

GURUGRAM UNIVERSITY, GURUGRAM
(Established by the State Legislature Act 17 of 2017)



CALENDAR

Volume – II

EXAMINATION ORDINANCES

GURUGRAM, HARYANA (INDIA)

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

INDEX

Chapter	Title	Page from
I.	Ordinance: General Rules For Examinations	1-14
II.	Ordinance: Conduct of Examinations	15-38
III.	Ordinance: Punishment for use of Unfair Means	39-45
IV.	Ordinance: Paper-Setting and Evaluation	46-51
V.	Ordinance: Re-Evaluation of Answer Books	52-56
VI.	Ordinance: Award of Grace Marks	57-58
VII.	Ordinance: Condoning of Deficiency in Lectures	59-63
VIII.	Ordinance: Scale of Remuneration	64
IX.	Ordinance: Internal Assessment	65-66
X.	Ordinance: Dissertation	67-70
XI.	Ordinance: Project Report	71-73
XII.	Ordinance: Practical/Field Training Report and Practical Examination	74-75

CHAPTER- I

ORDINANCE: GENERAL RULES FOR EXAMINATIONS

- 1.1 The University shall hold examinations for awarding degrees, diplomas or certificates in such branches of knowledge as the University may determine from time to time.
- 1.2 The date of commencement of examinations as well as the last date of receipt of examination forms and fees, without and with late fee as fixed by the University shall be notified to the teaching departments and the colleges affiliated to the University.
- 1.3 Online applications for admission to an examination shall be made on the form prescribed by the University for the purpose.
- 1.4 Only those candidates who have passed the qualifying examination of this University or any other examination recognized by this University as equivalent thereto and possess such further qualifications, if any, as may be prescribed shall be eligible for admission to the course of study for an examination.
- 2.1 Applications for admission to examinations shall be accompanied by the following certificates signed by the authority specified in the Clause 2.2 given below:-
 - (a) of good character
 - (b) that the candidate is eligible to appear in the examination under the Ordinances prescribed for the examination concerned
 - (c) any other certificate(s) required under the Ordinances.
- 2.2 All candidates male as well as female are required to upload their photographs at University webportal.
- 2.3 A candidate who has once submitted his/her examination form for an examination alongwith requisite fee shall not be permitted to

withdraw the application form on his/her own accord and to claim refund of the examination fee.

3. The regular candidate shall submit his/her online examination form through webportal and thereafter the Concerned Principal of College/Chairperson of Department of University shall verify the examination forms of all students and submit the hard copy of same to the Controller of Examinations within prescribed duration as notified by the University with the required certificates.
 4. An ex-student shall submit online examination form for admission to examination with in the period as specified by the Ordinance for the examination. The examination branch shall verify the eligibility of candidate.
 5. The Academic Council shall have the power to exclude any candidate from examination permanently or for a specified period for the reasons to be recorded in writing, if it is satisfied that such a candidate is not fit and proper person to be admitted to the examination.
- 5.1 If a candidate after admission to an examination –
- (a) commits an immoral act;
- OR
- (b) is discovered to have committed an immoral act which in the opinion of the Academic Council, is such, that had it come to their knowledge in time, they would have excluded him/her from the examination;

The Academic Council may –

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

and/or

(ii) disqualify him/her permanently or for a specified period for admission to an examination.

- 5.2 If a candidate, subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Controller of Examinations.
- 5.3 If a candidate, before appearing in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the Assistant Registrar (Examination).
- 5.4 If a candidate for any University examination owes any money to the University or to the College on any account and fails to pay the money or has in his/her possession any book, apparatus or other property belonging to the University or College or any kit etc. supplied by the NCC and fails to return the same, the Controller of Examination on receipt of such report from the Principal of the College / Chairperson of the Department may withhold or authorize to withhold the admit card / roll no. slip of the candidate and if the admit card or the roll number slip has already been issued, may order not to allow the candidate to appear in the examination till receipt of a certificate from the college or chairperson of the department of the University as the case may be to effect that all the outstanding money has been paid or such property has been returned by the candidate.
6. The Vice-Chancellor may permit one additional chance to the candidate to pass/improve, if the numbers of chance are exhausted.
7. A candidate against whom there is a charge of unfair means and who, in the course of the enquiry, misses one or more chances of appearing in an examination may be given by the Vice-Chancellor,

additional chance(s) if he/she is exonerated of the charge.

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

8. Unless otherwise provided, a candidate who —
- (a) has already passed an examination of this University or any other University shall not be permitted to re-appear in the same or a corresponding examination;
 - (b) is a candidate for an examination in full subjects of this University cannot simultaneously study for, or appear at, another examination of this University or of another University/Board, in the same academic year, unless and otherwise provided in the relevant Ordinance.

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

Note: A student can study for a course run through a University Center for Distance Learning/ Directorate of Distance Education alongwith a regular course, approved by UGC.

9. Notwithstanding anything contained in any other Ordinance, the Academic Council shall, for the reasons to be recorded in writing, have power to admit a candidate provisionally to the next higher class during the pendency of his/her qualifying in the paper or papers, which he/she may have missed through no fault on his/her part. The Academic Council shall record reasons for granting such a permission in each such case.

10. A candidate whose result of the examination taken by him/her is notified as 'Later' may also be allowed to join the next higher class provisionally. In case he/she is ultimately declared as having failed, his/her provisional admission shall stand cancelled and he/she shall forthwith revert to the lower class. Fee paid by him/her for the higher class shall be adjusted against the lower class dues. No refund shall be admissible to the student who discontinues his/her studies. His/her attendance for the higher class will be counted for the lower class.
11. Notwithstanding anything contained in any other Ordinance, the Academic Council in the case of –
 - (a) a foreign scholar who is not of Indian domicile; or
 - (b) a person who is not an Indian National; or
 - (c) a person of Indian origin studying in a foreign country;shall have power to –
 - (i) admit him/her to any class of a College affiliated to this University for which he/she is considered fit by the Academic Council on the recommendation of the Equivalence Committee;
 - (ii) permit him/her to take a University Examination after studying in an affiliated college for a shorter period than prescribed by the Ordinances for the examination concerned;
 - (iii) grant permission to offer a special paper in English in lieu of language paper in B.A. General/B.Sc./B.Com. Examinations.
12. Notwithstanding anything contained in any other Ordinance, the Academic Council, in order to avoid hardship to a candidate, shall have power to relax the requirement(s) of Ordinance(s) for any examination while considering the irregular admissions for regularization where the mistake is primarily of the Head of the

Institution or on the part of the University Office. Each and every case of such nature will be considered by the Academic Council on merit.

13. A candidate appearing for any examination may apply for permission to make a change in the Examination Form in respect of:
- (a) subject or subjects, or
 - (b) any other entry, provided that –
 - (i) the request is permissible under the Ordinances;
 - (ii) the application accompanied by a fee as prescribed, is received in the University Office 15 days before the commencement of Examination. A regular student of a College/University Teaching Department must submit the application through his/her Principal/Chairperson of the Department with a certificate to the effect that he/she has attended the requisite percentage of lectures in the changed subject(s).

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

- 14.1 A prisoner serving a term of imprisonment may be allowed to appear in an examination if –
- (i) a certificate of good conduct is given by the Superintendent of the Jail concerned; and
 - (ii) he/she is eligible under the Ordinances for the examination concerned.

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

concerned or the Jail authorities.

