

EXAMINATIONS (GENERAL)
(Refer Clause (iii) of Section 37)

PART - I - DEFINITIONS

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

- (i) **"Regular Candidate"** means a person who has prosecuted a regular course of study in a University Teaching Department, School of Studies or the affiliated college and seeks admission to an examination of the University as such.
- (ii) **"Ex-Student Candidate"** means a person who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.
- (iii) **"Non-collegiate Candidate"** means a person who seek admission to an examination of the University otherwise than as a regular candidate or ex-student candidate.
- (iv) **"A regular Course of Study"** means:-
 - (a) In case of Faculties other than the Faculties of Medicine, Ayurveda and Engineering, attendance at least seventy five percent of lectures and practical separately.
 - (b) In case of the Faculties of Medicine and Ayurveda attendance at atleast seventy five percent of lectures and eighty five percent of practicals and clinicals separately.
 - (c) In case of the Faculty of Engineering attendance at least eighty five percent of lectures and practical/sessional work separately.
 In a University Teaching Department, School of Studies or College in each subject which a candidate intends to offer for an examination.

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

- (v) **"Correspondence Course"** means
 - (a) A course formulated and organized by Distance Education Cell of the University.
 - (b) The Candidate shall be enrolled by the Distance Education Cell of the University under various faculties.
 - (c) The candidates shall be supplied the course materials and reply sheets etc. The reply sheets shall be periodically evaluated and the performances communicated to the candidates. Only those entitled candidates shall be allowed to take the examination, who obtain at least 30% marks in periodic assessments.
 - (d) In subjects involving practical work the candidate shall have to complete the practical work at a College and the same shall be evaluated as per provision of para 8(iv) of this Ordinance.

(vi) "Forwarding Officer" means -

- (a) In case of ex-student candidate, the Principal of the college where the candidate had prosecuted a regular course of study
- (b) In case of a non-collegiate candidate other than one who has taken a correspondence course in the University, the Principal of the college which the candidate chooses as his examination center
- (c) In case of a non-collegiate candidate who has taken a correspondence course for the examination in the University, the officer-in-charge of the Correspondence Course

(vii) "Attested" means attested by the Forwarding Officer

PART - II

Admission of regular candidates to an examination of the University

- (1) No regular candidate shall be admitted to an examination of the University unless he -
 - (i) Has been enrolled as a student in a University Teaching Department, School of Studies or College in accordance with the provisions of the Ordinance
 - (ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination
 - (iii) Has been enrolled as a student of the University
 - (iv) Satisfies all other provisions, applicable to him, of this Ordinance and any other Ordinances governing admission to the examination to which he seeks admission.
- (2) Where a candidate seeks an additional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject
- (3) In computing the attendance for fulfillment of the condition regarding prosecution of regular course of study
 - (i) Universities should strictly follow the prescribed academic calendar. This should be ensured for all affiliated colleges as well. Minimum 180 days for actual teaching be made available.
 - (ii) Attendance at lectures delivered and practicals / sessional, if any held during the academic session shall be counted.
 - (iii) Attendance at any lecture delivered or practical / clinical / sessional held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
 - (iv) Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his failure to pass in the supplementary/ second examination
 - (v) Attendance at NCC/NSS camp during the session shall be taken as full attendance at lectures / practical on each such day of camp and the day of journey to such camp
 - (vi) Participation as a member of a University/ College team in any inter-University / inter-collegiate competition shall be taken as full attendance

on the days of such competition and the days of journey for participation therein

The aggregate number of lectures delivered and practicals / clinical /seasonal held in an academic session in a University Teaching Department, School of Studies or College for a post graduate degree examination in the faculties of arts, Social Science, Life Science, Home Science and Commerce and for LL.B examination shall not be less than 180 days in any case. The Principals of the Colleges and the Heads of the Schools of Studies shall see that the teaching work is continued without any gap and the prescribed courses of studies in each subject are completed by the end of February every year.

In order to concentrate on the studies in the Colleges and the Schools of Studies/UTDs all extra curricular activities in the Colleges and the Schools of Studies/UTDs shall be completed latest by 31st December each year. The Colleges and the Schools of Studies/UTDs shall follow faithfully the annual academic calendar, which shall be issued by the University after approval by Coordination Committee every year in the beginning of the session.

The allotment of periods which shall be of 45 minutes duration, per week shall be as under -

The Principal in the College shall take at least 6 periods per week.

The Professors of Colleges shall take at least 16 periods per week.

Assistant Professors/Lecturers shall take at least 22 periods per week.

For teaching work load in the Schools of Studies/UTDs, the norms prescribed by the University Grants Commission Delhi be followed. UTDs/Colleges/ Institutes offering professional courses the norms prescribed by AICTE/ DCI/ CCIM/ PCI/CCII etc. be followed. Tutorials/ practicals will be equated as 3 for 2 lecture periods. This will be in addition to research work.

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

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

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

- (i) submit an application for admission to the examination in the prescribed form through the Principal of the College /Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
- (ii) pay along with the application, the fee prescribed for the examination concerned together with a fee as prescribed by the University for the supply of marks obtained by him in each paper at the examination.
- (iii) affix his/her latest passport size photograph duly attested by the Principal/Head School of Studies/UTD on the Application form and Admission card.

