

## **ORDINANCE NO. 5**

### **Conduct of Examinations**

**(Refer clause VI of Section 37)**

**(As amended upto December 1994)**

1. All arrangements for the conduct of examinations to be held by the Registrar in accordance with such direction as may be issued by the Executive Council in consultation with the Academic Council.

2. The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.

3.(i) The Executive Council shall determine in Consultation with the Academic Council, the Centres of Examination. The Principal of the College shall act as Senior Centre Superintendents of University Examinations and he/she shall be overall in charge for the conduct of University examinations at their respective centres. The Registrar shall in consultation with the Head of the Institution. Where there is an examination centre appoint Superintendent and Assistant Superintendent, if any, for each examination centre and shall issue instructions for their guidance. The number of the Assistant Superintendent/s so appointed shall be determined on the basis of the number of registered candidates in the session concerned (E.C. 2-1-88).

(ii) The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers and the answer-books sent to him and shall render to the University office a complete account of used and unused question papers and answer-books.

(iii) The Superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.

(iv) The Superintendent of the Examination shall, wherever necessary send a confidential Report to the Registrar about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each of the examinations, absentee roll numbers and such other information relating to the examinations being held at the Centre as may be considered necessary, along with any other matter which he thinks fit to be brought to the notice of the University.

He shall also be responsible for maintenance and submission to the Registrar of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.

(v) The Centre Superintendent shall have the power to expel an examinee, from examinations on subsequent examination days; on any of the following grounds:--

(a) That the examinee created a nuisance or serious disturbance at the examination centre.

(b) That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.

(c) If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Registrar shall be informed immediately.

(vi) Unless otherwise directed, only teachers of Colleges, University Teaching Department and School of Studies shall be appointed as invigilators by the Superintendents.

4. It shall be the duty of the Centre Superintendents to ensure that an examinee is the same person who had filled

in the form for appearing in the examination, by way of checking the photograph, pasted on the form in case of ex-student and non- collegiate, candidates, the signature. It shall be the duty of the centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it. (E.C. 6-3-1982)\*\*

5. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason.

6. The Principal may on the recommendation of the centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of the examinee who is unable to write himself/herself on account of Physical disability. The Principal shall allow an amanuensis only on production of medical certificate of the competent medical officer of Govt. Hospital and of the fact that the amanuensis possesses lower educational qualification than that of the examinee.

7. The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. Each Inspector so appointed shall have the powers of a Centre Superintendent. In the event of the Inspector pointing out serious breach of rules or as Procedure the Kulapati may take such action/may be necessary including post-ponement or cancellation, wholly or in part of the examination at the Centre, and if any action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.

8. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.

9. The Executive Council may issue such general instruction, for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties.

10. Subject to the Provisions of this Ordinance the Executive Council may from time to time make, after or modify rules and procedure about the conduct of examinations.

\*\*Amendments approved by the Executive Council on 6-3-1982, 19-8-1982 and 25-9-1982 as per notification dated 2-11-1982 and made effective w.e.f. 22-3-1982.

11. (1) The Results Committee for each of the Faculties will be constituted by the Academic Council\*\*

(2) The Results Committee shall consist of the following:--

- |       |   |                   |
|-------|---|-------------------|
| (i)   | Dean of the Faculty Concerned   | Chairman          |
| (ii)  | One Chairman Board of Studies.  | Member            |
| (iii) | One of the Tabulators coordinators if any for the examination of the results of which are to be considered by the Committee Or one Professor. | Member            |
| (iv)  | Registrar.  | Member Secretary. |

(3) Three members shall form the Quorum.

(4) The term of the Results Committee shall be of one academic year.

(5) The functions of the Results Committee shall be as follows:--

- (i) To scrutinise and pass the results of the Examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the

usual standards and to recommend to the Kulapati the action to be taken in any case where the result is unbalanced.

(ii) To scrutinise complaints against question papers, evaluation of answer books and to take necessary action.

(iii) To decide cases of candidates who answered wrong paper;

(iv) To decide cases of candidates whose answer books were lost in transit;

(v) To exercise such other powers as the Academic Council may delegate to it from time to time.

(vi) To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the examination Centres, Tabulators, Collators, coordinators and any other person concerned with the examinations whose cases are referred to the Committee.

(vii) If the results of any examination disclose understandable divergence in the marks of the candidates in any subject or divergence in the marks in any paper or subject among the candidates of the Colleges or the University Teaching Departments, the Committee may investigate into the case of such divergence. The Committee may itself scrutinise the answer books or may order their scrutiny by other person, and may also call an explanation from the examiner concerned for the divergence of marks.

If after the investigation the Committee is of the opinion that such divergence may be due to leakage of paper, personal favoritism or animosity, it may take such action as it deem fit including a revaluation of the answer books.

\*\*Amendments approved by the E.C. on 6-3-1982; 19-8-1982 and 25- 9-1982 as per notification dated 2-11-1982 and made effective w.e.f. 11-10-1982.

If leakage of Paper of favoritism or animosity in valuation of answer books by any examiner is proved, the Committee shall report the matter to the Executive Council which may take such action against the examiner as it thinks fit and may debar him from examiner ship permanently or a specific period.

Note:

(1) If any action is to be taken against any examiner/paper- setter/Moderator in cases of mistakes/omissions/negligence/leakage in paper-setting/moderation/evaluation, the matter shall be referred to the Executive Council with the recommendations of the Results Committee.

(2) If any action is to be taken against Centre Superintendent/Assistant Superintendents/ invigilators, the matter shall be referred to the Executive Council directly by the Kulapati.

12. The Kulapati shall appoint two tabulators of two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general Instructions for the guidance of tabulators in preparing the results of the examination.

Provided that with the previous approval of the Executive council the results of examination may be got prepared by computer for which purpose a set of two checkers for each examination shall be appointed.

13. If a candidate has any communication to make on the subject of his/her examination paper; it shall be made in writing to the Registrar direct.

14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Registrar who shall place the matter before the Executive Council.

15. Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.

16. The Executive Council may, by a resolution, authorise the Registrar to publish the results of the University examinations as passed by the Results Committee on the notice board of the Office of the University. The results, when published, shall simultaneously be communicated to the Principals of the Colleges concerned.

\*\*\*If any Clerical error or errors in the process of calculation or computerisation is discovered in the results so declared, the Kulapati shall have the power to rectify the same.

17. The remuneration of the Examiners, Superintendents, Assistant Superintendents, and Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as given in the Appendix.

\*\*Amendments approved by E.C. on 6-3-1982 and 19-8-1982 as per notification dated 2-11-1982 and made effective w.e.f. 11-10-1982. \*\*\*Amendments approved by E.C. on 6-3-1982 and 30-10-1982 as per notifications dated 2-11-1982 and 19-11-1982 and made effective w.e.f. 11-10-1982 and 18-11-1982 respectively.

18. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose what so ever and no candidate shall be permitted to appear for the examination after half an hour of its commencement. (E.C. 6-3-1982)\*\*

19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded and if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.

20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilators the answerbook of such examinee shall be withdrawn and a second answer book supplied. Only the second answerbook shall be sent for valuation. The first answerbook shall be cancelled and sent to the Registrar, by the Superintendent.

21. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or with in the premises of the examination centre during the hours of examination, in the following manner :--

(i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answerbook and a memorandum shall be prepared with date and time.

(ii) The statement of the examinee and the invigilator shall be recorded.

(iii) The examinee shall be issued a fresh answerbook marked `Duplicate-Using Unfair Mean's to attempt answers-within the remaining time prescribed for the examination.

(iv) All the material so collected and the entire evidence along with the statement of the examinee and the answer books duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.

(v) The material so collected from the examinee together with both the answer books viz, the answerbook collected while using unfair means and the other supplied afterwards, will be sent to an expert in the subject

appointed by the Kulapati for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.

(vi) The cases of the use of unfair means at the examination as reported by the centre supdt. along with the report of the examiner shall be examined by a committee to be appointed by the executive council every year.

The Committee shall consist of :-

(a) One member of the Executive Council, one of the Deans of Faculties and one teacher who is a member of the Academic Council nominated by the executive council.

(b) One student who in the academic session immediately preceding was member of any Board of study, nominated by the Kulapati:

(c) Registrar (Secretary)

The Executive Council shall appoint one of the members included under (a) to be a Chairman of the Committee w.e.f. 1991 (Main).

(vii) The Committee shall after examining the case, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case.

(viii) Teacher and staff posted at examination centres who are found to be abetting in the use of un-fairmeans to the examiners should be proceeded for panel action under the relevant laws. (E.C. 2-1-88)

22. Where a candidate applied for revaluation the answer books in which revaluation is sought will be sent for valuation by the Kulapati, to two examiners (other than the one who initially valued it) both of whom shall be from a place out-side the jurisdiction of the university. Ten answer books valued by the same examiner and a copy of the memorandum of instructions for the guidance of examiners if prepared by the paper-setter will be sent to each of the two examiners to enable them to evaluate the answerbook conceded in the light of the standard set by the examiner and the memorandum of instructions. If less than ten candidates had appeared at the examination in the paper concerned the answer books of all the candidates shall be sent to each of the examiners. Each of the two examiners shall receive remuneration of Rs. 15/- for the revaluation of an answerbook.

(2) If the marks awarded in the paper by any of the two examiner varies from the marks given by the original examiner by more than 10 percent of the maximum marks in the paper, the average of the marks awarded by two of the examiners the original examiner and the two revaluers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his result.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10 percent of the maximum marks in the paper if two difference in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into account of arriving at the 'correct valuation.'

