

Gopal Narayan Singh **University**



DEO MANGAL MEMORIAL **TRUST**

The First Ordinances

Contents

CHAPTER I: ADMISSION	3
I. INSTITUTES AND FACULTIES	3
II. COURSES AND DURATION	3
1. FACULTY OF AGRICULTURE	4
2. FACULTY OF ARTS	4
3. FACULTY OF AYURVEDA	4
4. FACULTY OF EDUCATION	4
5. FACULTY OF COMMERCE	5
6. FACULTY OF DENTAL SCIENCES	5
7. FACULTY OF DESIGN	5
8. FACULTY OF LAW	5
9. FACULTY OF MEDICINE	5
10. FACULTY OF MANAGEMENT STUDIES	6
11. FACULTY OF NURSING	6
12. FACULTY OF PERFORMING ARTS	6
13. FACULTY OF PHARMACY	6
14. FACULTY OF PHYSICAL EDUCATION	6
15. FACULTY OF SOCIAL SCIENCES	7
16. FACULTY OF SCIENCE	7
17. FACULTY OF VISUAL ARTS	7
CERTIFICATE AND DIPLOMA COURSES	7
CHAPTER II: GENERAL ORDINANCES	8
RE-ADMISSION	9
INTER UNIVERSITY ORDINANCES	9
CHAPTER III: ELIGIBILITY REQUIREMENT FOR ADMISSION TO THE VARIOUS COURSES	10
CHAPTER IV: ORDINANCES GOVERNING TO CONDUCT OF EXAMINATIONS	11
1.0 INTRODUCTION	11
2.0 ENROLMENT OF NEWLY ADMITTED STUDENTS	11
3.0 EXAMINATION APPLICATION FORM	11
4.0 EXAMINATIONS AND EXAMINERS	11
5.0 BOARD OF EXAMINERS AND ITS TERM	12
6.0 NORMS FOR APPOINTMENT OF EVALUATOR(S)/ CO-EVALUATORS	13
7.0 CODE OF CONDUCT FOR EXAMINERS (PAPER SETTER/EVALUATOR/CO-EVALUATOR)	14
8.0 SETTING OF QUESTION PAPER	14
9.0 INSTRUCTIONS TO THE PAPER SETTER	14
10.0 PATTERN OF QUESTION PAPERS AT THE END-SEMESTER/FINAL EXAMINATION:	15
11.0 MODERATION OF QUESTION PAPER	16
12.0 EXAMINATION SCHEDULE	16
13.0 GUIDELINES TO CENTRE SUPERINTENDENTS AND INVIGILATORS	17
14.0 UNFAIR MEANS	20
15.0 SPECIAL FACILITIES FOR PERSONS WITH DISABILITIES	24
16.0 REDRESSAL OF GRIEVANCE OF STUDENTS REGARDING QUESTION PAPER	25
17.0 EXAMINATION SYSTEM	25
18.0 MALPRACTICES BY ANY PERSONS CONNECTED WITH THE CONDUCT OF EXAMS	27
19.0 PAYMENT OF REMUNERATION	28
20.0 DISPOSAL OF ANSWER BOOKS OF CANDIDATES	28
21.0 PREPARATION OF DEGREE	28

22.0 REMOVAL OF DIFFICULTIES	288
23.0 AMENDMENT OF ORDINANCES.....	28
24.0 COMMENCEMENT	28
25.0 EXAMINATION CALENDAR	29
26.0 CONFERMENT OF DEGREES, DIPLOMAS AND OTHER DISTINCTIONS	29
27.0 MEDIUM OF INSTRUCTION AND EXAMINATIONS	29
CHAPTER V: AWARD OF FELLOWSHIPS, SCHOLARSHIPS, MEDALS AND PRIZES.....	30
1.0 INTRODUCTION.....	30
2.0 CO-OPERATION AND COLLABORATIONS.....	30
3.0 MAINTENANCE OF DISCIPLINE AMONG STUDENTS	30
4.0 MIGRATION OF STUDENTS	322
5.0 CONVOCATION	32
6.0 ACADEMIC CALENDAR	33
7.0 REGISTRATION	33
8.0 CREDIT AND EVALUATION SYSTEM	34
9.0 MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAM.....	344
10.0 TRANSFER OF CREDITS	35
11.0 WITHDRAWALS FROM THE PROGRAM	35
12.0 COMMITTEES OR FUNCTIONARIES	355
13.0 FACULTY ADVISOR(S):	36
14.0 HOSTELS	36

ORDINANCES OF GOPAL NARAYAN SINGH UNIVERSITY
RULES, REGULATIONS AND ORDINANCES GOVERNING AMISSION OF STUDENTS

CHAPTER I: ADMISSION

Under the power conferred by Section 17 and Section 22 of the clause 1.2 of the First Statutes of the Gopal Narayan Singh University, the University hereby institutes the following Ordinances governing to admission to Institutes/Faculties/College of the University:

I. Institutes and Faculties

1.	Institutes:
i	Institutes of Agricultural Sciences
ii	Narayan Medical College and Hospital
iii	Narayan Academy of Managerial Excellency
iv	Narayan Institute of Pharmacy
v	Narayan Institute of Design
vi	Narayan Nursing College
vii	Narayan Paramedical Institute and Allied Sciences
2.	Faculty
i	Faculty of Agriculture
ii	Faculty of Arts
iii	Faculty of Ayurveda
iv	Faculty of Education
v	Faculty of Commerce
vi	Faculty of Dental Sciences
vii	Faculty Design
viii	Faculty of Law
ix	Faculty of Medicine
x	Faculty of Management Studies
xi	Faculty of Nursing
xii	Faculty of Performing Arts
xiii	Faculty of Pharmacy
xiv	Faculty of Physical Education
xv	Faculty of Science
xvi	Faculty of Social Sciences
xvii	Faculty of Visual Arts
xviii	Faculty of Information Technology

II. Courses and Duration

1.	Post-Doctoral Degree	Duration
	Doctor of Science (D.Sc)	
	Doctor of Literature (D.Litt.)	
	Doctor of Law (LL.D.)	
2.	Doctorate Degree	
	Doctor of Philosophy (Ph.D)	3 years
3.	Master of Philosophy (M.Phil)	1 year

1. Faculty of Agriculture

	Course Name	Duration
A.	Bachelor of Science in Agricultural Science [B.Sc.{Ag}]	4 years
B.	Master of Science (Agriculture) M.Sc. (Ag) in	2 years
1.	Agricultural Economics	
2.	Agronomy	
3.	Animal Husbandry & Dairying	
4.	Entomology & Agricultural Zoology	
5.	Extension Education	
6.	Genetics & Plant Breeding	
7.	Horticulture	
8.	Mycology & Plant Pathology	
9.	Plant Physiology	
10.	Soil Science & Agricultural Chemistry	

2. Faculty of Arts

Sl.No.	Course Name	Duration
1.	Bachelor of Arts (B.A.)(Hons.)	3 years
2.	Master of Arts (M.A.)	2 years
3.	Five year Integrated Course in Journalism	5 years
4.	Master of Journalism & Mass Communication	2 years
5.	Bachelor of Journalism & Mass Communication	3 years
6.	Bachelor of Library Sciences	3 years
7.	Master of Library Sciences	2 years

3. Faculty of Ayurveda

S.No	Course Name	Duration
A.	Bachelor of Ayurveda Medicine & Surgery [B.A.M.S.]	5½ years
B.	Doctor of Medicine (Ayurveda)/Master of Surgery (Ayurveda) MD(Ay)/MS(Ay) in:	3 years
1	Dravyaguna	
2	Kaya-Chikitsa	
3	Kaumarbhritya	
4	KriyaSharir	
5	PrasutiTantra	
6	RachnaSharir	
7	Rasa Shastra	
8	Sangyahan	
9	Shalakyatantra	
10	Shalyatantra	
11	SidhantDarshan	
12	VikritiVijnan	

4. Faculty of Education

Sl.No.	Course Name	Duration
1.	Bachelor of Education (B.Ed)	2 years
2.	Master of Education (M.Ed)	2 years

5. Faculty of Commerce

Sl.No.	Course Name	Duration
1.	Bachelor of Commerce	3 years
2.	Master of Commerce	2 years

6. Faculty of Dental Sciences

1.	Bachelor of Dental Surgery (BDS)	4 years
2.	Master of Dental Surgery (MDS)	3 years

7. Faculty of Design

1.	Bachelor of Design (B.Des)	4 years
2.	Master of Design (M.Des)	2½ years

8. Faculty of Law

Sl.No.	Course Name	Duration
1.	BBA.LL.B (Hons) (Integrated Course)	5 years
2.	B.A.LL.B (Hons) (Integrated Course)	5 years
3.	LL.B.(Hons.)	3 years
4.	Master of Law (LL.M.)	2 years

9. Faculty of Medicine

Sl.No.	Course Name	Duration
A	Doctoratus Medicinus (D.M.) in	2 years
1	Cardiology	
2	Endocrinology & Metabolism	
3	Gastro-Enterology	
4	Neurology	
B.	Master of Chirurgiae (M.Ch.) in	2 years
1	Neuro-Surgery	
2	Paediatric Surgery	
3	Plastic Surgery	
4	Urology	
C.	Doctor of Medicine (M.D.) in	3 years
1.	Anaesthesiology	
2.	Biochemistry	
3.	Community Medicine	
4.	Dermatology, Venereology & Leprosy	
5.	Forensic Medicine	
6.	Medicine	
7.	Microbiology	
8.	Paediatrics	
9.	Pathology	
10.	Pharmacology	
11.	Physiology	
12.	Physical Medicine & Rehabilitation (PMR)	
13.	Psychiatry	
14.	Radio Diagnosis	