14.2 This shall not be applicable to Medical/Professional/Technical courses having Practical subjects.

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

1.	Within normal period	No Penalty
2.	Upto one months after expiry of normal period	Rs. 1000/-
3.	Upto two months after expiry of the period as mentioned at sr.no.2.	Rs. 1500/-
4.	Upto six months after expiry of the period as mentioned at sr. no.3.	Rs. 3000/-

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

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

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

- (i) extend the date for submission of the examination forms and fees by a College/University Department, keeping in view the circumstances; and
 - (ii) accept the Examination form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.
- (b) The Vice-Chancellor may condone the late fee in case a Department or a College has failed to deposit the Examination fees in full, within the prescribed period/last date, through a clerical mistake, viz., totalling of the amount payable, rate of payable Examination fees etc.

17 A candidate who –

- (i) fails to present himself/herself for an examination; OR
- (ii) has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examinations or an Officer authorised by him/her, according to the Ordinances, shall not be entitled to refund of the fee or get it adjusted against the fee/dues for a subsequent examination, provided that –
 - (a) if a candidate dies before the commencement of examination or during the course of examination without having appeared in any paper, the fee shall be refundable to his/her legal heirs;
 - (b) an application for refund of the examination fee must reach the Controller of Examinations within three months of the date of commencement of the examination.

18 A candidate shall not be entitled to refund of examination fee paid by him/her –

- (i) if permission accorded to him/her to take an examination is subsequently cancelled, as a result of mis-statement of facts or suppression of important fact or for want of relevant information in his/her examination form;
 - (ii) if he/she tried to obtain admission to an examination by making a false statement of facts in his/her examination form.
 - (iii) when a candidate's name is withdrawn for non-payment of College dues;
 - (iv) when a candidate's name is withdrawn on account of his/her rustication or expulsion from the Department/College or withdrawal of character certificate for misconduct.
19. Examination form once submitted may be withdrawn by the Chairperson of a Department/Principal of a College only under the following conditions:
- (i) When the form of a candidate has been sent up provisionally, for shortage of attendance and the shortage has not been made good nor condoned in accordance with the Ordinances. Examination form of such a candidate can not be withdrawn, who has completed the required percentage of lectures etc., or in whose case the shortage has been condoned in accordance with the Ordinances.
 - (ii) When a candidate, after sending up his/her examination forms falls short of the required percentage of lectures as specified in (i) above.
 - (iii) When a candidate's name has been struck off the rolls of the institution for non-payment of College dues provided such action has taken place before the commencement of the examination.

(iv) When a candidate has been rusticated or expelled or his/her character certificate has been withdrawn for misconduct before the commencement of the examination.

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

(i) The Chairperson of the Department/Principal of a College intimates to the University Office at least a week before the commencement of the examination withdrawing the examination form of the candidate sent up provisionally for shortage in attendance.

(ii) The Chairperson of the Department/Principal of the College intimates to the University Office at least a week before the commencement of the examination that a candidate subsequent to the submission of his/her examination form has fallen short of lectures and is, therefore, ineligible to take the examination.

(iii) A candidate for an examination is reported to be ineligible to take the examination, having not obtained the percentage of marks in the internal Examinations, as required under any specific Ordinance(s), provided that the Principal of the College/Chairperson of the Department sends intimation to this effect to the Controller of Examinations so as to reach him/her a week before the commencement of the examination, and provided further that the examination form of such a candidate had been sent provisionally.

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

However, if on scrutiny of the pass percentages it appears that there has been a distinct change of standard in the examination as a whole

or in a particular subject, the matter shall be submitted to the Vice-Chancellor who may refer the matter to the Examiners concerned for report or may take such action as he/she may deems necessary.

- 22.2 Simultaneous to the publication, the result of the regular students shall be communicated to the Chairpersons of the Departments / Principals of the Colleges concerned.
- 22.3 Within a week of the publication of results or soon thereafter, result cards of the regular students, showing the marks obtained, shall be communicated to the Chairpersons of the Departments / Principal of the Colleges concerned.
23. The Controller of Examinations may withhold the result of any candidate who by an act of omission or commission is found to be the guilty of contravening the provisions of the Act, the Statutes, the Ordinances or the Rules / Regulations or of non-compliance thereof or for any other cause which in his/her opinion warrants such an action.
24. The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared, if :-
- (i) he/she is disqualified for using unfair means in the examination; or
 - (ii) a mistake is found in his/her result; or
 - (iii) he/she is found ineligible to appear in the examination; or
 - (iv) he/she is a person against whom action under Clause 5.1 would have been taken, had the facts come to the notice to the University earlier.
- 25.1 A candidate shall be entitled to have his/her answer-books re-checked on payment of a fee as prescribed by the University per

answer-book, subject to the following:

- (i) Application for re-checking is received by the University within 30 days of the date of declaration of Result.
- (ii) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been assessed by the Examiner.

25.2 If any mistake is discovered as a result of re-checking of answer-book, the Controller of Examinations shall have power to rectify the result. In such a case the re-checking fee paid by the candidate shall be refundable.

25.3 A candidate will be permitted to see his/her re-checked answer-book(s) for identification only, if his/her application alongwith the prescribed fee per answer book reaches the University within 15 days of the date of communication of the re-checking result to him/her.

26. A candidate whose answer book(s) is/are lost after having been received from the Center Superintendent may be permitted by the Vice- Chancellor to re-appear in the said paper(s) on a date to be fixed by the Controller of Examinations, provided he/she has passed in all other subjects / papers of the examination or be deemed to have marks in that paper equal to the average marks obtained by him/her in other theory papers of same semester.

If there is dispute as to whether a candidate's answer book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor, shall be final. No re-examination fee shall be charged from a candidate who opts for re-examination under this Clause.

27. The Academic Council may cancel an examination at any of the centers or all centers if it is satisfied that there has been a leakage

of question paper(s) or any other irregularity which warrants such a step.

28. Except as otherwise decided by the Academic Council, the examination answer books shall be destroyed or otherwise disposed off after 4 months from the date of declaration of result provided that;
- i) No dispute, legal or otherwise is pending;
 - ii) No information is to be supplied under RTI Act.

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

29. Any candidate who has been declared successful in the University Examination may, after the declaration of his/her result and before the award of the degree or diploma at the next convocations, apply to the Controller of Examination alongwith fee for issue of provisional certificate(s) for passing the examination.
30. The names of first ten successful candidates in each examination, who obtained first division shall be placed in the merit list.
31. Notwithstanding anything contained in any other Ordinance/ Regulation, the Academic Council shall have power, in the case of all examinations held by the University, to hold an additional examination in the same year for special reasons to be recorded in writing.
- Provided that in such case shall a re-examination shall not be held if the students walk out of the examination Hall at their own.
32. In case of a student proceeding on maternity leave, the percentage of lectures in her case will be calculated excluding the period of maternity leave.

33. All legal disputes relating to examinations/admission of students will be subject to Gurugram Courts or Courts having Jurisdiction in Gurugram.
- 34(a) Where there are limited number of chances for an examination and a candidate has missed one or more chances on account of illness, only one additional chance may be allowed if the candidate, having submitted his admission form and fee, informs the Controller of Examinations within one month of the commencement of the University Examination of his inability to appear in the Examination and also furnishes a Medical Certificate from a Govt. Doctor of a Gazetted Rank or the Medical Officer of this University. This additional chance shall be availed of immediately next to the last admissible chance.
- (b) Where chances of the candidate to clear an examinations are limited, the Academic Council shall have authority to grant an extra chance, for valid reasons other than illness, in lieu of one or more chances missed by a candidate for no fault on his/her part. Provided that the extra chance shall be availed of immediately next to the last admissible chance. Provided that the condition of maximum period prescribed for passing an examination shall not apply to such candidates who are allowed additional chance under Sub-clauses(a) & (b) above.
35. Notwithstanding anything contained in any other ordinance, the student shall be promoted to next higher class irrespective of number of reappears. However, candidate has to fulfill the other conditions of eligibility for promotion.