Provided further that in cases in which the average of marks so arrived at exceeds the original marks by more than 20 percent the maximum mark in the paper, the answerbook shall be sent for final evaluation to a senior teacher nominated by the Kulapati along with the marks awarded by original and other two revaluers. The marks awarded finally by the senior teacher shall be taken to represent the correct and final valuation. (E.C. 14-12-1990)

## AMENDED APPENDIX (REMUNERATION FOR EXAMINATION WORK) TO ORDINANCE NO. 5

The scale of remuneration to Paper Setters/Examiners shall be as follows, viz :--

### 1. Faculties of Arts, Social Sciences, Sciences, Life Sciences, Commerce, Education, Physical Education, Law, Home Science, Engineering and Technology :

	Rs.
(i) For Ph. D., D.Sc. and D. Lit. examination.	
(a) Reading a thesis for Ph. D.	500.00
(b) Practical and Viva Voce examination for Ph.D.	250.00
(c) Reading a thesis for D.Sc. or D.Litt.	800.00
(d) Practical and Viva-voce examination for D.Sc. or D. Litt.	300.00
(ii) For M.A., M.Lib. Sc., M.P. Ed., M. Pharm., M.Sc., M.Sc. (Engineering Faculty), M.Com., M.H.Sc., M.Ed. and LL.M. Examination :--	
(a) Setting a question paper (including translation)	300.00
(b) Marking of each answer book.	10.00
(c) Reading the thesis/dissertation of a candidate for M.A. (Final) or M.P. Ed. or M.Sc. or M.Com. or M.H.Sc. or for reading a Project Report in a subject for M.A. (Final) to each Examination.	50.00
(iii) For B.A., B.Sc., B.Com, B.H.Sc., LL.B., B.Ed., B.P.Ed., B.Lib. and B. Pharm., B.C.A., B.B.A., B.F.T., B.H.M. examinations :--	
(a) Setting a question paper (including translation)	250.00
(b) Marking of each answer book	6.00

### 2. Faculty of Medicine:

(i) For M.B.B.S. and B.D.S. Examinations: -	
(a) Setting of each question paper (including translation)	250.00
(b) Marking of each answer book in a full paper.	6.00
(ii) For B.Sc. Nursing Examination: -	
(a) Setting of each question paper (including translation)	250.00
(b) Marking of each answer book in a full paper.	6.00
(iii) For M.D. and M.S. Examination: -	

(a) Setting of each question paper (including translation) 300.00

(b) Marking of each answer book. 10.00

(iv) For diploma Examinations in the Faculty of Medicine (D.C.H., D.A., D.M.R.D., D.O.M.S., D.C.P. etc.): -

(a) Setting of each question paper (including translation) 250.00

(b) Examining of each answer book. 6.00

### **3. Faculty of Engineering:**

(i) For B.E. and B. Arch. Examinations: -

(a) Setting each question paper (including translation) 250.00

(b) Examining each answer book. 6.00

(ii) For M.Tech. and M. E. Examinations :-

(a) Setting each question paper (including translation) 300.00

(b) Marking of each answer book. 10.00

(minimum remuneration payable to an Examiner who is not a setter, shall be Rs. 75/-).

### **4. Faculty of Ayurveda:**

B.A.M.S. examinations:

(a) Setting each question paper (including translation) 250.00

(b) Marking each answer book. 6.00

### **5. (i) M.B.A./M.C.M./M.C.A./M.I.B./M.B.E./M.F.T./M.A.P.R.M./M.P.A.**

(a) Setting each question paper (including translation) 300.00

(b) Marking each answer book. 10.00

### **(ii) Postgraduate/Diploma in Business Administration: -**

(a) Setting each question paper (including translation) 250.00

(b) Marking each answer book. 6.00

### **6. Diploma in Russian, Diploma in Teaching and Diploma in Physical Education: -**

(a) Setting each question paper (including translation)	250.00
(b) Marking each answer book.	6.00

**7. Diploma in Phonetics, Criminology, Yogic Science, Library Science, Pharmacy and Higher Diploma in Oriental learning examinations:**

(a) Setting each question paper.	60.00
(b) Marking each answer book.	2.00
(c) Conducting practical examination of each candidate.	2.00

**8. Miscellaneous:**

(i) Head Examiners be paid remuneration @ Rs. 25/- per Co-examiner. This fee includes remuneration for drafting of instructions, issue of models etc. No separate fee to be paid for drafting of instructions.

(ii) For examining the answerbook valued by a Co-examiner, (subject to a maximum of fifteen answer books from each Co-examiner).The rate payable to co-examiner.

(iii) Drafting detailed memorandum of instructions for Co-examiners (where no model answers are sent by Head Examiner and the answer books examined by Co-examiners are not re-examined by Head examiner). 200.00

(iv) For supplying more than two but not exceeding six copies of question papers in addition to the required number of two.15.00

(v) For translation of paper from English to Hindi medium or other Indian Language and Vice-Versa. 25.00

Note:

(a) If a paper is set by two examiners the remuneration shall be divided equally between them excepting in B. Ed.

(b) If an examiner is appointed to examine answers to a paper or papers that he has not himself set the fee for setting the paper shall be equally divided between him and the setter of the paper.

(c) If a paper for an examination consists of two sections, both of which are compulsory, the remuneration payable for examining each answer-book in a section shall be half the remuneration prescribed for examining each answer-book in the full paper.

- (d)
1. The answer-books weighing two or more than two Kilograms will be sent by the examiners to the University by railway and the railway freight charges thus incurred by the examiner in sending the packets will be paid by the University.
  2. The actual postal expenses incurred by the examiners in sending the packets of answer-books weighing less than two Kilogram and also the award list to the University shall be paid by the University.
  3. An amount of Rs. 25.00 only shall be paid to the local examiners for bringing or sending the answer-books and award lists to the University.

(e) The minimum remuneration payable to any examiner for valuing answer-books shall be Rs. 50.00.



(f) Each of the examiners appointed to re-examine answer-books of candidates, who have applied for revaluation shall receive remuneration of Rs. 15/- Minimum Rs. 50/- for each answer-book revalued.

The following shall be the rates of remuneration for the work relating to declaration of results and issue of statements of works obtained by examinees, viz. :

		(A)	(B)
		B.E. Parts I, II, III, IV & V exam. examinations	All remaining
(i)	(a) Tabulation of results per 100 Candidates.	Rs. 70.00	60.00
	(b) Collation of results per 100 Candidates.	Rs. 30.00	25.00
	(c) Checking per 100 Candidates	Rs. 25.00	20.00

		(A)	(B)
		B.E. Parts I, II, III, IV & V exam. examinations	All remaining
	(d) Minimum remuneration payable to a person for		
	(1) Tabulation	Rs. 70.00	60.00
	(2) Collation	Rs. 25.00	20.00
	(3)Checker	Rs. 25.00	20.00
(ii)	For writing of statements of marks each mark sheet.	Rs. 0.25	
(iii)	For checking of statements of marks each.	Rs. 0.20	
(iv)	For writing of each Degree/Diploma/Certificate.	Rs. 1.00	
(v)	For checking of each Degree/Diploma/Certificate.	Rs. 0.25	

3. Maximum remuneration that a single person shall be entitled to draw from the University in respect of one academic session for any or all of the work mentioned under paragraph 1 above shall be Rs. 3000/-\* All excess amount over and above the said limit shall lapse to the University. In case of examiner in the faculty of medicine Rs. 2000/-.

\*Provided that where sufficient numbers of examiners are not available in any subject, the Vice Chancellor may relax the maximum limit upto Rs. 4000/- for reasons to be recorded in writing.

\*\*Provided further that this limit will not be applicable where the system of Central valuation is followed.

4.(i)Unless specially permitted deductions shall be made from the remuneration bills on Account of the following :

(1) Delay in dispatch of foils or counter-foils or marks to the Registrar Rs. 4/- for each day for delay.

(2) Delay in return of answer-books, Rs. 2/- for each day of delay.

(3) Entry of marks against wrong Roll Number Rs. 3/- per mistake.

(4) Wrong entry of marks (e.g. 20 instead of 25), Rs. 3/- per mistake.

(5) If marks in award list differ from those shown on the answer- books, Rs. 5/- per mistake.

(6) Omission to enter marks in award list although answer-book sent, Rs. 5.00 per mistake.

(7) Omission to mark a question or part of a question, Rs. 5/- per mistake.

(8) Mistake in totalling of marks, Rs. 5/- per mistake.

Note:

If any examiner commits more than three mistakes under any of the categories mentioned in the foregoing paragraph or if any examiner commits mistake or mistakes by which the result of a candidate is affected, his work shall be deemed as unsatisfactory and the matter may be placed before the Executive Council for any action deemed proper.

(ii) Deductions at the following rates shall be made from the bills of the tabulators:

(A) For each mistake affecting the result Rs. 5/-.

(B) For each mistake not affecting the result Rs. 3/-.

\*\*Approved by the Co-ordination Committee at its 56th meeting held on 5-8-97.

5. The following shall be the rates of remuneration payable to persons engaged in the work relating to University Examination at a Centre, viz.

(A) Theory : (1) (a) Senior Supt. (Principal) Rs. 35/- per shift and maximum Rs. 75/- per day (presence of the Principal during entire period of examination)

(i) Superintendent                      Rs. 30.00 per session with a maximum of Rs. 50/- per day.

(ii) Assistant Superintendent      Rs. 25.00 per session with a maximum of Rs. 45/- per day.

(iii) Invigilator                         Rs. 20.00 per session.

(iv) Class III and Class IV staff of the Rs. 1.25/- and 1.00 respectively per candidate for the College/Department engaged in total number of the candidates actually admitted to examination work at a center the examination at the centre to be distributed by the Centre Superintendent.

(v) The University will pay lump sum grant Rs. 4.00 per candidate registered at the examination centre subject to a minimum of Rs. 500/- per centre, to cover expenses on all contingent items. The Principal/Head of the concerned Institution shall send a utilization certificate in this respect to the University. Provided that actual expenditure will be paid for the Faculties of Medicine and Engineering on approved contingent items supported by vouchers.

(B) Practical:

(i) Laboratory staff including accompanists for Music engaged in connection with practical examination in the Faculties of Arts, Social Science, Science, Life Science, Home Science, Education and Ayurveda. Re. 1.00 per candidate actually admitted to the examination at the Centre.

(ii) For practical examination in Engineering Faculty:

(a) Mechanical and Laboratory Assistants. Rs. 6.00 per shift but not more than Rs. 10.00 per day.

(b) Helper, e.g. Laboratory attendants, Peons. Rs. 4.00 per shift but not more than Rs. 6.00 per day.

(iii) For practical under the Medicine Faculty:

(i) Each Assistant to Examiners (subject to maximum number of 4 Assistants in a subject).Rs. 10.00 per shift.

(ii) Each patient examined.Rs. 2.00

(iii) Technical Staff Rs. 2.00 per examinee with a minimum of Rs. 20.00 to be divided amongst all.

Provided that the following minimum amount would be payable to the staff engaged in the practical examination under the Faculties of Arts, Social Science, Science, Life Science, Home Science, Education, Engineering, Medicine and Ayurveda :

	Less than 4 hours	4 to 7 hours	Two Practical/ Two batches
Laboratory Assistant	Rs. 5.00	Rs. 7.00	Rs. 10.00
Foreman	Rs. 4.00	Rs. 5.00	Rs. 8.00
Peon/Lab. Assistant	Rs. 3.00	Rs. 3.00	Rs. 6.00

Note :

(1) Remuneration for preparation/cleaning the Laboratory and Instruments will be paid only for one day.

(2) These rates will be made effective from Annual 1994 Examinations.

(C) 1. Forwarding Office and his staff : Rs. 10.00 per application form forwarded.

2. For supplying all necessary material for practical examination under the Faculties of Arts (in subject

where needed). Science and Home Science namely vegetable, chemicals, dissection of animals, plants, raw materials etc., the Principal of the College concerned will be paid contingent charges for which Principal will have to issue an official receipt, at the rate of (a) Rs. 1.00 per candidate\*\* actually appeared in undergraduate examination (per subject separately) and Rs. 3.00 per candidate actually in post-graduate examinations.

3. For duplicating question papers where necessary:

(a) Superintendent of Examinations Rs. 6.00 per paper

(b) Comparer Rs. 4.00 per paper

(c) Typist for cutting the Stencil Rs. 3.00 per paper

(d) Multigrapher for duplicating of question papers Rs. 2.00 per paper

4. In case of a work for which no remuneration has been prescribed in the foregoing paragraphs, the rate therefore shall be determined by the Kulapati.