15.	Radiotherapy & Radiation	
16.	Tuberculosis & Respiratory Diseases	
D.	Master of Surgery	3 years
1	Anatomy	
2	Obstetrics & Gynaecology	
4	Ophthalmology	
5	Orthopaedics	
6	Otorhinolaryngology	
7	Surgery	
E.	Bachelor of Medicine & Bachelor of Surgery [M.B.B.S]	5½ years
F.	B.Sc in Cardiac Care Technology	3 years
G.	B.Sc in Critical care Technology	3 years
H.	B.Sc in Forensic Science	3 years
I.	B.Sc in Operation Theater & Anesthesia	3 years
J.	B.Sc in Optometry	3 years
K.	B.Sc in Medical Laboratory Technology	3 years
L.	B.Sc in Medical Radiography & Radio-Imagine Technology	3 years
M.	B.SC in Respiratory care Technology	3 years
N.	B.Sc in Renal Dialysis Technology	3 years
O.	B.Sc in Emergency Medicine Technology	3 years
P.	Bachelor of Physiotherapy	4½ years
Q.	Master of Physiotherapy	2 years

10. Faculty of Management Studies

Sl.No.	Course Name	Duration
1.	Bachelor of Management Studies (BMS)	3 years
2.	Master of Business Administration (MBA)	2 years

11. Faculty of Nursing

Sl.No.	Course Name	Duration
1.	Bachelor of Science in Nursing [B.Sc {Nursing}]	4 years
2.	Master of Science in Nursing [M.Sc {Nursing}]	2 years
3.	General Nurse Midwifery [GNM]	3 years

12. Faculty of Performing Arts

Sl.No	Course Name	Duration
1.	Bachelor of Music (B.Mus)/BPA	3 years
2.	Master of Music (M.Mus)/MPA	2 years

13. Faculty of Pharmacy

Sl.No	Course Name	Duration
1.	Bachelor of Pharmacy (B. Pharm)	4 years
2.	Master of Pharmacy (M. Pharm)	2 years
3.	Diploma in Pharmacy (D. Pharm)	2 years

14. Faculty of Physical Education

Sl.No	Course Name	Duration
1.	Bachelor of Physical Education	3 years
2.	Master of Physical education	2 years

15. Faculty of Social Sciences

Sl.No	Course Name	Duration
1.	Bachelor of Arts (B.A.)(Hons)	3 years
2.	Master of Arts (M.A.)	2 years

16. Faculty of Science

Sl.No.	Course Name	Duration
1.	Bachelor of Science [B.Sc(Hons.)]	3 years
2.	Master of Science (M.Sc) in	2 years
	Botany	
	Chemistry	
	Geography	
	Mathematics	
	Physics	
	Psychology	
	Statistics	
	Zoology	

17. Faculty of Visual Arts

Sl.No.	Course Name	Duration
1.	B.F.A	3 years
2.	M.F.A.	2 years

18. Faculty of Information Technology

Sl.No.	Course Name	Duration
1.	Bachelor of Computer Application (BCA)	3 years
2.	Master of Computer Application (MCA)	2 years
3.	B.SC. – I.T.	3 years
4.	M.Sc. – I.T.	2 years

CERTIFICATE AND DIPLOMA COURSES

Sl.No.	Course Name	Duration
1.	Diploma in Physiotherapy (DPT)	3.5 Years
2.	O.T. Assistant (DOTA)	2 Years
3.	Med. Lab Tech. (DMLT)	2 Years
4.	Med. Radiography (DMR)	2 Years
5.	Ophthalmic Assistant (DOA)	2 Years
6.	Orthotic & Prosthetic (DOP)	2 Years
7.	E.C.G (DECG)	2 Years
8.	Certificate in Dresser (CMD)	1 Year

CHAPTER II: General Ordinances

1.	A notification related to admission to available courses through University Entrance Test shall be issued by the University every year.
2.	An Information Bulletin containing therein all information regarding name of the course, duration, eligibility for admission, fee structure and intake shall be published by the University.
3.	Total intake for admission to Institute/Faculty/College at entry level to any session and their eligibility condition for admission to the respective courses shall be prescribed by the Academic Council of the University.
4.	All admission shall be made online. The application shall contain the desired information and shall submit online on or before the last date prescribed for the purpose along with prescribed fee.
5.	After selection for admission, the candidate shall, within the time fixed by the University, deposit the tuition fee, hostel fee if desire so and other fees prescribed for the course.
6.	At the time of admission, the followings are required: (i) certificates/degrees, along with self-attested Xerox copy of the same. After admission is over, all original documents shall return to the candidate. (ii) Migration and Transfer Certificate shall be produced in original issued from the University/College last attended indicating that he/she passed the qualifying examination from the institution. Provided that, if Dean/Head of the institution concerned is satisfied that there are genuine difficulties in the production of the above certificates, he/she may, on the request of the candidate, give him/her time to submit the above certificate and the candidate shall be admitted provisionally. The provisional admission shall be confirmed only if the candidate submits the above certificate(s) within the prescribed period, failing which the provisional admission shall be cancelled. (iii) Certificate of character from the Principal/Head of the Institution last attended; and (iv) Such other thing may be required along with the application form.
7.	Each Faculty/College shall have an Admission Committee for the UG/PG courses constituted under section 4.6. of the First Statutes of the University consisting of the Dean/Head//Principal of the Faculty/Department/College shall be Chairman of the Committee and two senior most members of the teaching staff nominated by the Dean/Head//Principal Faculty/Department/College. The Committee may co-opt additional members, if required so. In the case of PG admission, the Head of the department shall act as the chairman of the Committee.
8.	If the candidate selected for admission to a course, fails to deposit the required fees within the stipulated time, his/her selection shall automatically be cancelled. Such candidate shall not be admitted to the course concerned unless a fresh order of selection or extension of the date of payment of fees is issued by the Dean/Head/Principal of the Faculty/Department/College concerned.
9.	Admission cannot be claimed by any candidate as a matter of right. The admission or re-admission of a candidate shall be entirely at the discretion of the Admission Committee which may refuse to admit any candidate without assigning any reason therefore.
10.	Admission of a student is liable to be cancelled at any time if it is detected that there is something against the student which would have prevented him/her from being admitted to the institution for providing false information, act of gross misconduct and indiscipline involve moral turpitude.

11.	Admission of Foreign National/NRI will be made as per Govt. Rules.
12.	A student shall be deemed to have pursued a regular course of study in a subject during the each Semester/Year provided he/she has attended at least 100% of the classes actually held in each subject of higher examination, provided that Dean/Head/Principal of the Faculty/Department/College concerned may condone shortage of percentage on the following reasons: (i) 10% casual illness/ circumstantial essentiality; (ii) 15% on production of documentary evidence duly certify by the Medical Officer to the effect that the student was hospitalized due to pronged illness OR University deputation for youth festival certified by the Head of the Institution. OR Participation in University/College/Faculty Team Games or Inter-University tournaments, duly supported by a certificate from the Secretary of the University Athletic Association concerned/Participation in NCC Camps.
13.	Reservation in Admission for SC/ST/OBC/Minority & Physically Challenged candidates : Seats shall be reserved in the various Faculties/departments/Colleges as per norms of the Bihar Government.

Re-admission

Re-admission shall be made under the ordinances governing to the each course prescribed in the syllabus of the course concerned.

Inter University Ordinances

Notwithstanding anything contained in these ordinances a student, who is qualified under the foregoing ordinances for admission to the University and who is a member of some other Indian University shall not be admitted to the University thereof without the production of :

- (a) Leaving or Transfer Certificate signed by the Principal of the College Last attended, and certifying to the satisfactory conduct of the students mentioning the highest examination he has passed, and
- (b) A certified copy of all the entries against his name in the enrollment register of the University if such a copy is obtainable.

CHAPTER III: Eligibility requirement for Admission to the Various Courses

1.0 Admission to Medical Courses

Admission will be made through the National Eligibility cum Entrance Test or **NEET**. It is an entrance examination in India, for students who wish to study any graduate medical course (MBBS/ Dental course (BDS) or postgraduate course (MD / MS).

However, any changes by the Government or Regulatory Body shall be followed.

2.0 Admission to all other Courses:

In all other Courses, admission will be made as per eligibility requirement published in the Admission Information Bulletin of the concerned courses through Entrance Test.

However, any changes by the Government or Regulatory Body shall be followed.

CHAPTER IV: ORDINANCES GOVERNING TO CONDUCT OF EXAMINATIONS

1.0 Introduction

This Ordinance shall be called as Ordinances governing the Conduct of Examinations of the Gopal Narayan Singh University, 2018 (hereinafter called Ordinances) and shall come into force from the date the Board of Governors approves them.

The Ph.D. course work Examination and evaluation of Ph.D Thesis shall be governed under Ordinances which shall be framed separately.

