

MAHAKAUSHAL UNIVERSITY, JABALPUR
ORDINANCE
NO. 4 OF 2021
EXAMINATION GENERAL

PART-I

DEFINITION

In this ordinance and in all Ordinance and Regulations laying down conditions for appearing in 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.

- "REGULAR CANDIDATES" means a person is admitted to a regular Course of study in the university teaching Department(UTD) and for State and Central Govt. approved institution of higher learning recognized by the University or other medium for attend classes and seek admission to an examination of the university or person who has a regular course of study in the university Campuses or a State and Central Govt. approved institution of higher learning recognized by the University or other medium for attend classes and less than 75%attendance as regular candidate but performs/attend the if required practical classes .organized on weekend Holidays in the University or a University constitute unit and seeks admission to an examination of the University as such "Mode of Study". Means the Various ways of study in the University including Fulltime, Part-time Sequential, By Research, e-learning, Interactive, Face to Face Workshop, Through Webinar, or any higher innovative technological modes adopted by the university.
- "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 same examination.
- "FORWARDING OFFICER" means a person authorized by the Registrar of the University.
- "FAILED CANDIDATES" means a student who could not get minimum marks to clear a subject.
- "ENROLLMENT" means the period for which a candidate's registration is valid.
- "ATTESTED" means signed and verified by an officer.
- "ONLINE EXAMINATION" means the mode of examination where the student performance is assessed and evaluated using Computer Software /Digital Technology.
- "VIRTUAL CANDIDATES" means a person who has a regular course of study by means of online classes and seeks admission to an examination of the university as such.
- "PRIVATE CANDIDATE" means a person who seeks admission to an examination of the University other than as a regular candidate or ex-student candidate
- "COLLEGIATE" means a person who seeks admission to an examination of the University otherwise than as a regular candidate or ex-student candidate,

- "RECOGNIZED INSTITUTION" means a Govt. of Madhya Pradesh approved institution of higher learning recognized by the University.
- "RECOGNIZED TEACHERS" means such persons as may be recognized by the University for the Purpose of imparting instructions in a college or an Institution that is constitute unit of the University.

PART -II

ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO UNIVERSITY EXAMINATION

1. No candidate shall be permitted to appear in the University examination unless he/she is duly registered/ enrolled with the University & had paid all dues.
2. Filled up examination forms of all the candidates with the complete examination fees shall be submitted to the Head of the Institution / Controller of Examination so as to reach to the designated center on or before the last date prescribed for the purpose by the University. The candidate will be allowed to appear in the examination in the mode and method as he/she has mentioned/applied at the time of admission. It will be the responsibility of the Head of the Institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
3. Registrar of the University or the Head of the institution or Controller of Examination can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and all the articles or if the conduct of the students has been unsatisfactory between the time of submission his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.
4.
 - (i) An Ex-student shall submit his examination form in prescribed format on or before the last date notified by the University to the concerned Head of Department who will forward it to the designated center after verification.
 - (ii) An Ex-student shall offer the subject's or optional papers which he/she had previously offered as a regular student unless on account of a change in the scheme of examination the subject/ paper offered by him/her earlier cases to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to offer instead a different subject or paper.
 - (iii) An Ex-student 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.
5. Every Ex-student shall appear at the examination center at which the regular candidates from the institution in which he/she had prosecuted a regular course of study shall be appearing. Provided that the Registrar/Head of Exam in action may, for sufficient reasons, require or allow a candidate to change his/her examination center.

6. A regular / Private candidate submit his/ her application form with the form fees and examination fees shall be submitted to Head of the Institution/ Head of the University Teaching Department/ Controller of Examinations or the school of the Studies so as to reach the Registrar/ Controller of Examinations on or before the last date prescribed for the purpose by the University authorities.
7. In case of each application the Head of the Institution /Head of the University Teaching Department or School of Studies shall certify that the candidate: -
 - (i) Possesses the minimum qualification for appearing at the examination to which he seeks admission.
 - (ii) He/she of good conduct.
8. The Head of the University Teaching Department or School of Studies or the Head of the Institution concerned shall send list of eligible candidates for examination, as per examination schedule declared by the University.
9. No Regular candidate shall be allowed to take the annual/term-end/semester, examination unless one has:
 - (i). Attended at least 75% of lectures/ Practical delivered. However the Vice Chancellor and other authorities can condone the attendance up to 15% on reasonable ground.
 - (ii). Paid all the due fees
 - (a) Obtained "NO Dues" certificates from the concerned Department/college
 - (b) Submitted the Project Report/ Job Internship Certificate, as notified by the Director/ Head/ Principal
 - (c) Received in-plant training as prescribed by the Principal/ Head/ Director.
10. Admission of regular / private candidate to an examination of the University.

No candidate shall be admitted to an examination of the University unless he/she:-

 - (i) Has been enrolled as a student in the University, School/ Department of studies or colleges in accordance with the provisions of the Ordinance.
 - (ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission.
 - (iii) A candidate migrating from another University or other than Madhya Pradesh School Examination Board should submit his/her original migration certificate or Affidavit with his/her enrollment application form on the date prescribed in the Ordinance for enrollment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University from time to time.
 - (iv) The Controller Exam may on the specific recommendation of the Principal, and if he is satisfied that an admission card has been lost or destroyed,

grant a duplicate admission card on payment of further fees as prescribed by the University such card shall show in a prominent place the word duplicate.