S. No.	Nature of Confidential work	Item in ordinance	Revised rates
		5-17 to which this work is considered	of
		EQUIVALENT	Remuneration
1.	2.	3.	4.

1. To prepare the list of carry forward Marks of Candidates appearing for various examinations. Writing of statement marks.

per candidate

2. Corrections in charts (including corrections for declaration of withheld results). Writing of statement marks.

per candidate

3. To put the correct Roll Nos. on awards for practical. Collection of Results.

per candidate

4. To write the foils and counter foils for marks awarded in Central Valuation.

Collation of Results.

per candidate

5. Posting of U F M and Revaluation cases & declaration of their results.

Tabulation.

per candidate

6. Scrutiny of Answer Books.

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per Answer Book

(Approved by the Co-ordination Committee at its meeting held on 05-05-1994 and to be brought into force from the Main Examinations of 1994).

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## **ORDINANCE NO. 6**

### **Examinations (General)**

**[Refer clause (iii) of section 37]**

**(as amended upto 31-1-1984).**

#### Part I-Definitions

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

(i) "Regular candidate" means a person who has prosecuted a regular course of study in a University Teaching Department, School of Studies or College and seeks admission to an examination of the University as such:

(ii) "Ex-student candidate" means a person who was admitted to an examination as a regular candidate and was not declared successful there at or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.

(iii) "Non-collegiate candidate" means a person who seeks admission to an examination of the University otherwise than as a regular candidate or ex-student candidate.

(iv) "A regular Course of study" means:--

(a) In case of Faculty other than the Faculties of Medicine, Ayurveda and Engineering, attendance at atleast seventy-five percent of lectures and practicals separately.

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

(c) In case of the faculty of Engineering attendance at at least eighty-five percent of lectures and practical/sessional work separately.

In a University Teaching Department, School of Studies or College in each subject which a candidate intends to offer for an examination.

Note :

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

(v) "Forwarding officer" means:--

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

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

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

(vi) "Attested: means attested by the forwarding Officer.

Part II--Admission of a regular candidate to an examination of the University.

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

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

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

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

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

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

3. In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study :

(i) attendance at lectures delivered and practicals/clinicals/sessional, if any, held during the academic session shall be counted.

(ii) Attendance at any lecture delivered or practical/clinical/sessional held within twenty-eight days preceding the first day of the written examination shall not be counted.

(iii) Attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.

(iv) attendance at N.C.C./N.S.S. Camp during the session shall be taken as full attendance at lectures/practicals on each such day of camp and the days of journey to such camp and that the maximum period of absence should not exceed thirty days excluding the period of holidays/vacation in case of N.C.C./N.S.S. Camps of general nature organized at the University/State level and 45 days excluding period of holidays/vacation in case of N.C.C./N.S.S. Camps at national level. In case of students participation in a camp of N.C.C./N.S.S. organized on international level, then the period of absence shall be decided by the Executive Council of the University (E.C. 2-1-1988).

(v) Participation as a member of a University/College team in any Inter-University or Inter-Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.

(iv) Participation as a member of a recognized National Organization team in any International Competition shall be taken as full attendance. The period will include the days of actual coaching, competition and the days of journey for participating therein". (E.C. 24-9-1983).

4. The aggregate number of lectures delivered and practicals/clinicals/sessionals held in an academic session in a University Teaching Department, School of Studies or College for a Post-graduate degree examination in the

Faculties of Arts, Social Science, Science, Life Science, Home Science and Commerce and for LL.B. examination shall not be less than 180.

Provided that the aggregate number of lectures to be delivered in an academic session to students offering thesis for M.A. (Final) examination shall not be less than 135.

5. For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/clinical/sessional held in each subject may be condoned by the Kulapati.

6. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Principal of the college or Head of the University Teaching Department/School of Studies:--

(i) Submit an application for admission to the examination in the prescribed form through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.

(ii) pay along with the application, the fee prescribed for the examination concerned together with a fee of rupees ten for the supply of marks obtained by him in each paper at the examination.

7. (i) Applications submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Principal of the College/Head of the University Teaching Department or School of Studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University.

(ii) In case of each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate:

(a) Possesses the minimum academic qualification for appearing at the examination to which he seeks admission.

(b) Is of good conduct.

(iii) The Principal of the College or Head of the University Teaching Department or School of Studies concerned shall send to the Registrar at least three weeks before the commencement of the examination concerned three separate lists as detailed below :

(iv) (a) If a student has attended less than 30% both of lectures delivered and of the practicals held upto 15th November, or if it is not a working day immediately preceding 15th November, the principal shall inform him in writing that he will not be allowed to appear in the examination as a regular candidate.

(b) Students who have attended less than 75% of both lectures delivered and of the practicals held, shall be allowed to appear under the provisions of the "adhiyama as Non-collegiate candidates on payment of prescribed fee".

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

List B : Of those candidates whose attendance is short by not more than 15 percent for condonation by the Kulapati, the Principal or the Head of the University Teaching Department or School of Studies concerned are required to give specific reasons for condonation of shortage along with their recommendation.



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

8. The Principal of a college or the Head of University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding college, dues, or does not return the college property and all the articles and uniform issued to him for sports or N.C.C. or does not pay the cost thereof in case of loss, by the 15th of February preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.

Part III--Admission of an ex-student candidate to an examination of the University.

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

(i) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or

(ii) In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

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

(i) at any examination in the Faculty of Medicine or Ayurveda.

(ii) at any examination in the Faculty of Engineering if he has failed to secure the minimum marks required for passing in the sessionals.

10 An ex-student candidate for an examination shall: -

(i) Submit through the forwarding officer i.e. the Principal of the college wherein he had prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein:--

(a) Whether he is a candidate for the full examination or for supplementary examination.

(b) The subject or subjects in which he desires to present himself for the examination.

(ii) Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 9(1) above.

(iii) Attach with his application for admission to the examination if he is a male/female candidate, his latest passport size photograph duly attested by the forwarding officer.

(iv) Pay the fee prescribed for the examination together with the additional fee of Rs. 10/- for the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed bank draft drawn in favor of the Registrar of the University or in any other manner prescribed by the University.

11. (i) An ex-student candidate shall offer the subjects or optional papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him

earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.

(ii) An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.

12. Every ex-student candidate shall appear at the examination Centre at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing. Provided that the Registrar may, for sufficient reasons, require or allow a candidate to change his examination centre.

Part IV-- Admission of a Non-Collegiate candidate to an examination of the University.

13. (1) It shall be a pre-requisite condition for every non-collegiate candidate for any examination of the University that he should be a bonafide resident of a district in the territorial jurisdiction of the University or should have been residing on the date of admission of application form for admission to an examination for at least twelve months in a place situated within the territorial jurisdiction of the University.

Provided that in case of a Madhya Pradesh or Central Government employee on transfer or his dependent the above mentioned period may be relaxed by the Kulapati.

Provided also that in case of non-collegiate candidates who have taken a correspondence course for the examination concerned in the University such residence qualification shall not be necessary.

(2) Subject to fulfillment of the requirements of the Ordinance relating to the examination concerned, non-collegiate candidates shall be eligible to appear in B.A./B.Sc./B.Com./M.A./M.Sc. (Mathematics)/M.Com. examination and on all other examinations leading to a degree in the Faculties of Arts, Social Sciences and Commerce.

Provided that the State Government may, by notification issued under clause (10) of Section 6 of the Adhiniyam, permit women candidates to appear as non-collegiate candidates in an examination leading to a Bachelor's degree in the Faculty of Arts.

"Provided further that no candidate shall be permitted to appear as non-collegiate candidate in an examination leading to the Master's Degree in Social Work." (E.C. 15-7-85)

(3) No non-collegiate candidate shall be admitted to an examination of the University unless such candidate if he has offered a subject for such examination for which a course of practical work is prescribed, has completed such work in a University Teaching Department or School of Studies or a College and submits to the Registrar before the last date notified by the University a certificate of such completion from the Head of the Teaching Department or School of Studies or the Principal of the College.

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

(i) The original statement of marks obtained at the qualifying examination together with an attested copy thereof or at the examination in which he is to appear if he had failed at the examination earlier.

(ii) Certificate in original from the Collector or Deputy Collector of a district included within the territorial jurisdiction of the University showing that he is a bonafide resident of the district or has

been residing in the district for a period of not less than twelve months on the date of application for admission to the examination or a certificate of such residence in original from the Principal of a college affiliated to the University duly supported by an affidavit sworn by the candidate's father, mother, guardian or husband as the case may be.

Provided that where a candidate requests for relaxation of the requirement relating to the period of residence on the ground that he is a Madhya Pradesh or Central Government employee or the dependent of such employee on transfer to a place within the jurisdiction of the University, he shall submit the necessary certificate in support of such transfer from the Head of the Office where the Government servant is employed.

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

I. "Provided further that--

(a) Those candidates, who were regular students of the College affiliated to the University or University Teaching Departments in the preceding year and who desires to appear as non-collegiate candidate at the subsequent examination, should be exempted from producing a certificate of bonafide residence of the District included within the territorial jurisdiction of the University.

(b) Those candidates who had produced a certificate of bonafide residence and who appeared at an examination in the preceding year should not be required again to produce a Certificate of bonafide residence.

Provided further, that where the gap between previous examination and the examination of the next higher class in more than the minimum required, the candidate shown in clause (a) and (b) above, shall be required to submit the residence certificate.

(c) Persons (i) who are serving in Navy, Army, Air force and Posted within the territorial jurisdiction of the University and (ii) Central/State Government employees posted within the territorial jurisdiction of the University will be required to produce a certificate from the local Heads of the Departments required to produce a certificate from the local Heads of the Departments stating that the employee has been working as Central/State Government employee in the District included within the territorial jurisdiction of the University. In case of the Wards of such employees a certificate should be obtained from the Head of the Department stating that the candidate is dependent on the employee and residing with him.

Explanation: An examinee shall be deemed to be a bonafide resident of a district if--

(a) his/her father or mother (after the death of the father) or guardian (in case of the death of both the father and the mother) or in case of married woman her husband if continuously residing in that district for not less than three years preceding the year in which the application for admission to the examination in submitted.

(b) He or his father or mother is a resident of that district possessing immovable property therein but serving elsewhere under the Central Government or the Madhya Pradesh Government.

(iii) His latest passport size photograph, if he is a male/female candidate, duly attested by the forwarding officer or if she is a women candidate her signature duly attested by the forwarding officer.

(iv) The migration certificate, in original, issued by the University from which he is migrating.

(v) An application for registration if he is not already registered for the examination concerned.

(vi) In case the candidate has taken a correspondence course, a certificate from the officer-in-charge that he has satisfactorily completed the course.

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

(i) Whether he is a candidate for the full examination or for supplementary examination.

(ii) The subject or subjects in whom he desires to present himself for the examination.

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

(3) A non-collegiate candidate shall pay with his application for admission to an examination the fee prescribed for the examination together with the following other fees:

(i)	Registration fee	--	Rs. 15/-
(ii)	Permission fee	--	Rs. 70/-
(iii)	Statement of marks fee	--	Rs. 10/-

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

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

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

Note :

(a) Permission fee shall lapse to the University if the candidate fails or does not appear at the examination for which such permission was granted by the University.