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

(4) The aggregate number of lectures delivered and practicals / clinical / seasonal held in an academic session in University Teaching Department, School of Studies / College for a post graduate degree examination in the faculties of arts, Science, Life Science, Home Science and Commerce and for L.L.B. shall not be less than 180 days in any case. The Principals of the Colleges and the Heads of the Schools of Studies shall see that the teaching work is completed without any gap and the prescribed courses of studies in each subject are completed by the end of February every year. In order to concentrate on the studies in the Colleges and the Schools of Studies/UTDs and extra curricular activities in the Colleges and the Schools of Studies/UTDs shall be completed latest by 31st December each year. The Colleges and the Schools of Studies/UTDs shall follow faithfully the annual academic calendar which shall be issued by the University after approval by Coordination Committee every year in the beginning of the session. The allotment of periods, which shall be of 45 minutes duration, per week shall be as under:-

- The Principal in the College shall take at least 6 periods per week.
- The Professors of Colleges shall take at least 16 periods per week.
- Assistant Professors/Lecturers shall take at least 22 periods per week.
- For teaching work load in the Schools of Studies/UTDs, the norms prescribed by the University Grants Commission Delhi be followed. UTDs/Colleges/Institutes offering professional courses, the norms prescribed by AICTE/ UGC/ CCIM/ PCI/CCH etc. be followed. Tutorials/ practicals will be equated as 1 for 2 lecture periods. This will be in addition to research work. Provided that the aggregate number of lectures to be delivered in an academic session to students offering thesis for M.A. final examination shall not be less than 135.

(5) For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practicals / seasonal held in each subject may be condoned by the Kulpati.

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

- (i) submit an application for admission to the examination in the prescribed form through the Principal of the College /Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
 - (ii) pay along with the application, the fee prescribed for the examination concerned together with a fee as prescribed by the University for the supply of marks obtained by him in each paper at the examination.
 - (iii) affix his/her latest passport size photograph duly attested by the Principal/Head School of Studies/UTD on the Application form and Admission card.
- (i) Applications submitted by regular candidate together with the examination fee and marks fee shall be forwarded by the Principal of the College/ Head of the University Teaching Department or School of Studies so as to reach the Controller of Examinations on or before the last date prescribed for the purpose to the University

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

- a. possesses the minimum academic qualification for appearing at the examination to which he seeks admission.
 - b. is of good conduct.
- (iii) The Principal of the College or Head of the University Teaching Department or School of studies concerned shall send to the Controller of Examinations at least ten days before the commencement of the examination concerned three separate lists as detailed below:-

LIST - A

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

LIST - B

Of those candidates whose attended is short by not more than 15 percent for condonation by the Kuipati. The Principal or the Head of the University Teaching Department / School of Studies concerned are required to give specific reasons for condonation of shortage along with their recommendation.

LIST - C

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

Provided that in case of participation in NSS/NCC/Sports/Youth Festival/Adult Education Camps/Meets/Cultural Teams sponsored or recognized by the University, a maximum of 30 days for State level and 45 days for International level events in one session would be reduced from the denominator (i.e. the total number of teaching days) while working out percentage of attendance for such candidates.

Provided further that in case of participation in an International meet the Executive Council shall take appropriate decision in each individual case, keeping in view the merits and circumstances.

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- (1) The Principal of a College or Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding college dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss, by the 15th of February preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the Controller of Examinations for admission to the examination and the date of the commencement of the examination.
 - (2) A regular candidate shall be required to fulfil the following conditions before he/she is permitted to appear at the examination:
 - (i) She/He must secure atleast 30 percent marks in two best tests out of the three tests of 10 marks each conducted during the session for continuous internal evaluation through quizzes, unit tests, seminars, tutorials etc. in each subject separately at the first degree level and in each paper at the post-graduate level.

- (iii) The University shall select atleast 5 percent scripts of internal evaluation at first degree level and atleast 10 percent at the Post graduate level and get them examined as a process of academic auditing.
- (iv) Scripts of continuous internal evaluation shall be made available to the students for feed back and improvement.
- (v) The awards of continuous internal assessment shall be consolidated out of 20 by adding the marks of best two tests out of the three tests of 10 marks each in each subject separately at the first degree level and each paper at the post graduate level and communicated to the Controller of Examinations.
- (vi) She/He must secure atleast 36% marks in the evaluation of practical work, which must be done continuously by assigning marks on each completed practical. At the end of the session it be computed out of 50 marks for each subject at first degree level and for each paper at the post graduate level as per Appendix I.
- (vii) The award of continuous internal evaluation and practical evaluation shall be sent to the Controller of Examinations atleast ten days before the commencement of University Examination.

PART - III

Admission of an Ex-Student Candidate to an examination of the University.

9. (1) No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:-
- The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
 - In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Principal of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
- (2) No person shall be admitted as an ex-student candidate
- At any examination in the Faculty of Medicine or Ayurveda.
 - At any examination in the Faculty of Engineering; if he has failed to secure the minimum marks required for passing in the sessionals.
10. An ex-student candidate for an examination shall:
- Submit through the forwarding officer i.e. the Principal of the College wherein he had prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specified therein:
 - Whether he is a candidate for the full examination or for supplementary/second examination.
 - The subject or subjects in which he desires to present himself for the examination.
 - Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 9 (1) above.
 - Attach with his/her application for admission to the examination his/her latest passport size photograph duly attested by the forwarding officer.
 - Pay the fees prescribed for the examination together with an additional fee of Rs. 50.00 for the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed bank draft drawn in favour of the Controller of

sons of the University or in any other manner prescribed by the
student candidate shall offer the subjects or optional papers which he had
previously offered as a regular candidate unless on account of a change in the
scheme of examination the subject/ paper offered by him earlier ceases to be part
of the scheme of examination or syllabus for the examination and he is permitted
by the University to offer instead a different subject or paper.

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.

Any ex-student candidate shall appear at the examination Center at which the
regular candidates from the College in which he had prosecuted a regular course of
study shall be appearing. Provided that the Controller of Examinations may for
sufficient reasons, require or allow an ex-student candidate to change his Examination Center.

PART IV

Admission of a Non-Collegiate candidate to an examination in the university.

It shall be pre-requisite condition for a non-collegiate candidate for any
examination of the university that he should be a bona fide resident of a district
within the territorial jurisdiction of the University or should have been residing
in the date of submission of the application form for examination for atleast
twelve months in a place situated within the territorial jurisdiction of the
University. Provided that in case of a Madhya Pradesh or Central Government
employee on transfer of his domicile during the above mentioned period may be
exempted by the Kulpati.