- (v) Where a candidate offers an additional subject paper for 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/paper.

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

- (i). Attendance at lectures delivered and practical, if any, held during the academic session shall be counted.
- (ii). Attendance at any lecture delivered or in practical held within fourteen days proceeding the first day of written examination which shall be treated as preparation leave, shall not be counted.
- (iii). Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/practices on each such day camp and the day of journey to such camp.
- (iv). Participation as a member of a Mahakaushal 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.
- (v). For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent (i.e. Up to ten percent and a further five percent) of the total number of lectures delivered and practical held in each subject may be condoned by the Head of the Institution and by the Vice-Chancellor respectively whereas for other Candidate Attendance will be as per the definition.
- (vi). Attendance at Industrial Training, Job, National and International Inter Institution collaboration classes in during the session shall be taken as full attendance at lectures/practices on each such day.

12. Except as otherwise provided, a candidate for an examination shall on or before the last date notified by the University.

- i) Submit an application for an admission to the examination in the prescribed form duly affix his/her latest passport size photograph at the appropriate place, 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 ~~जारी~~ ^{जारी} ~~होगा~~ ^{होगा} ~~प्र~~ ^{प्र}
- iii) Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University

Teaching Department, School of Studies so as to reach the university on or before the last date prescribed for the purpose by the University.

- iv) 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/she seeks admission.
 - b) Is of good conduct.
- v) The Principal of a college or the Head of University Teaching Department or School of Studies may detain a candidate from taking an examination if he does not pay outstanding college dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

13. Admission of an Ex-Student candidate to an examination of the University.

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

- (i) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
- (ii) In case he was duly admitted to the said examination as a regular / Private candidate but could not appear there at, 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 / Private candidate.

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

- (i) Submit through the forwarding officer i.e the Principal of the college wherein he has pursued 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 Mahakaushal University and specify therein :-
 - a. Whether he is a candidate for the examination entitled.
 - b. The subject paper or subjects/papers in which he desires to present him self for the examination.
- (ii) Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 13(i) above.
- (iii) Attach with his application for admission to the examination, his/her latest passport size photograph.

Pay the fee prescribed for the examination. Fees shall be paid through crossed bank draft drawn in-favor of the Mahakaushal University or in any other manner prescribed by the University.

- (v) An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular / Private 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 of the examination and he is permitted by the University to offer instead a different subject or paper.
 - (vi) 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.
15. Every ex-student candidate shall appear at the examination center at which the regular candidate from the college in which he has pursued a regular course of study shall be appearing.

PART-III GENERAL CONDITIONS

16.

- i. No Candidate shall appear in more than one degree examination or for the Master's degree in One and the same academic year.
- ii. A candidate who has passed a part of the Bachelor's degree examination or a part of a degree examination of another University may, on the recommendation of Chairman Board of studies concern and Dean of the faculty concern be admitted with the permission of Vice Chancellor 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.
- iii. No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall not be admitted to any examination during the period for which the sentence is in operation.
- iv. An application for admission to an examination received by the University 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 prescribed by the university but not later than the fifteen days before the commencement of examination.
- v. Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the foregoing paragraph.
- vi. A Candidate who has applied for Under Graduate Degree in any course will be awarded the Degree only when He / She passes the Diploma in Value of Social Responsibilities Examination once during his course curriculum. This provision is made to inculcate sense of responsibility in the candidate toward the society

however no extra fee shall be charged for this diploma course. A Candidate who has applied for a Post Graduate Degree in any course will be awarded the Degree only when He I She pass the Diploma in Disaster Management Certificate Examination once during his course curriculum. This provision is made to training to the candidates to fight and overcome the unforeseen adverse circumstances/ natural calamities however no extra fee shall be charge for the diploma course.

17. The University shall issue an admission card in favor of a candidate, if:-

- (i). The application of the candidate is complete in all respect in accordance with the provisions applicable to him and in order.
- (ii). The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
- (iii). Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- (iv). The admission card issued in favor of a 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 given or document submitted by the candidate in or with the application for enrollment admission to a college, teaching department or School of Studies or an examination is false or incorrect.
- (v). The Registrar may on the recommendation of Principal/Superintendent Exam concern that an admission card has been lost or destroyed, grant a permission to issue a duplicate admission card on payment of a further fees prescribed by the University. Such card shall shown in a prominent place the word "Duplicate".

18. A candidate shall not be allowed to entire in to the Examination hall unless he produces the admission card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced.

19. In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the center and he shall obey his instructions.

- (i). In the event of a candidate disobeying the instructions of the Superintendent or his undisciplined conduct or insolent behavior towards the Superintendent or any invigilator, candidate may be excluded from that days examination and if he persists in misbehavior he may be

excluded from the rest of the examination by the Superintendent of the center.

