered in the 11<sup>th</sup> Executive Council Meeting held on 13/03/2014 vide item No.EC:13:13  
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**Annexure-IV****Guidelines for MPET, RGU (M. Phil/Ph. D. Entrance Test)**

1. The Scholars having 55% marks in Master Degree in the concerned subject are eligible to appear for the screening test (5% relaxation for SC and ST).
2. The test may be held once or twice in a year i.e., **1st Sunday of June or December or at the beginning of each Semester or as decided by the authority.**
3. The screening test may be conducted centrally by the **Examination Branch** by appointing a **Coordinator** among the Professors/Associate Professors.
4. Students shall appear in the following **two papers of 100 marks each or in modified form for M. Phil/Ph.D. candidates:**
  - a. **Paper - I** – Objective type questions of 50 numbers of 2 marks each) in Research Methodology: 100 marks - 3 hours
  - b. **Paper - II** (Concerned subject) -100 marks – 3 hours (Essay type of 5, 10, 15 & 20 marks pattern)
5. For Ph. D. in Hindi or in any other language, the scholars have to appear in the concerned language test instead of English paper.
6. For **qualifying** the test, a scholar must secure **50%** of marks in **each paper.**
7. Scholars shall pursue Ph. D. programme only in the concerned subject/discipline in which he/she completed the qualified Postgraduate programme. Interdisciplinary research may be

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allowed provided recognized supervisors are available for joint supervision covering two or more subjects.

8. The scholars shall collect **application/admission form** from the University (Academic Branch) at a rate fixed by the University from time to time. Certificate/s may also be appended along with the application from the prospective supervisor/s in case the candidate qualifies and completes the screening test and course work so as to accommodate him/her in the concerned department without any hassle.
9. The application forms for the test shall be **available at the beginning of the academic year subject to notification issued by the university**. The candidate shall submit the filled up application form as on date notified by the university well in advance in the concerned department and the department may forward the application after proper screening to the Controller of examinations.
10. If a scholar fails to qualify in the test(s), he/she may re-appear in the following test/year.
11. **Syllabus** for Entrance test both paper I and II should be designed by the concerned department covering course content in PG Level. In Paper I 10 % of question shall carry on aptitude test/reasoning and Paper II 10 % will carry current/latest knowledge/development in concerned subject.
12. **Question Paper Setting**  
The question papers shall be set up by 2 (two) senior faculty members amongst the Professors/Associate Professor from each Department appointed by the Controller of Examinations. The

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final draft of the question papers shall be moderated by the Moderation Board constituted by the Controller of Examinations.

13. **Evaluation**

- a. The answer scripts shall be evaluated by at least two examiners of Professor and Associate Professor Rank from the concerned Department. The average of the two shall be the final marks.
- b. A separate score sheet shall be provided to each examiner. They shall award marks only on the score sheet and not on the answer sheet.

14. **Viva Voce**

There shall be an interview of the eligible candidates after the announcement of the result of written test. The Interview Board may be constituted by the Vice-Chancellor in consultation with the Head of the concerned Department/Institute/Centre which shall prepare the panel of selected and wait-listed candidates.

15. The fellowship shall be awarded from the date of joining of the research scholar in the department. A copy of this will have to be endorsed to the Academic Branch for information. The candidate has to submit his/her original certificates along with an undertaking that he/she shall refund the fellowship amount drawn in the event of forfeiting of the candidature in case of failure to submit the synopsis within the stipulated time. The time limit for submission of synopsis shall be 4 (four) months from the date of joining. **50% of the seats of the Ph.D programme shall be reserved for M. Phil degree holders, 25% for CSIR-UGC NET holder and 25% for direct candidates.** M. Phil degree and CSIR-UGC NET holders are exempted from appearing the written entrance test. However, they shall have to appear Viva-voce.

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**Note:** *If any vacancy for Ph. D seat is available less than 4(four) then no reservation shall be kept. The seat will be treated as open.*

16. **Screening test** is compulsory for all categories of applicants.

- a) Exemption of screening test for in service applicants shall be according to the criteria mentioned in relevant M.Phil/PH.D ordinances.
- b) Six months residency period certificate before submission of Thesis is mandatory for in service scholars.
- c) Candidates who have qualified UGC/CSIR conducted JRF test are exempted from appearing screening test.