2.0 Enrolment of newly admitted students

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| 2.1 | All newly admitted students in Gopal Narayan Singh University, as full time student will have to get himself/ herself enrolled by submitting the required details on prescribed application form, including original transfer certificate/ migration certificate within prescribed time. |
| 2.2 | The fact of issuance of Migration Certificate will be mentioned on the enrolment register against the enrolled student. A student who has not been issued the Migration Certificate can use the enrolment number issued at the time of first entry for entire duration of the course. For all subsequent studies, a student has to filled up again a fresh enrolment form for restoration of the same. If Migration Certificate already issued, it will be required to get himself/herself re-enrolled by submitting a fresh application form with required details, as usual. |

3.0 Examination Application Form

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| 3.1 | All examinees (Regular & Ex-student) shall fill up an examination application form in the prescribed format under online mode by the dates notified for the purpose by the Controller of Examinations. The University can refuse to entertain Examination application Form altogether, received beyond the date so notified or can entertain it with late fee up to a limited period, to be notified separately.
A “Regular Student” is one who has pursued a regular course of study and obtained prescribed attendance mentioned in respective ordinance and is eligible to appear in the examination.
An “Ex-Student” means one who has studied in the Faculty/ College for at least one semester preceding the date of examinations and has filled up the examination forms but failed or has failed to appear in the examination though otherwise eligible. |
| 3.2 | All Deans of the Faculties/Principals of the colleges /Heads of the Departments/ Coordinators of Course shall forward all examination forms in respect of each examination together with a hard copy of nominal roll within the prescribed dates, after verifying the correctness of data mentioned therein. |

4.0 Examinations and Examiners

As prescribed in the respective Ordinances governing to different courses of study, each semester would have mid-semester/sessional evaluation and end-semester examination.

Mid Semester Examination: For the mid-semester tests and sessionals, the teacher teaching the course would conduct the mid-semester/sessional examinations following the

guidelines issued by the concerned Dean of the faculty from time to time. The Coordinator of the given course would ensure that the mid-semester assessments are carried out by involving teachers in time and in manner prescribed by the concerned faculty and that the marks sheets for the mid-semester/sessional evaluations are submitted through the Head of Department in a consolidated manner to the office of the Controller of Examinations as per prescribed schedule OR are uploaded on the Examination Portal with a consolidated hard copy of the mid semester marks being provided to the Head of Department.

End-Semester Examinations:As per provisions contained in the Ordinances of the various programs, the question papers for the end-semester examinations shall be set and the answer-scripts shall be evaluated by teachers of the concerned courses.

4.1	Paper Setter for End Semester
4.1(i)	A teacher setting the question paper of End Semester Examination of a course shall be the 'Paper Setter' for the course.
4.1(ii)	Paper Setter should be from outside of the University not below the rank of Associate Professor in all discipline or Assistant Professor of more than 6 years teaching experience.
4.1(iii)	For Medical/Nursing/Pharmacy/Management or any other Technical course, pattern of examination will be carried out as per provisions of regulatory bodies.

4.2	Evaluators
<p>A teacher who evaluates the answer scripts of examinees shall be termed as the 'Evaluator' for the Course.</p> <p>Provided that 'Paper Setter' of a Course shall ordinarily also be the 'Evaluator' of the Course.</p> <p>Provided further that if 'Paper-setter' and Co-Paper Setter/s' are appointed for a course, the 'Paper Setter' shall be Examination Coordinator while others would be 'Co-Evaluator' for the course and shall evaluate the answer scripts pertaining to the concerned component of the Course.</p> <p>Provided further that if a course is run at multiple locations and/or multiple batches and there are more than one teacher teaching the course, then each one of them shall be appointed as 'Co-Evaluator' to examine the answer scripts of the examinees of his/her class/batch.</p> <p>Provide further that the 'Evaluator' and the 'Co-Evaluators' (if required) shall be appointed by the Board of Examiners.</p> <p>Provide still further that if the Board of Examiners considers appropriate, it can constitute a group of Evaluators comprising of University teachers belonging to the concerned subject (irrespective of the general condition that a teacher of the course can only be the evaluator of the course).</p>	

5.0 Board of Examiners and its Term

5.1	Constitution
Each Board of Examiners shall consist of three members:	
5.1.1	Head of the Department/ Coordinator of the School/Centre concerned (Convener).

5.1.2	Two Senior most teachers of the Department. The HOD/Coordinator at his/her discretion can co-opt subject matter specialist(s), if felt necessary. There will ordinarily be no external member.
(i)	In case a course is not attached to a specific Department, the concerned Course Coordinator shall be the convener and two teachers teaching the course will be nominated by the concerned Dean as members. The Convener at his/her discretion can co-opt subject matter specialist(s) if felt necessary.
(ii)	In case the number of teachers in Department/Centre/School is less than 3, the Dean of the concerned faculty shall nominate two senior most teachers involved in the teaching of the course, in addition to Head/ Coordinator, to fill the slots as defined in 6.2.2.
5.1.3	The Term of Office of a Board of Examiners shall be three years.
5.2	Code of Conduct
	Any member/ convener of Board of Examiner will not participate in the proceeding of the meetings held for appointment of examiners in the paper(s) where his/her son/daughter or near relative is examinee or likely to be examinee, provided that in such eventuality, the remaining members will constitute the BoE with senior among them or Head of the Department functioning as Convener.
5.3	Reconstitution of the BoE
	The Board of Examiners shall be reconstituted following the above rules by the concerned Head/ Coordinator as and when a vacancy arises under intimation to the Dean of the Faculty and the Controller of Examinations (CE).
5.4	Procedure and Conduct of Business
(i)	The Convener shall preside at the meetings of the Board and shall be in-charge of the business which may be conducted by meetings or correspondence or both, as may be convenient.
(ii)	The meeting of the BoE should be convened well in advance so that its recommendation are received in the Office of the CE on or before the date scheduled in the Examination Calendar, of the University.
(iii)	In the event of an examiner not being able to fulfill his/her duties for cogent reasons, the Convener of the Board shall nominate other person in consultation with other members of the Board, a substitute.
6.0 Norms for Appointment of Evaluator(s)/ Co-Evaluators	
6.1	For Evaluator of the bilingually papers only such persons should ordinarily be nominated who can evaluate the answer books in either of the languages. Normally paper setter shall evaluate the answer books
6.2	No person should be appointed as Examiner consecutively for more than 3 years for the same paper.
6.3	The number of answer books allotted to a single examiner should not exceed 150 in the case of post graduate examinations and 250 in case of under graduate examinations in each semester.

7.0 Code of Conduct for Examiners (Paper Setter/Evaluator/Co-evaluator)	
7.1	The conduct of examination is an integral part of duty of a teacher and therefore, internal examiners shall not be permitted to refuse the examiner ship unless so exempted for cogent reasons by the Vice-Chancellor.
7.2	The Paper Setter will send the manuscript of question paper along with answer sheets in case of multiple types of questions.
7.3	Any teacher recommended as External/Internal Examiner by the Board of Examiners and approved by the Vice-Chancellor must submit a certificate before accepting their appointment that none of his/her son/daughter/other close relatives is an examinee in the said paper.
8.0 Setting of Question Paper	
	The formal letter of appointment as Paper Setter will be issued by the Controller of Examinations in the prescribed format together with documents necessary for preparation of the question paper, viz, relevant portions of prospectus of study, last year's question paper, a form of acceptance and a remuneration bill form. Acceptance of the appointment and the manuscript of the question paper along with dully filled up remuneration bill form shall be submitted in the sealed prescribed cover to the Controller of Examinations within the date prescribed therefore.
9 .0 Instructions to the Paper Setter	
9.1	Questions must be set with relation to the prescribed course of study. It must conform to the standard and syllabi lay down by the relevant Ordinances of the University.
9.2	Each question shall be clear and well define in language as also in regard to the form and nature of the answers expected from the candidates. Questions shall not be beyond the standard prescribed and shall be fairly distributed over the whole course of study.
9.3	The papers shall be such as a candidate of decided ability and well prepared in the subject can reasonably be expected to answer completely within the allotted time. Question papers should generally follow the pattern for types of questions and choices as defined by the given faculty/department for a given course.
9.4	Paper-setter shall send detailed solution of each numerical question set by him/her along with the question paper.
9.5	Any "Direction to candidates" which may be thought necessary to be given regarding the answering of different sections in different answer-book or regarding the number of questions to be answered or the choice amongst them should be specific, precise and free from ambiguity.
9.6	Information regarding drawing sheets, graph papers, maps, table charts, calculators (of simple function type) and reference books, if any, to be permitted/supplied to the candidates, shall be mentioned in the question paper, and this information shall also be furnished to the Controller of Examinations, separately.
9.7	The Question paper is to be kept in the envelope meant for it. Further, this separate envelope containing solution of numerical Questions and the envelope

containing Questions paper are to be kept in a big envelope super scribed “Confidential”, and the same must be sent to the Convener of BOM for moderation following which all the moderated papers of a subject are sent to the Controller of Examinations in one bunch by the Head of Department.

10.0 Pattern of Question Papers at the End-semester/Final Examination:

10.1 The End-semester should in general cover the full syllabus for the course. The questions should be framed to elicit understanding, concepts, and analytical capacity of the examinee rather than only the information and memory power.