- (ii). 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 or either of them or acts in a manner unlikely to the authorities in the discharges of their duties, the Superintendent may expel the candidate from the center and may take police help.
- (iii). If a candidate brings any dangerous weapon within the premises of the examination centre be expelled from the centre and/or handed over to the police by the Superintendent.
- (iv). 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 note 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 failure of an examinee to hand over his answer-book to Superintendent/invigilator or taking away his own answer book, walks out of the examination hall or in any other manner whatsoever, the Board of Management or the Committee appointed for the purpose by the Board of Management may cancel the examination.
- (v). The Board of Management may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of the University records including the answer books, marks-sheet, result charts, degree, diplomas and the like.
- (vi). The Board of Management may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

20. The fees paid by a candidate who had not appeared in the Examination with whatever had being the reason will not be refunded or adjusted.

21.

- (i). Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the security of his marks in the written papers in any subject or rechecking of his result, such application must be made so as to reach the Registrar within 30 days after the declaration of result.

- (ii). Such application must be accompanied by fees as prescribed by the University.
- (iii). The result of the re-totaling shall be communicated to the candidate.
22. A candidate whose result has been declared may apply to the Registrar for Re-totaling and Rechecking of any of his answer books in the prescribed form within 30 days of the declaration of his result for the Re-Totaling and rechecking any of his answer book. Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that no revaluation shall be allowed in case of scripts of practical, field work, seasonal work tests and thesis submitted in lieu of paper at the examination.
23. 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 as prescribed by University.
24. A 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 not be granted a Migration Certificate during the period for which the sentence is in operation. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-
- a. Marks list
 - b. Migration Certificate.
 - c. Provisional Certificate.
- 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 time 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.
25. The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as provided in the concern ordinances.
26. The Vice-Chancellor may award two grace marks in case the candidate is failing by two marks or missing a division by two marks where the deficiency is so condoned, two marks shall nowhere be added.
27. 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/syllabus for the examination concerned.

Part -IV**Examination Fee:**

The Examination fees for various courses under Yearly/semester system examination pattern will be decided by the University from time to time.

The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants.

MAHAKAUSHAL UNIVERSITY, JABALPUR
ORDINANCE
NO. 5 OF 2021
CONDUCT OF EXAMINATION

Part-1

General

1. All arrangements and recognition of online/offline examination center for the conduct of Entrance Test and Academic (Yearly/Semester) Examination to be held by the University shall be made by the Examination Controller in accordance with such directions as may be issued by the Academic Council of the University.
 - A. Examination controller with the approval of the Academic council can change the examination mode of Yearly/semester and Examination Center.
 - B. University examination centers will be notified by Controller of Examination of the university.
2. The Examination Controller shall prepare and duly publish a programme for the conduct of examination specifying the date of each Examination and the last dates by which applications and fees for the examinations shall be submitted by the intending examinees.
 - i. The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendent, if any, for the examination center and shall issue instructions for their guidance.
 - ii. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer book sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.
 - iii. The Superintendent of the Examination shall be responsible for the safety and security of the centre in case the examination is online.
 - iv. The Superintendent shall supervise the work of invigilator working under him and shall conduct the examination strictly according to the instructions issued to him by the University.
 - v. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Examination Controller 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 examination, absentees roll numbers and such other information relating to the examination, being held at the center 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 of report to the CFAO of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.

- vi. The Center Superintendent shall have the power to expel, an examinee, from examination on subsequent 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 shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - c. If necessary, the Superintendent of Examination may get police assistance. Where a candidate is expelled from examination the Examination Controller should be informed immediately.
- vii. Unless, otherwise directed, only teachers of Institutions, University Teaching Department, shall be appointed as invigilators by the Superintendent, provided that a teacher of the subject of the written examination at any session may not be an invigilator at such session of the examination.
3. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the of application for appearing at the examination. 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.
4. The University may change the examination centre of the examinees irrespective of a Institution to which they belong anytime if it deems proper without assigning any reason thereof.
5. The Examination Controller may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, (must be sported by a certificated issued by a Medical Officer), provided that such an alternative person shall be a man/woman possessing qualification of at least one class examination lower than the examinee concerned.
6. The University may from time to time appoint Supervisor or Flying squad to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out breach of rules or procedure, the Vice-Chancellor may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action taken, a report of the action taken shall be made to the Board of Management at its next meeting.
7. The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
8. The Vice-Chancellor may issue such General Instructions for the guidance of the Examinee, Centre Superintendent, Tabulators, Collators, as he consider necessary for the proper discharge of their duties.

9. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify and procedures about the conduct of Examination.
10. The Yearly System of examination will be phased out within a short period and switched over to semester system.
11.
 - (i) The Results Committee for each faculty shall consist of the following

Dean of concern Faculty	Chairman
Head of concern Department	Member
Two faculties of concern Department	Member
 - (ii) Two members shall form a quorum
 - (iii) The term of the Results Committee shall be one academic year.
 - (iv) The function of the Results Committee shall be as follows:
 - a. To scrutinize and declare 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 Vice-Chancellor the action to be taken in case the results is unbalanced.
 - b. To scrutinize complaints against question papers and to take necessary action.
 - c. To decide cases of candidates who answered wrong papers.
 - d. To decide cases of candidates whose answer books were lost in transit.
 - e. To decide case of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centers, Tabulators, Collators, Co-coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
 - f. To exercise such other powers as the Board of Management may delegate to it from time to time.
12. The Vice Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examinations.
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 Examination Controller.
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 Examination Controller who shall place the matter before the Board of Management.
15. Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees except the tabulated results, shall be destroyed or otherwise disposed off after six months from the date of declaration of the results.

