

## Ordinance-XV-A

### General Rules for Examination

1. Applications for admission to University examinations shall be made in the prescribed form and forwarded to the Controller of Examinations through the Head of the Department/Dean of the School concerned:
2. While forwarding the applications for admission to various examinations the Head of the Department/the Dean of the School concerned shall be required to certify in respect of each applicant as follows:

**"that the candidate has satisfied himself by the production of a certificate of a competent authority that he has passed the examination which qualifies him for admission to the examination."**

The Controller of Examinations shall send the admission tickets of all the candidates, whose applications for admission to the various examinations have been received by the Head of the Department, the Dean of the School concerned for delivery to the candidates concerned. Before delivering the admission ticket to each candidate the Head of the Department/the Dean of the School concerned shall satisfy himself that the candidate concerned has put in the requisite attendance at lectures etc. as laid down in the Ordinances of the University and is otherwise eligible to appear at the respective examination. The admission tickets in respect of candidates who have not fulfilled the attendance requirements or are otherwise not eligible to appear at the examination shall not be delivered to them and shall be returned to the Controller of Examinations together with a statement showing the detailed attendance position and/or other facts in each case.

Provided that if practical examination in any subject is held before the examination in theory papers, it shall not be necessary for the Controller of Examinations, in respect of candidates who are pursuing a regular course of study, to send Admission Tickets to enable them to take such practical examination, and it shall suffice if he sends a list containing the roll numbers of such candidates to the Head of the Department/the Dean of the School for being put up on the notice board of the Department/School to enable such candidates to take their examination on the basis of the roll numbers assigned to them. Such candidates shall take the practical examination provisionally subject to their being issued Admission Tickets later in terms of the foregoing provision.

3. (i) Application for admission to examinations shall be accompanied by the prescribed fees.  
  
(ii) A candidate who due to sickness or other cause is unable to present himself for any examination shall not be entitled to claim a refund of his fees, but such a candidate may be permitted to present himself at the next ensuing examination without payment of a further fee.

4. (i) Subject to the provisions contained in Clause 2 above every candidate whose application has been accepted by the University for admission to an examination shall be given an admission ticket showing the name of the candidate and the roll number assigned to him for admission to the examination.  
  
(ii) The ticket shall be sent to the HoD/Dean of the School concerned, who will give it to the candidate after obtaining his signature on the ticket.
5. A candidate may not be admitted into the examination hall, if he fails to present to the officer-in-charge of the examination his admission ticket or to satisfy the officer that it will be produced within a reasonable time.
6. The Officer-in-Charge of the examination shall have power to call upon any candidate appearing at an examination to give a specimen signature for purpose of identification.
7. Permission to appear at a University examination may be withdrawn before or during the course of the examination for conduct which, in the opinion of the Vice-Chancellor, justifies the candidate's exclusion.
8. If a candidate for any University examination owes any money to the University on any account and fails to pay the money, or has borrowed or has in his possession any book, apparatus, or other property belonging to the University or any kit supplied by the N.C.C./N.S.S. and fails to return the same, the Vice-Chancellor may withhold or authorise the withholding of the admission ticket of the candidate, or, if the admission ticket has already been issued suspend the order of admission till all such money has been paid or such property returned by the candidate.
9. Notwithstanding anything contained expressly or impliedly in these rules, the Vice-Chancellor may, on being satisfied after such enquiry as he may deem fit, withdraw retrospectively, prior to the publication of the final result of a candidate in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto, on any of the following grounds or cancel the result of such candidate, if it comes to his notice, within 4 months of the publication of the said final result that:
  - (i) The candidate was ineligible for admission to the course but was wrongly admitted, or
  - (ii) The candidate was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason, or
  - (iii) A discrepancy was found in the attendance record on account of which the candidate who had taken the examination was in fact ineligible, or
  - (iv) A discrepancy was discovered in the award of marks etc. which rendered that result of the candidate liable to be cancelled to his disadvantage.
  - (v) Any other ground which makes the candidate ineligible to appear in the examination.

Provided that no such action shall be taken by the Vice- Chancellor without giving an opportunity to the concerned candidate to show cause against the proposed action and provided further that such action shall be reported to the Academic Council for the confirmation.

