

## Ordinance-XV-A

### Relating to General Rules for Examinations and award of PG Degrees/Diplomas:

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.

**Ordinance-XV-B: Disorderly conduct and use of unfair means in examination.**

1. For the purposes of this Ordinance -

- a) Examination means an examination conducted by the University.
- b) The year means the academic year;
- c) Candidate includes an examinee taking any examination in a particular year and, wherever the context so permits, every student on the rolls of the University;
- d) The use of dishonest or unfair means in the examination include:
  - (i) assisting in any manner whatsoever any other candidate in answering the question paper during the course of the examination;
  - (ii) taking assistance from any other candidate or any other person or from any book, paper, notes or other material in answering the question paper during the course of the examination;
  - (iii) carrying into the examination room any book, paper, notes, or other material whatsoever likely to be used directly or indirectly by the candidate in connection with the examination;
  - (iv) smuggling in an answer book or a continuation sheet;
  - (v) taking out or arranging to send out an answer book or its any page or a continuation sheet;
  - (vi) replacing or getting replaced an answer book or its any page or continuation sheet during or after the examination;
  - (vii) getting impersonated by any person in examination;
  - (viii) deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose;
  - (ix) communicating with or talking to any other candidate or unauthorised person in or around the examination room during the course of the examination;
  - (x) communicating or attempting to communicate directly or through a relative, guardian and friend with an examiner with the object of influencing him in the award of marks;
- e) Disorderly conduct in the examination includes:
  - (i) misbehaviour in connection with the examination, with the Superintendent, the Invigilator on duty or the other staff working at the Examination Centre, or with any other candidate, in or around the examination centre, before, during or after the examination hour;
  - (ii) leaving the examination room before the expiry of the stipulated time or without handing over the answer book to the Invigilator-in-charge or without signing the attendance sheet;
  - (iii) intentionally tearing off the answer book or a part thereof or a continuation sheet;

- (iv) disturbing or disrupting the examination;
  - (v) inciting others to leave the examination room or to disturb or disrupt the examination;
  - (vi) Carrying into the examination centre any weapon of offence.
2. No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examination.
3. A candidate found guilty of the use of dishonest or unfair means or disorderly conduct in the examination may be disqualified from passing the examination for which he was a candidate, and may, in addition, be debarred from appearing at any future examination of the University for a further period to be stated or be expelled from the University and declared not a fit and proper person to be admitted to any further examination of the University.
4. (a) Any candidate who, in the opinion of the Invigilator on duty or the Examiner conducting a practical or oral examination or the Superintendent of the Examination Centre, contravenes or is suspected of contravening the provisions of clause 2 in the examination room, shall be forthwith challenged by such Invigilator, Examiner or Superintendent who shall ask for a signed statement from the candidate.
- The candidate may be subjected to a search of his person to recover any incriminating material from him by the examination staff on duty.
- (b) Without prejudice to the provision contained in sub-clause (a) above the Superintendent of an Examination Centre or the Examiner conducting practical or oral examination shall also have the power to expel a candidate who in his opinion, has contravened the provisions of clause 2, from the examination centre for the remaining duration of the paper.
5. (a) The Superintendent of the Examination Centre or the Examiner or any Officer of the University, as the case may be, shall report in writing to the Controller of Examinations the case of every student who has contravened the provision of clause 2.
- (b) The reporting authority shall give full facts of the case in his report and forward with it the statements. If any, made on the occasion by the candidate and the Invigilator on duty and papers, books and other material recovered from the candidate, if any.
6. There shall be one or more Examination Disciplinary Committees. Each such Committee, hereinafter referred to as the Examination Disciplinary Committee shall be constituted as under:
- (a) On the recommendation of the Vice-Chancellor the Executive Council shall, at the beginning of each year, draw up a panel of teachers of the University to be nominated on the Examination Disciplinary Committee.
  - (b) Each Examination Disciplinary Committee shall comprise of two teachers to be nominated by the Vice-Chancellor from amongst the panel, one of them being of the status of at least an Associate Professor.
  - (c) The Controller of Examinations or any person authorised by him, of the rank of not less than an Assistant Controller of Examinations/Assistant Registrar will

function as non-member Secretary of the Examination Disciplinary Committee.

7. The Vice-Chancellor shall determine from time to time the number of Examination Disciplinary Committees.
8. (a) The Controller of Examinations or any person authorised by him in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to clause 5(a). The precise nature of allegations against him and shall require him to furnish his written explanation within a stipulated period.  
  