The Registrar will 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 Head of Institutions of different

faculties. If any cleared error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice-Chancellor shall have the power to rectify the same as soon as possible.

17. No examinee shall leave the examination hall within an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement without the permission of the Centre Superintendent but not exceeding one hour.
18. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes.
19. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Examination Controller by the Superintendent.
20. 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 within the premises of the examination centre during the hours of examination, in the following manner:
 - a. The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
 - b. The statement of the examinee and the invigilator shall be recorded.
 - c. The examinee shall be issued & fresh answer book marked "Duplicate Using Unfair means" to attempt answer within the remaining time prescribed for the examination.
 - d. All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be sent to the examiner by the Registrar/Controller examination by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
21. The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar/Controller examination for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.

22.

- a. Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by Controller of Examinations to Two Examiners (other than the One who initially valued it)
- b. The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
- c. If the revaluation marks deviate 20% more from the initial valuation, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases the marks awarded by the fourth examiner shall be final.

23. The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice-Chancellor every year. The Committee shall consist of:

- a. One member of Board of Management, one of the Deans of Faculties, and one teacher, who is appointed in Academic Council nominated by the Board of Management.
- b. One student who in the academic session immediately preceding was a member of any Board of Study, nominated by the Vice-Chancellor.
- c. The Vice-Chancellor shall appoint one of the members including under (a) to be the Chairman of the Committee.
- d. The committee shall after examining the cases, decide the action to be taken in each and report to the Vice-Chancellor all cases of the use of unfair means together with the decision of the Committee in each case.

24. The remuneration of the Examiners, Superintendents, Assistant superintendents, Invigilators, Tabulators, and Collators shall be decided by the Board of Management from time to time Deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.

25. All the records of examinations and results will be maintained by the university for a maximum period of one year from the date of results of the concerned examination.

PART II

SEMESTER SYSTEM OF EXAMINATION FOR 3 YEARS GRADUATE COURSES

1. The provisions of this ordinance will be application to all the three year degree courses at undergraduate courses being taught in School of Studies of Mahakaushal University running on semester system.

2. The courses shall be divided in six semester covering three academic sessions.

Admission to these courses will be made either on merit (to be defined by the university / विद्यालय) constituent College) in qualifying examination or in the entrance test held for the purpose.

4. The under graduate courses in semester system shall consists of:

- a. Such courses (Theory papers) as prescribed by the Mahakaushal University.
 - b. Such job internship / lab work / practical / projects etc. as prescribed by the Mahakaushal University.
 - c. Such other types scheme of examination as prescribed by the Mahakaushal University.
5. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the university/Central Board of Studies of concern subjects from time to time.
- a. Examination of odd and even semesters shall ordinarily be held in the month of November / December and in the month of May / June.
6. There shall be no supplementary or second examination in semester system of the course of study.
7. If a candidate fails in two subjects in any one semester examination but clears all the remaining subjects of the examination, candidate will be allowed to keep the term (ATKT) and promoted to the next semester. Student will be allowed to appear and pass the ATKT paper in next two successive examination of the same semester, along with the regular semester examination, and if student fails to pass the ATKT paper or fails to appear in next two successive examinations of the same semester, will not be allowed to appear in subsequent semester examination, however, students may be allowed to appear in all the papers as an ex-student in the next examination of the same semester. Provided further, that if a candidate fails in more than two subjects in any semester examination, she/he will not be allowed to appear in subsequent semester examination. However, she / he may be allowed to appear as an ex-student in the next examination of the same semester. In no case the candidate will be given more than two ATKT other than the main examination, to pass a semester.
8. Provided further that the candidate will be permitted to appear in 5th semester only when she / he clears all the subjects / papers and practical up of 1st & 2nd Semester. No Division shall be awarded up to 5th Semester. Candidate will be awarded degree in the year in which she / he clears all the papers and practical of 6th semester. In such situation, mark-sheet for each semester will be issued separately up to 5th semester with the result Pass / A.T.K.T. Once the candidate clears all the subjects upto 6th semester, composite mark-sheet will/be issued in the 6th semester with the mention of Division also.
9. Provided further that if a candidate fails in two subjects in 6th Semester, an exemption will be made to this and she/he be permitted to take one repeat attempt examination in that subject along with the regular examination of these papers conducted by the university in an immediately subsequent semester beyond the stipulated time limit of five years.

A candidate admitted in a three year six semester course will be promoted to the higher class in accordance with the following rules:

- A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

Note: The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group, i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester/ year. A candidate with ATKT / Backlog shall be eligible for admission to the next higher semester/year as shown in table given below:

Table for deciding ATKT / Backlog status		
Total number of Subject	Minimum number of subject required to pass	Maximum number of failure subject allowed for availing benefit to ATKT
1	1	0
2	2	0
3	2	1
4	3	1
5	4	1
6	4	2
7	5	2
8	6	2
9	6	3
10	7	3
11	8	3
12	8	4
13	9	4
14	10	4
15	10	5