10. Subject to the provisions of the Act, the Statutes and the Ordinances, the regulations may provide for all other matters relating to conduct of examinations including those concerning examination committees, tabulation of marks and results, fee for re-checking examination results and for the supply of marks, dates for submission of examination forms, directions to candidates for examinations, directions to superintendents of examinations and duties of invigilators.

11. – 16. Omitted

**17. Attendance:**

- (i) A student of any of the Master's/Post-graduate courses will not be eligible to appear in any examination of any semester unless he/she has attended, in all subjects, 75% of the lectures/presentations and practicals separately, delivered in the University for the course of study in each semester.
- (ii) In case a student who
- a) is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties; or
  - b) is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the Department concerned; or
  - c) is selected to participate in sports as part of their Curricular Activities (CA); or
  - d) represents the University in Inter University tournaments organized by the University, or a student selected for coaching camp of the University team Camp organized by the University or a student who represents Haryana state in National tournaments organized by National Sports Federations, or a student who represents the University in tournaments organized by Association of Indian Universities, or a student who represents India in International Tournaments organized by International Federations/Associations and FISU, (selection through AIU), or a student who represents India in Olympics/Commonwealth Games/Youth Games/ World Championships/ organized by International Olympic Committee, or in national or international fixtures in games and sports approved by the Competent Authority; or
  - e) is required to represent the University at the Inter-University Youth Festival; or
  - f) is required to participate in periodical training in the Territorial Army or a student who is deputed by the University to take part in Inter-University sports

or fixtures, debated, Seminars, symposia or social work projects or a student who is required to participate in curricular activities held in other Universities or such other activities held in other Universities approved by the Head for this purpose.

On calculating the total number of lectures etc. delivered in the University for his/her course of study in each Semester, the number of lectures etc., delivered in each subject, during the period of absence and as approved by the Head for the above purpose, shall be deemed to have been attended by the student.

- (iii) The Head of the Department may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits.
- (iv) The Departments shall be required to notify the attendance position of each of their students for each month on the notice board and the website of the University, and clearly indicate the lectures/ practical/ presentation/ tutorials held subject wise and the numbers attended by each student.
- (v) The Department shall notify on the notice board and the website of the College, the final attendance position of each of its students within five days of the dispersal of the classes in the last session of the Semester. Not later than five days, thereafter, a student may, by an application to the Head, claim benefit of exclusion of lectures under sub-clause (iii) above on grounds to be specified and accompanied by the relevant documents. All such applications submitted within time shall be considered and disposed of by the Head of the Department at least 3 days prior to the commencement of the examination, in which the student is intending to appear.
- (vi) The benefit of exclusion of lectures contemplated in para (iii) above, shall in no case exceed 1/3 of the total number of lectures/practicals/ presentation/tutorials delivered.
- (vii) In the case of a married woman student who is granted maternity leave, in calculating the total number of lectures delivered in the University for her course of study in each semester, in the number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account.
- (viii) No person shall be deemed to have satisfied the required conditions in respect of his instructions, unless in addition to the requirements regarding attendance and other conditions, he has appeared and satisfied by his performance the Head of the Department in such tests, written and/or oral, as may be held by him in his discretion. The Head of the Department shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he has been studying, or not to send him/her in the same class in which he has been studying, or not to send him/her for the University Examination, in case he did not appear

at the tests aforesaid or his performance was not satisfactory. Provided that the Head of the Department shall struck off the name of a student from roll who is absent continuously without permission for 10 or more working days.

The student can be re-admitted with the approval of the Vice-Chancellor on the recommendation of the Head of the Department/ Staff Council on payment of Rs. 1000/- if re-admission is sought within 07 days after struck-off the name. The re-admission fee increases by Rs. 100/- per day thereafter.

Every Department is required to display the attendance of enrolled students at the end of every month on the Notice Board of the concerned Department. In case of unreasonable absence, the parents/guardian of the students shall be intimated by the Head of the Department/Teacher nominated by the Head of the Department.

Provided that in cases of the programmes which are governed by the Regulatory Bodies, the attendance rules laid down under the relevant regulations by the respective Regulatory Body for the said programme shall be followed.

**Note: Clause 17 of the Ordinance will be implemented from the Academic Session 2015-16.**