It is provided also that in case of a non-collegiate candidates who have taken a
correspondence course for the purpose of securing a qualification in the University such
qualification shall not be a pre-requisite for admission to any examination.

Candidates who are eligible under clause (a) of the Ordinance relating to the
admission of non-collegiate candidates shall be eligible to appear in
examinations for M.Sc. (Mathematics) / M. Com.
leading to a degree in the faculties of

It is provided that the State Government may, under clause (b) of the Ordinance,
authorize the Controller of Examinations to allow non-collegiate candidates to appear as non-
collegiate candidates in an examination leading to a Bachelor's degree in faculty

A non-collegiate candidate is not eligible for admission to an examination of the
University unless such candidate has completed the work in a University Teacher
Training Institute or a University Teacher Training School or School of Studies or a
College and submits to the Controller of Examinations before the last date
for application from the Head of the Institution or the Principal of the College.

The following procedure shall apply to the admission of non-collegiate candidates
for admission to an examination notified by the University for the purpose of
i.e. the Principal of the Institution or the Controller of Examinations
center or Office of the Controller of Examinations. The candidate shall submit
an application for admission to an examination on or before the last date for
application through the forwarding institution. The candidate chooses as his
mode of study a correspondence course, as the case may be, in the following:

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

(ii) Certificate in original from the Collector, Deputy Collector, Tehsildar, Naib Tahsildar or any other competent authority included within the territorial jurisdiction of the University showing that he is bona fide resident of the district or has been residing in the district for a period of not less than twelve months on the date of application for admission to the examination or certificate of such residence in original from the Principal of College affiliated to the University duly supported by an affidavit, sworn in by candidate's father, mother, guardian or husband as the case may be.

Provided where a candidate requests for relaxation of the requirement relating to the period of residence on grounds that he is a Madhya Pradesh or Central Government employee or the dependent of such employee on transfer to a place within the jurisdiction of the University or the persons who are members of Navy, Air force, Army of Union, he shall submit the necessary certificate in support of such transfer from the Head of the office where the government servant is employed

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

a. "Provided further that those candidates who were regular students of the college affiliated to the University or UTD in the preceding year and who desire to appear as non collegiate candidates at the subsequent examination, should be exempted from producing a certificate of bona fide residence of the districts included within the territorial jurisdiction of the University.

b. Those candidates who had produced a certificate of bona fide residence and who appeared at an examination in the preceding year should not be required again to produce a certificate of bona fide residence for admission to the subsequent higher examination.

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

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

EXPLANATION: An examinee shall be deemed to be bona fide resident of a district if

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

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

The migration certificate, in original issued by the University from which he/she is migrating.
An application for registration if he is not already registered for the examination concerned.
In case the candidate has taken a correspondence course, certificate from the officer in-charge that he has satisfactorily completed the course.

(2) In the application for admission to the examination the candidate shall specify:
(i) Whether he/she is a candidate for the full examination or for supplementary examination.
(ii) The subject or subjects in which he/she desires to present himself for the examination.

provided that no non-collegiate candidate shall be allowed to offer a subject or paper prescribed in the course of study unless the same is offered by a regular candidate.
(3) A non-collegiate candidate shall pay with his application for admission to an examination the following fees prescribed by the Executive Council from time to time

- i. Registration fee
- ii. Permission fee
- iii. Statement of marks fee
- iv. Forwarding fee
- v. Other fee

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

provided further that registration fee shall not be payable by the candidate if he has a correspondence course for the examination in the University.
provided also that "Permission Fee" shall not be payable by the candidate if he has a correspondence course for the examination in the University.

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

provided also that "Permission Fee" shall lapse to the University if the candidate fails or does not appear at the examination for which such permission was granted by University.
provided further that fees shall be paid through crossed bank draft drawn in favour of the Controller of Examinations of the University or in any other manner prescribed by the University.

a- Collegiate candidate migrating from another University or Board of Secondary education shall send with his application for admission to an examination the migration certificate from the University or Board from which he is migrating and pay an immigration fee prescribed by the Executive Council.
provided that immigration fee shall not be payable by a candidate migrating from a University in Madhya Pradesh or the Board of Secondary education in Madhya Pradesh.

PART-V

General conditions applicable to all candidates:

where there are two or three examination for any degree such as part I, II and III, the first examination shall be preliminary and there are two or more alternative previous and final examination.

- Previous examination
- (b) There shall be unit system in the courses of studies in M.A., M.Sc., M.Com. and B.A., B.Sc., B.Com. and the question papers will be set according to unit system. The Boards of Studies while drafting the syllabi of the examinations shall divide the courses of each paper in units. There shall be unit-wise division of the syllabus and the questions will be asked from each unit in the examination giving alternatives only within the units. Repetition of questions of previous years may be possible. The minimum passing marks in B.A., B.Sc. & B.Com. in each subject shall be 33% in theory and practicals separately and M.A., M.Sc. and M.Com. the minimum pass marks in each theory paper shall be 20% and in practical 36% and minimum passing marks in the aggregate shall be 36%.
- (c) In order to increase the number of working days and to minimize the span of theory examination period there shall be grouping and combination of subjects at the degree level in B.A. and B.Sc. examinations and at the post-graduate level in the papers of M.A. examinations and the candidates will have to offer only one subject or paper from a group or combination. "Provided that for the examinations of B.A., B.Sc., B.Sc.(Home Science) and B.Com. part I, II and III, the candidates shall be required to obtain 33% marks in aggregate of Foundation Course i.e., General Awareness, Hindi Language, English Language, Environment I Studies, Entrepreneurship Development, Computer Awareness, Moral Science, Human rights, Civic rights. There shall be two papers in Foundation Course namely Language and General.
- (d) The syllabus of each paper shall be decided by Central Board of Studies.
- (e) All Post-graduate courses both in UTD and Colleges will be run on semester basis. There will be two semesters in previous and two semesters in final year.
- (f) Where there are under-graduate programs offered in UTD or School of Studies, they would also be mapped into semester system with two semesters in a year.
16. No candidate shall appear in more than one-degree examination or in more than one subject of the Master's degree (Previous or Final) in one and the same year.
17. A candidate who has passed the Bachelor's degree part-I or Part-II examination or the previous examination for a Master's degree of another University may, with the permission of the Kulpati be admitted to the next higher examination of the University for the degree concerned provided the course by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
18. No person who has been expelled or rusticated from any College or University or has been debarred from appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.
19. An application for admission to an examination received by the Controller of Examinations after the last date notified by University but not later than fifteen days after such last date may be entertained on payment of a late fee as prescribed by the Executive Council.

10. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Kulpati may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee as prescribed by the Executive Council even though the same is received after the expiry of the period fifteen days mentioned in the foregoing paragraph.

11. (1) The Controller of Examinations shall issue an admission card in favour of a candidate if:-

- (a) The application of the candidate is complete in all particulars in accordance with the provisions applicable to him and is in order.
 - (b) The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
- "Provided that if a candidate is not able to comply with all the above conditions till the last date prescribed for submission of application form for the examination, may be permitted provisionally and a provisional admission card shall be issued for enabling him to appear in the examination, subject to the conditions that if the candidate does not comply with such conditions, by the date prescribed for the provisional admission so given to the examinee, shall automatically be cancelled."

(2) 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. Provided where the practical examinations in the Schools of Studies and theory examination, the practical examinations could not have been held before the Colleges shall be held within 15 days after the completion of the theory examination as far as possible both at the degree and post graduate level.

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

- (a) The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
- (b) Any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a College, Teaching Department or School of Studies or admission to an examination is false or incorrect.
- (c) The Controller of Examinations 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 from time to time. Such card shall show in a prominent place the word duplicate.

(4) A candidate shall not be admitted in to the examination hall unless he produces his admission card before the Superintendent of examination center or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator. The Superintendent and invigilators shall have all power of search and seizure.

(5) In the examination hall the candidate shall be under the disciplinary control of the Superintendent of the center and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Center Superintendent for his indisciplinary conduct or insolent behavior towards the

- Superintendent or any invigilator, the candidate may be excluded from that day's examination and if he persists in misbehaviour he may be excluded from the rest of the examination by the Center Superintendent of the center.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Center Superintendent or any invigilator at the center or in its precincts endangering the personal safety of either of them or acts in a manner likely to hinder the authorities in the discharge of their duties, the Superintendent may expel the candidate from the center and he may take police help.
- (c) If a candidate brings a dangerous weapon within the precincts of the examination center he may be expelled from the center and /or handed over to the police by the Center Superintendent.
- (d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.
- (e) In every case where action is taken by the Superintendent under (a), (b) or (c) above a full report shall be sent to University and the Executive Council may, according to the gravity of the offence, further punish a candidate by concealing his examination and /or debarring him from appearing at the examination of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- (f) (i) if a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer book 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 handover his answer-book to Superintendent / invigilator or taking away his own answer-book out of the examination hall or in any other manner what so ever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his examination and also debar him from appearing at the examination of the University for one or more years according to the nature of the offence.
- (ii) The Executive Council may council the examination of 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 University records including the answer-books, marks sheets, result charts, diplomas and the like
- (iii) The Executive Council may cancel the examination of a candidate and /or debar him from appearing at 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.
- (iv) When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above, it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation if any, if filed within the specified time, before awarding the penalty.

A list of such candidate so disqualified shall be circulated to all the Universities in India requesting them not to admit the students during the period of their disqualification

(g) Notwithstanding anything contained in the foregoing provision, the provision made under M.P Recognized Examination Act of 1984 shall be applicable to the candidates using unfair means at the examination. The Principal of the College and or the Center Superintendent of the Examination Center shall report the cases of unfair means to the University under the provisions of the foregoing clauses of this Ordinance or under the provisions of the Recognized Examination Act or both and shall inform the University of the action taken by him.

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

(i) Examination fee after deduction as prescribed by the Executive Council

(ii) fee for statement of marks

Other fees paid by the candidate shall lapse to the University. Application for such adjustment by a candidate accompanied by a medical certificate of illness must be sent as to reach the Controller of Examinations not earlier than and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

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

Provided further that if the fee is adjusted on medical grounds, the medical certificate should be issued by the competent medical office of Govt hospital duly countersigned by the civil surgeon

(2) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures /practicals, may be refunded through the Principal of the College concerned after deduction of a sum to be prescribed by the Executive Council from time to time.

(3) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish him form within the prescribed date, necessary fees having been paid in the University account, may be refunded after deduction of a sum to be prescribed by the Executive Council from time to time.

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

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

25 (1) Any candidate, who has appeared at an examination conducted by the University, may apply to the Controller of Examinations for the scrutiny of his

marks in the written papers in any subject and rechecking of his results. application must be made so as to reach the Controller of Examinations within 15 days of the publication of the result of the examination

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

(a) In one subject Rs. 20.00 (Twenty)

(b) In all subjects Rs. 100.00 (Hundred)

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

(3) A candidate shall not be entitled to a refund of the fee.

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

(5) If as a result of scrutiny it is found that the examinee should be declared as having passed and placed in a higher division the result of the candidate shall be revised accordingly.

26 (1) A candidate whose result has been declared may apply to the Controller of Examinations in the prescribed form within 15 days of the issue of the mark sheet of the examination for the revaluation of any of his answer-books.

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

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

Provided further that no revaluation shall be allowed for the answer books of supplementary examinations.

(2) The fee for revaluation shall be Rs. 200.00 per answer book.

(3) In no case whatsoever the result of revaluation may be, the fee of revaluation shall not be refunded.

(4) Student can apply for seeing his own answer books to the Controller of Examinations by paying an amount of Rs. 250.00 per question paper before re-evaluation. Photocopy of the answer book will not be made available to him.

27 A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next Convocation apply to the Controller of Examinations for a provisional certificate of passing the examination of the University. Such application shall be accompanied by a fee of Rs. 250.00 plus Rs. 50.00 towards postal charges.