(b) All fees shall be paid through crossed bank draft drawn in favor of the Registrar of the University or in any other manner prescribed by the University.

(4) A non-collegiate candidate migrating from another University or Board of Secondary Education shall send with his application for admission to an examination the migration certificate from the University or Board from which he is migrating any pay an immigration fee of Rs. 30/- for foreign students the immigration fee shall be Rs. 100/-.

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

Part V--General Condition Applicable to all candidates:

15. Where there are two or three examinations for any degree such as part I, II, and III or previous and final examinations and there are two or more alternative subjects/courses for such a degree, a candidate for the degree must take the same subject/course in part III/Final examination as he has taken in the part II/Previous Examination.

16. No candidate shall appear in more than one degree examination or in more than one subject for the Master's degree (Previous or Final) in one and the same year.

Provided that candidate who is appearing for the Master's degree examination in the Faculty of Arts, Commerce or Social Sciences or for M.Sc. (Mathematics) shall not be eligible to join LL.B. course or to appear at the LL.B. Examination.

(Amendment approved by the Co-ordination Committee at its meeting held on 6-8-1977).

17. A candidate who has passed the Bachelor's degree Part I or Part II examination or the previous examination for a Master's degree of another University may, with the permission of the Kulapati be admitted to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.

18. No person who has been expelled or rusticated from any College or University or has been debarred from appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

19. An application for admission to an examination received by the Registrar after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee of Rs. 40/-. (E.C. 20-9-89)

20. Notwithstanding anything contained in the ordinance relating to admission of candidate to an examination of the University the Kulapati may, in special cases in which he is satisfied that delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respect to be entertained in the University Office with the late permission fee of Rs. 25/- even though the same is received after the period of fifteen days mentioned in the foregoing paragraph, but not later than 15th January in any case. After 15th January the Kulapati may, in special cases, allow an application which is otherwise complete in all respect to be entertained in the University office with the special late permission fee of Rs. 250/- but such application can only be entertained not later than 15 days prior to commencement of Examination in any case. (E.C. 20-9-89)

21.

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

(a) the application of the candidate is complete in all particulars in accordance with the provisions applicable to him and in order.

(b) the candidate is eligible for admission to examination, and

(c) the fees as prescribe have been paid by the candidate.

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

(3) The admission card issued in favor of a candidate and also the permission until he is issued an admission card for appearing in the examination.

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

(a) the admission card was issued or permission was given through mistake, or the candidate was not eligible to appear in the examination.

(b) any of the particulars give or document submitted by the candidate in or with the application for enrolment, admission to a college, teaching department or school of studies or admission to an examination is false or incorrect.

(5) The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fee of Rs. 15/-. Such card shall show in a prominent place the word "Duplicate".

22. A candidate shall not be admitted into the Examination hall unless he produced the admission card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card wherever required by the Superintendent or the invigilator.

23.

(a) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his indisciplined conduct or insolent behavior towards the Superintendent or any invigilator the candidate may be excluded from that day's examination and if he persists in misbehavior he may be excluded from the rest of the examinations by the Superintendent of the Centre.

(b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the centre and he may take police help.

(c) If a candidate brings any dangerous weapon within the precincts of the examination centre he may be expelled from the centre and/or handed over to the police by the Superintendent.

(d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers/any of the examination.

(e) In every case where action is taken by the Superintendent under (a), (b) or (c) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence, further punish a candidate by canceling his examination and/or debarring him from appearing at any of the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

(f)

(i) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his examination and also debar him from appearing at any of the examinations of the University for one or more years according to the nature of the offence.

(ii) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at any examinations of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tempering of Vishwavidyalaya records including the answer books, marks-sheets, result charts, diplomas and the like.

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

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

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

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

(i) Examination fee after deduction of Rs. 10/-.

(ii) Fee for statement of marks.

Other fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness if applicable must be sent so as to reach the Registrar not earlier than and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

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

(2) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practicals, may be refunded through the Principal of the college concerned after, deduction of a sum of Rs. 15 (Fifteen). (E.C. dated 14-12-1990)

(3) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after deduction of a sum of Rs. 15 (Fifteen). (E.C. 14-12-1990)

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

(5) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

25. (1) Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the scrutiny of his marks in the written papers in any subject and rechecking of his results. Such application must be made so as to reach the Registrar within 15 days of the publication of the result of the examination.

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

(a) In one subject — Rs. 20/- (Twenty)

(b) In all subjects — Rs. 50/- (Fifty)

Provided that for purpose of this paragraph each paper of post-graduate examination in a subject and also LL.B., B.E., B. Arch, B.P. Ed., and B.Ed. examinations, shall be reckoned as a subject.

(3) A candidate shall not be entitled to a refund of the fee, unless his result affected by the scrutiny.

(4) A candidate shall not be entitled for a refund of fee unless there is any change in Marks/Result on account of revaluation.' (E.C. 21-5-90)

(5) The result of the scrutiny shall be communicated to the candidate.

(6) If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly and the fee deposited by the candidate for scrutiny of marks shall be refunded to him.

\*26.

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

Provided that no candidate shall be allowed to have more than two answer books revalued.

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

Provided further that no revaluation shall be allowed in case of scripts of Supplementary/Second/ Special Examination of undergraduate level in all the Faculties including professional examination (Except M.B.B.S./Engineering/B.A.M.S./Nursing/Dentistry/Laws) and examinations held under Semester Systems. (E.C. 22-11-91 and E.C. 13-1-1992)

(2) The fee for revaluation shall be Rs. 100/- (One Hundred) per answerbook if the application is made within 15 days. The application received after the last date upto a maximum of five days, shall be accompanied by a late fee of Rs. 20/- (twenty), upto ten days Rs. 30/- (thirty); and upto 15 days Rs. 50/- (fifty).

27. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee of Rs. 25/.

28. No person who is under sentence of expulsion or rustication from a University Teaching Department, School of Studies or College or from the University or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.

29. Duplicate copies of the following certificates shall be granted on payment of the fee mentioned against each, viz--

(i) Marks List -- Rs. 20/-

(ii) Migration Certificate -- Rs. 25/-

(iii) Provisional Certificate -- Rs. 20/-.



Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the being in force that the applicant has not utilized the original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

\* Amendment approved by the Co-ordination Committee (24-1-83).

30. Duplicate of University Diplomas shall not be granted except in case in which the Kulapati is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has lost his diploma, or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the diploma may be granted on receipt of a fee of Rs. 15/-.

31. The names of first ten successful candidates in each examination other than second full examination, who obtains first division in the first attempt and at one and the same sitting within the prescribed minimum period of the course of study shall be declared in order of Merit for each class/subject as the case may be. (E.C. 12-10-88)

32. "Notwithstanding anything contained in the concerned Ordinance an examinee, who fails by a total of not more than three marks in not more than two subjects in any of the B.A./B. S./B.Sc. (Home Science) / B.Com. / B.E. / B.Ed. / B. P. Ed. / LL.B. / B.Pharmacy / B.A.M.S. and B.D.S. Examination and five marks at the M. B. B. S. Examination, where Fifty percent marks required to pass, except, where it is held on a semester basis, but secures more than the minimum aggregate marks required shall be given three and five grace marks respectively to enable him to pass the examination."\*\*

33. "The Kulapati may award one grace mark in case the candidate is failing by one mark or missing a division by one mark. Where the deficiency is so condoned one grace mark will be added in the paper/subject in which the candidate gets lowest marks".

Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph--32. (Coordination Committee 7-8-1978).

34. The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.

35. (1) The following shall be eligible to appear at Supplementary Examinations:--

(a)Candidates who have failed at the main examination of B.A., B.Sc. (Home Science) or B.Com., LL.B. and B. Pharm. examination in not more than one subject or group of the subject as the case may be shall be eligible to appear at the supplementary examination.

Provided that this provision will apply to the candidates of First Year of 3 Year Degree Course of the above examinations 1987 and to the candidates of Second and Third year from 1988 to 1989 respectively.

Provided further that the students who fail in one or more subject or group at the main examination 1986 or earlier or at the second examination 1986 will however, be allowed to appear for examination in 1987 in those subjects only in which they have failed in the examination of 1986 or earlier. If they do not clear even at this attempt they will have to appear a fresh in all the subjects or groups of subjects in the succeeding Main examination.

\*\*The provision of 5 grace marks is also applicable in B. P. T., B. D. S. and B. Sc. Nursing Examination as per notification Exam/Conf/2001/13-11-99 and dated 4th April, 2001. This is effective from July-August, 99 and March 2001 Examination respectively..

(b) Every candidate desiring to appear at the supplementary examination shall submit an application form as indicated in the ordinance with the requisite fees. The result of candidates appearing in the supplementary examination shall be declared in accordance with the provisions of the ordinance.

(c) The candidates, who have been permitted to appear at the examination by the Registrar on the recommendation of the committee to decide the cases of unfair means. (Coordination Committee 7-8-1978)

(2) Such candidates as are eligible to appear in the supplementary examination may be provisionally admitted to the next higher class in a University Teaching Department, School of Studies or College and their attendance in the higher class be counted in case they are declared successful at the supplementary examination. If the candidate fails at the examination, the admission to the higher class shall be cancelled and the candidate shall revert to the lower class.

(3) In the case of a subject for supplementary examination in which there is also a practical test a candidate shall be required to appear in the written papers only if he passed at the main examination in practical and in practical only if he has passed in the written papers. A candidate who has failed both in written papers and practicals shall be examined in both the parts of the subject.

(4) Except when provided otherwise in the ordinance concerned, a candidate who has been declared eligible for a supplementary examination may appear as a supplementary examination candidate in the two examinations immediately following the examination in which he was declared to be so eligible and thereafter he shall be required to appear in all the papers at the next examination. (E.C. 7-6-86)

(5) A candidate appearing in the second examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be except when provided otherwise in the examination ordinance concerned. The actual marks obtained by the candidate shall be taken into account for determining his division at the examination and the number of attempts shall be mentioned in the statement of marks. Such candidates shall not be given a place in the merit list.

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## **ORDINANCE NO. 7**

**(As amended upto 16-10-1985)**

### **Admission of Students to a College, University Teaching Department or School of Studies, Transfer of Students and Maintenance of Discipline**

**(Refer Clauses i, viii & xvii of Section 37)**

1. In this Ordinance, unless there is anything repugnant in the subject or context :

(a) "Equivalent examination" means an examination which has been conducted by :

(i) Any recognized Board of Higher Secondary Education, or

(ii) Any Indian University other than this University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination or the final examination held under the M.P. Madhyamik Shiksha Adhiniyam, 1965 as the case may be.

(b) "qualifying examination" means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to a Bachelor's or post- graduate degree or diploma conferrable by this University.

2. Admissions to all-courses except Engineering, Medicine and Ayurved, shall be governed by the following principles:

(1) Admission shall not be a matter of right.

(2) Eligibility shall not imply admission.

