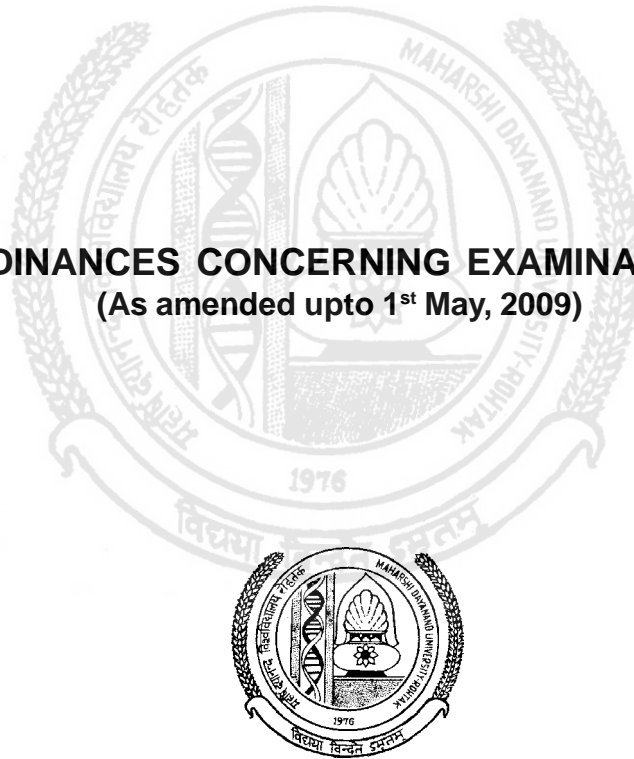


CALENDAR

VOLUME-II (Part-B)

2009

ORDINANCES CONCERNING EXAMINATIONS
(As amended upto 1st May, 2009)



MAHARSHI DAYANAND UNIVERSITY
ROHTAK-124001 (Haryana, India)

PREFACE

M.D. University Rohtak (Originally Rohtak University, Rohtak) came into being in 19th April, 1976 vide Govt. of Haryana Notification No. SO-65/HA-25/75/SI/76 dated 19.4.76 under Haryana Act No. 25 of 1975 for the encouragement of inter disciplinary higher education and research with special emphasis on Studies of Life Sciences, Environmental & Ecological Sciences. In 1977, the name of the University was changed to Maharshi Dayanand University, Rohtak. Later on, the territorial jurisdiction of the University was extended to the districts of Sonapat, Rohtak, Gurgaon, Mohindergarh, Bhiwani and Rewari.

Since the inception of this University, a member of Statutes, Ordinances and Rules and Regulations have been framed and incorporated in three different volumes. This is the first updated publication of Calendar Volume -II (Part-B) upto 1.05.2009.

I wish to place on records the hard work put in by the Officers/officials of Academic Branch and the University Press without which this volume would not have seen the light of the day.

Although, all possible efforts have been made to ensure the correctness of the Ordinances which are incorporated in this Volume, yet it is requested that any error(s) or omission(s) which might have been crept in, may be brought to the notice of the undersigned.

SAT PAL VATS
Registrar
Maharshi Dayanand University,
Rohtak-124 001

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ORDINANCE : ADMISSION COMMITTEE

1. Admission of student of the University shall be regulated by a committee of the Academic Council to be called 'Admission Committee', consisting of the following :
 - a) Vice-Chancellor or his nominee
 - b) Pro Vice-Chancellor
 - c) Deans of Faculties
 - d) One Principal from each of the following categories of colleges/ institutions recognised/ maintained by the University to be nominated by the Vice-Chancellor for a term of two years :-
 - i) Colleges/ Institutions maintained by the University.
 - ii) Govt. Colleges other than the Colleges of Education
 - iii) Professional Colleges including Colleges of Education.
 - iv) Other non-Govt. Colleges.
 - e) Two members to be nominated by the Academic Council from amongst its own members for a term of two years.
 - f) Controller of Examinations.
 - g) Registrar

Two fifth of the members will form the quorum.

“ The members of the colleges and the Deans of Faculties on the Campus only will be invited if at such a meeting matters concern the University Teaching Departments/ Colleges on the Campus alone are to be discussed”.
2. The Admission Committee shall, subject to the provisions of ordinance, decide :-
 - i) the manner in which admission to the University Teaching Departments and to the colleges recognised/ maintained by the University shall be regulated
 - ii) in particular and without prejudice to the generality of the foregoing power, the Committee may lay down :-
 - a) the principles for drawing up to merit lists of candidates applying for admission, and the categories of candidates for which any seats are to be reserved and /or to whom any weightage is to be allowed for placement in the merit lists,

- b) the number of seats to be available in the University Teaching Departments and in the Colleges (excluding Govt. Colleges). The seats for courses in Govt. Colleges will be decided on the recommendations of the Higher Education Commissioner, Haryana,
- c) the schedule of dates for admission to the various courses,
- d) such other matters as may be referred to it by the Vice-Chancellor.



ORDINANCE : RATES OF TUITION FEE, HOSTEL FEES ETC.**Section A (i) : Tuition Feee etc. for University students.****Payable at the time of Admission**

1. Admission Fee for all Courses in UTD Rs. 50 /- This fee will be charged only once in each course and not at the end of each year if the course is of more than one year's duration.
2. Registration-cum-Enrolment fee Rs. 300/- Payable by such students for ordinary course. who are not already registered with this University.
Rs. 1000/- for Professional/ Technical Courses.
3. Caution Money (not chargeable from University Employees) Rs. 100/- refundable if application is received within one year from the date of leaving the institution.