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

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

(i) Marks list	Rs. 50.00
(ii) Migration certificate	Rs. 100.00
(iii) Provisional certificate	Rs. 200.00
(iv) Transcript/ Verification in confidential cover sheet or counterfoil	Rs. 50.00 per mark

Provided further that duplicate copy of migration certificate shall not be granted except in cases in which the Controller of Examinations is satisfied by the production of an affidavit on 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 duplicate.

30. Duplicate of University Degrees/Diplomas shall not be granted except in cases in which the Kulpati is satisfied by the production of an affidavit on a stamped paper of proper value required by law being in force, that the applicant has lost his Degree/Diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases a duplicate of Degree/Diploma may be granted on receipt of a fee of Rs. 300.00.

31. The names of first ten successful candidates in each final examination other than second full and supplementary examination who obtain First division shall be declared in order of merit for each class/subject as the case may be.

Provided that in the subject where examinations are conducted under semester system the names of first five successful candidates in each final examination shall be declared separately.

32. Notwithstanding anything contained in the concerned Ordinance an examinee, who fails by a total of not more than three marks in not more than two subjects in any of the B.A./B.Sc./B.SC (Home Science)/ B. Com/ B. Ed./ B. P. Ed / LLB/ B.Lib/ B.D.S./ B.P.T./B.M.L.T./ B.S.Sc. and other graduate examination except where it is held on a semester basis, if secures more than the minimum aggregate marks required shall be given three grace marks to enable him to pass the examination.

Provided also that in case of MBBS, BHMS, BAMS, BUMS, BE, B.Farm, B.Tech., B.Arch. number of grace marks in one subject to pass the examination will be 5 if the candidate secures minimum passing aggregate marks in total. The grace marks are only notional and are not added in the aggregate as to change the percentage.

Passing in aggregate is compulsory before benefit of marks is given.

Provided that if a candidate appearing at the Supplementary/Second examination, in one subject one grace mark shall be awarded.

The Kulpati may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall not be added.

Provided that the benefit under this paragraph shall not be allowed to enable candidate to get the benefit under paragraph 32

34. The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.
35. (i) There shall be a supplementary examination of the candidates who fail in one subject only in August/September every year as far as possible. The candidate who fail in the immediately preceding B.A., B.Sc., B.St.(Home Science), B.Com. examination Part I, II and III shall be eligible to appear at the supplementary examination. Every candidate desirous of appearing at the supplementary examination shall submit an application as indicated in this Ordinance with requisite fee. The results of the candidates appearing in the supplementary examination shall be declared in accordance with the provisions of this Ordinance.
- (ii) Such candidates who are eligible to appear in the supplementary examination may be provisionally admitted in the next higher class in the affiliated Colleges and their attendance in the higher class shall be counted in case they are declared successful at the supplementary examination. If the candidate fails at the supplementary examination his admission to the higher class shall be cancelled.
- (iii) There shall be a supplementary examination as far as possible in August/September every year for the candidates of LL.B. Part I, II and III who fail at the immediately preceding examination in a paper only obtaining not less than 48% or more in the aggregate or who passes in all the papers but fails in the aggregate. Candidates failing in a paper only shall be required to appear in the paper in which they have failed and those who failed in aggregate in those papers only in which they secure less than 48% marks. Such candidates who desire to take supplementary examination of LL.B. may be provisionally admitted at their own risk to join the next higher class. Their attendance shall be counted in case they are declared successful at the supplementary examination. In case they fail, their admission in the higher class shall be cancelled.
- (iv) The candidates of supplementary examination will be given only two chances and after exhausting the second chance they will have to appear in all the papers of their examination again.
- (v) In the case of a subject for supplementary examination in which there is also a practical test, the candidate shall be required to appear in the written paper only if he has passed the examination in practical only or vice versa. A candidate who has failed both in the written paper and practical shall be examined in both the parts of the subject.
36. (i) The following shall be eligible to appear at supplementary examination.
- (a) Candidate who have failed at any B.A., B.Sc., B.St.(Home Science) or B. Com (and any other graduate courses where supplementary examinations are prescribed in the respective ordinances) examination in not more than one subject as the case may be.
- (b) Candidates for examinations other than those enumerated in (a) above who are declared eligible to appear at a Supplementary examination in accordance with the provision of the respective examination Ordinance.
- (ii) Except when provided otherwise in the Ordinance concerned, a candidate who has been declared eligible for supplementary examination may appear as a supplementary examination candidate in the two examination immediately following the examination in which he was declared to be so