CHAPTER- II

ORDINANCE : CONDUCT OF EXAMINATIONS

(A) General Provisions

1. Subject to the Ordinances framed and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the conduct of examinations and all matters connected therewith.
- 2 Every Institution/University Teaching Department shall, for supervision of the University Examinations, recommend the names of such number of teachers as are required by the Controller of Examination for smooth conduct of examinations. In making such recommendations, the guidelines, if any, issued by the Controller of Examinations shall be kept in view.
 - (a)
 - (b) If a teacher, who is assigned an examination duty, fails to perform the same, he/she shall be treated as absent from the Institution for the period in question besides rendering himself/herself liable to such other disciplinary action as the Vice-Chancellor may deem fit.
- 3(a) The Superintendent of each Center shall be appointed by the Controller of Examinations.
 - (b) The Convener and members of flying Squad may also be appointed by the Controller of Examinations. The person appointed as convener flying squad should not be below the rank of University Associate Professor/Principal of an affiliated College or Assistant Professor of a University Teaching Department with not less than 05 years' experience or Assistant Professor of a University affiliated college with equal experience. The Convener and squad members will be paid honorarium in addition to T.A./D.A. as per University rules.

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

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

- (e) Where there are more than one Center in a College these would be merged into smaller number of Centers (depending upon the number of examinees for subjects other than compulsory papers etc.). The Principals would arrange their day- to-day functioning and co-ordination as a result of merger as per directions that might be issued by the Controller of Examinations from time to time.
- (f) The Assistant Superintendent appointed to check outside interference at a Center will be deputed by the Superintendent of the Center of Examination from amongst the Assistant Superintendents appointed at the Center.

The Superintendent-in-Chief will ensure that Supervisory Staff is given due protection at the Examination Centers at his/her College and the Staff coming from out-station is helped in getting suitable

accommodation during the course of examinations.

4. The Controller of Examinations shall have authority to appoint one or more Assistant Superintendents, and other staff required at each Center for smooth conduct of the examinations.
- 5.1 The clause 26 of Chapter 1 may be referred in case where the answer-book is lost after having been received by the Center Superintendent of the Examination.
- 5.2 If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor shall be final.
6. If a candidate falls seriously ill and as a result thereof he/she is hospitalised during the days of examination, special arrangements for his/her examination may be made in the hospital if he/she –
 - (i) produces proper evidence to the satisfaction of the Controller of Examinations in support of the serious illness, duly certified by the Head of a recognised Hospital; and
 - (ii) arrangements can be made for holding the examination in the hospital subject to the satisfaction of the Controller of Examinations.Provided that for special arrangements the candidate shall pay an additional fee of Rs.1500/- per paper.

(B) Directions for the Candidates appearing in the Examinations

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

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

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

2. No candidate shall be permitted to leave the Hall until the expiry of half the time after the distribution of the question-paper. A candidate leaving examination center after the expiry of half the time will not be allowed to take the question-paper with him/her. The candidates will be allowed to take question-paper outside the Examination Hall only after the expiry of full time.
3. A seat with his/her Roll Number shall be allotted to each candidate. Candidates shall find out and occupy their allotted seats timely.
4. No Candidate, without the special permission of the Superintendent, shall leave his/her seat or the Examination Hall until he/she finishes the paper.
5. Each candidate shall write on the front page (OMR page) of his/her answer-book, his/her Roll Number and fill up other requisite blank spaces before he/she starts answering the questions. When the time allowed has expired, the answer-book shall be delivered to Invigilator/Assistant Supt. even though the candidate may not have answered any part of the question-paper. It is responsibility of candidate to fill the roll number and other details in the answer book carefully without mistake.
6. All candidates are required to bring their own pens. No candidate shall tear a leaf of an answer-book.

7. Candidates are forbidden to write answers (or any thing else) on the question-papers or on the blotting papers, or to remove any paper from the Examination Hall except the question-paper.
8. Candidates are forbidden to write their names in any part of their answer-books or to write their Roll Numbers anywhere except in the space specified for the purpose.
9. Candidates shall put their signatures on the attendance sheet when directed to do so by the Superintendent.
10. The candidates both at the Under-Graduate and Post-graduate level are allowed to use non-programmable calculator during their examinations if specified in scheme of examinations.

(C) Duties of Superintendents and Assistant Superintendents of Examinations

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

Provided that, in doubtful cases, the Superintendent may allow a candidate to take the paper provisionally at the candidate's own risk

and responsibility and immediately refer the matter to the Controller of Examinations. The answer-book of such a candidate will be sent separately to the Controller of Examinations in a separate cover as stray case.

4. The question-paper set for the examination, shall be dispatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent in the presence of two members of the Supervisory Staff. The Superintendent and the Assistant Superintendent(s) shall certify that the sealed cover was in proper condition and that it was opened in the Examination Hall 15 minutes before commencement of examinations.

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

5. Before the commencement of the examination, the Superintendent shall ensure that satisfactory arrangement of examination tables and seats are made by the designated authorities. He/she shall also take care that seats for the candidates are arranged in such a way as to render all communication between them impossible.
6. The Roll Number of each candidate shall be marked on each seat so that the candidate may readily find out his/her place.
7. Blank answer-books shall be supplied to the candidates by the University. No continuation sheet is to be given under any circumstances.
8. The Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examinations to any misprint, mistranslation or

ambiguity in the Question-paper which may come to his/her notice.

9. As soon as the time allotted has expired, the Superintendent shall collect the answer-books, get them arranged in serial order, pack them securely and dispatch the same to the University immediately.
10. Superintendents are expected to make arrangements as economically as possible consistent with the efficiency in all matters involving financial implications.
11. Any attempt to use unfair means to pass the examination or any violation of the rules by candidates shall be handled as per rules of Unfair Means Cases.
12. If, in the opinion of the Superintendent, it is necessary to permit a candidate to leave the Examination Hall during the examination hours for brief period, he/she shall be accompanied by an escort. The Superintendent may fix time, if necessary, within which the candidate must return to his/her seat.
13. Ordinarily, one Assistant Superintendent shall be appointed for a group of 30 candidates but the Superintendent will have the option to appoint an additional Assistant Superintendent with the approval of the Controller of Examinations to meet any emergent requirement.
14. Assistant Superintendent shall report themselves to the Superintendent at 11.00 a.m. on the day preceding the examination at the Center of Examination. On the days of examination they should reach the Center, when on duty, half an hour before commencement of the examination, on each day.
15. Assistant Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall not leave the Hall without the permission of the Superintendent.

16. In case an Assistant Superintendent is unable to present himself/herself on account of unavoidable circumstances at the center of examinations, he/she shall give at least 24 hours' notice to the Superintendent.
17. Assistant Superintendents are required to help the Superintendent in the distribution of question-papers, answer- books etc., to the candidates and in collecting the answer-books from the candidates at the close of the examination and perform such other duties as may be assigned to them by the Superintendent and also as contained in the Book of Instructions for Supervisory Staff.
18. The Assistant Superintendents shall help the Superintendent in preparing a list of the candidates present at the examination and in verifying their identity by comparing their signatures with those on the Admission Tickets / Roll No. Slips.
19. During the course of examination, the Assistant Superintendents are expected to move about the place of their duty and not to engage themselves in study or conversation.
20. If any candidate is found to resort to unfair means at the examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Assistant Superintendent shall, at once, report the matter to the Superintendent.
21. The Center Superintendent has the power to expel an examinee from the examination all the following grounds:-
 - a) that the examinee creates a nuisance or serious disturbance at the examination center.
 - b) that the examinee shows a seriously aggressive attitude towards a member of supervisory staff or to any member of the service staff entrusted with the examination work.