(3) Admissions in all Institutions affiliated to the University shall be governed as per Regulations made in this behalf.

3. A student seeking admission to a College, University Teaching Department or School of Studies (hereinafter called an Institution) shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned, submit his application on the prescribed form to be obtained from such Institution on payment of the prescribed fee.

4. The application for admission shall among others be accompanied by (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student, (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School or College Leaving Certificate, an eligibility or a Migration Certificate from the Registrar of such Board or University, as the case may be together with immigration fee of rupees thirty.

Provided that if it does not become possible for the applicant to obtain a migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify.

Provided that a student who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission to the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled.

(i) Provided further that the Kulapati shall have powers to grant admission in cases of candidates (i) who qualify for admission as a result of revaluation and who seek admission within 21 days from the date of declaration of the result, (ii) Candidates coming on transfer from other Universities because of the transfer of their Parents/Guardians, beyond the last date for admission as given above on the clear understanding that the attendance of all such students admitted under the provision shall be counted from the date of commencement of the session.'

(ii) A complete list of all students admitted to the Institution upto 31st July shall be forwarded by the Head of the Institution to the Registrar of the University by the 7th August with a certificate that all admissions have been made as per University rules and that no exception has been made. Colleges of Engineering, Ayurved and Medicine shall forward such lists by the second Monday in September.

8. (1) a student shall be enrolled as a member of an institution as soon as he is admitted by the Head of the institution and has paid the prescribed fees.

(2) A student seeking admission to an institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he migrates from another institution in the University and has paid his fees in the former institution upto the preceding month.

9. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Kulapati, to change the Faculty till 31st August. No change thereafter shall be permitted.

10. No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate and no transfer from one such institution to another shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.

11. (1) Subject to the provision contained in Para 10 a student, who during an academic session desires to leave the institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons therefore and further stating the name of the institution, if any, which he wishes to join. If the change is to another Institution in the same city, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass orders accordingly.

(2) On such orders being passed, the student in question shall:

(i) Make payment of all fees due to the Institution upto the month of the application for the transfer certificate; and

(ii) Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

(\* As amended as per E. C's decision dated 4-7-85 & 16-10-85)

(3) When the student has made all the aforesaid payments, the Head of the Institution shall issue a transfer certificate.

12. A student migrating from one Institution to another under the jurisdiction of the University shall not be required to pay such installments of tuition fees as he has already paid in the Institution from which he is migrating.

13. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.

14. (1) When a student has been guilty of breach of discipline within or outside the premises of the University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying, Kulapati/Registrar/Dean Student Welfare may according to the nature and gravity of the offence :

- (a) Suspend such a student from attending classes for not more than a week at a time; or
- (b) Expel such a student from his institution;
- (c) Disqualify such a student from appearing at the next ensuing examination; or
- (d) Rusticate such a student.

(2) Before inflicting any punishment as aforesaid, the Head of the institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

(3) The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry into his conduct in connection with un-alleged offence.

(4) The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.

(5) A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.

(6) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.

15. There shall be a Proctorial Board whose constitution/powers/duties shall be such as may be prescribed by Regulations.

16. There shall be a Code of Conduct for students as may be prescribed by Regulations. It shall be compulsory for all students to comply with its provisions. In the event of non-observance of the Code, by a student, it shall be the duty of the Principal of the College/Head of U.T.D./Registrar of the University to take disciplinary action against him under paragraph 14 above.

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Note: This ordinance came into force from 4th May, 1974 and was subsequently amended by the Executive Council at its meeting of 23-5-81, 4-7-85 and 16-10-85.

## **ORDINANCE NO. 8**

### **Enrolment of Students and Their Admission to Courses of Study**

#### **(Refer clause (i) of Section 37)**

1. Any person, who shall have passed the Higher Secondary School Certificate Examination of the Board of Secondary Education Madhya Pradesh or an examination recognized by the University as equivalent to it, may be enrolled as a student of the University.
2. Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form and it shall be accompanied by an enrolment fee of rupees twenty. Such application shall be submitted through the Principal of the College to which the student has been admitted.
3.
  - (i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his name is borne on the register of enrolled students.
  - (ii) Except in a case on which a student does not hold the minimum qualifications prescribed for admission to the course of study concerned, the fee for enrolment paid by a student shall not be refunded under any circumstances.
4. The procedure for submission of applications for enrolment of students by colleges shall be as follows, viz :
  - (i) All application forms from students shall, together with the necessary fees, migration certificate, if necessary, and returns on the prescribed forms reach the University Registrar by 30th September of the academic year in which the students are admitted.
  - (ii) On payment of a late fee of rupees fifteen, the Kulapati may, for special reasons to be recorded, permit the enrolment of a student whose application, form, enrolment fee or the migration certificate have been submitted after the due date and if the Kulapati is satisfied that the delay in submission is not due to any lack of diligence on the part of the student, he may sanction remission of the late fee.
  - (iii) In the case of all students who apply for enrolment the Principal of the college shall send to the University a general certificate to the effect that he has inspected the certificate issued by the appropriate authorities and satisfied himself that in each case the student concerned has passed the examination which under the rules of the University entitles him to join the course to which he has been admitted in the college.
5. No person, who is under sentence or expulsion or rustication from the University shall be admitted to any course of study during the period for which the sentence is in operation.
6. (1) A student who is enrolled in the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with a fee of Rs. 30/- .
  - (2) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for the change or correction of the name of the student.
  - (3) Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
  - (4) Under no circumstance shall any alteration be made in the University certificate, diploma, degree and other document issued in favor of the application prior to the order for a change or correction in the name.

- (5) In all subsequent documents, certificates, diplomas and degrees of the University the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- (6) The application for change or correction in the name shall be made either through the Head of the Institution where the student is studying or in case of others shall be countersigned by two members of the Court or a first class Magistrate and shall be supported by an affidavit.
- (7) The fee deposited with the application shall not be refunded to the student unless his application is rejected.

## **ORDINANCE NO. 9**

### **The Conditions of the Award of Fellowships and Scholarships**

**[(Refer clause (vii) of Section (37)]**

1.
  - (a) Every year in the month of July the University shall invite applications through and advertisement in the newspapers for the awards to made.
  - (b) All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of a Committee consisting of:
    - (i) The Kulapati Chairman
    - (ii) Three Deans of Faculties appointed by the Executive Council every year.
    - (iii) The Registrar Member-Secretary
2. Subject to the general conditions applicable to all Fellowships and Research Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award of University Grants Commission Fellowships shall be such as are laid down by the University Grants Commission.
3. The value and duration of Research Scholarships instituted by the University shall be laid down by the Executive Council in consultation with the Academic Council.
4. The award of fellowships and research scholarships shall be made subject to the following conditions :
  - (i) The fellows/scholar will do whole-time research work under an approved guide on a subject approved by the University.
  - (ii) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary stipend etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he is working without accepting any remuneration.
  - (iii) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship.

Provided that the Kulapati may, on the recommendation of the guide, permit the Fellow/Scholar to join a Language diploma course and appear in an examination therefore.
  - (iv) Unless permitted by the guide to work for a specified period at some other place, the fellow/scholar shall be required to attend the institution, where he is to work, on all working days.
  - (v) If any information submitted by the fellow/scholar in his application is found to be incorrect, incomplete or misleading the award may be terminated by the Executive Council after giving him an opportunity of being heard.
  - (vi) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
  - (vii) (a) Leave for a maximum of thirty days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the University. The general holidays, however, do not include



the vacation period e.g. summer, Dussehra, Diwali and X-mas vacations. No other leave with fellowship/scholarship shall be admissible.

(b) The fellow/scholar may, in special case, be allowed by the University leave without fellowship/scholarship for a period not exceeding three months during the tenure of the award on the recommendation of the guide.

(viii) The fellow/scholar shall be required to pay the fees prescribed by the institution where he works.

5. Post-graduate scholarship instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and ten months in the second year on condition that the scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study or the Principal of the College.

6. If two or more candidates are eligible for the award of the last scholarship, the scholarship shall be divided equally between the candidates concerned.

7. The scholarship shall be tenable from the 1st of July if the scholarship-holder joins the college with one month of the date of the opening of the college after the summer vacation and pays the tuition fee from the commencement of the session, In any other case, it shall be tenable from the date on which the candidate joins the college.

8. The payment of scholarships shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institution regularly in that month.

9. The drawl of scholarship shall be done in accordance with the procedure, that may be laid down by the University.

10. A scholarship-holder shall not combine any other course of study with the course for which the award is made.

11. A scholarship shall be cancelled in the final year if the scholarship-holder fails to secure at least 50% marks in the Previous Examination of the concerned Master's degree of Arts, Science, Life Science, Social Sciences and Commerce and 60% in other Faculties.

12. If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.

13. A scholarship-holder shall at all times be of good behavior and observe all rules of discipline.

14. (1) A scholarship shall be liable to termination, if:

(i) The scholarship-holder discontinues studies during the middle of a session; or

(ii) the scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Executive Council guilty of a breach of Para 13 of this Ordinance; and if the Executive Council so directs, the scholarship- holder shall also be liable to refund the amount of scholarship drawn by him.

(2) The order of termination passed by the Executive Council shall be final.

## **ORDINANCE NO. 10**

### **Traveling Allowance and Daily Allowance**

**(Refer clause xx of Section 37)**

1. Members (other than local members) of the authorities, bodies and committees of the University, Moderators, Examiners, Inspectors appointed to inspect colleges or centres of examination shall be paid traveling allowance and daily allowance at the following rates for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the Vishwavidyalaya.

#### **A. TRAVELLING ALLOWANCE:**

(i) For all journeys performed by rail one first class fare plus Rs. 0.05 paise per kilometer as incidental charge each way from the member's/Inspector's/Moderator's/Examiner's permanent head quarters or from any other place from which the journey is actually performed, whichever is less.

(ii) For a journey performed by road in public bus the actual bus fare for one seat plus incidental charges as in (i) above.

(iii) For a journey performed in one's own car road mileage at the rate prescribed by the State Government for its employees.

(iv) For a journey performed in a private car in which another person drawing traveling allowance from the University or from any other source is traveling, only incidental charges at the rate given in (i) above.

(v) In exceptional cases, where prior permission of the Kulapati for travel by air or air-conditioned class has been obtained, the actual fare for the journey plus actual taxi charges from residence to airport and back shall also be paid on the basis of simple certificate by the concerned officer to the extent of Rs. 100/- at each end of the journey or actual fare whichever is less.

#### **Note:**

(1) Traveling allowance shall be payable by the shortest route unless journey by a longer route is permitted by the Kulapati.

(2) No road mileage will be paid for journey to and from Railway station/Bus station.

(3) In case of places connected by rail unless prior permission of the Kulapati has been obtained for journey in one's own car, traveling allowance shall be paid as if the journey has been made by rail.

(4) The claimant shall certify that he has traveled by the class for which T.A. is claimed and where bus fare is claimed, the fare claimed was actually paid by him.

(5) (a) If a member attends a meeting or meetings of the Vishwavidyalaya and a meeting or meetings of another body (which also pays T.A.) and makes only one visit for the purpose he shall be entitled to receive traveling allowance and incidental charges from one source only.