Payable Annually

4. (a) Continuation Fee (not payable in case of students paying the enrolment fee) Rs. 100/- for Pass/ordinary courses Rs. 500/- for Professional Courses
- (b) Breakage fee (Laboratory fee) M.Sc (Except Mathematics and Mathematical Statistics) Rs. 62.50
- (c) Medical fee (not chargeable from University employees) Rs. 12.00
- (d) University Magazine Fee Rs. 10.00
- (e) Law Journal fee (For students in the Dept. of Law only) Rs. 2.50
- (f) Students Aid and stipend fund Rs. 5.00
- (g) University Sports registration fee Rs. 35.00
University Sports registration Fee be bifurcated as under :-
(i) Rs. 22/- per student be remitted to the Secretary M.D.U. Sports Committee.
(ii) Rs. 13/- be kept by the College/ Institution concerned.
- (h) Youth Welfare Fee Rs. 30.00 (Rs. 10.00 be retained by the College/ Institution concerned and Rs. 20/- be remitted in DSW office in favour of DYW)

(i) House Examination Fee	Rs. 8.00
(j) Identity Card Fee	Rs. 5.00
(k) Holiday Home Fee	Rs. 10.00
(l) Student Union Fund	Rs. 12.00
(m) Brochure Fee (From M.B.A. Students)	Rs. 50.00
(n) Outstation Visit Fee from LL.B. (Final Year) Students	Rs. 50.00
(o) Sports Regn. fee	Rs. 35.00
(p) Cycle Stand Fee	Rs. 12.00
(q) Field Visit fee chargeable from the Students of Journalism Course	Rs. 100/-
(r) Fee for Field Work, chargeable from the Students of M.A. (prev.) Sociology	Rs. 100/-

Payable Monthly

(a) Tuition Fee M.Phil / M.A. / M.Ed. / M. Sc.) (Mathematics & Mathematical Statistics) (The Tuition Fee for the M. Phil course shall not be charged from the Teachers in the University Teaching Departments and Colleges recognised by the University)	Rs. 25.00
M.Sc/ M.Com.	Rs. 30.00
B.A.(Hons.)	Rs. 3/- per month in addition to tuition fee for pass course.
B.Sc (Hons.)	Rs. 3./ per month in addition to tuition fee for pass course
LL.B. Ist Year to IIIrd Year	Rs. 30.00
LL.B. IVth Year & Vth Year	Rs. 30/-
M.B.A.	Rs. 40/-
Development Fee to be charged from the students of M.B.A.Course M.B.A. (2 years Course)	
(1) Foreign National / NRI's	U.S.\$ 1000.00 (for full course)
(2) Other Students	Rs. 2000/- per Semester
M.B.A.(3 years course)	
(1) Foreign Nationals/ NRI's/NRI sponsored candidates	U.S.\$ 1000/- per Year
(2) Other Students	Rs. 3000/- per Semester

Other Students

LL.M.

Various Post-Graduate Diploma Same as prescribed for
Courses in the Faculties of Humanities/ M.A./ M.Sc./ M.Com./M.Ed.
Physical Sciences/ Social Sciences/ Course in the respective Faculty
Commerce & Mgt. Sciences / Life
Sciences/ Education

(b) Amalgamated Fund Rs. 20.00

(c) Breakage Fee/ Lab. Fee Rs. 6.00

(payable by the Casual Students for
M. Sc. Only)

(d) Dilapidation Fund Rs. 1.00

Tuition Fee and other monthly dues will be payable for 12 months in
a year i.e. from June to May.

Fee structure in respect of 5-Year Integrated M.B.A. Programme
from the session 1995-96

Fee Structure:

1. Fee payable at the time of Admission :

- a) Admission Fee Rs.50/- This fee will be charged only once.
- b) University Regn. Rs. 300/- Payable by students who are
Cum-Enrolment Fee for ordinary/ not already registered with
Pass Course this University
Rs.1000/-
for Professional
Courses
- c) Caution Money (Not Rs. 500/- Refundable, if application is
chargeable from University received within one year from
employees) the date of leaving the University.

2. Payable Annually :

- a) Continuation Fee Rs.100/- ordinary/Pass Course
Rs. 500/- for Professional Course
- b) Medical Fee(Not char- Rs.12.00
geable from University
employees)
- c) University Magazine Fee Rs.10.00
- d) Student's Aid and Stipend Rs.5.00
fund
- e) University Sports Rs.35.00
Registration fee

University Sports registration Fee be bifurcated as under :-

- (i) Rs. 22/- per student be remitted to the Secretary M.D.U. Sports Committee.
- (ii) Rs. 13/- be kept by the College/Institution concerned.
- f) Youth Welfare Fee Rs.30/- (Rs.10/- be retained by the College/ Institution concerned and Rs. 20/- be remitted in DSW Office in favour of DYW).
- g) House Examination Fee Rs.8.00
- h) Identity Card Fee Rs.5.00
- i) Holiday Home Fee Rs.10.00
- j) Students Union Fund Rs.12.00
- k) Brochure Fee (for students in the Institute of Management Studies & Research) Rs.100.00
- l) Cycle Stand Fee Rs.12.00
- m) Management Journal Fee Rs.50.00

3. Development Fee :

- a) Foreign student(s) / NRIs/ NRI's/ sponsored candidates. U.S. \$ 750 per semester
- b) Other Resident Indian Students Rs. 2000/- per semester

4. Payable Monthly :

- a) Tuition Fee Rs. 40.00
- b) Amalgamated Fund Rs. 20.00
- c) Dilapidation Fund Rs. 1.00

Fee Structure in respect of 4 Year Bachelor of Pharmacy Course w.e.f. the Session 1995-96.