(b) On receipt of the explanation from the candidate or on the expiry of the period stipulated for submitting explanation if no explanation is received from him the Vice-Chancellor shall assign his case for consideration to the Examination Disciplinary Committee and, where there are more Committees than one, such Examination Disciplinary Committee as he may deem fit.
9. After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Disciplinary Committee if satisfied that the candidate is guilty of the use of dishonest or unfair means or disorderly conduct in the examination, shall recommend to the Executive Council the punishment that may be imposed on the candidate under clause 3 according to the nature of the offence.
10. The Executive Council may, after considering the report, of the Examination Disciplinary Committee take such action against the candidate under clause 3 as it may deem fit.
11. A candidate on whom any punishment has been imposed under clause 3 may, within 15 days from the date of the receipt of the communication in that behalf, make a representation to the Vice-Chancellor for review of his case and the Vice-Chancellor, if satisfied that the case is fit for reconsideration refer the same to the Executive Council. The Executive Council may thereupon review the case and pass such orders as it may consider fit.
12. In the case of a candidate who has been expelled from the University in terms of provisions of Clause 3, the Executive Council may, on the recommendation of the Vice-Chancellor, on the expiry of three years after such expulsion including the examination in connection with which he was punished, exempt a candidate from further operation of the punishment awarded.
13. If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of this Ordinance shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity, to show cause against the proposed punishment and his explanation, if any, shall be considered by the Executive Council.
14. A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means or disorderly conduct in the

examination or against whom action is initiated under the provisions of the preceding clause shall, if he takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination. That examination will stand cancelled and his result thereof would not be declared if on account of the punishment imposed on him as a result of the said enquiry or action, he would not have been entitled to take that examination but for his provisional admission thereto.

15. If a person, not otherwise covered by these provisions, is found guilty of having impersonated a candidate or of having written, outside the examination hall, an answer book or its any page or a continuation sheet which he knows or has reason to believe will be smuggled into the examination hall for the benefit of any candidate, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination, he shall be disqualified from appearing in any University examination for a period to be stated. The provisions of this Ordinance relating to the manner of imposition of penalty shall, in so far as they may be applicable, apply to the case of such a person.

**Ordinance-XV-C: Withholding Conferment of any Degree/Diploma or Award of any Certificate.**

Notwithstanding anything contained in Ordinance X-A or in any other Ordinance, the Executive Council may, on the recommendation of the Vice-Chancellor, by a resolution passed with the concurrence of not less than two thirds of the members voting, withhold for such period as they may deem fit, conferment of any Degree/Diploma or Award of any Certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g., unruly or disorderly conduct, or violence on the campus or in a College, or conviction for an offence involving violence or moral turpitude.

**I. To add Clause 1.9 after Clause 1.8:**

a. The following courses of study shall be offered by the University:

- (i) Doctor of Philosophy (Ph.D.) in – Economics, Education, English, Hindi, Political Science, Microbiology, Biochemistry, Biotechnology, Nutrition Biology, Hotel & Tourism Management, Management Studies and Physics.
- (ii) Master of Philosophy (M.Phil.) of one year’s duration in – Economics, Education, English, Hindi and Political Science.
- (iii) Master’s Degree Programmes:

Name of Programme	Duration
M.A. (Economics)	Two Years
M.B.A.	Two Years
M.Com.	Two Years
M.Sc. (Mathematics)	Two Years
M.Sc. (Statistics)	Two Years

M.C.A.	Three Years
M.Sc. (Environmental Science)	Two Years
M.Sc. (Geography)	Two Years
M.Sc. (Chemistry)	Two Years
M.Sc. (Physics)	Two Years
M.A. (History)	Two Years
M.A. (Political Science)	Two Years
M.A. (Psychology)	Two Years
M.A. (Sociology)	Two Years
M.A. (Journalism and Mass Communication)	Two Years
M.A. (Education)	Two Years
M.A. (English)	Two Years
M.A. (Hindi)	Two Years
LL.M.	Two Years
M.Lib.	Two Years
M.Sc. (Microbiology)	Two Years
M.Sc. (Biochemistry)	Two Years
M.Sc. (Biotechnology)	Two Years
M.Sc. (Nutrition Biology)	Two Years
Master of Hotel Management & Catering Technology	Two Years

(iv) Bachelor in Vocational Studies (B.Voc.)

(v) Post Graduate Diploma Programmes.

(VI) Certificate Courses.

## II To add Clause-17 after Clause-16:

### Clause-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 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. The Head of the Department shall have power to strike off the name of a student who is grossly irregular in attendance in spite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

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