(b) For interval between such last meetings of the Vishwavidyalaya and the first meeting of the other body and vice-versa, the member shall be entitled to daily allowance for not exceeding three days at the prescribed rates provided he is not paid daily or halting allowance by the other body for such days.

(c) Candidates called for interview for appointment to teaching posts in the University before Selection Committee constituted under Section 49(2) of M.P. Vishwavidyalaya Adhiniyam, 1973 from places situated at more than 250 kms away shall be paid second class return fare by shortest route or actual railway/bus fare on production of ticket.

(6) When a member has to attend two or more meetings of the Vishwavidyalaya with an interval of not more than three clear days between the two meetings attended (excluding the days of meetings) he shall be entitled to charge only daily allowance for the intervening days unless payment of traveling allowance for a second journey from his head quarters is economical to the Vishwavidyalaya.

(7) Examiners conducting the practical/viva-voce examinations should submit their T.A. bills through the Superintendent/Principal of the Examination Centre concerned who will forward the same to the University office duly certified in the following form:

"Certified that Shri/Smt./Dr. .... of  
..... Conducted the practical/viva-voce ..... in  
..... for .....

(Subject)

examination, 20..... (annual/supplementary) at the @B3 =  
.....

Superintendent/Principal

..... Centre

.....  
Internal Examiner

..... Practical/

(Subject)

Viva-Voce .....

Examination ..... 20

..... Centre.

## B. DAILY ALLOWANCE:

Daily allowance shall be admissible in case of a member, moderator, inspector and examiner coming to the place of business from his head quarters at some other place at the rate of Rs. 60/- per day for the days of business only i.e. the day(s) on which meeting(s) is/are attended, examination(s) held, inspection done or Vishwavidyalaya business attended irrespective of the day of arrival or departure. No daily allowance is payable for the time spent in journey.

## 2. CONVEYANCE ALLOWANCE:

Members of the authorities, bodies or committees of the Vishwavidyalaya, moderators, inspectors and examiners residing at the place of business of the Vishwavidyalaya shall be entitled to conveyance allowance at the rate of Rs. 50/- per meeting subject to maximum of Rs. 50/- per day. No conveyance allowance will be paid to a member who attends the meeting at the same campus.

3. (i) Traveling allowance and daily allowance shall be admissible in case of the Kulapati, the officers and other employees of the Vishwavidyalaya in accordance with the rates prescribed from time to time by the Government of Madhya Pradesh for its employees in similar pay range or class.

Provided that in the case of University officers and employees T.A. for travel by rail in first class or A.C. Sleeper will be paid on the basis of a declaration given by the traveling officers/employees.

(ii) In addition to T.A. and D.A., the officers and employees of the University shall be paid actual Hotel Charges for their stay in the State or outside the State as per rates prescribed in the Appendix 1.

The taxi fare if any shall be paid out of contingencies on the basis of a simple certificate which shall be issued by the concerned officer or employee of the University.

4. For halts beyond ten days at one place, daily allowance shall be admissible at half the normal rate after ten full daily allowances are earned.

Provided that in case of an employees of the Vishwavidyalaya full daily allowance upto the limit of fifteen shall be admissible for halt at one place if such halt for important Vishwavidyalaya work is permitted by the Kulapati.

5. Delegates or representatives of University attending academic Conference/Congress shall be paid traveling allowance as under:

(i) If their traveling allowance is to be borne by the Vishwavidyalaya in that case their claim shall be regulated in accordance with M.P. T.A. Rules.

(ii) If their traveling allowances are to be borne by other bodies/Institutions, in that case the difference between the amount of D.A. so paid and the amount of D.A. payable under M.P. Traveling allowance rules will be paid to him by the University.

(iii) The D.A. in both the above cases will be restricted to the actual days of his/her participation in the Conference/Congress.

\*6. "Notwithstanding any thing contained in paragraphs 1 to 5 of this ordinance, the payment of Traveling allowance and Daily allowance to persons coming for examination work shall be made in accordance with the rates provided in M.P. T.A. Rules as in force from time to time. The examiner will either quote ticket number or will produce the 1st class ticket or in the alternative give a certificate as under:

"I certify that I have traveled/would travel by the class for which T.A. is claimed and where bus fare is claimed, the fare claimed was actually paid/would be paid by me and that in the event of my traveling by a means or in a class other than that for which T.A. is claimed resulting in a saving I would refund the difference to the Vishwavidyalaya".

\*(Approved by the Coordination Committee at its meeting held on 8-11-85.)

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## Appendix - 1

The officers and employees of the University shall be entitled to receive actual hotel charges in addition to T.A. and D.A. for the journeys under taken by them in the state and outside the state as indicated below:

	Within the State	outside State
1. Kulapati and Rector	Actual expenses which Should not exceed Rs. 250/- per day	Actual expenses which should not exceed Rs. 400/- per day.
2. Officers and Employees whose pay is Rs. 2180/- and above	Actual expenses which should not exceed Rs. 150/- per day.	Actual expenses which should not exceed Rs. 300/- per day.
3. Officers and Employees whose pay is Rs. 1320/- but less than Rs. 2180.	Actual expenses which should not exceed Rs. 75/- per day.	Actual expenses which should not exceed Rs. 100/- per day.
4. Other class III employees	Actual expenses which Should not exceed Rs. 25/- per day.	Actual expenses which should not exceed Rs. 40/- per day.
5. Other class IV employees	Actual expenses which Should not exceed Rs. 10/- per day.	Actual expenses which should not exceed Rs. 15/- per day.

Note :

1. Pay means basic pay, special pay, personal pay, deputation special pay and dearness pay.
2. Room rent, Tax-duty, Service charge which will be charged by Lodge/Hotel will only be reimbursed. This will not include boarding charges.
3. for stay in Lodge/Hotel or Circuit House necessary receipts will have to be produced for re-imburement.

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## **ORDINANCE NO. 12**

### **Overtime Allowance**

**(Amended upto 5-8-1984)**

Definitions: For the purpose of this ordinance, unless the context otherwise requires:

(a) A "Competent authority" means:

(i) In the case of the University Administrative office, the Registrar; and

(ii) In the case of other Institutions/Teaching Department etc. the Head of the Institution/Department.

(b) "Emoluments" means pay as defined in para2(a) of Statute No. 31-Conditions of Service for University Employees and all allowances excluding House Rent allowance, Conveyance allowance, City Compensatory Allowance and Traveling allowance. In the case of re-employed pensioners, the drawl of overtime allowance will be regulated as follows:

(i) Where pay plus pension (gross) exceeds the sanctioned maximum pay of the post, overtime allowance will be calculated on that maximum plus the includible allowances.

(ii) Where pay on re-employment is fixed without taking into account the pension, overtime allowance shall be paid on the basis of pay plus the includible allowances.

(iii) In other cases, overtime allowance shall be calculated on pay plus pension plus the includible allowances.

(c) "Overtime Work" means work done in excess of one hour over the prescribed hours of work on any working day and includes work done on any Sunday or any other holiday.

2. Applicability of these Rules: These rules shall not apply to :

(a) University Officers and Teachers.

(b) Field staff and Inspection staff.

(c) University Employees:

(i) Who are required to discharge effective duties in piecemeal such as staff Driver, Cleaner etc?

(ii) Who are getting any additional remuneration?

(iii) Who are governed by the Factories Act or the minimum wages rules and are eligible to get overtime allowance in accordance with provisions thereof.

(d) Persons not in whole-time employment.

(e) Persons paid out of contingencies.

(f) Persons employed on contract except when the contract provides otherwise.

(g) University employees other than those engaged in work relating to examinations except where overtime work by such employees is approved by the Kulapati. (Effective from 3-5-76).

### 3. Conditions and Rates of Overtime Allowance:

(a) The work should be organized in such a way that it should ordinarily be capable of being done during the normal office hours. For sufficient justification, the competent authority may authorise overtime work. He should as far as possible specify before hand the time upto which an employee may be required to perform overtime work so as to ensure that the grant of overtime allowance is properly controlled.

(b) The rates of overtime allowance are shown in table 'A'. The grant of overtime allowance is further subject to the following conditions:

(i) It is only where working beyond the prescribed office hours OR on Sundays (Weekly off days) holidays is occasional that the staff concerned may be paid overtime allowance. If working beyond the prescribed office hours or on Sundays/Holidays is a regular feature, the staff should be required to attend on such days by rotation and they may be allowed compensatory leave, which should be availed of according to rules.

(ii) Where overtime allowance is payable to an employee, he is not entitled to receive any other remuneration (conveyance charges, compensatory leave etc.) in respect of such overtime work.

(iii) The first hour of overtime work on a working day (not on Sunday/holidays) is free only when an employee works in continuation of (earlier or beyond) the prescribed hours of work.

If he is recalled from his residence to perform overtime work, overtime allowance should be paid for the entire period of overtime work including the first one hour.

(iv) For the purpose of calculation of overtime allowance, the periods should be reckoned in half hours, e.g. a person doing overtime work for two hours and ten minutes would get overtime allowance for 2 hours.

(v) If, for special reasons (such as the demise of a dignitary) a working day is declared holiday before the time prescribed for the opening of the office, it should be treated as holiday for the purpose of the payment of overtime allowance, but the day on which office is closed for special reason after the prescribed opening time, should be treated as holiday only from the time the orders for closing the office reach the office.

(vi) Overtime allowance should be calculated to the nearest multiple of 5 paisa.

(vii) The overtime allowance payable to an employee in any month should not exceed rd of his monthly emoluments provided that the total overtime allowance payable shall not exceed for 120\* hours during the calendar year.

4. Register of Overtime Work: A Register of overtime should be maintained in the form given in Annexure 1 to this ordinance, in which entries should be made as and when overtime work is authorized by the competent authority and is performed by the employees concerned.

\*Effective from 9-8-1984 amendment approved by the E.C. in its meeting held on 25-7-1984.

The register should be examined by the Superior officers and by audit at the time of inspection or audit and any instance of undue grant of overtime allowance should be brought to the notice of higher authorities. The superior officer should particularly scrutinise cases where the same employee has been paid overtime allowance for more than 10 days in a month.

5. Bills for Overtime Allowance: Overtime allowance bills should be prepared in the form prescribed for the

purpose. The certificate thereon should be signed by the drawing officer. Overtime allowance is classified as "Honorarium" and not as "Pay" and should be booked separately in accounts under the detailed head "Overtime Allowance" subordinate to the Sub-head "Allowances and honoraria".

Section wise overtime allowance bills should be prepared monthly by the section concerned on the basis of the sectional overtime registers and should be submitted to the Finance Branch for audit and payment of the claims.

Overtime allowance is taxable under the Income-tax Act and Income-tax should be deducted at source.

6. In the event of any doubt or dispute regarding overtime allowance it shall be referred to the Kulapati and his decision thereon will be final.

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(For Table `A', Annexure and Bills for O.T. Allowance see Page No. 4, 5, and 6.)