10.2 A general suggestive pattern of the question patterns, given in the following paragraphs may be followed. Individual courses, however, may modify the pattern, if required. However, these changes in the pattern may be defined and announced before the examination.

10.3 **Duration of a theory paper** of 3 or more credits should be of 03 hours. Courses that are of 2 Credits should of 02 hours duration. For technical Colleges it shall be as per its regulatory bodies.

10.4 **Compulsory Question:** Each question paper or section thereof should have the **1st question as compulsory and should cover 20%-30% of the full marks** of that paper/section. The compulsory question must have parts that together generally cover all the units of the course/paper. The pattern of question paper shall be as follows:

- i) Multiple choice questions (with at least four choices of which only one is correct), each of 02 marks and requiring justification for the choice in 1 or 2 lines.
- ii) True/false statements, each of 02 marks and requiring justification for the choice in 1 or 2 lines.
- iii) definitions, 01 mark each
- iv) brief-answer questions, 2 marks each
- v) small numerical, 2 marks each
- vi) matching of terms in two columns (one of the columns should have at least one extra term) with 0.5 marks for each correct match

10.5 If there is more than one section in a given paper, each section will have its Compulsory question.

10.6 **No. of Questions:** The total number of questions and the number of questions to be answered in a question paper (including the compulsory question) may, in general, be as follows

No. of Credits for the Course	Total no. of questions	Total no. of questions to be answered
3 or 4 credits	7 or 8	5 or 6
2 credits	4 or 5	3 or 4
1 credit	3	2

In order to cover most of the prescribed content of the given course, each of the optional questions may have sub-sections of varying marks. Generally, the different sub-sections of a question should not be from the same topic/chapter and should not have any internal choices. One of the optional questions may require examinees to write short

notes on defined topics; this question may have a limited internal choice. Marks/Credit for Technical College will be as per their regulatory body norms

11.0 Moderation of Question Paper

11.1	Board of Moderators
	There shall be a Board of Moderators (BOM) for each subject, consisting of the following, for the moderation of Question Papers:
	(i) Head of Institution.
	(ii) A person with specialized knowledge of the subject, but other than the paper setter, nominated by the Convener.
	Provided further that the members of Board of Moderators will not participate in the proceeding of the meetings held for moderation of paper(s) where their son/daughter or near relative is examinee or likely to be examinee, provided that in such eventuality, the remaining members will constitute the Board of Moderators with senior among them functioning as Convener.
11.2	Functions of the Board of Moderators
	The Board of Moderators shall have following functions:
11.2.1	To ensure that questions have been properly framed and they meet the pattern formulated and standard required.
11.2.2	To check the entire question paper particularly with reference to the following points:
(i)	Title and Code No. of the question paper and course/semester to which it relates.
(ii)	Maximum Marks of the question papers and as to whether the sum of marks of the number of questions to be answered matches with the total marks.
(iii)	Whether the questions represent the prescribed syllabus and if any of the questions are out of syllabus?
(iv)	Whether the pattern of question conforms to the prescribed/recommended pattern?
(v)	Whether Figures and notations are properly drawn/ numbered?
(vi)	Whether permission or otherwise for using calculators is appropriately mentioned?
11.3	Powers of the Board: The Board is authorized to make any corrections/alteration/addition/including change of content of the question(s) proposed by the paper setter if required.
12.0 Examination Schedule	
12.1	The examination schedule for end semester examinations for various Certificates/UG & PG courses shall be finalized at least one month before the date of commencement and shall be proposed by the Dean or his authorized representatives for UG courses and HOD/Coordinator concerned in respect of PG courses.
12.2	All admit cards, after proper checking, shall be made available to examinees through the concerned Head/Dean either physically or as soft copy on confirmation of having attained the required percentage of attendance in respect of regular students. Ex-students should either download the admit card or can

collect it in hard copy from the Office of the Controller of Examinations at least 03 days before the commencement of the examinations.

13.0 Guidelines to Centre Superintendents and Invigilators

<p>13.1</p>	<p>Centre Superintendents and Invigilators shall be appointed by the Dean of the concerned Faculty (for under-graduate course examinations) and Head/Coordinator of the Department/School/Centre (for post-graduate courses) for conducting each theory paper.</p> <p>Invigilation is integral part of the teaching duty and cannot be refused on the ground that it is remunerative. All faculty members must be assigned duty on an equitable basis in the examination hall as invigilator except when otherwise permitted by the competent authority.</p> <p>There shall be minimum one invigilator for every 25-30 examinees, subject to a minimum of 02 invigilators in each room even if the number of candidates is less than 50-60 in the room.</p> <p>One Centre Superintendent will be appointed for each Centre where a given theory course is being examined.</p>
<p>13.2</p>	<p>Duty of the Invigilators is not to allow any opportunity to the examinees to use unfair means. Reports made about the use of unfair means should be complete in all respects including the statement of the examinee(s) and must bear the signature of Invigilators as also the Centre Superintendent of the examination on duty.</p>
<p>13.3</p>	<p>Invigilators are required to check the examinees at the main entry of the Examination Halls/Rooms in presence of the security staff and be vigilant thereafter in the Examination Hall throughout the period of examination.</p>
<p>13.4</p>	<p>The Superintendent of Examination/Invigilator/Proctor can call the security staff in the Examination Hall at their discretion, if a situation so demands.</p>
<p>13.5</p>	<p>The Proctor can call Police in the Examination Hall at his/her discretion, if a situation so demands.</p>
<p>13.6</p>	<p>The Invigilators should remain careful and vigilant regarding the issue of supplementary answer-books to examinees to avoid any malpractice by the examinees in the use of such answer-books. Invigilators will count the number of supplementary answer books issued to a candidate, sign each supplementary answer book and also make an entry on the cover page of the main answer book about the cumulative number of Supplementary answer books issued and keep an account of the supplementary answer books, fill up the statement slip supplied for this purpose and return the same to the Office of the Controller of examinations duly signed at the end of examination.</p>
<p>13.7</p>	<p>After the examination is over, the invigilators should serialize the answer scripts, count them as per the number of students signing on the Roster and hand them over through Superintendent to the representative of the Dean/Head or representative of the Controller of Examinations as per the prevailing guidelines at that time.</p>
<p>13.8</p>	<p>Superintendents and Invigilators kept on the Reserve List are requested to come and report to the Chief Superintendent half an hour before the commencement of examination.</p>

13.9	No invigilator will absent himself/herself from duty without the prior approval of the Director/Dean/Principal taken in writing ordinarily a day in advance of the leave applied for, under intimation to Centre Superintendent. The Centre Superintendent also be informed about such absence so that alternative arrangement for invigilation duty could be made.
13.10	Superintendents and Invigilators are required to sign on each day their names in full and in clear hand-writing on the printed form supplied to Superintendents for claiming the remuneration.
13.11	Superintendents and Invigilators shall adhere to the following guidelines as well:
(i)	No candidate shall be allowed to enter the examination hall after thirty minutes of the commencement of the examination.
(ii)	Candidates shall not be allowed to bring into the examination hall any paper or book or leaflet or mobile or communicative electronic device or any other place of writing except their admit cards.
(iii)	Before the distribution of question papers, Invigilators in a room shall announce to the candidates that any notes, loose-sheets or papers and mobile phone etc. that they may have in their possession be left outside the examination hall.
(iv)	Candidates are required to keep their admit cards with them throughout the period of examination, so that they can be examined at any time. The Superintendent shall by himself/herself or through the invigilator/invigilators, inspect the admit cards on each day.
(v)	Superintendents and invigilator/invigilators shall distribute answer-books, original supplementary, personally and not through any other supporting staff.
(vi)	Superintendents shall see that no question paper, after distribution, goes out of the examination hall. All spare copies of the question papers shall be returned to the Superintendent by the Invigilators, immediately after the distribution is over.
(vii)	Candidates shall not be allowed to leave the examination hall once they have been admitted thereto, until the expiry of one hour from the commencement of the examination.
(viii)	Subject to the foregoing rule (vii), a candidate may be allowed to leave the examination hall at any time before it is 10 minutes to last bell, if he/she delivers up to the Superintendent or the Invigilator his/her answer books; such a candidate shall not be re-admitted during the pendency of the examination in that paper.
(ix)	None but the candidates under the foregoing rule, the Invigilators concerned, Controller of Examinations and the officers so nominated by Vice-Chancellor shall enter the examination hall except with the previous permission of the Superintendent.
(x)	Letters and any other communications and eatables including Tea, Pans & Cigarettes shall not be allowed to be delivered to or received by the candidates in the examination hall.
(xi)	Candidates shall not, during the examination, be permitted to talk to one another nor shall anyone be allowed to communicate with them, on any subject whatsoever, provided nothing in this rule shall be deemed to prevent a Superintendent from making by himself/herself or through the Invigilator, an announcement which he/she thinks proper or necessary.