Fee & Dues

- 1. Development Fee
 - i) Rs.5000/- per annum (General Students)
 - ii) Rs. 25,000/- per annum (Industry sponsored Indian Student(s).
 - iii) US \$ 3000/- per annum (NRI's/ NRI's sponsored Foreign Students)

2. Admission Fee	Rs. 50/- per annum
3. Registration-cum- Enrolment Fee	Rs. 300/- for ordinary/ Pass Courses Rs. 1000/- for Professional Courses (Payable by such student only who are not already registered with this University) per annum.
4.(a) Caution Money	Rs. 500/-
(b)Continuation Fee	Rs. 100/- for Ordinary/ Pass Courses Rs. 500/- for professional Courses per annum (not payable in the case of Students paying the Registraion Fee)
5. Library Fund	Rs. 1000/- per annum
6. Library Membership, Youth Welfare & Identity Card	Rs. 20/- per annum
7. University Sports Fee	Rs. 35/- per annum
8. Equipment, Maintenance & Operation Fee	Rs. 1400/- per annum
9. Medical Fee	Rs. 12/- per annum
10.Drugs & Laboratory & Chemical Fees	Rs. 2500/- per annum
11.University Magazine Fee	Rs. 10/- per annum
12.Holiday Home Fund	Rs. 10/- per annum
13.Cycle Stand Fee	Rs. 12/- per annum
14.Tuition Fee	Rs. 40/- per month
15.Amalgamated Fund	Rs. 20/- per month
16.Students Union Fee	Rs. 12/- per annum
17.Dilapidation Fee	Rs. 10/- per month

A Student migrating from another University will be required to pay all the dues other than tuition fee and amalgamated fund, which will be charged with effect from the month following the one upto which these have been paid to the previous institution.

Dues must be paid on the dates notified; otherwise a late fee fine of Re.1/- (per day) upto 10 days from the dates notified and thereafter Rs. 2/- (per day) till end of the month shall be charged . The name of the defaulter may be struck off the rolls,if the dues are not paid till the end of the month, unless permission is obtained from the Head of the Department concerned to make payment at later date within the next month. Students may be re-admitted with the permission of the Head of the Department concerned on payment of Rs.5/- alongwith the arrears of fee or/ and fines provided that the Head of

the Department is satisfied, that if re-admitted, the student will not fall short of the requisite percentage of lectures etc.

If a candidate is admitted to two courses both in the University Teaching Departments he can be admitted to withdraw his candidature from the course other than the course of his choice and can get the refund of all the fees paid by him for the course from which he is withdrawing after deducting the admission fee, provided he applies within a week of his admission of the courses of his choice.

a) Tuition Fee Concession

- i) 1. Upto 10% full fee concession and upto 10% half fee concession may be given to deserving students by the Head of the Department / Principal, on the basis of enrolment as on last date of admission without late fee prescribed by the University, in addition to the brother/sister concession; fraction upto four be counted for half fee concession and fraction of 5 and above be counted for full fee concession.
2. However, atleast one full and/or one half fee concession will available to each class.
- ii) The children of Class IV Employees working in the Colleges shall also be granted full fee concession and shall form a part of the 10% limit of full fee concession allowed.

Note :- Upto 1/10 of the existing fee concession as mentioned in (i) above may be granted to the outstanding sports persons.

b) Tuition fee concession may be allowed to two or more children of the same parents/father at the following rates :-

- i) The eldest to pay full fee.
- ii) The younger or youngest ones to pay half fee.

The concession will be allowed even if the elder brother/sister is studying in a University maintained institution other than the one in which the younger brother(s)/sister(s) are studying.

c) Full tuition fee concession is allowed to the candidates who are below poverty line and are yellow ration card holder in addition to the brother / sister concession.

The concession shall continue in next class to the candidates who clear all papers of the previous examination in one chance only.

The above concession shall not be applicable in courses run under Self Financing Scheme. However, 5% freeship be earmarked in the courses run under Self Financing Scheme in the University Teaching Departments. Only those students would be entitled to full tuition fee concessions who are below poverty line and yellow ration card holder as defined by the State Govt. A student will be entitled for freeship on the basis of his/ her academic qualifications/ performance. At the entry point the criteria of merit would be the percentage of marks in the qualifying examination. In the subsequent years of the course, freeship will be given to the student on the basis of merit with the condition that freeship would be applicable if the candidate passes the full examination in the first attempt. The applications will be invited within one month on annual basis department-wise of the commencement of classes/ courses.

50% concession may be granted in room rent to those students who seek admission to the hostels of the University.

- d)** Fee concession to University employees and their wards :
- i) The University employees permitted to join evening classes or the Directorate of Correspondence Courses or those who are posted in evening shifts and are permitted to join the University day classes will be exempted from payment of tuition fee provided that in case of individual who fail in the examination for which they are permitted or whose conduct is reported as unsatisfactory or who do not take proper interest in the office work, the concession will be discontinued.
 - ii) Sons and daughters of the University employees will be granted half tuition fee concession if they are studying in a University department/college or have enrolled themselves with the Directorate of Distance Education.
 - iii) The wife of a University employee who is not working but is studying in the University College/Department or has enrolled herself with the Directorate of Distance Education will be granted fee concession as available to sons/daughters.
 - iv) The University employees/ their wards/ spouses including the wards of retired employees and wards of employees who die while in

service shall be entitled to the concession in following fees :-

1. Full Tuition Fee concession.
2. Three fourth (3/4) of the Development Fee.
- v) 50% concession shall be granted to the University employees and their dependent wards w.e.f. session 2005-06 on the total fee in the courses being run in the University under self financed Scheme. The employees or their wards shall, however pay other normal dues.
- e) The children of serving military personnel upto the rank of an N.C.O. Or of military personnel killed or incapacitated wholly or partly during the war, shall be allowed full fee concession.
- f) Blind students are exempted from the payment of tuition fee.