**TABLE-A\***

**Overtime Allowance per hour Rs.**

<b>Emoluments Rs.</b>	<b>Upto the first one hour in Excess of the prescribed hours of work.</b>	<b>Thereafter</b>
50 and above but below 100	Nil	0.40
100 and above but below 150	Nil	0.65
150 and above but below 200	Nil	0.95
200 and above but below 250	Nil	1.25
250 and above but below 300	Nil	1.55
300 and above but below 350	Nil	1.80
350 and above but below 400	Nil	2.05
400 and above but below 450	Nil	2.35
450 and above but below 500	Nil	2.60
500 and above but below 550	Nil	2.90
550 and above but below 600	Nil	3.20
600 and above	Nil	3.45

\* AßkZkr UI@akR~ Aßm WkwLAß IRTkkGß 25-11-89 Avß éTknbk@ 1 IRbkYWk@, 1989 bkV b^kmApßP R@ ITkYTkkTknbk@ cw :

(1) PpPmZk >kvOkm – ÊUZkv 7/- “kIP DkOKk

(2) FkPnQkr >kvOkm – ÊUZkv 6/- “kIP DkOKk

## O R D I N A N C E N O. 13

### ACADEMIC DEGREES OF THE UNIVERSITY OF INDORE

**[Under Section 6 (9) read with section 37 (ii) of Madhya Pradesh Vishwavidyalaya Adhiniyam 1973]**

The Degrees/Diplomas conferred by the University under different Faculties shall be the following:

(a) The Degrees/Diplomas in the Faculty of Arts and Social Sciences shall be:

- |        |  |         |
|--------|--|---------|
| (i)    | Bachelor of Arts.                      | B.A.    |
| (ii)   | Certificate Course in Russian Language |         |
| (iii)  | Diploma Course in Russian Language     |         |
| (iv)   | Master of Arts                         | M.A.    |
| (v)    | Doctor of Philosophy                   | Ph.D.   |
| (vi)   | Doctor of Letters                      | D.Litt. |
| (vii)  | Master of Philosophy                   | M.Phil. |
| (viii) | Bachelor Degree of Journalism          | B.J.    |

(b) The Degrees in the Faculties of Science and Life Sciences shall be :

- |       |                               |         |
|-------|-------------------------------|---------|
| (i)   | Bachelor of Science           | B.Sc.   |
| (ii)  | Master of Science             | M.Sc.   |
| (iii) | Doctor of Philosophy          | Ph.D.   |
| (iv)  | Doctor of Science             | D.Sc.   |
| (v)   | Master of Philosophy          | M.Phil. |
| (vi)  | Diploma in Medical Laboratory |         |

(c) Degrees in the Faculty of Home Science shall be :

- |      |                          |               |
|------|--------------------------|---------------|
| (i)  | Bachelor of Home Science | B.Sc. (H.Sc.) |
| (ii) | Master of Home Science   | M.Sc. (H.Sc.) |

(d) Degrees in the Faculty of Law shall be :

- |     |   |               |
|-----|---|---------------|
| (i) | Bachelor of Laws (3 Yrs. Degree Course) | LL.B. (Hons.) |
|-----|---|---------------|

- (ii) Master of Laws LL.M.
- (iii) Doctor of Philosophy Ph.D.
- (iv) Doctor of Laws LL.D.

(e) The Degrees and Diplomas in the Faculty of Commerce shall be :

- (i) Bachelor of Commerce B.Com.
- (ii) Master of Commerce M.Com.
- (iii) Post-Graduate Diploma in Business Management D.B.M.
- (iv) Master of Business Administration M.B.A.
- (v) Doctor of Philosophy Ph.D.
- (vi) Doctor of Letters D.Litt.
- (vii) Diploma in Tax Management and Practice
- (viii) Diploma in Personnel Management and Labor Welfare
- (ix) Master Degree in Personnel Management and Labor Welfare
- (x) Post-graduate Diploma Course in Advertising and Public Relations
- (xi) Post-graduate Diploma in Commercial Computer Application.

(f) The Degrees/Diplomas in the Faculty of Medicine shall be :

- (i) Bachelor of Medicine and Bachelor of Surgery M.B.B.S.
- (ii) Bachelor of Dental Surgery B.D.S.
- (iii) Bachelor of Science (Nursing) B.Sc. (Nursing)
- (iv) Post Certificate B.Sc. (Nursing)
- (v) Master of Surgery M.S.
- (vi) Master of Science M.Sc.
- (vii) Doctor of Medicine M.D.
- (viii) Doctor of Philosophy Ph.D.
- (ix) Doctor of Science D.Sc.
- (x) Diploma in Child Health D.C.H.

- |        |  |             |
|--------|--|-------------|
| (xi)   | Diploma in Tuberculosis and Chest Diseases | D.T. & C.D. |
| (xii)  | Diploma in Ophthalmic Medicine and Surgery | D.O.M.S.    |
| (xiii) | Diploma in Clinical Pathology              | D.C.P.      |
| (xiv)  | Diploma in Anesthesiology                  |             |
| (xv)   | Diploma in Laryngology & Otology.          | D.L.O.      |

(g) The Degrees in the Faculty of Engineering shall be :

- |       |  |  |
|-------|--|--|
| (i)   | Bachelor of Engineering                    | B.E. (Civil, Mechanical, Electrical & Electronics) |
| (ii)  | Bachelor of Engineering (Sandwich pattern) | B.E. (Sandwich pattern)                            |
| (iii) | Master of Engineering                      | M.E. (Civil, Mechanical and Electrical)            |
| (iv)  | Industrial Management Certificate Course   |  |
| (v)   | Doctor of Philosophy                       | Ph.D.  |
| (vi)  | Doctor of Science                          | D.Sc.  |

Post Diploma Part Time Degree Course :

- |        |                                    |        |
|--------|------------------------------------|--------|
| (vii)  | Bachelor of Civil Engineering      | B.C.E. |
| (viii) | Bachelor of Mechanical Engineering | B.M.E. |
| (ix)   | Bachelor of Electrical Engineering | B.E.E. |

Post Graduate Courses in Applied Science :

- |        |   |                             |
|--------|---|-----------------------------|
| (x)    | Master of Science in Applied Physics      | M.Sc. (Applied Physics)     |
| (xi)   | Bachelor of Architecture                  | B. Arch.                    |
| (xii)  | Master of Science in Applied Chemistry    | M.Sc. (Applied Chemistry)   |
| (xiii) | Master of Science in Applied Mathematics. | M.Sc. (Applied Mathematics) |

(h) The Degrees in the Faculty of Education shall be :

- |       |                       |       |
|-------|-----------------------|-------|
| (i)   | Bachelor of Education | B.Ed. |
| (ii)  | Master of Education   | M.Ed. |
| (iii) | Doctor of Philosophy  | Ph.D. |

- (iv) Doctor of Letters D.Litt.
- (v) Master of Philosophy M.Phil.

(i) The Degree in the Faculty of Ayurveda shall be :

- (i) Bachelor of Ayurveda with Modern Medicine and Surgery B.A.M.S.
- (ii) Doctor of Philosophy Ph.D.

(j) The Degrees in the Faculty of Physical Education:

- (i) Bachelor of Physical Education B.P.Ed.

(k) The Degrees in the Faculty of Technology:

- (i) Bachelor of Pharmacy B.Pharma
- (ii) Master of Pharmacy M.Pharma

(l) The Degrees in the Faculty of Dentistry:

- (i) Bachelor of Dentistry B.D.S.
- (ii) Master of Dentistry M.D.S.

(m) The Degrees & Diplomas in the Faculty of Management Studies:

- (i) Master of Business Administration M.B.A.
- (ii) Master of Advance Management Studies M.D.M.S.
- (iii) Doctor of Philosophy Ph.D.
- (iv) Master of Tourism Administration M.T.M.
- (v) Master Programme in International Business M.I.B.
- (vi) Bachelor of Business Administration B.B.A.
- (vii) Post-graduate Diploma in International Business P.G.D.I.B.
- (viii) Diploma in International Tourism & Hotel Management D.I.T.H.M.
- (ix) Master of Philosophy M.Phil.
- (x) Bachelor of Business Management B.B.M.
- (xi) Diploma in Business Management

- (xii) Diploma in Materials Management
- (xiii) Diploma in Financial Management
- (xiv) Diploma in Import-Export Management
- (xv) Diploma in Information System

(n) The Degrees in the Faculty of Engineering Science;

- |        |   |         |
|--------|---|---------|
| (i)    | Master of Science                         | M.Sc.   |
| (ii)   | Master of Computer Applications           | M.C.A.  |
| (iii)  | Master of Computer Management             | M.C.M.  |
| (iv)   | Post-graduate Diploma in Computer Science | D.C.S.  |
| (v)    | Master of Philosophy                      | M.Phil. |
| (vi)   | Doctor of Philosophy                      | Ph.D.   |
| (vii)  | Master of Technology                      | M.Tech. |
| (viii) | Master of Science                         | M.Sc.   |

(o) The Degrees in the Faculty of Extension & Liberal Studies:

- |     |                      |         |
|-----|----------------------|---------|
| (i) | Master of Philosophy | M.Phil. |
|-----|----------------------|---------|

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## O R D I N A N C E N O. 15

**The following shall be the examination and other fees payable to the University by Regular/Private Students for the academic session 2000-01 : (1 July, 1994).**

(Approved by Coordination Committee at its meeting held on @B3# = S. No. EXAMINATION FEES  
Regular Private

1. 2. 3. 4.

I

### FACULTY OF ARTS AND SOCIAL SCIENCES:

1.	B.A. Part-I (3 YDC)	160	200
2.	B.A. Part-II (3 YDC)	160	200
3.	B.A. Part-III (3 YDC)	160	200
4.	M.A. (Previous)	160	205
5.	M.A. (Final)	160	205
6.	M.A. (Final) with thesis/dissertation/project report	200	325
7.	Certificate in Foreign Language	050	–
8.	Diploma in Foreign Language	050	–
9.	Diploma in Public Administration	050	075
10.	Diploma in Musicology/Archeology	100	100
11.	Diploma in Sanskrit/Yogic/Hindi	060	–
12.	Diploma in Criminology	090	–
13.	Diploma in Fundamental and A. V. E.	090	–
14.	Diploma in Social Work	060	–
15.	Shastri Part – I to III Each	060	–
16.	Acharya Part I to II	100	–
17.	B. Lib. Sc.	100	–
18.	M. Lib. Sc.	180	–
	A. M. Lib. and B. Lib. (per semester)		
19.	Diploma in Library Science	–	–

20.	Certificate in Library Science	–	–
21.	Bachelor of Journalism & Mass Communication (Per Semester)–	–	–
22.	P. G. Diploma in Secretariat and Practice (Per Semester)	–	–
23.	M. I. B. (Two Year)	1397	–
24.	M. B. E. (Part Time Three Year) (Per Semester)	–	–
25.	M. B. E. (Two Year) (Per Semester)	1397	–
26.	P. G. D. I. B. (Per Semester)	–	–
27.	P. G. Diploma in Photography (One Year) (Per Semester)	–	–
28.	P. G. Diploma in Sports Journalism (Per Semester)	–	–
29.	Higher Certificate Course in Printing Technology and Supervision (Per Semester)	1397	–
1.	2.	3.	4.
30.	P. G. Diploma in Computer Application to Library Management (Per Semester)	–	–
31.	Diploma in Dramatics (Per Semester)	–	–
32.	Diploma in Labor Laws	–	–
33.	Diploma in Spoken Arabic	–	–
34.	M. Phil. (Per Semester)	275	–
	Hindi, Sanskrit, Urdu, English, History, Geography, Sociology, Political Science, Psychology, Music, Social Work, Economics		