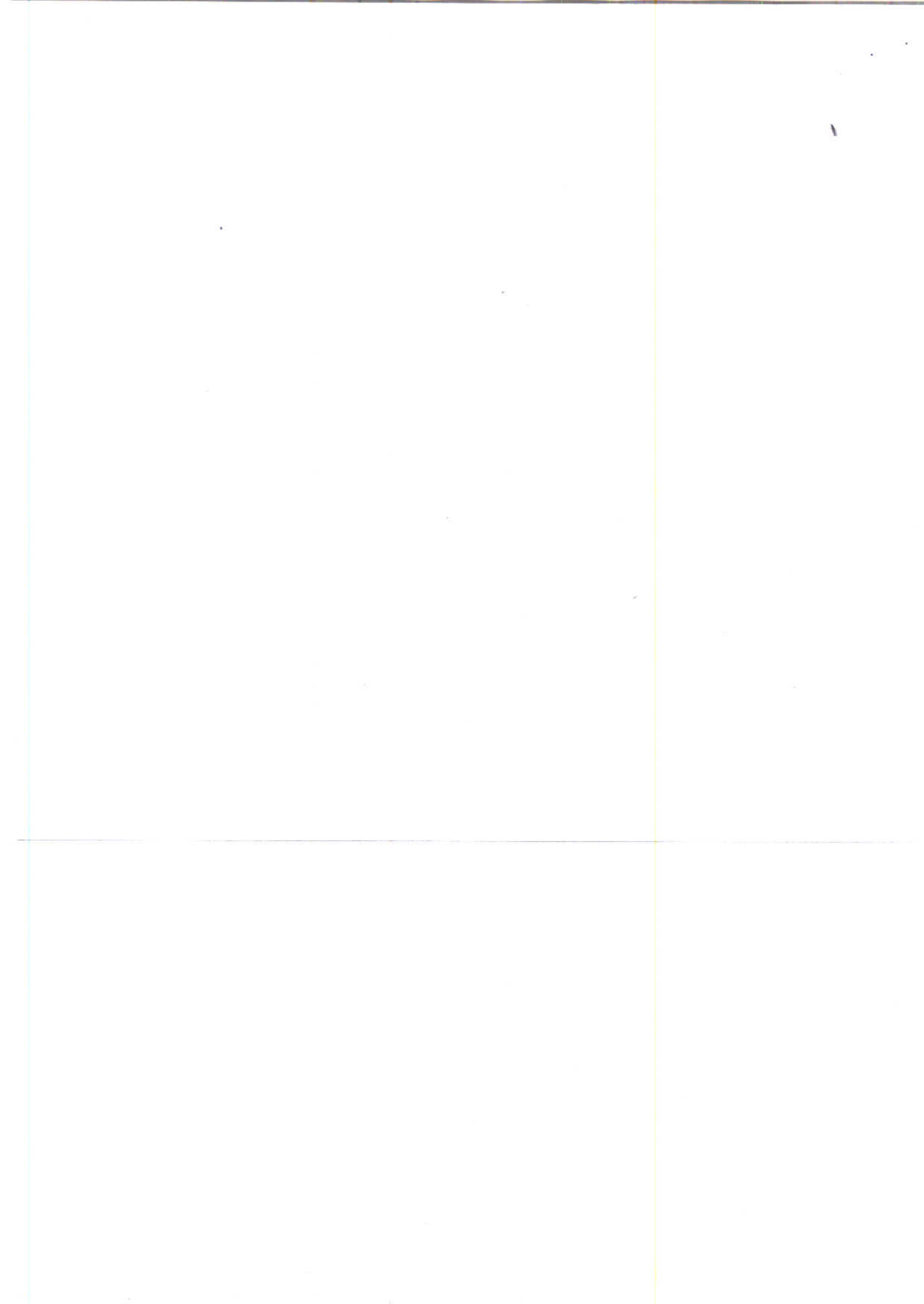
eligible and thereafter he shall be required to appear in all the papers at the next examination

- (iii) A candidate appearing in the supplementary examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject and the marks obtained by him in the supplementary examination shall be taken into account in determining the division at the examination. Such candidates shall however, not be considered for inclusion in the merit list.
- (iv) A candidate who has failed in one or more subjects or group of subject and opts to appear in all the subjects prescribed for the examination shall not be entitled to get his previous marks of the subject/ subjects or group of subject which he has passed, to be carried over
- (v) A student who appears in the supplementary examination will be entitled to take provisional admission in the next higher class subject to the availability of seats except Post Graduate and Technical Courses but he will not be entitled to admission to the next higher examination unless he passes the lower examination.
- (vi) A student who appears in more than one subject shall be required to pay full examination fee and other fees.

37. Regulations of the Regulatory Bodies such as BCI, MCI, DCI, AICTE etc. will have precedence over this Ordinance and amendments in this Ordinance will automatically take place as and when Regulatory Bodies amend their regulations from time to time.

38. Notwithstanding anything contained in the Ordinance relating to examinations the Executive Council shall have power to re-consider or reject or cancel an examination of any candidate who is provisionally permitted (subject to fulfillment or certain conditions) to appear at any examination of the University.

END



Nature of Confidential work	Item in ordinance 5-17 to which this work is considered EQUIVALENT.	The old rates of Renumeration according to which payments are still being made for this work is Rs.	Revised rates of Renumeration.
2	3	4	5
To Prepare the list of carry forward Marks of Candidates appearing for various examinations.	Writing of statement marks.	0.15 per candidate.	0.20 per candidate.
Corrections in charts (including corrections for declaration of withheld results).	Writing of statement marks.	0.15 per candidate.	0.20 per candidate.
To put the correct Roll Nos. on awards for practicals.	Collection of Results.	10.00 per 100 candidates.	0.15 per candidate.
To write the foils and counter foils for marks awarded in General Valuation.	Collection of Results.	10.00 per 100 candidates for foils & 10.00 for Counter foils.	0.15 per candidate.
Posting of U F M and Revaluation cases & declaration of their results.	Tabulation	30.00 per 100 candidates.	0.40 per candidate.
Security of Answer Books.		0.50 per Answer Book.	1.00 per Answer Book.

The revised rules of remuneration shall come into force from 1st January.

Amended E.C. Res. 31.12.84

ORDINANCE NO. 6

EXAMINATIONS (GENERAL)

(Refer clause (iii) of section 37)

Part 1-Definitions

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

- (i) "Regular candidate" means a person who was prosecuted a regular course of study in a University Teaching Department, School of Studies or college and seeks admission to an examination of the University as such
- (ii) "Ex-student candidate" means a person who was admitted to an examination as a regular candidate and was not declared successful there at or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.
- (iii) "Non collegiate candidate" means a person who seeks admission to an examination of the University otherwise than as a regular candidate or ex-student candidate.
- (iv) "A regular Course of study" means :-
 - (a) in case of Faculty other than the Faculties of Medicine, Ayurveda and Engineering, attendance at atleast seventy-five percent of lectures and practicals separately.
 - (b) in case of the Faculties of Medicine and Ayurveda attendance atleast seventy-five percent of lectures and eighty-five percent of practicals and clinicals separately.
 - (c) in case of the Faculty of Engineering attendance at atleast eighty-five percent of lectures and practical/sessional work separately in a University Teaching Department, School of Studies or College in each subject which a candidate intends to offer for an examination.