Note : The concession shall be admissible only to those studying in the University teaching departments and colleges maintained by the University.

Section A (ii) : Hostel Fees for University Students

Hostel Charges

i) Accommodation Charges	Rs. 500/-	Rs. 50/- P.M. Not payable for 2 months of summer vacation, if not actually residing during that period.
ii) Water & Electricity Charges	Rs. 2400/-	Rs. 240/- P.M. Not payable for 2 months of summer vacation, if not actually residing during that period.
iii) Fan Charges	Rs. 240/-	Rs. 40/- P.M. Payable at the time of admission.
iv) Geyser Charges	Rs. 240/-	Rs. 40/- P.M. To be charged for the period October to March.
v) Establishment Charges	Rs. 600/-	Rs. 50/- P.M. Payable for 12 months.
vi) Common Room Charges	Rs. 250/-	At the time of admission.
vii) Utensil & Furniture Charges	Rs. 250/-	At the time of admission.

viii) Medical Fee	Rs. 10/-	At the time of admission.
ix) Identity Card Charges	Rs. 10/-	At the time of admission.
x) Caution Money	Rs. 250/-	Refundable within one year from the date of leaving the hostel. The caution money will be deposited by all the residents including the students, Research Scholars and Employees.
xi) Mess Advance	Rs. 1400/-	Refundable within one year after leaving the hostel.
xii) The fee from M.Phil & Research Scholars will be charged for 12 months from 1st August to 31 st July.		

Note :

1. The Vice Chancellor may on the recommendations of the Provost exempt blind students from the payment of all hostel charges.
2. In case a student joins/ leaves the hostel in mid session he/she shall pay common room, establishment and utensils/ furniture charges for full 12 months and not for specific period of his stay in the hostel
3. Students admitted to the hostels after the 30th Sept. shall pay establishments, Medical, utensils/ furniture and common room fees for 12 months, commencing from June and other fees will effect from the month on which they are admitted to the hostel. Research scholars, casual students, of short term courses and ex-students appearing at university exam. shall pay the dues for the months they reside in the halls of resident. Hostel security will be paid by them in full.
4. Student who are allowed to stay in the Hostel in the month of July, he/ she shall have to pay accommodation, water and electricity charges.

Guest Charges

- i) Student's Room Rs. 20/- per day per head
- ii) Common Room/Tutor's Room Rs. 20/- per day per head
- iii) University/Govt. Employee Charges Rs. 20/- per Night
- iv) Ex-Resident of the hostel
(only for exam days) Rs. 10/-per day per head

v) Breakfast	Rs. 20/-
vi) Lunch	Rs. 25/-
vii) Dinner	Rs. 25/-
viii) Special Diet	Rs. 30/-

Note :

1. Water and electricity charges @ Rs. 5/- per day per head shall be charged from the guests.
2. Common Room charges will be charged from students and Research Scholars only.
3. The amount of guest charges shall be deposited in the Establishment Fund.
4. Mess Charges for the guests will be fixed by the Provost, from time to time, in case of the messes run by the students under the overall control of the Hostel Warden.
5. Water and Electricity charges @ Rs. 5/- per day per head shall be charged from the participating teams/ individuals whose stay arrangements are made in the hostels on the request of host dept./ office. The host dept./officer shall be responsible for the payment

Mess Security

The mess security shall be refunded in the same manner as the Hostel Security is refunded.

Mess Servant Charges

- i) Rs. 175/- Per Student, per month.

Mess dues/ Fines for Hostelers

- i) Mess charges will be paid by the 10th of each month/ After this date a fine of Rs. 5/- per day will be charged upto 20th of each month and not be allowed to take meals thereafter. The fine for delay pertaining to hostel dues will also be charged on the same pattern as mess dues.
- ii) if the total amount of mess and canteen due from a resident exceeds the security deposited on the 20th of each month, he/ she will be eligible for mess services from 21st.

Section B: Tuition fee etc. for students of University Colleges and Non-Govt. Arts, Science and Commerce Colleges, recognised by the University.

(A) Tuition Fees.

1. Three years Degree Course
 - i) Pass Course Rs. 25/- P.M. for

	TDC-I	
ii) Hons. Course	Rs. 30/- P.M.	For TDC-II and III
iii) Science/Practical Subject :		
Chemistry	Rs. 10/- P.M.	
Physics	Rs. 8/- P.M.	
Botany	Rs. 8/- P.M.	
Zoology	Rs. 8/- P.M.	
Psychology	Rs. 8/- P.M.	
Geography	Rs. 8/- P.M.	
Home Science	Rs. 10/- P.M.	
Music	Rs. 8/- P.M.	
Dance	Rs. 8/- P.M.	
Fine Arts	Rs. 8/- P.M.	
Amalgamated Fund	Rs. 20/- P.M.	(for M.D.U.)
	Rs. 25/- PM	(for affiliated college)
Commerce	Rs. 6/- P.M.	
Typing fee	Rs. 6/- P.M.	
Electricity Charges	Rs. 5/- P.M.	
2. Master of Arts (M.Ed./PG Diploma Course/Certificate Courses)	Rs. 25/- P.M.	
3. M.Sc./M.Com.	Rs. 35/- P.M.	
4. LL.B. I,II, III	Rs. 30/- P.M.	
5. LL.B. IV & V	Rs. 30/- P.M.	
6. LL.M.	Rs. 35/- P.M.	
(C) Electricity Charges	Rs. 5/- P.M.	
(D) Annual Charges		
i) Magazine Fee	Rs. 10/-	
ii) Medical Fee	Rs. 12/-	
iii) Poor Boys Fund	Rs. 5/-	