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

(D) APPOINTMENT OF CENTER SUPERINTENDENTS AND ASSISTANT SUPERINTENDENTS

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

(i) Examinations other than O.T. and M.I.L. (*Occupational Therapy and Modern Indian Language*):

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

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

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

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

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

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

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

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

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

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

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

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

For examinations other than O.T. and M.I.L., the Assistant Superintendents may be appointed 40% from the Colleges where the examination is held and 60% from other College(s), for normal centers. For the centers about which some complaints are in the notice of COE, the ratio could be 30% or even less from the College where the examination is held and 70% or more from other colleges, provided further that the member of the Supervisory Staff shall be appointed only from the colleges. No person shall be appointed as a member of the Supervisory Staff from outside the cadre of the

Teaching staff, except in the case of some emergent situation.

If any person appointed as Superintendent or as a member of the Supervisory Staff does not turn up for duty or keeps himself/herself absent wilfully without explaining any compelled circumstances or genuine cause and neglects the duty assigned to him/her, such person shall be debarred from the University work relating to examinations in future and disciplinary action may be initiated.

3. The strength of Assistant Superintendent for a Center shall be regulated as follows:
 - (a) One Assistant Superintendent for a group of 30 candidates or a part thereof seated in a room.

Provided further that one Assistant Superintendent for every 40 Candidates in a room where seating capacity of 40 students is available.
 - (b) Where separate rooms are used, each room will have at least one Assistant Superintendent.
 - (c) One additional Assistant Superintendent on every 300 candidates for keeping off outside interference and for other general assistance when the number of candidates is above 30.

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

The number of candidates seated in each room should be in multiples of 30 as far as practicable.
 - (d) The number of Assistant Superintendents for the first day of the examination will be according to the number of candidates given in the Center Statement.
 - (e) On the days when there are two sessions, the Assistant

Superintendents engaged for the evening should be from amongst those deputed for the morning session. Only those Assistant Superintendent should be appointed on single- session days who cannot be accommodated on the double- session days owing to decrease in the number of candidates.

- (f) When the number of Assistant Superintendents required is greater than that given in the list supplied by the office, on account of additional rooms, casual Assistant Superintendents may be appointed with approval of the Controller of Examinations. This sanction must be attached to the contingent bill to avoid unnecessary delay in payment.

The appointment of a casual Assistant Superintendent shall be only for the session in which the necessity arises. In no case should the casual Assistant Superintendent be included in the regular number of Assistant Superintendents allotted to the Center for distribution of turners.

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

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

- (1) 3-Year Degree Course. (2) O.T. and M.I.L.

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

Sanction for removal of an Assistant Superintendent must be obtained from the Controller of Examinations telephonically or via email if time is short.

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

- (i) In case flying squad finds that supervision at a Center is defective, he/she may appoint/replace an Assistant Superintendent and report the matter to the Controller of Examinations giving the following information.

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

- (j) The Superintendent shall see that the allotment of turns to the Assistant Superintendents etc., leaves no room for a legitimate grievance. The Assistant Superintendents should, so far as possible, be allotted different places of duty every day. A duty chart of supervisory and the service staff engaged at the Center is to be uploaded on webportal and hard copy of the same should be available for inspection by the Inspector of Centers.
- (k) The rows of candidates to be allotted to various Assistant Superintendents, should be kept secret and communicated to the persons concerned only a short while before the commencement of the examination.

- (l) In case the Superintendent has been asked to arrange for an Assistant Superintendent locally, he/she should appoint someone not related to the candidates in any way and communicate the name to the University for approval and record.
- (m) One Deputy Superintendent shall be appointed by Controller of Examination for every Center to assist the Superintendent. The Deputy Superintendent will be an additional hand over and above the ratio of 1:30. On a day when the number of candidates does not exceed 30, the Deputy Superintendent shall perform the duties of the Assistant Superintendent also. An additional Deputy Superintendent may also be appointed at the discretion of the Controller of Examinations in case the situation at a particular Center so warrants.
- (n) All the members of the Supervisory Staff will be paid T.A./D.A. as per University Rules when posted out of station.

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

Note:-

- (i) Teachers and supporting staff of the University and its affiliated colleges are to be paid remuneration at double the rates for performing examination duties during vacations/ holidays/ sundays.
- (ii) Only one Chowkidar shall look after all the centers in any institution.
- (iii) One Waterman/Waterwoman will be appointed for a group of 100 candidates or part thereof. However, when the number of

candidates does not exceed 40, the Daftri shall perform the duties of the Waterman/Waterwoman in addition to his/her own duties. No separate Waterwoman is required for woman candidates. However, if Waterman/Waterwoman/ Watermen / Waterwomen appointed according to the above norms is/are unable to cope with the demand of the candidates for water, in the Summer Season, Center Superintendent in consultation with the Superintendent-in-Chief, may appoint one or two additional Waterman/ Waterwoman / Watermen / Waterwomen and sanction for the additional Waterman/Waterwoman/Watermen/Waterwomen be obtained from the Controller of Examinations giving full justifications. The arrangement for drinking water should be made within the Examination Hall and as far as possible urinals should be very close to the Examination Center.

5. For Practical Examinations

- (i) For the smooth conduct of practical examinations, the colleges shall submit the claims as per the University rules for the payment of T.A , D.A and remuneration to the examiner(s) in the University within the duration as notified by COE.
- (ii) In case the external examiner for conduct of practical/viva-voce examination does not turn up, the Chairperson of the Department/Principal of the college concerned is authorized to invite any eligible teacher(s) from the nearby places, subject to the approval of the Controller of Examinations for conduct of examination instead of postponement of the practical examination to avoid inconvenience to the students concerned.
- (iii) Supervisors appointed for Practical examinations shall also be called Asstt. Superintendent and are paid at the same rate as

for Theory Examinations or as notified by the University

(E) CREATION OF EXAMINATION CENTERS

1. The examinations shall ordinarily be held at such Centers as may be created within jurisdiction of the University by the Controller of Examination and, if considered necessary for any special reasons, outside the jurisdiction with approval of the Vice Chancellor.

Creation of a Center shall further be subject to the following conditions:-

- (a) Satisfactory and adequate arrangements are available.
- (b) It shall be obligatory on the part of recognised institutions/Departments of University where Centers are created, to provide suitable accommodation and adequate furniture free of charge and to undertake full responsibility for the prevention of the use of unfair means at the Center. The management of the institution concerned shall take disciplinary action against member of the staff where it is proved that unfair means were used with his/her help or connivance, and report the same to the Controller of Examinations. In the case of Government Institution, the Director, Higher Education, Haryana, would take necessary action.
- (c) If any Institution fails to prevent copying or outside interference in the Center of examination, the Vice- Chancellor may either abolish the Center of Examination or impose a penalty of Rs.10000/- or more and allow the continuation of the Center. In the latter case all the Supervisory Staff for this Center shall preferably be appointed another Institution.

The Vice-Chancellor may also allow, for special reasons, to create an Examination Center with or without extra payment of Rs 25,000 on the prior request of institution. The minimum strength of students for creation of such center must be more than 100. The request must reach at Controller of Examination office atleast two months prior to start of examination.

(F) CHANGE OF EXAMINATION CENTERS

1. Ordinarily, a candidate shall have to take the examination at a Center fixed by the University. If, however, a candidate wishes to take examination at some other Center, he/she shall make an application on the prescribed form accompanied by the prescribed fee.
- 2.1 Application for Change of Center shall be submitted through the Principal/Chairperson concerned.
- 2.2 A candidate may be permitted to change the Examination Center under the following circumstances:
 - (i) If candidate or his/her father or legal guardian is transferred and the fact of transfer is certified by the Head of the Office or Department in which candidate or his/her father or legal guardian is employed.
 - (ii) If the change of Center is necessitated by reasons of his/her ill health and the fact of illness is supported by a Certificate from a Govt. Doctor of Gazetted Rank or the University Medical Officer.
 - (iii) The Controller of Examinations may, in order to avoid hardship, permit change of Center in an exceptional case.
- 2.3 Application along with prescribed fee or its proof of payment for change of Center shall be entertained up to one month before the

date of commencement of the examination concerned except that in the case of Government servants such applications may be entertained up to 15 days before the date of commencement of examination.