17. **Process of Registration/Admission**

- a. The number of candidates eligible for admission shall be made on the basis of the vacancy of Supervisor of the concerned Department. **The maximum limit for Professor-8, Associate Professor -6 and Assistant Professor -3** or decided by university from time to time. In case of joint supervision an additional two research candidates may be accommodated against a supervisor's normal quota.
- b. The UGC (Non-JRF) Fellowship shall be provided only to those candidates who qualify the course work/test and shall register themselves in Ph. D. programme;
- c. The eligibility for admission and registration to Ph. D. programme shall be made on the basis of merit list of the test he/she appeared, and notified thereof;

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- c. The DBS shall duly inform the BOF of respective Departments in-take capacity in Ph.D. programme annually;
- d. On the basis of total intake capacity of the concerned Departments shall assign the respective teacher/s to supervise a Ph.D. scholar. Provided further that an eligible teacher of the Department shall not remain without supervising a scholar and is compulsory to exhaust one's allocated quotas of the concerned teacher to Supervise; and
- e. On receipt of total candidates intending to do Ph.D. Degree, the DBS shall hold a meeting to decide/finalize the Supervisor who shall be assigned on the basis of specialization topic-wise to supervise a candidate, and thereafter, the DBS shall formally notify the name of the Supervisor(s) along with the name/s and Title/s of the Work.

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**OE 15. ORDINANCE OF DISTANCE EDUCATION**

*(Under sub-section 31 (j) of Rajiv Gandhi University Act 2006)*

(Rajiv Gandhi University has been offering Distance Education Programme through the Centre for Distance Education established in 2005. The Centre has been renamed as Institute of Distance Education) (IDE)

**1. Admission**

- (i) The admission to academic programmes/course offered under Distance Education by Rajiv Gandhi University shall be open to all who fulfill the conditions of eligibility prescribed for each programmes/course.
- (ii) Candidates all over the country having requisite qualification shall be eligible for admission offered under distance mode of the University subject to enrolment in one of the centre located in Arunachal Pradesh until and unless notified otherwise.

**2. Eligibility**

- (i) The conditions of eligibility with respect to requisite educational qualifications, age and such other requirement shall be prescribed by Academic Council for each academic programme/Course offered and Institute of Distance Education shall be made admission to these programme/Course subjected to fulfillment of these requirements.
- (ii) For BA Programme students passing 10+2 /PU (Arts, Science or Commerce) or having equivalent degree from

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any recognized Board/University or Institute/National Institute of Open Schooling shall be eligible for admission to the BA 1<sup>st</sup> year degree course of the distance education programme. Equivalent qualification shall be from non formal stream including diploma at least of two years of duration after 10<sup>th</sup> standard.

- (iii) For MA programme graduate under 10+2+3 acquired from institutions/universities recognized by the Rajiv Gandhi University and fulfill other requirements laid down in the regulations for the examinations concerned.
- (iv) The Eligibility requirement, curricular content, mode of examination and the award of degree are on par with the colleges affiliated to Rajiv Gandhi University and the Departments of Rajiv Gandhi University. The instructions are in distance mode. The internal assessment shall be same as that of regular mode. The internal assessment and written/theory examination for each paper shall be 10% for BA and 20% and 80% for MA respective like the regular programme
- (v) For the Certificate Course in Fisheries Technology, students passing at least Class X from any recognized Board or National Institute of Open Schooling shall be eligible.
- (vi) Student passing BA 1<sup>st</sup> year under Distance Education Programme of Rajiv Gandhi University shall be eligible for admission to BA 2<sup>nd</sup> /3<sup>rd</sup> year respective under the distance mode.
- (vii) Student passing MA 1<sup>st</sup> year under the Distance Education Programme of Rajiv Gandhi University shall be eligible for admission to MA 2<sup>nd</sup> year under the distance mode.

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- (viii) Admission to the Distance Education programme is open to all who fulfill prescribed minimum qualification without any distance of race, caste, creed, language, age or sex.
- (ix) Admission to any Certificate/Diploma/professional course shall be done as per guidelines of Academic Council from time to time.
- (x) Subject choice/combination in First Year BA (FYBA) any other course shall be as allowed by the institute of Distance Education and reflected in the information brochure/prospectus.

### **3. Simultaneous Admission**

A student may be allowed to take admission in a degree programme, a diploma programme and a certificate course simultaneous.

### **4. Duration of the Course**

The maximum and minimum duration for the different academic programmes offered under distance mode leading to award of degrees, diplomas and certificate shall be approved by the Academic Council.

If any learner fails to complete his/her degree/course in stipulated time then he/she may again take admission in first year of the course.

**Improvement** shall be permitted in the final year in 2 (two) papers only subsequently after passing final year examinations. Improvement shall not be allowed after gap of one year or more.

### **5. Registration**

- (i) A student enrolled to a programme/course shall be considered as registered to the programme/course. The

registration, therefore, shall be done at the Institute of Distance Education.