iv)	House Examination	Rs. 8/-
v)	Dilapidation Fund	Rs. 7/-
vi)	Building Fund	Rs. 20/-
vii)	Development Fund	Rs. 50/-
viii)	Cycle stand Fee	Rs. 12/-
(E)	Other Charges	
i)	Admission Fee	Rs. 10/-
ii)	Identity Card	Rs. 5/-
iii)	Computer Science Fee	Rs. 100/- to
	Varies from, College to College.	Rs. 250/-
(F)	Securities	
	College Library Security	
i)	From Under-graduates	Rs. 100/-
ii)	From student studying in Post-graduate Classes.	Rs. 100/-
	(Security, if not withdrawn or adjusted by the students within a year from the date they leave the college, shall lapse).	
(G)	University charges	
i)	Regn.-cum-Enrolment fee	Rs. 300/ for ordinary/ pass course Rs. 1000/- for professional course from those who are not already registered with the University only once.
ii)	Eligibility fee from foreign Nationals.	Rs. 100/-
	Re-admission fee, if necessary	Re. 1/-
iii)	University Sports fee	Rs. 35/-
	University Sports registration	
	Fee be bifurcated as under :-	
	(a) Rs. 22/- per student be remitted to the Secretary M.D.U. Sports Committee.	

- (b) Rs. 13/- be kept by the College/Institution concerned.
- iv) University Continuation fee Rs. 100/- for ordinary/ pass course
Rs. 500/- for professional course
- v) Youth Welfare Fee Rs. 30/-
- University Sports registration Fee be bifurcated as under :-
- i) Rs. 22.00 per student be remitted to the Secretary M.D.U. Sports Committee.
- ii) Rs. 13.00 be kept by the College / Institution concerned.
- iv) Holiday Home fee Rs.10.00
- (H) No donation be collected from the students at the time of admission and also when they are on the rolls of the college, Donation may be accepted from old students only after one year of their leaving the college.

Note :- The colleges may, subject to the approval of the University, increase the fees/funds, on the distinct condition that they pay to their employees the additional dearness allowances at the rates as may be approved by the State Govt. of Haryana from time to time for Non Govt. Colleges.

Section C: Tuition fee etc. for students of Non-Govt. Colleges of Education recognised by the University.

1. Tuition Fee

- (i) B.Ed. Rs. 50/- P.M.
- (ii) M.Ed. Rs. 25/- P.M.

Annual Charges

- i) Medical Fee Rs. 50/-
- ii) Magazine Fee Rs. 50/-
- iii) Students Aid Fee Rs. 20/-
- iv) House Exam. Fee Rs. 50/-
- v) Building & Dilapidation Fund Rs. 300/-
- vi) Subscription for Haryana Journal of Edu. Rs. 25/-

University Charges

- | | |
|---|---|
| i) Youth Welfare Fee | Rs. 30/- (Rs. 10/- be retained by the College/ Institution concerned and Rs. 20/- be remitted in DSW Office in favour of DYW) |
| ii) Holiday Home Fee | Rs. 10/- |
| iii) University Sports Fee | Rs. 35/- (one third with College) |
| iv) University continuation Fee | Rs. 1000/- |
| v) University Seminar/Workshop/ Extension lecture Fee | Rs. 50/- (50% with its College) |

Security

- | | |
|---------------------|----------|
| i) Library Security | Rs.500/- |
| ii) Hostel Security | Rs.100/- |

Other Fee

- | | |
|----------------------------------|--|
| i) I. Card-cum-Library Card | Rs. 5/- |
| ii) Edu. Tour Fee | Rs. 150/- |
| iii) Admission /Re-admission Fee | Rs. 50/- |
| iv) Eligibility Fee | Rs. 5/- |
| v) Migration Fee | Rs. 20/- |
| vi) Enrolment Fee | Rs. 20/- |
| vii) Celebration Fee | Rs. 100/- |
| viii) Amalgamated Fund | Rs. 20/- P.M. |
| ix) Cycle Fund | Rs. 20/- P.M. (Wherever a cycle is provided) |
| x) Craft Fund | Rs. 5/- P.M. |
| xi) Science Fee | Rs. 30/- P.M.
(For Science students only) |
| xii) Work Experience Prat. Fee. | Rs. 30/- P.M. |
| xiii) Library Fee | Rs. 50/- P.M. |
| xiv) Psychology Prat. Fee | Rs. 10/- P.M. |
| xv) Academic Gaming Fee | Rs. 25/- P.M. |
| xvi) Guidance Services Fee | Rs. 25/- P.M. |

- xvii) Development Fee Rs. 75/- P.M.
 (One Third of Dev. fee will go to the University)
- xviii) Eligibility Fee from Foreign Students Rs. 100/- per annum.
- xix) Electricity/Water Charges Rs. 35/- P.M.

Securities, if not withdrawn or adjusted by students within a year from the date they leave the college, shall lapse.

No fees/funds shall be charged from the students, in addition to the aforesaid fees/funds.

As regards hostel fee and hostel fund, it is at the discretion of the college, according to local conditions.

No donation be collected from the students at the time of admission and also when they are on the rolls of the college. Donation may be accepted from old students only after one year of their leaving the college.

Note :- The colleges, may, subject to the approval of the university increase the tuition fee upto Rs. 5/- p.m. on the distinct condition that they pay to their employees the additional dearness allowance at the rates as may be approved by the State Government Haryana, from time to time for Non-Govt. Colleges of Education.