- 3.1 The fee for a change of Center from one station to another for the whole examination shall be the same as prescribed by the Examination Branch from time to time.
- 3.2 The fee is not refundable unless the change has been rejected by the University. The application for refund shall be entertained only if received within three months from the date of issue of the letter rejecting the application.

(G) SPECIAL ARRANGEMENTS FOR AMANUENSIS (WRITER OF ANSWERS)

1. A candidate may be allowed help of an amanuensis (writer) if –
 - (i) he/she is blind;

OR
 - (ii) he/she is permanently disabled from writing with his/her own hand;

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

Chairperson of the teaching Department/Principal of the College, the Superintendent-in-Chief under intimation to the Controller of Examinations is authorised to appoint amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars on the prescribed proforma will be sent to the University by Superintendent-in-Chief in the last packet.

2.2 In case of blind.

OR

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

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

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

4. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one Additional Assistant Superintendent for him/her out of the list supplied by the University Office.
5. Candidates, other than blind and permanently handicapped (due to natural causes), who may ask for a writer owing to not being able to write themselves, due to any temporary disability, shall pay in advance to the University an additional fee @Rs.300/- per paper out

of which Rs.75/- per paper on usual working days and Rs.150/- on holidays will be paid to the writer by the University and also remuneration payable to the Additional Assistant Superintendent at the prescribed rate.

6. The dues of the writer and the Assistant Superintendent will be included in the bill of the Supervisory Staff by the Superintendent of the Center concerned.

APPENDIX: DUTIES OF THE PRINCIPAL IN HIS/HER CAPACITY AS SUPERINTENDENT-IN- CHIEF DURING THE UNIVERSITY EXAMINATIONS

1. The Superintendent-in-Chief shall receive the parcels containing question-papers pertaining to the Center(s) in his/her college and keep them in his/her safe custody till these are delivered to the Superintendent on the relevant days of the examination. The envelopes shall be kept in a double locked steel almirah (where both keys are required to open the almirah), one key will remain with the Superintendent-in-Chief and another key with Center Superintendent. The almirah will be kept in a safe room. The room will have a double lock. Both the keys of one lock will remain with the Superintendent-in- Chief and that of the other lock with the Superintendent. As soon as the Superintendent arrives, the Superintendent-in-Chief will show him/her all the question-paper envelopes pertaining to the Center and the Superintendent will compare the question-paper envelopes with the Center Statements. Thereafter, the Superintendent will arrange the question-paper envelopes datewise, separately for morning and evening session and keep them in the almirah and handover the keys to the Superintendent-in-Chief. On each date of examination, the Center Superintendent will obtain the question-paper envelopes from the Superintendent-in-Chief, meant for morning session in the morning and for evening session in the evening half an hour before the Commencement of Examinations, sign the requisite Certificate on the question-paper packet and get it countersigned by the Superintendent-in-Chief, in token of the seals being intact at the time of receipt of the packet(s) as also delivery and opening of the correct packets of question-papers at the examination center.
2. He/she will be responsible for smooth functioning of the Center from

day-to-day and maintenance of proper discipline at the Center.

He/she will provide the list of staff available for examination duties, the Center Supt. will appoint the staff as per requirement of center from this list.

3. He/she will ensure that a day before the commencement of the examination satisfactory arrangement of seats according to confidential list is made in such a manner as to render all communication between the candidates impossible.
4. He will go round the College to inspect the Centers.
5. He/she will send a weekly report about the functioning of the Centers.
6. He/she will have the stock of answer-books checked and initial the stock entries in the stock register in token of their correctness.
7. He/she will also see the issue of answer-books to the Centers in his/her College is regulated.
8. He/she may replace any member of the staff if his/her conduct during the examination is found unsatisfactory and report the matter to the Controller of Examinations. He/she will also make arrangement if any member of the Supervisory Staff does not turn up.
9. He/she may seek the help of the District Authorities (Deputy Commissioner, Superintendent of Police, as the case may be) in case there is any apprehension of breach of peace.
10. In case the Principal of the College has to leave the station on urgent work, he/she shall appoint the senior member of his/her staff as Superintendent-in-Chief during his/her absence and send an intimation to this effect to the Controller of Examinations.
11. The Supervisor for outside duty will be deputed by the

Superintendent of the Center of Examination from amongst the Supervisors appointed at the Center.

12. He/she will see that the examination at the Center is conducted smoothly. He/she will not interfere in the day-to-day functioning of the Superintendent who will be directly responsible to the Controller of Examinations.
13. All unfair means cases will be sent by the Superintendent direct to the COE of the University and not through the Superintendent-in-Chief.
14. He/she will co-ordinate the working of the Center(s) in his/her College and effect merger of Centers into one or two, as necessary; keeping in view the capacity of the building and the number of the students and issue instructions to the Superintendents in this regard. He/she will ensure that –
 - (a) Separate absentee memos. in regard to each Center originally allotted to the candidates throughout the examination even if the candidates are transferred from one Center to another on amalgamation, are used and original Center number of Candidate(s) is indicated;
 - (b) Similarly separate Signature Charts in respect of each Center originally allotted to the candidates are used throughout the examination even if the candidates are shifted from one Center to another on amalgamation.

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

- (c) If the maximum number of candidates on a day in a session is

less than 50, the Superintendent-in-Chief will merge such Centers into one center.

- (d) While effecting the merger as in (c) above the Superintendent-in-Chief shall see that as far as possible equal number of duties are allotted to Superintendent, Deputy Superintendents, Assistant Superintendents, Clerks and other staff;
 - (e) Separate subject-wise memos. of answer-books pertaining to each Center and prepared by the Center Superintendent of the Amalgamated Center. The memos., so prepared are to be placed outside the respective sub-packets of answer-books for each Center;
 - (f) Where by merger of the Centers the number of candidates is above 200 and separate memos. are to be used. The Superintendent-in-Chief may appoint an additional Clerk;
 - (g) All sub-packets pertaining to each Center are placed in the main bundle to be sent to the Assistant Register (Secrecy).
15. In case of inability of the Principal to function as Superintendent-in-Chief or whose ward (son, daughter, brother or sister or any other near relative) is taking the examination at that Center, the next available senior member of the College Staff will act as Superintendent-in-Chief. The name of teacher may be intimated to the Controller of Examinations immediately for necessary action by the Office.
16. It will be the responsibility of the Superintendent-in-Chief to provide the required service staff. However, while appointing such staff the integrity and honesty of the staff should be kept in view.

CHAPTER- III

ORDINANCE: PUNISHMENT FOR USE OF UNFAIR MEANS

1. Before the commencement of Examination, the Center Superintendent or the Deputy Superintendent shall call upon all the candidates to deliver to him/her all electronic devices, papers, books, or notes which they may have in their possession. He/she shall also warn the candidates that if any of them fails to do so, he/she shall be liable to penalty. Where a late comer is admitted, this warning shall be repeated to him/her at the gate.
2. The Center Superintendent shall take action against an examinee who is found using or attempting to use unfair means as defined in Clause-3 below, in the examination hall or within the premises of the examination center.
3. Use of unfair means shall include the following:-
 - (a) Having in his/her possession or accessible to him/her during examination hours papers, books or notes, written or printed or any kind of material including body, clothing, electronic gadgets etc.
 - (b) Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.
 - (c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
 - (d) Consulting notes/books in or outside the Examination Hall during examination hours.
 - (e) Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the

candidate or on the furniture being used by the candidate.