- (ii) Original Certificate/Testimonials shall be verified by the Director/Centre Coordinator/authorized official of the study centre at the time of admission.
- (iii) The candidate already registered in this University may be submit their original registration card along with the registration form. However, they will be issued new registration number by the University. They do not require to submit original mark sheets for registration.
- (iv) The candidates who desire to take admission first time in any programme have to submit original Class X and Class XII mark sheet and certificates for registration along with the registration form.
- (v) The registration to the distance education programme shall be new one even though a candidate has been registered earlier.

## **6. Re-registration/ Re-admission**

### **(a) Re-admission and Re-registration**

When a student is already enrolled but could not continue his/her studies in the next session may take admission in 1<sup>st</sup> Year BA or any other programme. S/he do so and registered again in the programme by paying full fee.

### **(b) Renewal of admission**

If a candidate in 1<sup>st</sup> year MA/BA/Certificate/Diploma/first year of any other programme unable to appear or got reappear in three or more papers s/he can renew his/her admission in the course by paying requisite fee as approved by IDE. In such cases his/her assignment marks shall be carried over and the candidate will not be provided SISM again.

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However, such candidate can complete his/her programme within the maximum time limit prescribed for the said course from the date of re-admission/renewal of admission. Further there will be one chance for renewal in 1<sup>st</sup> year and in the immediate next session only.

- (c) In case of renewal of admission, a candidate has to submit the original Registration Card if already registered.

## **Examinations**

### **7.1 General**

(i) The term-end examination shall ordinarily be conducted once in a year for each programme on such dates and centre as may be notified by the University from time to time. A student who has pursued the course of study for the required duration and who has submitted/completed the required number of assignments/practical shall be eligible to appear at the term end examination in the course concerned.

(ii) In case of incompleteness of prescribed subjects of a course a candidate shall re-appear only subjects not cleared in term-end examination. However, assignments marks shall be carried over and the subjects cleared shall be credited.

(iii) A candidate who fails to clear all the subjects in one chance shall also be allowed to re appear in all the subjects so as to clear the course within the prescribed time limit.

(iv) A candidate can re-appear in all the papers and/or in papers which s/he cannot clear after duly filling of examination form and paying prescribed fees. The chances of re appearance shall not be fixed except that all the papers shall be cleared within the given maximum prescribed time limit to clear the course.

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- (v) The course structure, registration rules, question paper setting, and examination pattern shall be same as that of regular programme of the University. However, if needed, a separate equivalent question paper (s) can be set in some papers for IDE learners.
- (vi) The evaluation of answer script of IDE learners shall be done separately in the Examination Cell under the control of CoE, RGU by such appointed examiners from among the panel given by the Director, IDE or as approved the Vice-Chancellor on the recommendation of CoE.
- (vii) Each candidate will require filling in the examination forms and forwarding the same to Institute of Distance Education, Rajiv Gandhi University within the time limits notified/given in the prospectus failing which Institute shall not be held responsible.
- (viii) A Candidate may allowed to change the examination centre provided he/she applies at least 60 days before the commencement of the examination on the prescribed form with the requisite fee for the purpose.
- (ix) The fee for assignment evaluation, re-checking, back paper, re-evaluation (if any), duplicate mark sheet/degree certificate, migration etc. shall be as approved by the University from time to time.
- (x) A candidate who is allotted University roll number to appear in First Year of MA/BA/any other course shall only be allowed to take admission in 2<sup>nd</sup> year of that course.

## 7.2 Medium of Examination

- (i) Medium of examination shall be English for all the subjects except for the language where the candidates shall write in respective languages.

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### 7.3 Pass Requirement

#### 7.3.1 MA Programme

- (i) The weightage for internal and term end final theory examination of MA or any other equivalent programme introduced shall be at par with the regular candidates of the Colleges affiliated to this University. A candidate is required to secure 40% marks in assignment as well as in written theory examination separately subject to 45% in aggregate. A candidate who fails to secure the above prescribed marks in assignment and written separately shall be allowed to reappear in paper(s). However, if the candidate has already cleared assignment/practical requirement the marks obtained in assignments and practical shall be carried over. But the degree has to be completed within the prescribed maximum period for the programme from the date of admission/re-admission.
- (ii) The marks for internal and end term written theory examination at any other PG level course shall be on par with the Department of Rajiv Gandhi University and/or prescribed by Academic Council from time to time.

#### 7.3.2 BA Programme

- (i) The weightage for internal and term end final theory examination of general programme such as BA or any other equivalent programme introduced shall be at par with the regular candidates of the Colleges affiliated to this University. A candidate is required to secure 40% marks in assignment and at least 35% marks in written theory examination separately subject to 35% aggregate. A candidate who fails to secured the above prescribed marks in assignment and written separately shall be allowed to reappear in paper(s). However, if the candidate

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has already cleared assignment and practical requirement the marks obtained in assignment and practical shall be carried over. But the degree has to be completed within the prescribed maximum period for the programme from the date of admission/re-admission.