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

- (v) "Forwarding officer" means :-
 - (a) in case of an ex-student candidate, the Principal of the college where the candidate had prosecuted a regular course of study.

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

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

(iv) "Attested" means attested by the forwarding officer.

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

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

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

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

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

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

Where a candidate offers an additional subject for an examination in accordance with the provisions of the Ordinance relating to the examination to which he seeks admission.

In computing the attendance for fulfilment of the condition regarding prosecution of a regular course of study :

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

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

(iii) attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class

to which he may revert as a result of his failure to pass in the second/supplementary examination.

- (iv) attendance at N.C.C./N.S.S. Camp during the session shall be taken as full attendance at lectures/practicals on each such day of camp and the days of journey to such camp.
- (v) Participation as a member of a University/College team in any Inter - University or Inter-Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.

The aggregate number of lecturers delivered and practicals/clinicals / sessionals held in an academic session in a University Teaching Department, School of Studies or College for a Post-graduate degree examination in the Faculties of Arts, Social Science, Science, Life Science, Home Science and Commerce and for LL.B. examination shall not be less than 180.

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

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

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

- (i) submit an application for admission to the examination in the prescribed form through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
- (ii) pay along with the application, the fee prescribed for the examination concerned together with a fee of rupees four for the supply of marks obtained by him in each paper at the examination.
- 7) (1) Applications submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Principal of the College/Head of the University Teaching Department or School of Studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University.

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

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

(b) is of good conduct.

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

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

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

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

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

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

(1) No ex-student candidate shall be admitted to an examination to 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 candidate but could not appear thereat, a certificate from the Principal of the College last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.

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

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

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

An ex-student candidate for an examination shall :-

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

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

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

(ii) submit with his application evidence of having been admitted to the examination earlier as required in paragraph 8 (1) above.

(iii) affix with his application for admission to the examination if he is a male candidate, his two latest passport size photographs duly authenticated by the forwarding officer. In case of female candidate the Passport sized photograph shall be submitted to the

forwarding officer along with her examination application form to the forwarding officer for issuing identity card in favour of the candidate which she will produce on each day of the examination in the examination hall.

- (iv) pay the fee prescribed for the examination together with the additional fee Rs.4/- for the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed bank draft drawn in favour of the Registrar of the University or in any other manner prescribed by the University.
- (i) An ex-student candidate shall offer the subjects or optional papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subjects in force in the University.
- (ii) An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force the University.

Every ex-student candidate shall appear at the Examination Centre at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing.

Provided that the Registrar may, for sufficient reasons, require or allow a candidate to change his examination centre.

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

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

Amended vide Res. No.230 dated 9.5.1989.

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

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

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

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

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

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

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

Amended by the E.C. vide Res. No.3 dated 15-2-77.

- (ii) Certificate in original from the Collector or Deputy Collector or Tehsildar or any other officer of the revenue department not below the rank of Naib Tehsildar of a district included within territorial jurisdiction of the University showing that he is a bonafide resident of the district or has been residing in the district for a period of not less than twelve months on the date of application for admission to the examination or a certificate of such residence in original from the Principal of a college affiliated to the University duly supported by an affidavit sworn by the candidate/candidate's father, mother, guardian or husband as the case may be.

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

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

*** Provided further that -

- (a) Those candidates who were regular students for the college affiliated to the University or of the University Teaching Department and who desire to appear as non-Collegiate candidate at the subsequent higher examination, shall be exempted from producing a certificate of residence of the district included within the territorial jurisdiction of the University.
- (b) Those candidates who had produced a certificate of residence and who appeared at an examination, shall not be required again to produce a certificate of residence for admission to the subsequent higher examination.

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

- (c) Persons (i) who are serving in Navy, Army, Air Force and posted within the territorial jurisdiction of the University and (ii) Central/State Government

Amended by the E.C. vide Res. No.4 dated 7-4-78.
* Amended by the E.C. vide Res. No.6 dated 8-1-77.

employees posted within the territorial jurisdiction of the University will be required to produce a certificate from the local Heads of Department stating that the employee has been working as Central/State Government employee in the District included within the territorial jurisdiction of the University. In case of the words of such employees, a certificate should be from the Head of the Department stating that the candidate is dependent on the employee and is residing with him.

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

- (a) his/her father or mother (after the death of the father) or guardian (in case of the death of the father and the mother) or in case of married women her husband is continuously residing in that district for not less than three years preceding the year in which the application for admission to the examination is submitted.
- (b) he or his father is a resident of that district possessing immovable property therein but serving elsewhere under the Central Government or the Madhya Pradesh Government.
- (iii) Affix with his application for admission to the Examination if he is a male candidate his two latest Passport size Photographs one in attested form and the other on admission card duly authenticated by the Forwarding Officer. In case of female candidate the passport size photograph shall be submitted to the forwarding officer alongwith her examination application form to the forwarding officer for issuing identity card in favour of the candidate which she will produce on each day of the examination in the examination hall.
- (iv) the migration certificate, in original, issued by the University from which he is migrating.
- (v) an application for registration if he is not already registered for the examination concerned.
- (vi) In case the candidate has taken a correspondence course, a certificate from the officer-in-charge that he has satisfactorily completed the course.

In the application for admission to the examination the candidate shall specify :

Amended by E.C. vide Res. No.230 dated 9-5-83.

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

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

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

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

- (i) Registration fee - Rs. 10 /-
- (ii) Permission fee - Rs. 60 /-
- (iii) Statement of marks fee - Rs. 8 /-

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

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

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

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

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

(4) A non-collegiate candidate migrating from another University or Board of Secondary Education shall send with his application for admission to an examination the migration certificate from the University or Board from which he is migrating and pay an immigration fee of Rs. 20 /-.

mended by the Coordination Committee vide item No.15 dated 3 and allowed by E.C. vide. Res. No.247(3) dated 14-5-83.

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

Part V - General Conditions Applicable to all Candidates.