(xii)	Invigilators and Observers shall remain within the Examination Hall throughout the period of examination and shall remain moving about in the Hall. The Superintendent shall give frequent visits to the examination room(s) under his/her charge and see that this rule is strictly followed by the Invigilators. The Invigilators shall not go out of the Hall except with the permission of the Superintendent and shall not use mobile phone while on duty.
(xiii)	When an Invigilator finds a candidate guilty of using unfair means in the examination, he/she shall report the matter immediately, in writing, to the Superintendent concerned. The Superintendent shall withdraw the answer book so far written by the candidate and the material in support of the finding and provide a separate answer book to the student immediately to write the answers to the remaining questions. After the days' examination is over, the candidate shall be asked to give a written explanation which may be scrutinized by the Invigilators and the Superintendent. Their reply to the points raised by the candidate along with their opinion be submitted in writing to the Controller of Examinations on the same day on the printed form supplied for the purpose along with such material in support which might have been recovered from the candidate.
(xiv)	Candidates shall not be allowed to take away any leaf from the answer books or to take away any unused answer books (original or supplementary); if any leaf is found to be loose by the candidate, he/she should bring it to the notice of the Invigilator immediately.
(xv)	Candidates shall not be allowed to write anything on the question paper or on their person or on their clothing or on any instruments that they are allowed to carry with them.
(xvi)	Candidates, who have finished answering their question paper at any time before 10 minutes to the last bell, shall remain standing in their seats till the answer books have been collected from them by the Superintendent or the Invigilator. No candidates shall be allowed to leave his/her seat during the period of 10 minutes before the last bell.
(xvii)	Candidates wishing to communicate with the Superintendent or Invigilator shall not be allowed to leave their seat but shall stand in their places and should be attended by the invigilator/invigilators immediately.
(xviii)	As soon as the last bell has been rung, candidates shall stop writing and remain in their seats; any answer or portion of answer written thereafter may be crossed out by the Superintendent or invigilator/invigilators who shall make an entry to that effect and sign and date the same.
(xix)	The answer books shall be printed in two forms (a) original and (b) supplementary. An original answer books shall be supplied only one. When more answer books are required by a candidate, supplementary answer books only shall be supplied.
(xx)	On each day of the examination, sufficiently in time before the commencement of the examination, the Controller of Examinations shall have the required number of original answer books counted and issued to the Superintendent concerned and so also a sufficient number of supplementary answer books, under receipt.

(xxi)	The Superintendent shall, at the end of each day's examination, return to the Controller of Examinations/ Centre Superintendent the unused original and supplementary answer books to the Controller of Examinations with the list of the candidates, present and absent.
(xxii)	On each day of the examination, the Superintendent shall, with the assistance of the Invigilators, see that each candidate has entered the required details on the cover page of his/her answer books; he/she or the Invigilator deputed by him/her shall sign and date each answer book on the cover page.
(xxiii)	Before complying with the request of any examinee for issue of supplementary answer books, the Superintendent/Invigilator should satisfy himself/herself that issue of supplementary answer book is actually necessary.
(xxiv)	At the time of issue of supplementary answer book, the invigilator shall ensure that the required entries on the cover page of supplementary answer books are made by the examinee concerned. The invigilator shall also sign and date each supplementary answer book against the column provided for the purpose on the cover page.
(xxv)	In cases where examinees have used supplementary answer books, the invigilators shall ensure that an entry to that effect is duly made against the column provided for the purpose on the cover page of original answer book and the Invigilator should put his signature with the date below said entry.
(xxvi)	Soon after the commencement of Examinations, the Superintendents/Invigilators shall take the signature of examinees on the Roster provided for the purpose. Examinees have to sign a Roster at each sitting of the Examination, which should tally with the signature on the Admit Card/List. It is the responsibility of both the Superintendent and the Examinee concerned to see that the signature is taken on the Roster. In the event of the examinee refusing to sign or the signature not tallying with the one on the Admit Card/List, the answer book of the candidate concerned will not be sent to the examiner for evaluation, but kept in the Controller's custody to be destroyed later as waste paper. Before taking such an action, the Controller of Examinations shall give a reasonable opportunity to the examinee concerned, to explain the position.
(xxvii)	The Superintendent shall file with the Controller of Examinations/Centre Superintendent each day at the end of the examination, a statement of candidates, present and absent, in the printed form provided for the purpose.
(xxviii)	All invigilators must surrender main answer books which remained undistributed to the Centre Superintendent with proper accounting within one hour of commencement of said paper.
(xxix)	Wherever required, frisking of the candidate(s) may be undertaken, preferably prior to commencement of examination.
(xxx)	The invigilators in their reports on unfair means/practice should enumerate only the facts and should not recommend possible action to be taken against the concerned examinee(s).

14.0 Unfair means

14.1	Ordinances:
(A)	'Unfair Means' includes any act which tends to give undue advantage to the

(i)	examinee, or improperly affects him/her in the matter of performance at the examination or evaluation of the performance;
(ii)	Without prejudice to the generality of the foregoing provision, “unfair” shall include:
	(a) All such acts and omissions connected with examinations which are subject matter of disciplinary action in the University,
	(b) Abetment of unfair practices,
	(c) Conspiracy to further the interests of an examinee by resorting to unfair practices,
	(d) Possession of unauthorized books, papers, informative materials of any kind whatsoever, connected with the examination.
	(e) Communication of information in the examination premises during the examinations hours,
	(f) Impersonation.
	(g) Tampering with or substitution of Admit Card, examination answer-books, papers and other relevant documents,
	(h) Communication with examiners or persons connected with examination with a view to obtain undue advantage or discriminatory action or unauthorized information,
	(i) Violation of any direction given by the appropriate authority of the University,
	(j) Possession of unauthorized electronic gadgets like mobile phone, calculator, laptop, ipod, ipad etc. or such other informative materials of any kind whatsoever, connected with the examination.
	(k) Possession of weapons.
	(l) Smuggling of answer books
(iii)	“Resource Material” means unauthorized books, papers informative material of any kind which can be used in furtherance of the interest of an examinee in the examination hall.
(iv)	“Unfair Means Committee” (UMC) means the Committee constituted under the ordinance 14.9
(v)	“Walk-Out” means the act of the examinees, after having entered and taken their seats in the examination hall/room/any place meant for the purpose, and after the distribution of the answer-books or question papers or both, decide not to appear in the examination on one or more of the pleas, to leave their allotted seats individually or jointly with or without making a protest of any kind, signing the attendance sheet (Roster), submitting the answer-books to the invigilator/Superintendent of the concerned examination and without creating any disruption.
(vi)	“Boycott” means staying away by the examinees individually or jointly from appearing in the examination, and notifying about it on or before the commencement of an examination, with a view to compel the authorities to accede to a demand.
(vii)	“Disruption in Examination” means where an examinee/any person individually,

	jointly or in collusion with other examinees or any other person, either before or after having entered the examination hall/room any place meant for the purpose, and either before or after distribution of the answer-book and the question paper does/do any act or instigate any other examinee/person for the commission of an act, such as, assaulting, manhandling, using of abusive language, creating rowdism, snatching and tearing of answer-books and such other things etc., so as to cause disturbance in the smooth conduct of the examination either in the centre in which he/she is scheduled to appear or is appearing, or in any other Centres of the examination.
(viii)	"Impersonation" means adopting unfair practice of allowing someone not duly authorized to appear and write the examination for himself/herself by conspiracy.
(ix)	"Smuggling" means taking out from or in the examination hall part or full answer book or related material supplied by the University for the use of examinee.
14.1 (B)	An act shall be deemed to be interfering with the proper conduct of examinations if it affects the peace and tranquility of the examinations premises, or results in violation of the directions of the Invigilator and other Officers connected with the examinations and, causes tension among the examinees in any of the following manner:
(i)	Bringing with him/ her into the examination room/hall any book, notes or other materials capable of being used by him/ her in connection with the examination
(ii)	Communication with or receiving from any other candidate any information.
(iii)	Assisting or receiving assistance from any other candidate in examination or adopt any unfair means to further his/her interests in connection with an examination.
(iv)	Adopting any unfair practice to further or adversely affect the interests of an examinee or indulge in act which interferes with the proper conduct of examinations.
14.2	The Invigilator shall report, on the prescribed form, all cases of violation of the provisions of clause 14.1 to the Superintendent of Examinations immediately he/she comes to know of such violation. Where the Invigilator detects an examinee copying or suspects his/her having copied, the Invigilator shall take back the answer-books already provided to a candidate alongwith the resource material and shall forthwith provide a new answer-books to the examinee concerned.
	Note: If material is written on body parts or clothes, Invigilators shall copy the readable material written on a piece of paper under his signature and get it signed by the concerned examinee and also countersigned by Centre Superintendent, before forwarding it as enclosure of the duly filled in 'unfair means' proforma (UMC Schedule-I). Relevant part of the body be also photographed through the office of the Chief Proctor.
14.3	The Superintendent of the examinations shall give the examinee an opportunity to submit a written explanation in his/her defense against the charge of unfair means on the prescribed format. The Superintendent of the Examinations may, after satisfying himself that the circumstances so demand, order the concerned candidate to vacate the examination premises forthwith, if his/her act interferes with the proper conduct of examination.
14.4	The Superintendent of the Centre concerned, where an examinee is found using unfair means, shall provide another answer book to the student to write answers