Subject head without passing requirement shall not be considered as a subject for this purpose. Provided further that the candidate will be permitted to appear in 5th semester

only when she / he clears all the subjects / papers and practical up of 1st & 2nd Semester. No Division shall be awarded up to 5th Semester. Candidate will be awarded degree in the year in which she / he clears all the papers and practical of 6th semester. In such situation, mark-sheet for each semester will be issued separately up to 5th semester with the result Pass / A.T.K.T./ Backlog. Once the candidate clears all the subjects upto 6th semester, composite mark-sheet will be issued in the 6th semester with the mention of Division also. Provided further that if a candidate has A.T.K.T./ Backlog in subject/subjects of a Semester, she/he be permitted to take repeat examination as ex-student in that subject/subjects along with the regular examination of these papers conducted by the university in an immediately subsequent semester

10. Rules for ATKT system as amended by the Govt, from time to time shall be made applicable in the University, however it is herewith made clear that there shall not be separate examination for ATKT students but they shall be allowed to appear in the ATKT paper/subject with regular semester examination.
11. If a candidate fails or remain absent in practical / CCE / Project / Internship of any subject or subjects will be treated as ATKT in that subject.
12. The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practical's both) and project work (if any) taken together at the end of sixth / final semester of examination.
 75% and above - First Division with distinction
 60% or above - First Division
 45% but less than 60% - Second Division
 33% but less than 45% - Third Division
13. A candidate has to complete the entire course of under graduate degree within a maximum period of five years from the session of first admission or as per ordinance of Mahakaushal University for different courses.
14. The V.C. Grace up to maximum of two marks will be given to pass in a paper in each semester and five marks for improvement in division in the final semester. However, in no case both the grace each for passing and for division cannot be taken together as per ordinance of this university for grant of grace marks.
15. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the Mahakaushal University.
 Notwithstanding anything contained in forgoing Para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.
16. In case of any dispute /ambiguity/ necessary change in semester system of examination / course the vice chancellor decision shall be final.

PART II (A)**YEARLY SYSTEM OF EXAMINATION FOR 3 YEARS GRADUATE COURSES**

1. The provisions of this ordinance will be application to all the three year degree courses at undergraduate courses being taught in School of Studies of Mahakaushal University running on Yearly system.
2. The courses shall be divided in three session covering three academic years.
3. Admission to these courses will be made either on merit (to be defined by the university / constituent College) in qualifying examination or in the entrance test held for the purpose.
4. The under graduate courses in yearly system shall consist of:
 - a. Such courses (Theory papers) as prescribed by the Mahakaushal University.
 - b. Such job internship / lab work / practical / projects etc. as prescribed by the Mahakaushal University.
 - c. Such other types scheme of examination as prescribed by the Mahakaushal University
5. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the university/Central Board of Studies of concern subjects from time to time.
 - a. Examination ordinarily be held in the month of Dec/Jan and April /May.
6. There shall be supplementary or second examination after the declaration of year end result.
7. If a candidate fails in not more than three paper in any year end examination but clears all the remaining papers of that examination. He/she will be allowed to appear in the supplementary examination of the subjects in which he/she has failed.
8. Provided further, that if a candidate fails in more than three papers in any year end examination, he/she may be allowed to appear in the same session as an regular student.

Provided further, Student will be promoted to II session only when he passes all the papers Theory / Practical of I session, similarly Student will be promoted to III session only when he passes all the papers Theory / Practical of II session and A candidate will be awarded degree only when he/she clears all the papers of all the three sessions.

9. The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practical's both) and project work (if any) taken together at the end of III final session of examination.

~~70% and above~~ and above - First Division with distinction

70% or above - First Division

45% but less than 60% - Second Division

33% but less than 45% - Third Division

10. A candidate has to complete the entire course of under graduate degree within a maximum period of five years from the session of first admission or as per ordinance of Mahakaushal University for different courses.
11. The V.C. Grace up to maximum of five marks will be given to pass in a paper in each Year and five marks for improvement in division in the final Session. However, in no case both the grace each for passing and for division cannot be taken together as per ordinance of this university for grant of grace mark.
12. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the Mahakaushal University.

Notwithstanding anything contained in forgoing Para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.

13. In case of any dispute /ambiguity/ necessary change in yearly system of examination / course the vice chancellor decision shall be final.

PART II (B)

YEARLY SYSTEM OF EXAMINATION FOR 4 YEARS GRADUATE COURSES

1. The provisions of this ordinance will be application to all the Four year degree courses at undergraduate courses being taught in School of Studies of Mahakaushal University running on Yearly system.
2. The courses shall be divided in four session covering four academic years.
3. Admission to these courses will be made either on merit (to be defined by the university / constituent College) in qualifying examination or in the entrance test held for the purpose.
4. The under graduate courses in yearly system shall consist of:
 - a. Such courses (Theory papers) as prescribed by the Mahakaushal University.
 - b. Such job internship / lab work / practical I projects etc. as prescribed by the Mahakaushal University.
 - c. Such other types scheme of examination as prescribed by the Mahakaushal University.
5. Each student shall have to appear in the theory, Practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a manner prescribed by the University/Central Board of Studies of concern subjects from time to time.
 - a. Examination ordinarily be held in the month of December/January and April /May.
6. There shall be supplementary or second examination after the declaration of year end result.
7. A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to appear in supplementary or second examination.