Fee Structure for M. Phil

1. Fee payable at the time of Admission :
 - a) Admission Fee : Rs. 50/-
 (This fee will be charged only once for each course and not for each year if the course is of more than one year's duration).
 - b) University Registration: cum-enrolment fee Rs. 300/-
 (Payable by students who are not already registered with this University).
 - c) Caution Money : Rs. 500/-
 (Not chargeable from from Univ. employees. Refundable if application is received within one year from the date of leaving the University).

2. Payable Annually :

a) i) Continuation Fee	Rs. 100.00
(Not payable in the case of students paying the enrolment fee.)	
ii) Continuation Fee for Ex-students	Rs. 100.00
b) Medical Fee (Not chargeable from University employees)	Rs. 30.00
c) University Magazine Fee	Rs. 8.00
d) Student's Aid and Stipend Fund	Rs. 5.00
e) University Sports Registration Fee	Rs. 35.00
(f) Youth Welfare Fee	Rs. 30.00
(g) House Examination Fee	Rs. 8.00
(h) Identity Card Fee	Rs. 5.00
(i) Holiday Home Fee	Rs. 10.00
(j) Student's Union Fund	Rs. 12.00
(k) Cycle Stand Fee	Rs. 12.00
(l) NSS Fund	Rs. 6.00
(m) Dr. Radha Krishanan Foundation Fund	Rs. 70.00

3. Payable Monthly :

a) Tuition Fee : M. Phil	Rs. 35.00
b) Amalgamated Fund	Rs. 20.00
c) Dilapidation Fee	Re. 1.00

Note :

- (i) Selected students are required to deposit their dues direct with the State Bank of India, M.D.University, Rohtak by submitting a challan form, in triplicate available at Bank's counter duly filled in. They should get the dues verified by the University cashier before depositing dues into the Bank.
- (ii) Tuition fee and other monthly dues will be payable for 12 months in the year i.e. from June to May.
- (iii) A student migrating from another University will be required to pay all the dues other than tuition fee and amalgamated fund, which will be charged with effect from the month following the one upto which these have been paid to the previous institution.

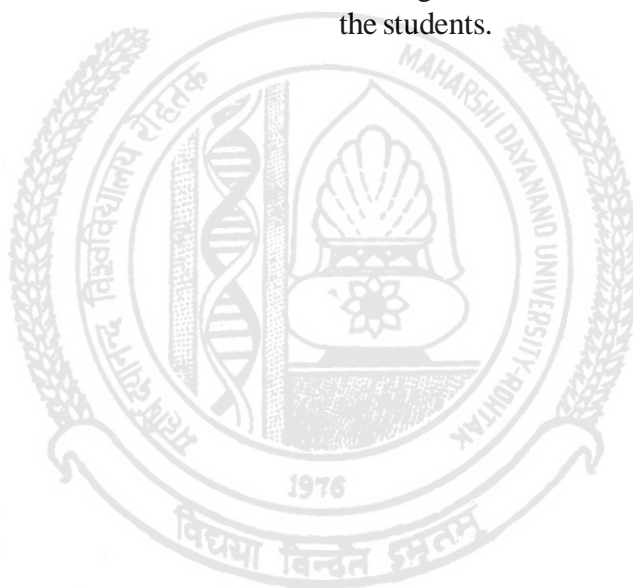
- (iv) Dues must be paid on the dates notified; otherwise a late fee fine of Re. 1/- (per day) upto 10 days from the dates notified and thereafter Rs. 2/- (per day) till the end of the month shall be charged. The name of the defaulter may be struck off the rolls, if the dues are not paid till the end of the month, unless permission is obtained from the Head of the Department concerned to make payment at later date within the next month. Students may be re-admitted with the permission of the Head of the Department concerned on payment of Rs. 5/- alongwith the arrears of fee and/or fines provided that the Head of the Department is satisfied, that if re-admitted, the student will not fall short of the requisite percentage of attendance.
- (v) If the admission of a student is cancelled by the University for no fault of his the fees and other dues paid by him will be refunded except the admission fee provided the application to this effect, duly recommended by the Head of the Department concerned, is received in the University Office, within one month of the date of the letter conveying the cancellation of admission. The application for the refund of dues submitted beyond the time limit prescribed above may be considered with the permission of the Vice-Chancellor on merit.
- (vi) The University employee/ their ward/ spouses including the wards of retired employees and wards of employees who die while in service shall be entitled to the concession in following fees :-
1. Full Tuition Fee concession.
 2. Three fourth (3/4) of the Development Fee.
- (vii) Total fee paid by a candidate in the first year of a course of UTD s/ maintained colleges may be refunded after dedeucting Rs. 1000/- if the candidate leaves the course without attending any class and applied for refund within 7 days after the last date of normal admissions and 25% of the total fee (minimum Rs. 1500/-) shall be retained and balance amount refunded if the application in this regard is received with in one month of the last date of normal admission. There after no refund would be allowed.

(viii) The fee for P.G. Diploma in Guidance and Counselling and M. Phil Course in Psychology is as under :-

P.G. Diploma in Guidance & Counselling	Admission Fee	Rs. 50.00 p.a.
	Tuition Fee	Rs. 360.00 p.a.
	A) Fund	Rs. 240.00 p.a.
	Security refundable	Rs. 500.00 p.a.
	other charges	Rs. 345.00 p.a.
		<hr/>
		Rs.1495.00

M.Phil Psychology

Besides total fee, expenses on training charged by the concerned training Institute shall be borne by the students.