	to the remaining questions for remaining time period.	
14.5	Any person, other than an examinee, violating the provisions of clause 14.1 (B), may be ordered by the Superintendent of Examinations to leave the examination premises immediately and the University shall take such further action in the matter as it deems fit and proper.	
14.6	In the event of notice of use of unfair means by a large number of examinees or in the event of refusal by examinee (s) to give statement, the Invigilator/Superintendent shall submit a confidential report to that effect to the Controller of Examinations and the University shall take suitable disciplinary action against the examinee (s) on the basis of such report. In such cases the names of the Invigilator/Superintendent making the report shall be kept confidential.	
14.7	On the written explanation submitted by the examinee alleged to have violated the provision of clauses 14.1 (B), a confidential report under the provision of clause 14.1 (A) shall be placed before the Unfair Means Committee for appropriate action.	
14.8	The following punishments are prescribed for the examinee/s found for using unfair means or adopting unfair practice during the examination:	
	<u>Punishable Act</u>	<u>Punishment</u>
(i)	Smuggling of answer book and / or pages thereof	Cancellation of the entire Examination and rustication for a period of TWO Academic Sessions
(ii)	Copying	First time Cancellation of the paper of the day. Second time in the same examinations cancellation of entire examination. in case of following courses like MBBS, BAMS Cancellation of entire paper of the concerned subject
Explanation: In case of cancellation of the semester examination the examinee shall be permitted to appear at the Second/Supplementary/Special Examination of the concerned annual /semester examination (whenever held) of that session. Further, such candidates will be eligible for promotion to the higher class/semester, if they are otherwise qualified for the same.		
(iii)	Found in possession of material relating to examination	Cancellation of examination in the concerned paper. For repeated act in the same examination on that day or any subsequent day, cancellation of the entire examination.
(iv)	Talking and consultation	Cancellation of examination in the concerned paper for repeated consultation even after warning by Invigilator/ Superintendent/ and other person deputed on examination duty.
(v)	Mass Copying in a paper duly reported by Invigilators and Superintendent (s) or by any other person deputed on examination duty.	Cancellation of the examination of the concerned paper of all examinee with no re-examination. Closing the examination centre concerned in the event of repetition of mass copying, or such other action as may be

		recommended by a committee to be nominated by the Examination Co-ordination Board.
(vi)	(a) Use of abusive Language (b) Assault/Manhandling (c) Creating rowdy condition (d) Tearing of answer-books	Necessary disciplinary action in addition to cancellation of entire examination.
(vii)	Attempt to influence an examiner if reported by the examiner concerned.	Cancellation of examination in the concerned paper and suitable disciplinary action, after enquiry.
(viii)	Conspiracy for Impersonation	Cancellation of entire examination and rustication for one Academic Session of the candidate as well as the person who is found impersonating if he/she is University student. In case the person impersonating is not University student he/she may be handed over to the Chief Proctor for further appropriate action.
(ix)	(i) Walk-out	Deemed absent, except for cogent reasons to be decided by the Central Grievance Board.
	(ii) Boycott	Deemed absent
(x)	Disruption in Examination	Cancellation of Examination and rustication for two Academic sessions. Action to be taken on the basis of report of Invigilator/Superintendent, Member of the Flying Squad after enquiry.
14.9	All the matter of Unfair Means shall be scrutinized by the Unfair means Committee (UMC) to be constituted by the Vice-Chancellor, comprising of following members:	
(i)	A Senior Professor of the University	Chairman
(ii)	One Professor/Associate Prof. of Law:	Member
(iii)	One Professor of any other faculty:	Member
(iv)	The Controller of Examinations:	Member
(v)	The Asstt/Dy. Registrar (Exams):	Secretary
(vi)	The Dean and HOD of concerned Faculties:	By invitation
(vii)	The Subject expert:	By invitation
The Committee shall be constituted for each Academic Session and its recommendations would be implemented after approval of the Vice-Chancellor.		
15.0 Special Facilities for persons with disabilities		
(i)	The facility of providing “writer” during regular examination would be extended on recommendation of the University Medical Board to the candidate with disability, if so requested by him/her. The modalities for allowing the engagement of writer, allowing extra time would be as per notification of the University.	
(ii)	The guidelines issued by the Govt. of India from time to time for extending special facilities to persons with disability would be applicable to the University.	

16.0 Redressal of Grievance of students regarding question paper	
16.1	If an examinee or examinees has/have any genuine grievance regarding the question paper, he/she or they can make a representation, in writing to the Controller of Examinations individually or jointly, after the examination is over but within 48 hours.
16.2	Preliminary enquiries on the representation will be made by the Examination Grievance Board consisting of the Head of the Department, the other members of the Moderation Board, and teaching the paper concerned. The Examination Grievance Board shall meet within 48 hours of receipt of the representation from the Controller of Examinations' office.
16.3	The Examination Grievance Board (EGB) shall give its comments on the following points only with regard to the concerned question paper
(i)	whether the questions are covered by the prescribed syllabus;
(ii)	whether the pattern of question conforms to the approved pattern;
16.4	Head of the Department shall submit the report of the Grievance Board to the Dean of the Faculty concerned within 24 hours of the meeting of the Board.
16.5	The recommendation of the Examination Grievance Board shall be forwarded by the Dean to the Controller of Examinations for being placed before a Central Grievance Board consisting of the following:
(i)	Two Senior teachers of the University to be nominated by the Vice-Chancellor, one of whom shall be the Chairman;
(ii)	Chairman, Examination Coordination Board - Ex-Officio Member
(iii)	Dean of the Faculty and/or Director of the Institute concerned
(iv)	Controller of Examinations
(v)	Head of the Department concerned
(vi)	The Asstt/Dy. Registrar (Exams), Member Secretary
16.6	The Central Grievance Board shall consider the comments/recommendation of the EGB and shall recommend to the Vice-Chancellor whether any re-examination of the concerned paper is to be arranged. Provided further that the Central Grievance Board can also, at its discretion, recommend any other remedial measures that may be required for redressing the grievances of students.
17.0 Examination System	
17.1	Evaluation of answer scripts
17.1.1	a. Each theory/practical/seminar/field work/project work/ dissertation course shall be of 100 marks. For evaluation, the overall structure of the distribution of marks in a course shall be such that 25 marks are allotted to various assessments during the semester, while 75% marks shall be allotted for the end semester examinations.
	b. The distribution of marks (sessional University examination) for Medical, Nursing and Pharmacy courses the rule will be applicable to all courses in the University as per guidelines of MCI/DCI/CCIM/Nursing Council of India in respect

	of courses governed by these regulatory bodies.
	c. The question papers shall be set and the answer-scripts shall be evaluated by the teachers of the concerned courses. If more than one teacher teaches the course, the question paper shall ordinarily be set by the Paper-setter in consultation with other associated teachers of the group, appointed by the Board of Examiners.
17.2	Receipt of sessional and end semester awards and their tabulation
(i)	The component to be evaluated for award of sessional marks will be as prescribed in ordinance of the respective courses.
(ii)	The marks awarded, arranged roll number wise, in the sessional examinations for different courses must be made available to the office of the Controller of Examinations prior to the commencement of the given End Semester examination.
(iii)	In respect of End Semester examinations, the marks must be sent to the Controller of Examinations office online along with hard copy by the appointed examiner within the time prescribed under the examinations calendar. The Tabulation of the University examination results shall be done in the office of the Controller of Examinations.
(iv)	Checkers for checking the Tabulated results shall be appointed who shall be check the Tabulated results Tabulation Registers in the office of Controller of Examinations.
(v)	Work of tabulation and/or checking can also be done electronically and/or manually by teachers/non-teaching staff/officers, appointed for the purpose. Tabulators and checkers be paid remuneration as per the rates prescribed by the University from time to time.
17.3	Grace Rules
The following rules for grace marks will be uniformly applied to all examinations including Diploma, Under-graduate and Post-graduate degrees under all the Faculties of the University:	
(i)	0.5% marks will be awarded to each subject maximum to three subjects(papers) including theory and practical separately in the mid/end semester examination.
(ii)	Any fraction in computation of 0.5% shall be rounded off to the next higher integer.
(iii)	All grace marks awarded be shown as +G in the Grand total as well as at the places where the Grace marks were awarded. Further, grace mark awarded at a place, will not be carried forward at any other place.
(iv)	The above Grace Rule will not be applicable to technical courses. The regulations of its regulatory bodies will be applicable for the same.
(v)	Grace marks shall not be given separately for Supplementary or Second Examinations.
(vi)	No Grace marks shall be awarded for the examinations where the candidate can be promoted even if he/she fails in one or more papers.
(vii)	No grace mark shall be awarded for making up shortfall in the SGPA/CGPA.
17.6	Declaration of Results and issuance of mark sheet