- (f) Receiving help from another candidate with or without his consent or giving help to another candidate or receiving help from any other person during examination hours.
- (g) Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal to the examiner through the answer-book or using abusive or obscene language in the answer-book.
- (h) Presenting to the examiner a practical or class-work-note- book which does not belong to him/her.
- (i) Communicating or attempting to communicate, directly or through another person with an examiner or with an official or the University with the object of influencing him/her in the award of marks or making any approach or manipulation for that purpose.
- (j) Swallowing /destroying any note, paper etc. found with him/her during the examination hours.
- (k) Making deliberate arrangement to cheat in the examination such as:
 - i) Smuggling of an answer-book / continuation sheet in or outside the examination hall or insertion in the answer book of any sheet(s) written outside the examination hall.
 - ii) Substitutions, wholly or partly, of an answer-book/continuation sheet by another answer-book / continuation sheet during or after the examination hours.
 - iii) Impersonation.
 - iv) Obtaining admission to the examination on a false

representation.

- v) Forging another persons' signature.
 - vi) Failing to deliver his/her answer-book to the person Incharge before leaving the Examination Hall.
 - vii) Tempering with the particulars, including roll number, written on another candidate's answer-book and /or writing wrong particulars, including Roll Number on one's own answer book.
- l) Refusing to obey the Center Superintendent or any other member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.
 - m) Any other act of unfair-means/misconduct not covered in these provisions.
4. If a candidate is found to be or suspected to be guilty of using unfair means in the Examination, the Superintendent may take away his/her answer-book and permit him/her, if candidate so desires, to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him/her on demand. The candidate may also appear in the rest of the examination in subsequent papers at his/her own risk and subject to decision, the University may take action on his/her case for use of unfair means. The Superintendent may also obtain the explanation of the candidate in writing.
5. The Superintendent of the examination center shall report to the University on the form prescribed by the University, at the earliest, each case where use of unfair-means in the examination had been

suspected or discovered with the explanation of the candidate concerned, if any. If the candidate refuses to give any explanation this fact shall be recorded in the report. In case the candidate refuses to part with his/her answer-book when asked to do so, no new answer-book be given to him/her and he/she be asked to leave the examination hall.

6. The Vice Chancellor shall appoint annually one or more Standing Committee(s) to deal with cases of unfair-means in connection with the examinations. Atleast three members shall form the quorum.
7. Committee shall have the power to:
 - i) Cancel the particular paper in which he/she has been found guilty of use of unfair means or the entire examination of such candidate. Cancellation of paper(s) in such cases will mean award of zero mark in the paper(s) and cancellation of the entire examination will be treated as failure in the examination.
 - ii) Debar the candidate from appearing in the said examination and /or in any other examination conducted by the University upto a period of three years.
 - iii) The following are the guidelines for the Standing Committee on unfair means cases for award of punishment to the candidates who indulge in unfair-means.

Nature of Misdemeanor		Punishment
a)	For relevant material found in the candidate's Possession concerning the subject and the paper in which the candidate appeared irrespective of the evidence that the material had been used for copying	Cancellation of the paper or of the entire examination in which the candidate appeared

b)	For being found with material relevant to the subject of paper with the evidence of copying or attempt at copying	Cancellation of the entire examination in which the candidate appeared, in addition, the candidate may also be debarred from appearing at the University examination for one year
c)	For major misdemeanor like smuggling in and out of the answer-books/continuation sheets, impersonation and misconduct etc.	Cancellation of the entire examination in which the candidate appeared, in addition, the debarring him/her from appearing in the University examination upto three years.
d)	Any other misdemeanor not covered in (a),(b),(c) above.	Cancellation of the entire examination in which the candidate appeared, in addition, the debarring him/her from appearing in the University examination upto three years.

8. If the Committee is unanimous in respect of their decision regarding the guilt of a candidate and regarding the quantum of punishment, its decision shall be final. If there is a difference of opinion amongst the members of the Committee, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
9. A candidate who is awarded punishment by the Standing Committee on unfair means on having been found using unfair means may submit an application to the Controller of Examinations for reconsideration of his/her case within 30 days of the receipt of the decision of the committee alongwith a fee of Rs. 1000/- or as notified by university time to time. Such a reconsideration will be allowed only once.
10. The committee shall consider the reports of the

Supervisor/inspecting staff before arriving at decision. If it considers necessary the committee may take the evidence of any person. In no case the candidate shall be allowed to represent himself/herself by an advocate or any other person.

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

answer books checked and giving the candidate a reasonable opportunity to defend himself/herself.

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

CHAPTER- IV

ORDINANCE : PAPER-SETTING AND EVALUATION

A—General Provisions

1. Each Board of Studies shall recommend, persons for appointment as Paper-Setters & Examiners for various University Examinations, by the following dates :-

- (i) In the case of Paper-Setters and examiners of odd semester: by the 31st August preceding the Examination; and
- (ii) in the case of Paper-Setters and Examiners of even semester : by the 15th February preceding the Examination.

Provided that the Vice-Chancellor may extend the date in special circumstances.

2. In these provisions –

- (i) An External Examiner shall be one who is not teaching in concerned teaching department of the Gurugram University or in a Same affiliated College of Gurugram University. He/she shall ordinarily be a teacher in the subject in another College/ University.
- (ii) An Internal Examiner shall be one who is teaching or has taught within the preceding two years, candidates for the particular examination and the subjects for which he/she is appointed. In the M.A. examination, the Internal Examiner shall be one who has taught the subject for the examination but not necessarily in the same paper.
- (iii) A Neutral Examiner shall be one who is not teaching, and has not taught, for one year previously, the subject for the particular examination for which he/she is appointed.

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

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his/her appointment was only for the

Main or the Supplementary Examination.

In case where panel not received by Controller of Examination or Panel refused to set the q.paper or submit paper in time, the Controller of Examination may arrange the q.papers from the existing panel or amongst the eligible subject experts (Assistant Professor/Associate Professor/Professor.

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

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

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

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

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

(iii) If any of his/her relations is appearing in the examination. For this purpose "relation" shall mean –

"Wife, husband, son, son-in-law, daughter, daughter-in-law, brother, sister, wife's brother and wife's sister, brother's son and daughter, sister's son and daughter, husband's sister, grandson and grand-daughter."

(iv) If he/she —

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

(b) is declared insane.

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

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

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

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

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

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

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

This shall not include—

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

(b) examining of a Thesis/Dissertation;

(c) setting of Professional examinations where number of experts are less.

10. Unless specified otherwise:

(a) Two sets of papers in Theory shall be set by a single Paper-Setter;

(b) the Paper-Setter may also act as Examiner of the answer-books. Provided that, where the number of answer-books to be evaluated by the Paper-Setter-cum-Examiner exceeds 300

(T.D.C. Part I, II and III Examinations), additional Examiner(s) shall be appointed. The number of answer- books shall be distributed more or less equally between the Paper-Setter-cum-Examiner and the additional Examiners.

11. Where a Dissertation paper is examined by two Examiners, and the Examiners fail to agree and the difference is not more than 10% of the maximum marks, the average of the two shall be taken as final award. If the unresolved difference between the External and the Internal Examiners is more than 10% of the maximum marks, appointment of a Third Examiner shall be made by the Vice-Chancellor, ordinarily on the recommendation of the Chairperson of the Department concerned, whose award shall be treated as final.
12. The Controller of Examinations shall issue instructions to the Paper-Setters/Examiners with regard to due provision for secrecy and any other matter incidental thereto.
13. The Paper-Setters shall send question-papers to the Controller of Examinations in sealed covers or via mail before a date to be notified on their appointment/offer letters.