Table for deciding Supplementary status		
Total number of Subject	Minimum number of subject required to pass	Maximum number of failure subject allowed for availing benefit of Supplementary
1	1	0
2	2	0
3	2	1
4	3	1
5	4	1
6	4	2
7	5	2
8	6	2
9	6	3
10	7	3
11	8	3
12	8	4
13	9	4
14	10	4
15	10	5

Subject head without passing requirement shall not be considered as a subject for this purpose. Provided further, Student will be promoted to II year only when he passes all the papers Theory / Practical of I year, Similarly student will be promoted to III year only when he passes all the papers Theory / Practical of II year and so on. A candidate will be awarded degree only when he/she clears all the papers of all the four sessions.

8. The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practical) and project work (if any) taken together at the end of IV final session of examination.

75% and above - First Division with distinction

60% or above - First Division

45% but less than 60% - Second Division

33% but less than 45% - Third Division

9. A candidate has to complete the entire course of under graduate degree within a maximum period of Six years from the session of first admission or as per ordinance of Mahakaushal University for different courses.

10. The V.C. Grace up to maximum of five marks will be given to pass in a paper in each Year and five marks for improvement in division in the final Session. However, in no case both the grace each for passing and for division cannot be taken together as per ordinance of this university for grant of grace mark.
11. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the Mahakaushal University. Not with standing anything contained in forgoing Para, shall be in contravention and in consistence with other examination ordinance or specific ordinance if any and stand independent.
12. In case of any dispute /ambiguity/ necessary change in yearly system of examination / course, the Vice-Chancellor decision shall be final.

Part-III

SEMESTER SYSTEM OF EXAMINATION FOR POST-GRADUATE COURSES

1. The provisions of this ordinance will be application to all the two year degree courses at postgraduate level being taught in School of Studies of Mahakaushal University running on Semester system.
2. The courses shall be divided in four semester covering two academic sessions.
3. The Courses Master Degree in any Subjects of study shall be governed by the provisions of these ordinances.
4. Admission to these courses will be made either on merit (to be defined by the university / constituent College) in qualifying examination or in the entrance test held for the purpose.
5. The Post-graduate courses in semester system shall consists of:
 - a. Such courses (Theory Papers) as prescribed by the University Board of Studies of different subjects.
 - b. Such job internship / lab work / practical / projects etc. as prescribed by the University Board of Studies of different subjects.
 - c. Such scheme of examination as prescribed by the University Board of Studies of different subjects.
6. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a man concern subjects from time to time.
7. A candidate shall not be required to appear in the practical / CCE / Project/ Internship if he has already cleared in the main examination.
8. The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practicals both) and project work (if any) taken together at the end of sixth / final semester of examination.

75% and above - First Division with distinction

60% or above - First Division

48% but less than 60% - Second Division

36% but less than 48% - Third Division

9. A candidate has to complete the entire course of Post graduate degree within a maximum period of three years from the session of first admission.
10. Vice Chancellor Grace of maximum up to five marks will be given to pass in a paper in each semester (this will not accumulate) and five marks for improvement in division in the final semester.
11. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the university.
12. In case of any dispute /ambiguity/ necessary change in yearly system of examination / course the vice chancellor decision shall be final.

Part-III (A)

YEARLY SYSTEM OF EXAMINATION FOR POST-GRADUATE COURSES

1. The provisions of this ordinance will be application to all the two year degree courses at postgraduate level being taught in School of Studies of Mahakaushal University running on Yearly system.
2. The courses shall be divided in two session covering two academic sessions.
3. The Courses Master Degree in any Subjects of study shall be governed by the provisions of these ordinances.
4. Admission to these courses will be made either on merit (to be defined by the university / constituent College) in qualifying examination or in the entrance test held for the purpose.
5. The Post-graduate courses in yearly system shall consists of:

Such courses (Theory Papers) as prescribed by the University Board of Studies of different subjects.

- a. Such job internship / lab work / practical / projects etc. as prescribed by the University Board of Studies of different subjects.
- b. Such scheme of examination as prescribed by the University Board of Studies of different subjects.
6. Each student shall have to appear in the theory, practical (if applicable) and continuous comprehensive examination (CCE) / Internal assessment tests. The internal assessment of CCE will be held in a man concern subjects from time to time.
7. A candidate shall not be required to appear in the practical / CCE / Project / Internship if he has already cleared in the main examination.
8. The Division shall be awarded on the basis of total marks obtained in Internal Assessment / CCE , University Examination (Theory & Practicals both) and project work (if any) taken together at the end of second and final year of examination.

75% and above - First Division with distinction

60% or above - First Division

48% but less than 60% - Second Division

36% but less than 48% - Third Division

9. A candidate has to complete the entire course of Post graduate degree within a maximum period of three years from the session of first admission.
10. Vice Chancellor Grace of maximum up to five marks will be given to pass in a paper in each semester (this will not accumulate) and five marks for improvement in division in the final semester.
11. The matter of admission attendance, examination and all other matters not provided in this ordinance shall be governed by the provisions of the relevant ordinances of the university.
12. In case of any dispute /ambiguity/ necessary change in yearly system of examination / course the vice chancellor decision shall be final.

Part -IV

Exam Regulations for Engineering/Technology Courses

(Rules for passing, Condonation, Gracing, and Award of Class:)

1. There will be one University Examination at the end of each semester.

These examinations will be designated as follows

S. No.	Duration	No of Semester
1	Two year Courses	4
2	Three Years Courses	6
3	Four Year Courses	8
4	Five Year Courses	10
5	Seven Year Courses	14

- a. The Semester examination will generally be held in Nov-Dec. and April- May in each year.
- b. There will be a full examination at the end of each semester consisting of theory and practical.

2. PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Engineering course will be promoted to the higher class in accordance with the following rules:

- a.
 - i. A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

- ii. A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

Note: The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group, i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

- b. For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 4.5.
- c. To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall be appointed.
- d. A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher class.
- e. Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 4.5. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 4.5.
- f. If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 4.5 as per the requirement of rule (d) and (e) above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- g. Other than the provision of rule (f) above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

3. AWARD OF CREDITS AND GRADES

- a. Each course, along with its weight age in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council and the Board of Management Only approved courses can be offered during any semester.
- b. A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council and Board of Management of the University.

- c. The distribution of weight age / marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council and Board of Management of the university subject to such stipulation as given under:

i. **Theory**

- | | | |
|----|---------------------------------------|-----|
| a) | Quizzes, assignments and regularity - | 10% |
| b) | Mid - semester test- | 20% |
| c) | End- semester examination – | 70% |

Total	100%
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ii. **Practical**

- | | |
|----|--|
| a) | Lab work performance, quizzes, assignments and regularity -40% |
| b) | End - semester examination- 60% |

Total	100%
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- d. Practical training and project work shall be treated as practical subjects.
- e. In each semester, the institute will be required to conduct at least two mid semester tests for theory block.
- f. Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	Grade Point & % Marks range (Based on absolute marks system)	Description of performance
A ⁺	10(91-100)	Outstanding
A	9(81-90)	Excellent
B ⁺	8(71-80)	Very Good
B	7(61-70)	Good
C ⁺	6(51-60)	Average
C	5(41-50)	Satisfactory
C	5(50only)	Satisfactory (for M. Pharma)
C	5(46-50)	Satisfactory (for B. Arch)
D	4(40 only)	Marginal (for PG Courses Except M. Pharma)
D	4(31-40)	Marginal (for UG & Diploma Course)
D	4.5(45 only)	Marginal (for B. Arch.)
F	0	Fail
I	0	Incomplete
W	0	Withdrawal

- g. The Semester Grade Points Average (SGPA) and Cumulative Grade Point. Average (CGPA) shall be calculated as under :-

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a semester for which SGPA is to be calculated, p_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^m SG_j NC_j}{\sum_{j=1}^m NC_j}$$

here NC_j is the number of total credits offered in the semester, SG_j is the SGPA earned in the j semester, where $j=1,2,\dots,m$, are the number of semesters in that course.

- h. The grade sheet at the end of each even semester examination for students of A- B group (odd semester, for students of B-A group) shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in Para 5.0 of this ordinance.
- i. A candidate appearing in seventh semester after eighth semester (B-A group) will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

4. CONDONATION OF DEFICIENCY

- a. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- b. One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice Chancellor in the B.E. examination. This benefit will not, however, be available to a candidate getting advantage under clause (a).

5. AWARD OF DIVISION

- a. Division shall be awarded only after the eighth (Seventh semester for candidates of B-A group) and final semester examination based on integrated performance of the candidate for all the four years as per following details

CGPA Score	Divisions	Remark
$7.5 \leq \text{CGPA}$	First Division with Honors	75% or More
$6.5 \leq \text{CGPA} < 7.5$	First Division	65% - 74.99%
$4.5 \leq \text{CGPA} < 6.5$	II Division	45%-64.99%
$3.3 \leq \text{CGPA} < 4.5$	III Division	33%-44.99%

- b. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA Obtained} \times 100}{\dots}$$

6. Class tests & submission of marks:

- a. Normally two class tests shall be conducted for a subject as prescribed. The best of two tests shall be taken for computing marks obtained out of maximum marks prescribed for a class test.
- b. If a candidate appears for only one test & remains absent for the other test, his test marks shall be calculated on the basis of rule above considering the marks of the test in which he remains absent as zero.
- c. In case a candidate remains absent for both the tests, zero marks shall be communicated to the Board & he shall not be shown absent in the Mark sheet.
- d. The aggregate of test marks in each subject shall be converted into total marks for the sessional head as per the teaching & examination scheme of the prescribed course.

Note: No request made by any candidate for holding any retest for reasons of his being absent due to any reason shall be entertained.

7. Standard of Passing

To pass an examination a candidate must obtain minimum of passing marks separately in each theory paper, practical, oral and term work and any other head of passing as mentioned in Teaching and Examination Scheme of the course. While deciding minimum marks required for passing, fraction of a mark shall be omitted. The theory, practical, oral and term work shall be separate heads of passing.

8. Rules of ATKT for Admission to Next Higher Semester/ Year

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester/ year. A candidate with ATKT shall be eligible for admission to the next higher semester/year as shown in table given below

Table for deciding ATKT status		
Total number of Subject	Minimum number of subjects required to pass	Maximum number of failure subjects allowed for availing benefit of ATKT
1	1	0
2	2	0
3	2	1
4	3	1
5	4	1
6	4	2
7	5	2
8	6	2
9	6	3
10	7	3

11	8	3
12	8	4
13	9	4
14	10	4
15	10	5

Subject head without passing requirement shall not be considered as a subject for this purpose.