(i)	All Results should be declared within the last date notified in examination calendar in order to ensure timely commencement of the next academic session.
(ii)	The classification of results as PASSED, PROMOTED or FAILED and the assignment of division to passed candidates will be as defined in the Ordinances governing individual courses
(iii)	The ranking of the student shall be given to only those candidates who pass all the courses of the program in one attempt.
(iv)	Notwithstanding any provision in the ordinance to the contrary, a student, who having been duly admitted to a regular examination of the course, was unable to take that examination in full or in part due to some disruption of examination, and took the next following examination of that course and passed, shall also be eligible for ranking.
(v)	A Provisional Certificate of having passed examination shall be issued by the office of the Controller of Examinations, if so requested by the candidate.
(vi)	The marks-sheet for courses following credit system must necessarily indicate on its back the formula of conversion of CGPA to Percentage .
17.7	Re-Totaling/Re-Evaluation
In case of any objection made by student referring evaluation, the same shall be looked after by the panel of two senior faculties nominated by Dean of Faculty after approval of Vice Chancellor. A fee, as decided by the university, shall be levied for the same.	
18.0 Malpractices by any persons connected with the conduct of Exams	
18.1	The Board of Examinations shall be competent authority to take appropriate disciplinary action against the paper setter, examiners, moderators, referees, teachers or any other person connected with the conduct of examination committing lapses or using, attempting to use aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the University.
18.2	<p>Definitions: Unless the context otherwise requires</p> <p>1. "Paper setter, Examiner, Moderator, referee and teacher means and includes person/s duly appointed as such for the examination by the Board of Examinations and the term any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by authorized person.</p> <p>2. Malpractice or lapses includes one or more of the following acts or omissions on the part of the person/s included in above relating to the examinations:</p> <p>(i) Leakage of question/s or question paper set at the University examination, before the time of examination;</p> <p>(ii) Examiner or Moderator, intentionally awarding marks to student in assessment of answer books dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled;</p> <p>(iii) Paper setter repeating question or setting question outside the scope of syllabus;</p> <p>(iv) Examiner or Referee showing negligence in detecting malpractice used by student/s;</p>

	<p>(v) Invigilator or Jr. Supervisor or Chief Conductor showing negligence or apathies in carrying out duties or aiding or abetting or allowing or instigating students to use malpractice/s;</p> <p>(vi) Or any other similar act/s and or omissions/s which may be considered as malpractices or lapses by the concerned authority.</p> <p>3. “Malpractices or lapses relating to examination” means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him or any other person or causing wrongful loss to other person/s or omitting to do what he is bound to do as duties.</p>
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19.0 Payment of Remuneration

(i)	Rates of remunerations to be paid to teachers for invigilation duty, working as Centre Superintendent, as paper setter and/or evaluator shall be decided by the University from time to time and notified accordingly.
(ii)	Non-teaching staff engaged in the examination work will also be remunerated as per the notifications applicable to them.

20.0 Disposal of Answer Books of candidates

After the Semester results are declared, the Answer-books of the students shall be preserved for a period of six months of such declaration and in case Medical, Nursing and Pharmacy the rules of MCI/CCIM/NCI/PCI will be applicable. There after they shall be pulped in paper-mill in the presence of the office staff of the Office of Controller of Examinations not below the rank of Section Officer/Senior Assistant and would be disposed of following the prescribed procedure.

21.0 Preparation of Degree

All Degrees shall be prepared within three months of declaration of results of the supplementary examinations. The Year of the award of a degree shall be the year of the date on which a candidate has successfully earned all the required Credits/passed all examinations of the course as prescribed in the Ordinances of the concerned course. The degrees which could not be distributed during the Convocation will be sent to the home address of the candidate by Registered/Speed-Post, charges for which shall be paid by the University.

22.0 Removal of Difficulties

Where any question relating to the interpretation of the Ordinance or any rule framed therein arises, shall be referred to the Vice-Chancellor for final decision. Further, the Vice-Chancellor shall also have the power to remove the difficulties in implementation of any of the provisions of the Ordinance.

23.0 Amendment of Ordinances

Notwithstanding anything contained in the Ordinance, the Vice-Chancellor may amend, modify or repeal any of the provisions of the Ordinance and report the same to the Academic Council and the Board of Governors.

24.0 Commencement

This Ordinance shall come into effect from the date of notification.

25.0 Examination Calendar

There shall be an “Examination Calendar” notified in the beginning of the session, indicating therein dates of various activities. This shall be scrupulously observed by all concerned in order to ensure timely completion of all activities including declaration of results.

26.0 Conferment of Degrees, Diplomas and other Distinctions

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| 26.1 | The Degrees shall be conferred in an annual Convocation or in a separately organized convocation for the purpose of conferring degrees for specific reason |
| 26.2 | The Academic Council shall approve the text and the format of the degrees, diploma and the citations |
| 26.3 | The Visitor or in his absence; the Chancellor; or in the absence the Chancellor, the Vice-Chancellor shall preside over the convocation or the special convocation. |

27.0 Medium of Instruction and Examinations

	The medium of instruction and examinations shall be English, Hindi or respective languages
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CHAPTER V: Award of Fellowships, Scholarships, Medals and Prizes

1.0 Introduction

The Deans of the faculties shall institute and decide the policy for the award of fellowships, scholarships, studentships, medals and prizes, to be approved by the Academic Council

2.0 Co-operation and Collaborations

The scope and the terms and conditions of cooperation and collaboration shall be as approved by the Board of Management from time to time

- 2.1** The University may cooperate and collaborate with other Universities, Institutions, Centers of Excellence and 'Persons of Eminence' on mutually agreed terms in areas including the following:
- (i) Establishment of University Centre abroad;
 - (ii) Joint Research projects funded by national and international agencies;
 - (iii) Exchange of faculty;
 - (iv) Twinning program, Articulation of syllabus, Exchange of students at Under Graduate, Post Graduate level and higher levels under credit transfer arrangement;
 - (v) Sharing of course and instruction materials;
 - (vi) Developing e-courses for interactive and integrated learning;
 - (vii) Sharing of Library, Laboratory and other learning resources;
 - (viii) Joint arrangement for:
 - (a) Holding Conferences, Seminars and Workshops;
 - (b) Training and Internship Programs;
 - (c) Refresher and continuing education Courses;
 - (ix) Expert lectures;
 - (x) Any other activities of mutual interest

3.0 Maintenance of discipline among Students

- 3.1** Maintenance of discipline among the students is key to quality of education.
- 3.2** All powers relating to maintenance and enforcement of discipline and taking disciplinary action against the students shall vest in the Vice- Chancellor.
- 3.3** The Vice-Chancellor may delegate his powers pertaining to exercise of disciplinary control over the students to the Deans of the respective faculties
- 3.4** Without prejudice to the generality of the power to maintain and enforce discipline under this ordinance, the following shall constitute as an act of misconduct on the part of a student of the University:
- (a) physical assault or threat to use the physical force against any member of the teaching or non-teaching staff of the University or against any student of the University;
 - (b) remaining absent from class, test or examination or any other curricular or co-curricular activity without permission of the concerned person;
 - (c) carrying of, threat of, or use of any weapon;

	<p>(d) misbehavior with employee of the University or a fellow student;</p> <p>(e) encouraging or indulging in violence or any act of unbecoming of student;</p> <p>(f) involving in any act or any offence involving moral turpitude;</p> <p>(g) violation of status, dignity and honor of a student belonging to weaker and socially deprived class or community;</p> <p>(h) discrimination against any student or staff on grounds of caste, creed, language, place of origin or social and cultural background;</p> <p>(i) practicing casteism and untouchability in any form or inciting any other person to do so;</p> <p>(j) any act, whether verbal action or otherwise or derogatory remarks in case of a woman;</p> <p>(k) any form of gambling;</p> <p>(l) an attempt of bribing or corruption in any manner;</p> <p>(m) willful destruction of the University property;</p> <p>(n) behaving in a rowdy, intemperate or disorderly manner in the premises of the University or encouraging or inciting any other person to do so;</p> <p>(o) causing disruption in any manner of the academic functioning of the University;</p> <p>(p) indulging in or encouraging any form of disruptive activity related to the assessment or the examination work or any other activities of the University;</p> <p>(q) indulging in any act of ragging;</p> <p>(r) use of drugs or other intoxicants banned by the Government;</p> <p>(s) any other act that may be construed as misconduct such as:</p> <ul style="list-style-type: none"> (i) an act of sexual harassment perpetuated against a student, employee or a visitor in and around the University campus; (ii) resorting to mass bunks; (iii) staging dharna or any other form of protest against the University without resorting to Grievance Redressal mechanism of the University; (iv) committing theft of equipment, books, appliances, gadgets or any other material, tangible or intangible
3.5	<p>The Vice-Chancellor may, on the recommendation of Dean, in exercise of the powers vested in him, order or direct that a student:</p> <ul style="list-style-type: none"> (a) be expelled from the University for a specified period; (b) be rusticated for a specified period and shall not be admitted to any course in the University nor shall he be allowed for any examination of the University; (c) be imposed fine
3.6	<p>At the time of admission, every student shall sign an undertaking that he shall submit himself to the disciplinary jurisdiction of the Vice-Chancellor and Dean of the School where he has been admitted</p>
3.7	<p>Provisions for prohibition of ragging: Ragging in any form is strictly prohibited within the University premises, in public transport or at any other place, public or private. Anybody found involved in an act of ragging shall be dealt with strongly including registration of criminal case with the police</p>

3.8	Any individual or collective act or practice of ragging shall be treated as an act of gross indiscipline and shall be dealt with under the provisions of this Ordinance or the provisions of law enacted from time to time
3.9	Ragging, for the purposes of this ordinance, shall ordinarily mean any act, conduct or practice by which the dominant power or status of senior students is brought to bear upon the students who are in any way considered junior or inferior by the former and includes individual or collective acts or practices consisting of: <ul style="list-style-type: none"> (a) Physical assault or threat to use physical force; (b) Violation of the status, dignity and honor of students; (c) Expose students to ridicule or contempt or commit an act which may lower their self-esteem; (d) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior.
3.10	The Dean shall take immediate action either on his own or on the receipt of a complaint or information of ragging or its likelihood coming to his knowledge
3.11	The Vice-Chancellor, if satisfied that there was ragging or an attempt of ragging shall impose a penalty on the students involved in such act of ragging.
3.12	The Disciplinary Committee shall be constituted by the Vice-Chancellor to maintain discipline on the premises of the campus including hostels and avoid acts of indiscipline and ragging of students. The composition of the Disciplinary Committee shall be as under: <ul style="list-style-type: none"> (i) A Professor of the University - Chairman; (ii) Five teachers, of which one shall be a lady teacher and one from Backward Class of the University; The tenure of Disciplinary Committee shall be for a period of one year.
4.0 Migration of Students	
	Inter-university migration of the students may be allowed on the recommendation of a committee consisting of three members appointed by the Vice-Chancellor under the chairmanship of the Dean concerned.
5.0 Convocation	
5.1	The Convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually on such date as the Visitor may fix.
5.2	The Convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually on such date as the Visitor may fix.
5.3	The Academic Council shall approve the degrees, diplomas and other distinctions to be conferred.
5.4	The Examinations unit shall prepare a list of students who have completed all the requirements for conferment of a degree, diplomas and forward it to the Dean of the School/Faculty/Institute.
5.5	The Degree Certificates shall be signed by the Vice-Chancellor.