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

The paper setters shall set the question-papers strictly as per instructions mentioned in syllabus or offer letter. In Case he/she fails to set the paper as per instructions or in accordance with syllabus, they shall render themselves liable to a reduction of their remuneration. The Vice Chancellor on recommendations of COE may black list such paper setter for the job of paper setting for certain

duration of period.

14. Examiners shall send the Result statements in accordance with the instructions issued by the COE, in this behalf by the date prescribed for the purpose, failing which they shall render themselves liable to a reduction of their remuneration for any delay. The Vice-Chancellor may, however, for sufficient reason, condone such delay to the extent he/she deems fit.
15. For early declaration of results, evaluation center(s) may be established by the University and one coordinator may be appointed for each center to coordinate the evaluation/re- evaluation work. The coordinator will invite eligible regular/retired teacher(s) having atleast two years' teaching experience. Such teachers may not be necessarily from within the panels.

16.1 **Complaints against Question-Papers**

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

- 16.2 A Committee comprising of two subject experts, Chairman of concerned BOS and COE shall, as soon as possible, consider and determine, after obtaining the comments of Paper- Setters, complaints received under Clause 16.1.

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

Three members of the Committee will form quorum.

CHAPTER- V

ORDINANCE: RE-EVALUATION OF ANSWER BOOKS

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

expiry of the normal date mentioned in rule above, if his/her result has been delayed, Provisional Marks Certificate detained on account of his/her fault, or any fault on the part of the College as determined by the Controller of Examinations or an officer authorized by him/her in this regard.

- e) All entries in the application form for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is not complete in all respects or not accompanied by full fee and /or Provisional Marks Card/Certificates. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the University office. Ignorance of the title of any paper/subject shall not be accepted as a plea for wrong entry in the application. In case a subject consists of more than one paper and the candidate has not indicated the paper, he/she wishes to be re-evaluated or has paid a fee less than the fee prescribed for all the papers indicated by him/her, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of the prescribed fee.
2. Where the original evaluation of the paper was done by the examiner concerned on the basis of the Instructions issued by his/her Head Examiner, a copy of such instructions will be sent to the re-evaluator(s). In other cases five answer books will be supplied to the re-evaluator(s) as models.

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

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

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

- ii) The students whose result is 'Fail' or Re-appear/Compartment' shall not be required to enclose original DMC with the Re- evaluation form. Provided that no increase or decrease will be made in the marks of those failed candidates whose result remains unchanged even after re-evaluation.

- 4.1 The re-evaluation will be done under the rule framed by the Academic Council/Executive Council from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication on this subject will be entertained.

- 4.2 In case the result of any student is delayed in the process of re-evaluation, he/she will not be allowed consequential benefit on this account.

- 5 A candidate will be permitted to see his/her answer books for identification only on payment of an additional fee prescribed by the University during working hours on a written request within

15 days from the date of declaration of the result of re- evaluation.

6. If as a result of re-evaluation, a candidate passes the examination or is placed under compartment may be allowed admission to the next higher class only if he/she is able to complete atleast 50% of the total lectures/practicals delivered in the class. In addition, such a student will also be required to attend 75% lectures to be counted from the date of actual admission. Such admission may be granted within 10 working days from the date of dispatch of Detailed Marks Certificate after re-evaluation, provided seats are available. However, admissions already made would not be disturbed because of the revision of result as a result of re- evaluation. No extra chance will be allowed to a candidate for clearing compartment/re-appear in lieu of any chance which he/she might have missed before the declaration of the result of re-evaluation.

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

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

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

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

INSTRUCTION:

- (i) Only one form be used for one or more subject(s) /paper(s) and it should be specifically mentioned whether the candidate has also applied for re- evaluation in the lower /higher examination in addition to this application.
- (ii) Re-evaluation is not permissible in a paper of a course where the apex regulating authority do not permit the same.

CHAPTER- VI

ORDINANCE: AWARD OF GRACE MARKS

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

Note :-

- i) One percent grace marks of the aggregate marks of an examination (both annual and supplementary taking as one) whenever it is beneficial to a student be allowed.*
- ii) One percent grace marks will be awarded on the aggregate for the papers actually appeared and not on re-appeared papers.*
- iii) In the semester system aggregate marks will be counted of only one semester and not of whole of the course (except for division), so that grace marks may not be carried from one examination to another examination of the semester.*

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

Grace Marks in the course(s) which are regulated by the apex regulating authority, the grace marks will be permitted as per the guidelines prescribed by the regulating authority.

CHAPTER- VII

ORDINANCE – CONDONING DEFICIENCY IN LECTURES

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

any.

7. If a student migrates from another University/College, the lectures/practicals etc., attended by him/her in the previous institution(s) shall be taken into account for determining whether he/she has attended the requisite percentage of lectures/practicals etc.
8. The Candidates will be required to attend atleast 75% of the lectures delivered / practical in each paper held. The Chairperson of the Department /Principal of the College concerned will be competent to condone 15% of the lectures delivered in each paper theory/practical/tutotrial/assignment/seminars/moot courts, etc.

If the percentage of attendance is deficient on account of –

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

Credit may be given for the number of days on which lectures were delivered or tutorials or practical work done during this period of attendance or participation aforesaid, provided that the total period

of absence shall not exceed 21 days in an academic year and that for (iv) above it shall not exceed 2 days.

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

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

Note: Over and above the limit for condonance of attendance, a female candidate shall be eligible for 2% additional condonance in her attendance on account of menstrual leave without insisting upon her written application.

9. In the case of a candidate for any Competitive Examination, conducted by the Government for Public Services, the days spent in the examination (i.e., from the first to the last paper of the candidate concerned and in travelling connected herewith) shall be counted, on production of satisfactory evidence as attendance at lectures delivered to his/her class during the aforesaid period, subject to a maximum of ten days in an Academic year.
10. A student of a University Department/College, in a Faculty other than the Faculty in which the condoning of deficiencies of lecturers is permissible or not permissible as per the guidelines of the apex regulating authority (in such cases the norms prescribed by the apex regulating authority will be applicable), who is unable to appear in an

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

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

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

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

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

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

13. The Vice-Chancellor may condone further shortage of deficiencies in highly meritorious cases.
14. The deficiency of lectures shall be condoned in the paper(s) in the course(s) controlled by the apex regulating authority as per the guidelines prescribed by the concerned authority.

CHAPTER- VIII

ORDINANCE - SCALE OF REMUNERATION

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

CHAPTER- IX

ORDINANCE: INTERNAL ASSESSMENT

1. The marks for internal assessment shall be assigned in each paper as per the scheme of examination or as mentioned in the ordinance of a particular programme.

The various components of internal assessments shall be; Attendance, Assignments/Presentations/Seminars and Class Participation and Sessional Written Examinations or as mentioned in the ordinance.

The marks in the Internal Assessment shall be awarded by the teacher concerned and countersigned by the Chairperson of the Department/Principal and the same be uploaded on the University webportal and hardcopy is to be forwarded to the Controller of Examinations of the University one week before the commencement of examination of the concerned semester.

The sessional marks component of total internal assessment of students will be based on performance of students in two written departmental tests in one semester. In case of odd semesters the test will be held normally in the last week of September, October and November and in the case of even semesters the test will be held in the last week of February, March and April. The tests will be held normally in month of October, January and March for annual examinations. The average marks of best two written tests will be treated as final sessional marks, irrespective of the number of tests conducted by the concerned teachers. The maximum marks for each test will be equal. The date sheet will be prepared by the concerned Chairperson(s) of the Department(s)/Principal(s) of the College(s) concerned and the test will be conducted by them. The question paper will be set by the teacher concerned and evaluation will also

be done by him/her. Besides, no payment for paper setting/evaluation will be made.

The award of internal assessment will be prepared by the teacher concerned and will be handed over to the Chairperson/Principal concerned within a week from the date of conduct of test.