9. Award of Class

- a. There shall be three grades for award of class at an examination.

First Class with Distinction (I DST)

A candidate shall be declared to have passed the examination in First class with Distinction, if he obtains 75% or more of the total marks.

First Class (I)

A candidate shall be declared to have passed the examination in First class, if he obtains 65% or more but less than 75% of the total marks.

Second Class (II)

A candidate shall be declared to have passed the examination in Second class, if he obtains 45% or more but less than 65% of the total marks. The above grades shall be awarded subject to the condition that the candidate should not have availed exemptions in any subject of the examination as per below (i) and (ii)

- i. Award of class vis-a-vis claiming exemptions: A candidate claiming exemption/s in the subject/s on the basis of passing fully the prescribed or its equivalent examination/s of any recognized Board/University will not be entitled for award of class and will be declared "Pass".

However, a candidate declared to have failed in an examination of the Board, and granted exemption/s in certain subject/s on the basis of having passed them at previous examination and the marks secured therein, having been carried forward and shown with (#) in the certificate of marks, will be entitled for award of class at par with other successful candidates. However this is not applicable to the candidates undergoing pharmacy course and Architecture course.

- ii. Exemptions for subjects passed in examinations of other Board/University: A candidate who has passed fully the prescribed or its equivalent examination of a recognized Board / University in the subject/s recommended by the Equivalence Committee from time to time, shall, at his option, be entitled to claim exemption in such subject/s, provided always that the percentage of marks obtained by the candidate at the original examination is not lower than that of minimum percentage for passing prescribed by the board in the relevant subjects of the course. Candidates shall not be eligible for claiming Exemptions later on the strength of having passed the subjects after the date of his

admission. The Candidate so exempted shall not be entitled to award of class. Exemptions so admissible will lapse if not claimed at the first attempt at the examination of the board.

For claiming the candidate shall apply to the board or its regional office in the prescribed form s. Such application shall be submitted through the Principal or head of institution before last date prescribed by the board along with supporting documents and necessary fees, if applicable. Forms received after due date shall not be considered. The board / Regional office will inform the name of candidate granted Exemptions and the subjects in which Exemptions are granted to the institution (however this is not applicable to the candidate undergoing pharmacy course and Architecture course)

10. Gracing

i. Grace Marks for Subject Passing:

A candidate shall be given maximum 2 or 3 as grace marks as the case may be for maximum marks below 75 or maximum 1, 2 or 3 grace marks as the case may be for maximum marks 75 or above, to remove the deficiency in securing the minimum passing marks in case the subject consist of theory or theory + test examination. Benefit of the gracing shall be given on aggregate marks of theory subject required for passing. Benefit of gracing shall not be given twice in a subject.

A candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and /or practical including oral covering not more than two subjects, such deficiency in marks, would be condoned provided the candidate has secured at least 45% marks.

A candidate whose failure is thus condoned would be eligible for award of class on par with other successful candidates. The total number of marks secured by such candidate would however remain unaltered and "CON" (meaning Condo-nation) would be shown against his result in the certificate of marks.

However, if any candidate does not wish to avail the benefit of Condo-nation, he shall have to obtain written permission from concerned regional office of the board applying, prior to examination only. Any such request after the commencement of examination shall not be considered.

ii. Grace Marks for Awarding Class

If a candidate falls short of maximum 1/2 % of the aggregate marks assigned to examination to obtain 75% marks (i.e. First Class with Honors) or 65% marks (i.e. First Class) or 45% marks (i.e. Second Class), such deficiency shall be made up by adding maximum 1/2 % of the aggregate marks assigned to the examinations to the total marks obtained by the candidate in an examinations. While adding maximum 1/ 2 % of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

11. Carrying Forward Marks of Ex-Candidates for Exemptions:

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class on par with other successful candidates. Marks obtained in class tests will also be similarly carried over to the subsequent examination.

12. Result of a Candidate Appearing Simultaneously For Two Examinations

The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he passes the last but lower year examination. The marks secured by the candidate shall be declared on Institute copy of result sheet with WFLY result in result column. The Principal should inform the marks of final year to the candidate who is eligible to apply for verification and/or to fill up examination form for improvement of marks wherever applicable. However, if such a candidate has failed in the final year examination he shall be so informed.

The A.T.K.T. / supplementary examination shall be as decided by Board of Management of the University.

13. Improvement of Performance:

A candidate who has passed the final year examination leading to award of Degree, at his option, shall be permitted to reappear at the same examination to enable him to improve his performance within a period of one year, For this purpose, candidate will have to obtain permission from the Board prior to submission of examination form, which shall be accepted as per schedule declared by the Board. However, this facility shall not be available in case the Board has discontinued the question papers of the related scheme.

The Candidate so permitted shall:

- i. Forfeit the Degree awarded earlier, certificate of marks, original latest leaving certificate and other documents he is entitled to for having passed the final year examination for which he opts to reappear and improve his performance.
- ii. Be entitled to reappear as an ex-candidate of same Institute where he was previously studying and his previous marks other than the theory / Practical subjects shall be carried forward.
- iii. Be required to reappear in all the theory / Practical subjects of any year examination, at any one of next two consecutive examinations. Such a candidate shall be permitted to avail only one chance to improve his class performance in either of two immediate consecutive examinations.

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.