## II

### FACULTY OF SCIENCE AND LIFE SCIENCES:

1.	B.Sc. Part-I (3 YDC)	180	325
2.	B.Sc. Part-II (3 YDC)	180	325
3.	B.Sc. Part-III (3 YDC)	180	325
4.	M.Sc. (Previous)	180	310



5.	M.Sc. (Final)	180	310
6.	M.Sc. (Previous & Final)		
	Mathematics and Statistics (Per Semester)	–	–
7.	M.Sc. (Final) with Thesis/Dissertation	200	470
8.	M.Sc. (Previous & Final) Applied Chemistry (Per Semester)	–	–
9.	M. Tech. Laser & Modern Optics (Per Semester)	–	–
10.	M. Sc. (Previous & Final) Microbiology (Per Semester)	–	–
11.	M. Sc. by Research Physics (Per Semester)	–	–
12.	M. Sc. (Previous & Final) (Per Semester)	–	–
	Physics, Chemistry, Life Science, Biochemistry		
13.	M. Phil. (Per Semester)	–	–
	Physics, Chemistry, Life Science, Mathematics, Statistics, Engineering Physics & Market Research		
14.	Certificate Course in Computer Sc. (Per Semester)	125	–
15.	Diploma in Medical Laboratory Sc. (Per Semester)	160	–
16.	Diploma in Computer Science (Per Semester)	160	–

### III

#### FACULTY OF COMMERCE:

1.	B.Com. Part-I (3 YDC)	160	300
2.	B.Com. Part-II (3 YDC)	160	300
3.	B.Com. Part-III (3 YDC)	160	300
4.	M.Com. (Previous)	160	310
5.	M.Com. (Final)	160	310
6.	M.Com. (Final) with Thesis/Dissertation	200	470
7.	Master of Business Management (Per Semester)		
8.	Master Degree Course in Personnel Management and	–	–

Labor Welfare (Per Semester)

1.	2.	3.	4.		
9.	P. G. Diploma in Business Management/ Commercial, Computer Application/Public Relations Advertising & Sales Promotion/ Tax Management and Practice	Ü Ý (Per Semester)	160	–	
10.	Certificate Course in Salesmanship Practical Accounting/Business English & Hindi- English Stenography	Ü Ý (Per Semester)	125	–	
11.	Diploma in : Interior Decoration and Home Management/ Fashion Designing and Marketing/Computer Application in Business Management	Ü Ý (Per Semester)	1397	–	
12.	M. Phil.		1397	–	

IV

FACULTY OF MANAGEMENT STUDIES :

1.	M. B. A. Full Time (Two Year)		1397	–
2.	M. B. A. Part Time (Three Year)		1397	–
3.	M. B. A. Full Time (Defence Personnel) Officers		1397	–
4.	D. M. M. in Business Administration	–	–	
5.	M. M. S. (Two Year)	–	–	
6.	M. M. S. (Five Year)	–	–	
7.	M. C. A. (Six Year)	–	–	
8.	M. B. A. (Modular)	–	–	
9.	M. B. A. (Defence)	–	–	
10.	M. B. A. (NRI)	–	–	

11.	Master of Tourism Administration	–	–
12.	Master of Hotel Management	1397	–
13.	Master of Hospital and Health Administration (Five Year)	–	–
14.	Master of Defence and Management Studies	–	–
15.	Consortium Management	–	–
16.	Diploma in Advertising and Public Relation	–	–
17.	M. Phil. (Defence and Management)	–	–

## V

### FACULTY OF HOME SCIENCE:

1.	B.H.Sc. Part-I (3 YDC)	180	325
2.	B.H.Sc. Part-II (3 YDC)	180	325
3.	B.H.Sc. Part-III (3 YDC)	180	325
4.	M.H.Sc. (Previous)	180	310
5.	M.H.Sc. (Final)	180	310
6.	M.H.Sc. (Final) with thesis/dissertation	200	470
1.	2.	3.	4.

## VI

### FACULTY OF LAW:

1.	LL.B. Part-I (3 YDC)	225	400
2.	LL.B. Part-II (3 YDC)	225	400
3.	LL.B. Part-III (3 YDC)	225	400
4.	LL.M. (Previous)	315	470
5.	LL.M. (Final)	315	510

## VII

### FACULTY OF AYURVEDA:

1. B.A.M.S. Part-I
2. B.A.M.S. Part-II
3. B.A.M.S. Part-III Each exam. all subjects 650, one subject 265
4. B.A.M.S. Part-IV
5. B.A.M.S. Part-V

## VIII

### FACULTY OF EDUCATION:

1. B.Ed. (Per Year) 225
2. B.Ed. (summer) Per Semester
3. B.C.Ed. (Per Semester)
4. M.Ed. (Per Year) Dissertation 315
5. M.Ed. (summer) Per Semester
6. M.C.Ed. (Part Time) Per Semester
7. Diploma in Guidance and Counseling
8. Nursery Teachers Training
9. Diploma in Interior Decoration and Architect.
10. M. Phil. (Per Semester)

## IX

### FACULTY OF MEDICINE :

1. First Prof. MBBS
2. Second Prof. MBBS Each exam. all subjects 650, one subject 265
3. Third Prof. MBBS
4. Diploma Examinations 650 –

5.	M.D./M.S. with thesis	1325	–
6.	Repeaters M.D./M.S.	1325	–
7.	Repeaters in Diploma Examinations	650	–
8.	B.Sc. (Nursing) each Examination	all subjects 650, one subject 265	
9.	B.D.S. each Examination	all subjects 650, one subject 265	
1.	2.	3.	4.

## X

### FACULTY OF ENGINEERING:

1.	First B.E.	(4 YDC)	`A' Semester	–	–
2.	First B.E.	(4 YDC)	`B' Semester	–	–
3.	Second B.E.	(4 YDC)	`A' Semester	–	–
4.	Second B.E.	(4 YDC)	`B' Semester	–	–
5.	Third B.E.	(4 YDC)	`A' Semester	–	–
6.	Third B.E.	(4 YDC)	`B' Semester	–	–
7.	Fourth B.E.	(4 YDC)	`A' Semester	–	–
8.	Fourth B.E.	(4 YDC)	`B' Semester	–	–

### M.E./MASTER OF SCIENCE (APPLIED)

1.	First Semester	–	–
2.	Second Semester	–	–
3.	Third Semester	–	–
4.	Fourth Semester with Dissertation	–	–

## XI

### FACULTY OF TECHNOLOGY:

1.	B. Pharm. Part-I	100	–
2.	B. Pharm. Part-II	100	–

3.	B. Pharm. Part-III	100	–
4.	B. Pharm. Part-IV	100	–

## XII

### FACULTY OF PHYSICAL EDUCATION:

1.	B. Sc. I, II, III (Physical Education)	232	–
2.	M. P. Ed. (with Dissertation)	282	–

## XIII

### FACULTY OF DENTISTRY:

1.	B. D. S. (Each Examination)	all subjects 650, one subject 265	
2.	M.D./M.S. (with Dissertation)	1325	–

## XIV

### FACULTY OF ENGINEERING SCIENCE:

1.	M. Sc. (Computer Science) Per Semester	–	–
2.	M. C. A. (Per Semester) Three Year	1397	–
3.	M. Tech. (Course in Computer Sc.)	–	–
4.	Master of Computer Management (Per Semester) (FT/PT)	1397	–
5.	M. Sc. Electronics & Communication (Part Time/Full Time)	–	–
	Electronics & Fiber Optics	–	–
6.	M. Sc. (Science & Technology Communication) Per Semester	–	–
7.	M. S. Energy (Per Semester)	–	–
8.	M. Tech. Energy (Per Semester)	–	–
9.	M. S. Future Studies (Per Semester)	–	–
1.	2.	3.	4.
10.	M. Phil. Computer Science/Bio Technology/		

	Future Studies (Per Semester)	–	–
11.	Diploma in Computer Science/Electronics (Per Semester)	–	–
12.	Diploma in Automation (Per Semester)	–	–
13.	P. G. Advance Diploma in Energy (Per Semester)	–	–
14.	Use of Cyber Main Frame Computer Course (Certificate)	–	–
15.	Professional Development Programme Short Course	–	–
	Two Nos. in each years		

Note : The examination fees not shown in the ordinance will be prescribed by the Head of Department concerned.

#### ANNEXURE – II

#### OTHER FEES

S. No.	ITEM	FEES PAYABLE BY REGULAR/PRIVATE STUDENTS FROM 1-7-94-95
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1.	2.	3.
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#### OTHER FEES

1.	Marks Sheet	020
2.	Duplicate Marks Sheet	020
3.	Enrolment	020
4.	Degree	100
5.	Degree in Advance	140
6.	Duplicate Degree	100
7.	Migration	030
8.	Duplicate Migration	030
9.	Change of Name	030

10.	Duplicate Admission Card	020
11.	English rendering Degree (Plain Paper)	015
12.	English Translation Degree	100
13.	Provisional Certificate in lieu of Degree	025
14.	Provisional Degree Certificate (Duplicate)	025
15.	Diploma Certificate (Duplicate)	100
16.	Re-Totalling of marks in one subject	020
17.	Re-Totalling in all subject	050
18.	Revaluation per Answer books	100
19.	Late fee for submission of Revaluation forms up to 5 days	100
20.	Late Fee for submission of Revaluation forms up to 10 days	030
21.	Late fee for submission of Revaluation forms up to 15 days	050
22.	Permission fee from Private Students	080
23.	Registration fee from Private Students	015
24.	Micro Scrutiny of Answer Books	015
25.	Building/Furniture fee from Private Candidate	010
26.	Forwarding Fees from Private Candidate	020
27.	Library Fees from Private Students	030
28.	Late Fee for submission of Exam. Forms	025
29.	Late Fee for submission of Exam. Forms upto 15th January	040
1.	2.	3.
30.	Special Permission Fee for submission of Exam. Forms from 16th Jan. to 15 days period to commencement of Exam.	250
31.	Examination application form	035
32.	Eligibility	025
33.	Immigration	030
34.	Students Welfare	030



35.	Book Bank for Weaker Students	005
36.	Student Accident Fund	010
37.	Student Disable Fund	010
38.	Transfer Certificate	015
39.	Change of Subject	030
40.	Change of Faculty	030
41.	Change of Centre	030
42.	Immigration Fee for Foreign Students	100
43.	Eligibility Late Fee for Local Students	200

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Note : Besides the above, a candidate will pay all other fees which have been prescribed in the relevant Statutes/Ordinances of the University.

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