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

* Provided that for the Examination of B.A. / B.Sc. / B.Sc.(Home Science) and B.Com. Part-I,II and III the candidate shall be required to obtain 33% marks for passing in the subjects of Foundation Course i.e. General Awareness Hindi Language and English Language Separately.

Provided further that for the parts-I,II and IIIrd Examination of 1989 and 1990 only the candidates shall be required to obtain 33 % marks in General Awareness separately.

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

Provided that a candidate who is appearing for the Master's degree examination in the Faculty of Arts, Commerce or Social Science or for M.Sc. (Mathematics) shall be eligible also to appear at the LL.B. examination. However he shall not appear at both the final examinations at the end of the same academic session.

A candidate who has passed the Bachelor's degree Part-I or Part-II examination or the previous examination for a Master's degree of another University may with the permission of the Kulapati be admitted to the next higher examination of the University for the 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.

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

* E.C. Res. No.212 dated 26-2-90 on the instance of Coordination Committee Res.136 28.29&30 May,1988.

An application for admission to an examination received by the Registrar after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee Rs.25/-. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University the Kulapati may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee of Rs. 25/- even though the same is received after the expiry of the period of fifteen days mentioned in the foregoing paragraph, but not later than 15th January in any case for main examination and seven days before the commencement of second/supp. examination as the case may be.

- (1) The Registrar shall issue an admission card in favour of a candidate if :-
 - (a) the application of the candidate is complete in all particulars in accordance with the provisions applicable to him and in order,
 - (b) the candidate is eligible for admission to examination, and
 - (c) the fees as prescribed have been paid by the candidate.
- (2) Where the practical examination is held earlier than the examination in theory papers a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- (3) The admission card issued in favour of a candidate and also the permission given to non-collegiate candidate to appear at an examination may be withdrawn if it is found that :-
 - (a) the admission card was issued or permission was given through mistake, or the candidate was not eligible to appear in the examination.
 - (b) any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a college, teaching department or school of studies or admission to an examination is false or incorrect.

amended vide item No.85 dated 31.12.84 of E.C.

- (4) The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee of Re.1/-. Such card shall show in a prominent place the word "Duplicate".

A candidate shall not be admitted 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. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator.

- (a) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his indisciplined conduct or insolent behaviour towards the Superintendent or any invigilator the candidate may be excluded from that day's examination and if he persists in misbehaviour he may be excluded from the rest of the examination by the Superintendent of the Centre.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the centre and he may take police help.
- (c) If a candidate brings any dangerous weapon within the precincts of the examination centre he may be expelled from the centre and/or handed over to the police by the Superintendent.
- (d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.
- (e) In every case where action is taken by the Superintendent under (a), (b) and (c) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence debarring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

- (f) (i) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or *failure of an examinee to hand over his answer book to the superintendent/invigilator or taking away his own answer book/books out of the examination hall or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his examination and also debar him from appearing at the examination of the University for one or more years according to the nature of the offence.
- (ii) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tempering of Vishwavidyalaya records including the answer books, marks-sheets, result charts, diplomas and the like.
- (iii) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- (iv) When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such 'show-cause' letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty.
- *(v) A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these students during the period of their disqualification.

ided by the E.C. vide Res. No. 7(A) dated 8.1.77
ided E.C. Res. 272 dated 16,17 & 21.8.85.

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

- (i) Examination fee after deduction of Rs. 10/-.
- (ii) fee for statement of marks.

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

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

- (2) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practicals, may be refunded through the Principal of the college concerned after deduction of a sum of Rs. 5 (five).
- (3) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after deduction of a sum of Rs. 5 (five).
- (4) The examination and the marks fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.
- (5) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- (1) Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the scrutiny of his marks in the written papers in any subject and rechecking of his results. Such application must be made so as to reach the Registrar within *15 days of the publication of the result of the examination.

- (2) Such application must be accompanied by fee as per schedule give below :
- | | | |
|---------------------|---|-------------------|
| (a) In one subject | — | Rs. 8/- (eight) |
| (b) In all subjects | — | Rs. 20/- (twenty) |

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

- (3) A candidate shall not be entitled to a refund of the fee unless his result affected by the scrutiny.
- (4) The result of scrutiny shall be communicated to the candidate.
- (5) If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly and the fee deposited by the candidate for scrutiny of marks shall be refunded to him.
- (1) A candidate whose result has been declared may apply to the Registrar in the prescribed form within 15 days of the declaration of his result for the revaluation of any of his answer-books.

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

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

- (2) The fee for valuation shall be Rs. 100/- per answer-book.
- (3) If the correct valuation arrived at as a result of revaluation exceeds the marks awarded by the original examiner the candidate shall be entitled to a refund of Rs. 10/- (Ten) out of the revaluation fee deposited by him.

A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee of Rs. 10/-.

ded E.C. Res. 272 dated 16, 17 & 21.8.85

Provided further that the faculty Gold Medal of B.A.M.S. shall be awarded to the candidate who obtains highest marks out of all the candidates included in both the merit lists mentioned above.

Provided further that if the total marks of two candidates who obtained first position in each merit list; are equal the faculty Gold Medal of B.A.M.S. shall be awarded to the candidate who out of two is younger in age.

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

33. The Kulapati may award one grace mark in case the candidate is failing by one mark or missing a division by one mark. Where the deficiency is so condoned, one mark shall nowhere be added.

Provided that the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 32.

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

35.** (1) There shall be a supplementary exam as far as possible in August/September every year for candidates who have failed in only one subject in the Main examination in B.A./B.Sc./B.Sc.(Home Science)/B.Com./LL.B./B.E. and B. Pharma. examination if the examination concerned is not conducted on a Semester basis. Every candidate desirous to appear at the Suppl. exam. shall submit an application form as indicated in this Ordinance with the requisite fees. The results of Candidates appearing in the Supply. exam. shall be declared in accordance with the Provisions of the Ordinance.

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

** Amended vide E.C. Res. 377 dated 19.20 & 21.12.85