(ii) The marks for internal and end term written theory examination at Rajiv Gandhi University and/or prescribed by Academic Council from time to time.

(iii) Grace marks shall be as per rules of the University

### 7.3.2 CCFT and CCEC Programme

(i) The other professional/vocational/innovative programme offered by only IDE, shall have examination rules as approved by the AC from time to time.

(ii) Grace marks shall be as per rules of the University.

(iii) The placement of candidates if first/second/third division or grades if any shall be out of the total marks in aggregate as per rules of the University amended from time to time.

(iv) For Certificate Course in Fisheries Technology and Certificate Course in English for Communication shall have 20% and 80% weightage of marks for internal/assignment and end term written theory marks in each paper including practical paper (if any).

(vi) The practical examination in CCFT shall be conducted by examiners and at place as suggested by the Director in consultation with the counseling coordinator of the course.

(vii) A candidate is required to secure 40% marks in examination separately subject to 35% in aggregate.

### 8. Personal Contact and Counseling Programme (PCCP)

(i) The course curriculum of every programme involves counseling in the form of personal contact programme of

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duration approximately 7-15 days. The attendance in PCCP shall be optional for BA. However, for professional and MA courses the attendance in PCCP will be mandatory.

- (ii) During the contact and counseling programme a Counseling Coordinator for each subject shall be appointed on fixe honorarium as approved by the University. The Coordinator shall also help in removing difficulties of the learners and guide their studies.
- (iii) The duration of class period and honorarium to resource person shall be as approved by BOM.
- (iv) Generally the duration of class is 75 to 90 minutes. There shall be 7 to 10 classes for each paper during PCCP.

#### **9. Development of Self Instructional Study Material**

- (i) When the institute proposes to start a new course, a Subject Coordinator shall be appointed on fixed honorarium keeping in view his/her expertise and interest. The distribution of units in each paper to the course writers may be done by the Subject Coordinator but the whole responsibility of the developing and editing the complete material for all the papers of the new programme introduced will lie with the Subject Coordinator.
- (ii) The course writers may be selected by the Subject Coordinator in consultation with the Director. They will be paid honorarium for writing the course material as per guidelines of the IDE. The draft study material by the course writers should be submitted to the Director/Subject Coordinator in hard and soft copy.

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- (iii) The content and language editors will be paid as per the approval rates of the Institute. For language course the editors will be paid for content editing only.

10. **Assignment and Question Papers**

- (i) In assignment and written examinations each unit will be given equal weightage while setting question papers.
- (ii) The learners should submit their assignment within the notified date in the respective Study Centers.
- (iii) Further if a learner fails in assignment/internal assignment s/he has to re-submit the assignment(s)
- (iv) The evaluators of assignments shall give their comments on the quality and further scope for improvements of the examinee. Evaluation of assignments papers shall be done in IDE and its Study Centers.
- (v) The setting of question papers, preparing panel for question setters, moderators, examiners, tabulators, etc. shall be done by the examination branch in consultation with the Director, Institute of Distance Education.

11. **Organization of/Study Centre.**

- (i) The IDE shall be headed by a regular Director of Professor rank.
- (ii) The Institute shall have teaching faculty, Subject and/or Counseling Coordinators along with officials who shall deal with the matters regarding admission, registration, finance, etc.
- (iii) The annual academic activities and schedule given in the prospectus shall be followed by the IDE/Study Centre.
- (iv) Institute of Distance Education shall open Study Centers in colleges where minimum infrastructure in terms of office accommodation, cupboard, furniture and

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permission for using office computer etc. of the college will be made available to the Coordinator. However, the IDE may provide honorarium to Coordinator, one LDC & Group-D staff as per approved rates. The Principal of the college may write and agree to open study centre and extend cooperation in its functioning.

- (v) The study centre will be open in a college subject to minimum enrollment of 50 candidates in the centre or as approved by BoM on request from the college.
- (vi) The candidates had to collect assignment/admit cards and other documents directly from the office of the IDE /Study Centre.
- (vii) The candidates have to keep in touch with the Institute of Distance Education/Study centre for obtaining any information regarding assignment/Study, PCCP and examination.
- (viii) On admission the students will be assigned Enrollment Number (ERN) by the IDE. In all communication addressed to the Institute of Distance Education/Study Centre reference of the ERN should be given. Letters received without ERN will not be entertained.

12. **Redress of difficulties**

Any difficulties arising in these provisions shall be redressed by the Vice Chancellor.

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