**ORDINANCE:
CONDONING DEFICIENCY IN LECTURES ETC.**

- 1 Save otherwise provided in any other Ordinance of a course a candidate who had not attended the percentage of lectures/ practicals etc. as prescribed by the Ordinance and the deficiency thereof has not been condoned by the Principal/ Director of the College/ Institute or Head of the University Teaching Department shall not be eligible to appear in the examination. The Principal/ Director of the College/Institute or Head of the University Teaching Department can condone deficiency in lectures in various courses run in the University Teaching Departments/ affiliated Colleges (except Medical / Dental / Ayurveda Courses) upto 25%.
- 2 The Principal/ Director of the College/ Institute or Head of the University Teaching Department may condone shortage in lectures on the following grounds :-
 - (i) Illness of self.
 - (ii) Illness / death of parents, brother, sister or any other close family member.
 - (iii) Any other reason beyond the control of the student to the satisfaction of the Principal/ Director of the College/ Institute or Head of the University Teaching Departments.

In Case of (i) & (ii) above , the student must produce valid proof from a Govt. Health Centre/ Hospital including various Hospitals which have been approved by the Govt. of Haryana for seeking treatment by State Govt. employees.

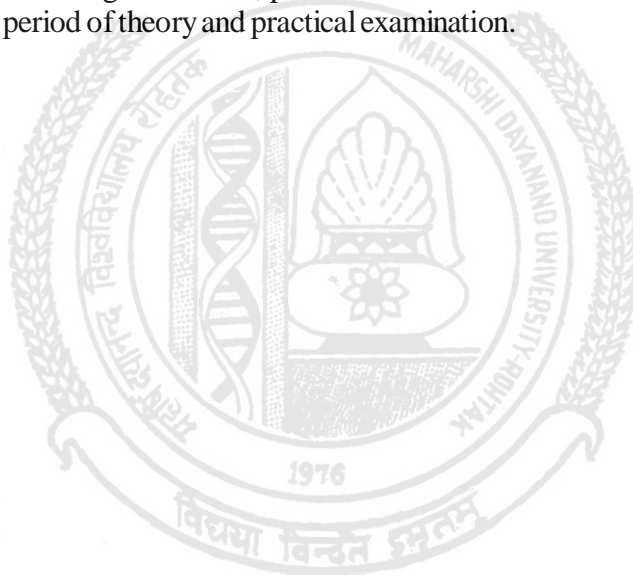
If the Principal/ Director of a College/ Institute or Head of the University Teaching Department is not satisfied with the reasons for the shortage given by a student, it is not obligatory on his/her part to condone the shortage. The decision of the Principal/ Director of the College/ Institute or Head of the University Teaching Department in the matter shall be final.
3. If, at the time of submission of Examination Form, a student has not completed the required percentage of lectures etc., his name may be sent up for the examination provisionally. The Head Principal shall, 15 working days before the date of commencement of examination, intimate to the Registrar/Controller of Exams. if the student has made up the required percentage of lectures or if the deficiency has not been condoned. If Roll No. slips in respect of such students are received by the Principal these shall be immediately returned to the Registrar/Controller of Examinations.

4. Attendance at Seminars will be counted as lectures but a test for a quiz shall not count for this purpose.
5. Lectures shall be counted up to the last working day before lectures cease and the Department/College closes for preparatory holidays.
6. If a student migrates from another University/college, the lectures/practicals etc., attended by him at the previous institutions shall be taken into account for determining whether he has attended the requisite percentage of lectures/practicals etc.
7. If the percentage of attendance is deficient on account of :-
 - (a) i) Participation in University or Inter-Collegiate Sports Tournaments/Youth Festivals with the previous sanctions of the Head/Principal;
 - ii) Participation in Inter-University Sports Tournaments Youth Festivals with the previous sanction of the Head/Principal;
 - iii) attendance at the N.C.C./N.S.S. Camps or University Educational Excursions certified by the Head/Principal;
 - iv) attendance at Mountaineering Courses by students selected by the University/College;

The lectures/tutorials/practicals work delivered/done during the period of absence on account of participation in aforesaid be not taken into tutorial/practical work done, provided that the total period of absence in the case of (i) (a), (ii) and (iii) shall not exceed 21 days and in the case of (i) (b) 30 days in an Academic Year.
8. In the case of a candidate for any competitive examination, conducted by Government for Public Services, the days spent in the examination (i.e. from the first to the last paper of the candidate concerned and in travelling connected therewith) shall be counted, on production of satisfactory evidence as attendance at lectures delivered to his class during the aforesaid period, subject to a maximum of ten days in an academic year.
9. A student of a University Teaching Department/College (other than the Medical College/T.I.T.) who is unable to appear in an examination owing to shortage prescribed course of lectures etc. in a subject or subjects may be allowed to appear in that examination in the following year (in the following examination if he is a candidate for an examination for which a supplementary examination is held for failed candidates) if he attends a Department/College for atleast one term to make up the deficiency in the subject(s). If he leaves the Department/College after one term he may be allowed to appear in the examination as an ex-student but if he attends the Department/College for the whole academic year and completes the requisite percentage of lectures in that year, he may be allowed to appear in the examinations as a regular student.

Such a student shall be charged tuition fee for each full term in which he attends classes.

10. In the case of a candidate who joined late owing to late declaration of results or who sought admission provisionally till the declaration of the result of the lower examination, the lectures etc. shall be counted from 10 days after the declaration of the result or the date of his joining, whichever is earlier.
11. Students, who voluntarily donate Blood to the Blood Bank, may be given the benefit of attendance of all periods for that day. This will apply to all courses.
12. The students, who are appearing in the first, second and final M.B.B.S. Supplementary examination, may be exempted from attending the classes, practicals and demonstrations during the period of theory and practical examination.