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

2. A student shall have the opportunity to improve his/her performance only once in the Sessional exam component of the internal assessment, if his/her internal assessment is less than 40%. The re-conduct of the Sessional exam shall be completed before the commencement of final theory examination of same semester.
3. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination.
4. The Chairperson of the Department/Principal shall preserve the record of Internal Assessment i.e. attendance, evaluated answer sheet etc., for inspection, if needed by the University, upto four months from the date of declaration of the results.
5. The Chairperson of the Department/Principal shall forward the internal assessment marks awarded by the concerned teacher on the

basis of class test, written assignment and attendance in the classes etc. to the Controller of Examinations as per the following schedule:

- (i) The Internal Assessment/Sessionals marks shall be supplied by the Chairperson of the Departments/Principals of the Colleges/Heads of the Institutions on or before the date notified by the University or latest by prior to commencement of theory examinations.
- (ii) Thereafter, a late fee @Rs.25/- per candidate per subject shall be charged from the Department/College/Institute concerned.
- (iii) No Internal Assessment/Sessionals marks shall be entertained if the same are received in the University after the last date as notified by the University. However, the Vice-chancellor may condone the delay with late fee after taking into consideration the merit of each case.

CHAPTER- X

ORDINANCE: DISSERTATION

1. A student shall be required to write a dissertation, wherever prescribed in the scheme of examination, on a topic from the groups offered by him/her. The topic of dissertation of the student will be approved by the Chairperson of the Department. The student shall submit to the Chairperson of the Department an application for approval of the topic for dissertation before six months of submission of dissertation. However, after expiry of date of submission of dissertation, the extension in date shall be permissible with penalty as laid down in the General Rules for Examination. The Supervisor shall be approved by the Chairperson keeping in view the topic of dissertation.
2. Every candidate shall be required to submit two copies of the Dissertation alongwith a brief abstract, which will not exceed 300 words, of the same giving an account of his/her research and its findings for consideration of the examiner. The Dissertation shall be examined by one External Examiner only.
3. If a candidate fails to submit the dissertation even during the extended period, he/she shall be considered to have absented in the dissertation paper and his/her result shall be declared accordingly.
- 4.1 The topic of the dissertation or Supervisor shall be assigned by the Chairperson of Department on the recommendation of the committee constituted by the Chairperson of Department under his/her own Chairmanship.
- 4.2 Each candidate is required to carry out dissertation work on a selected topic under the supervision of a Supervisor Eligibility criteria for supervisor will be of minimum 3 years post-graduation teaching experience. Co-supervisor can be assigned from other department if

required in the cases of Specialization.

- 4.3 The candidate will submit his/her synopsis for the approval before 31st March in the Second Semester.
- 4.4 The last date of receipt of dissertation in the office of the Controller of Examinations shall be as notified. A declaration to be given by the candidate that the work done by him/her is original of his/her own shall be countersigned by the Supervisor.

In case of late submission of dissertation by one month, he/she will have to submit the same with late submission fee as prescribed by the University from time to time.

- 4.5 The evaluation of the dissertation and viva-voce for the same shall be done by the examiner to be appointed by the Vice-Chancellor on the recommendation of the Board of Studies.
5. The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner for the Dissertation who shall examine and classify the Dissertation etc., as under:-

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

If the candidate deserves less than 50% marks.

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

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

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

CHAPTER- XI

ORDINANCE: PROJECT REPORT

1. The details of the research project, wherever applicable, have been given in the scheme of examination approved by the Academic Council.
2. Every student shall work full time on a project, wherever prescribed in the scheme of examination and shall submit two copies of his/her report on the project work done by him/her by the date, which shall be notified and displayed on the notice board. However, after the expiry of the above date the extension shall be permitted with penalty as laid down in General Rules of the Examinations. The expenditure on TA/DA of the examiner in such cases shall be borne by the student(s). Extension upto one month may be allowed by the Chairperson of the Department/Principal of college in special circumstances to the student who makes written request for extension justifying the special circumstances under which he/she could not complete the project work. The place of project work and the supervisor shall be approved by the Chairperson of the Department/Principal of College. The subject/topic of the Project work will also be as approved by the Departmental Research Committee/Principal of College.

The last date of submission of project report by the candidates in the Examination Branch will be December, 31st of the year concerned failing which they will have to pay a late fee of Rs. 500/- for the submission during next four months, whereafter Rs. 1000/- late fee will be charged for submission during next four months and Rs. 2000/- late fee shall be charged for submission during next four months.

3. The candidate shall be required to submit the report of the project

work along with the following certificates:

- (i) A certificate from the supervisor that the project work has been completed under his/her supervision.
 - (ii) A certificate from the Chairperson of the Department/ Principal of College to the effect that the candidate is a bonafide student of the Department/ college and has worked under the designated supervisor.
4. The Vice-Chancellor, on the recommendation of the Board of Post-graduate Studies concerned, shall appoint an External Examiner, who shall examine the Project and classify it as under:-
1. GRADE- A+ (A with Distinction)
If the candidate deserves 75% or more marks
 2. GRADE- A
If the candidate deserves 65% but less than 75% marks
 3. GRADE- B
If the candidate deserves 55% or more but less than 65% marks.
 4. GRADE- C
If the candidate deserves 50% or more marks but less than 55% marks.
 5. GRADE- D (UNSATISFACTORY)
If the candidate deserves less than 50% marks.

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

maximum duration of the course. If the Project Report is adjudged as satisfactory the same examiner will, as far as possible, hold the Viva-Voce also.

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

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

5. The grade obtained by the Candidate for the Project Report shall be taken into account when he/she appear in any future examination under 'Re-appear'.

CHAPTER- XII

**ORDINANCE: PRACTICAL/FIELD TRAINING REPORT AND
PRACTICAL EXAMINATION**

PRACTICAL/FIELD TRAINING

1. The candidate shall be required to undergo practical training/field training wherever required/provided in the scheme of examination, normally in the summer vacation after the semester examination in an enterprise/organization approved by the Chairperson of the Department. He/she shall be required to submit a comprehensive report before the commencement of the next semester examination.
2. The Vice-Chancellor may under exceptional cases relax any of the conditions if he/she is satisfied that the case is genuine and record reasons therefore.
3. The candidate shall also be required to deliver seminar(s), wherever prescribed.
4. The seminar/practical/field training report shall be evaluated by a panel of two Internal Examiners, appointed by the Vice-Chancellor on the recommendation of the Chairperson of the Department. If the Supervisor is from the Department, he/she will be one of the Internal Examiners. It will be followed by viva voce. If deemed necessary, a teacher from the department may supervise the candidate(s) at the premises of the organization, where he/she is undergoing training.
5. The Training Report/Field Report, wherever prescribed and required to be submitted to the University must reach in the office of the Controller of Examination within 20 days after the commencement of the theory examinations.
6. The student himself/herself shall certify and confirm that there is no copying and he/she will ensure that the practical training report

submitted by the students who undergo training are not similar to one which has already been submitted by other students in the Department or anywhere else. They shall be required to submit one copy of the comprehensive training report by 30th November for evaluation by the Examiner to be appointed by the Vice-Chancellor on the recommendation of the Board of Studies. However, after the expiry of the above date the extension shall be permissible with penalty as approved by the Vice-Chancellor on the recommendation of the Chairperson of the Department.

7. Practical and viva voce examination, wherever prescribed in the scheme of examination, will be conducted by a team of 2 examiners (one internal and the other external). If the examiners are unable to agree and there is difference in the award, the average of the two shall be taken as final.
8. Marks in the practical examination shall be awarded on the basis of performance in practical examination.
9. The candidate passed in practical examination shall not reappear in practical reappear examination even if he/she is failed in theory examinations and *vice-versa*.