6.0 Academic Calendar

6.1	The normal duration of the course leading to respective degrees shall be divided into the number of semesters specified in the structure of the respective courses.
6.2	The normal duration of the course leading to respective degrees shall be divided into the number of semesters specified in the structure of the respective courses.
6.3	Every academic year shall be divided into two semesters, each of minimum ninety working days duration including Examinations.
6.4	The schedule of academic activities for a Semester, including the dates of registration, mid-semester examination, end-semester examination, re-examination, inter-semester vacation, etc. shall be named as the Academic Calendar of the Semester, which shall be prepared by the Dean and approved by the Vice-Chancellor.
6.5	The Academic Calendar must be adhered to, and all other activities including co-curricular or extra-curricular activities must be scheduled so as not to interfere with the Curricular Activities as stipulated in the Academic Calendar.
6.6	Under any circumstances when any of the teaching days are declared as Holidays or otherwise when the classes get suspended, irrespective of any reasons, appropriate makeup for such loss shall be made by Program Coordinator by arranging the lectures or lab or teaching sessions on suitable days.

7.0 Registration

7.1	Every Student after consulting his Faculty-Advisor is required to register for the approved courses of Parent Department at the commencement of each semester on the days fixed for such registration and notified in the academic calendar. Program coordinator will monitor and appoint Departmental Committees in order to properly facilitate course registration. All students must personally be present on these dates.
7.2	Every Student after consulting his Faculty-Advisor is required to register for the approved courses of Parent Department at the commencement of each semester on the days fixed for such registration and notified in the academic calendar. Program coordinator will monitor and appoint Departmental Committees in order to properly facilitate course registration. All students must personally be present on these dates.
7.3	Lower and upper limits of the course registered credits in a semester by a full-time student for a course shall be as follows: A full time student of a particular course shall register for the appropriate number of course credits in each semester i.e. within the minimum and maximum limits specific to that course as stipulated in the Regulations pertaining to that course.
7.4	Mandatory Pre-Registration for higher semesters: In order to facilitate proper planning of the academic activities of a semester, it is essential for the student to declare their intent to register for an elective course well in advance, before the actual start of the academic session, through the process of Pre-Registration, which is mandatory for all the students of second or

	higher semesters, wherever applicable. The schedule of pre-registration shall be declared on website and in the academic calendar.
7.5	All students, other than the newly admitted students intending to register for the next higher semester are required to have completed the Mandatory Pre-Registration of elective courses, wherever applicable, at least TWO weeks before the last day of instruction specified in the academic calendar of the current semester. To facilitate this pre-registration, all teaching departments shall announce the list of courses to be offered for the next higher semester, at least FOUR weeks before the last day of instruction specified in the academic calendar of the current semester.
7.6	Course Pre-Requisites: In order for a student to register for some specific courses, it may be required either to have knowledge of the credit course or registered, or have completed satisfactorily, or have prior earned credits in pre-requisite courses as prescribed by the respective Deans.
7.7	Students who do not register on the day announced for the purpose may be permitted LATE REGISTRATION up to the notified day in academic calendar on payment of late fee.
7.8	REGISTRATION IN ABSENTIA will be allowed only in exceptional cases through the authorized representatives of the student with the approval of the Head of the Department.
7.9	A student will be permitted to register in the next semester only if he fulfills the following conditions: (i) satisfies all the academic requirements of the course of studies; (ii) cleared all Departmental dues, Hostel and Library dues and fines, if any, of the previous semesters; (iii) paid all required advance payments of the University and Hostel for the current semester; (iv) Has not been debarred from registering on any ground by the University.

8.0 Credit and Evaluation System

8.1	The norms of UGC and other regulatory body shall be followed
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9.0 Maximum duration for the completion of a program

9.1	The maximum duration for completion of a program, shall be as detailed below:	
	Normal Duration (Years)	Maximum duration allowed (Years)
	1	2
	2	4
	3	6
	4	8
	5	10
9.2	The maximum duration for completion of a program, shall be as detailed below:	
	Normal Duration (Years)	Maximum duration allowed (Years)
	1	2
	2	4
	3	6
	4	8
	5	10

The enrolment of the student, who fails to complete the requirements of the award of a degree or diploma or certificate in prescribed duration, shall stand cancelled and no degree or diploma certificate shall be awarded.

10.0 Transfer of Credits

10.1	The courses for which credit obtained elsewhere, in Indian or foreign University or Institutions or Colleges by students during their study period may count towards the credit requirements for the award of degree.
10.2	The credits transferred will reduce the number of courses to be registered by the student at the University. The guidelines for such transfer of credits shall be prepared by a committee of three Deans of the faculties nominated by the Vice-Chancellor. These guidelines shall be required to be approved by the Academic Council.

11.0 Withdrawals from the Program

11.1	Temporary Withdrawal
(i)	A student who has been admitted to a course of studies of the University may be permitted to withdraw temporarily, for a period of one semester or more, on the grounds of prolonged illness or otherwise;
(ii)	He applies to the Head of the Department stating fully the reasons for withdrawal;
(iii)	There are no outstanding dues with the Departments or University or Hostels or Library etc.;
(iv)	The decision of the Head of the Department of the University regarding withdrawal of a student is final and binding.
11.2	Permanent Withdrawal:
(i)	Any student who withdraws admission before the closing date of admission for the Academic Year is eligible for refund of the fees and deposits, after deduction of the processing fees as may be decided by the Vice-Chancellor.
(ii)	Once the admission for the year is closed, the following conditions shall govern the withdrawal from admission: <ul style="list-style-type: none"> a) A student, who wants to leave the University, shall be permitted to do so and take Transfer Certificate from the University, if needed, only after clearing all the dues. The fees and other charges paid by the student shall be refunded after deducting the processing charges, as may be decided by the University. b) Those students who have received any scholarship, stipend or other forms of assistance from the University shall re-pay the same. c) The decision of the Head of the Department regarding all aspects of withdrawal of a student shall be final and binding.

12.0 Committees or Functionaries

The following committees shall be constituted for the various programs of studies to entertain the appeals of the students:

12.1	Departmental Academic Appeals Board:
(i)	Constitution:
	<ul style="list-style-type: none"> a) Program Coordinator of the teaching or parent Department – Chairman; b) two faculty members of the concerned department nominated by the Head of the Department – Members;

- c) One faculty from outside the Department nominated by the Dean – Member;
- d) Faculty Advisor(s) of the Class from where the Appeal originates - Member(s)

Note:

- i) There shall be one Departmental Academic Appeals Board for every department.
- ii) The Chairman may co-opt and or invite more members.

If there is any grievance of the student regarding, any member of the Departmental Academic Appeals Board, the concerned member shall keep himself away from proceedings of the Board pertaining to the grievance of that student

(ii) Functions:

- a) To receive grievance or complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation, etc. and redress the complaints on the basis of merit of the case.
- b) To interact with the concerned course Co-ordinator and the student separately before taking the decision.
- c) The decision of the Departmental Academic Appeals Board will be based on simple majority.
- d) The recommendations of the Departmental Academic Appeals Board shall be communicated to the Dean for further appropriate action, if required.

13.0 Faculty Advisor(s):

The Faculty Advisor(s) will be appointed by the Program Coordinator of the concerned department, who will be assigned a specific group of students of the department, and will be valid throughout their duration of study.

Functions:

- (a) To help the students in planning their courses and related activities during their study period.
- (b) To monitor, guide, advice and counsel the students on all academic matters.

14.0 Hostels

The University shall make suitable provision for residence of the students of the University. There shall be separate Hostel for Girls students. The admission to the Hostels shall be made by a committee constituted by the Vice-Chancellor. The Hostels shall be supervised by Rector or Warden appointed by the Vice-Chancellor. There shall be separate Rector or Warden for the each Hostel. There shall be a committee constituted by the Vice-Chancellor to oversee the discipline among the residents of the Hostels. The committee shall prepare the rules for proper maintenance and smooth functioning of the Hostels.