**ORDINANCE : CHANGE OF CATEGORY, SUBJECT(S) OR
FACULTY BY A STUDENT/CANDIDATE**

1. A student of T.D.C.-I may be permitted to change his Subject(s) or Faculty within one month from the commencement of the session or within one month from the date of joining, whichever is later.

However, in a genuine case, such as parents' transfer or a student coming from overseas, this rule may be relaxed on the recommendation of the Head of the University Deptt. /Principal of a college and the change-over from one subject to another is allowed up to the end of the first term, at the risk and responsibility of the student himself.

2. A student of B.A./B.Sc. Part-II may be allowed to change only one subject, within one month from the commencement of the session or within one month from the date of joining, whichever is later, subject to the following conditions :-
 - i) Change of subject will be allowed only within the Faculty;
 - ii) Change over to a subject involving practicals will not be allowed;
 - iii) The candidate will be treated under compartment in changed subject of Part-I and he/she will be required to clear the same within the permissible chances as available to other students having compartment in Part-I, The candidate having re-appear/ compartment in Part-I examination will be allowed to change the subject in which he/ she has been placed under compartment only. The candidate will be required to get revised Detailed marks card of Part-I from the concerned Result Branch while changing the subject. It will not be necessary for him/ her to attend the Part-I classes of the subject concerned.
3. The lectures in the case of a student, allowed to change his subject(s) under this Ordinance, shall count from the date of the change which shall not in any case go beyond October I.

ORDINANCE : CONDUCT OF EXAMINATIONS**(A) General Provisions**

1. Subject to the Ordinances framed and directions issued by the Academic Council, the Controller of Examinations shall be responsible for all arrangements connected with the Conduct of exams and all matters connected therewith.
2. Every Institution, including University Teaching Departments shall provide, for supervision of the University Examinations, at least 50% of the teaching staff.
3. (a) The Superintendent of each Examination Centre shall be appointed by the Controller of Examinations
- (b) The Flying Squads may be formed for inspection of Centres if the Controller of Examinations considers it necessary. The Controller of Examinations will appoint members of the Flying Squads/Observers. The members of Flying squads will be paid an honorarium and TA/DA as per University rules. They are allowed to hire taxi for visiting the Centres. Taxi charges @ Rs. 6/- per K.M. for the actual mileage or Rs. 500/- per day whichever is higher. The Flying-squads will stay at one of the places of inspection if the distance of centre of exams. from the place of posting of the Convener is more than 100 K.M. each way. Halting charges for the night stay for Taxi/ own Car are not admissible. The Convener/Members of Flying-squads if appointed locally shall be entitled to claim conveyance charges as per University rules. The Observers will be paid honorarium @ Rs. 125/- per session.
- (c) The Principal of a College where centre(s) is/are created may be made overall incharge for the smooth conduct of examinations and that he be designated as Supdt-in-Chief at his College Centre(s) for the duration of examinations. The Supdt-in-Chief shall be paid an honorarium as per detail as under :-

For Annual/By Annual Exam :

- i) in case of one session centre (s) Rs. 2500/- per Exam. Centre subject to maximum of Rs. 4500/-.
- ii) In case of two session centre Rs. 3000/- per exam. centre subject to maximum of Rs. 5500/-.

For Supplementary Exams :

Rs. 2200/- per exam. centre subject to maximum of Rs. 4000/-

Further, an honorarium of Rs. 500/- shall be paid to the Principal/person who acts as Supdt-in-Chief for the duration of Entrance Examination for admissions to Professional Courses, for one exam. centre and also Rs.250/- for each additional centre. The duties of the Supdt-in-Chief shall be as given in Appendix to this ordinance.

- (d) Where there are more than one centre in a College these would be merged into smaller number of centres, depending upon the number of examinees, for subject other than compulsory papers etc. The Principal would arrange their day-to-day functioning and co-ordination as a result of merger as per directions that might be issued by the Controller of Examinations from time to time.
4. The Controller of Examinations shall have Authority to appoint one or more Assistant Superintendents and other staff required at each Centre for the conduct of examinations.
- 5.1 A candidate whose answer book is lost after having been received by the Centre Superintendent of the examination and who, but for this answer-book, would have either passed in the examination or is likely to be placed under compartment, shall, unless, he opts for re-examination on a date to be fixed by the Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him in the other theory paper of the same subject and if there was no other theory paper in that subject or if there were more than two theory papers in that subject, marks equal to the average of the marks obtained by him in the other theory paper(s).
- However, if the answer-book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason, the candidate concerned will be offered re-examination in that paper at the next examination provided he has already obtained pass marks in that paper. If, however, the candidate does not want re-examination, his previous result may stand unchanged.
- No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.
- 5.2 If there is a dispute as to whether a candidate's answer-book was duly received or not, the finding of the Controller of Examinations, subject to confirmation by the Vice-Chancellor, shall be final.

6. If a candidate, falls ill seriously and as a result thereof is hospitalised during the days of examination, special arrangements for his examination may be made in the hospital if :
- i) he produces paper evidence to the satisfaction of the Controller of Examinations in the support of serious illness, duly certified by the Head of a recognised Hospital; and
 - ii) arrangements to the satisfaction of the Controller of Examinations can be made for holding the examination in the hospital .

Provided that for special arrangements the candidate shall pay in advance to the University the remuneration payable to the additional Astt. Supdt. at the prescribed rate.

(B) Directions to Candidates for Examinations

1. The Examination Hall shall be opened each day atleast 15 minutes before the time specified for the distribution of the question paper and all candidates must be in the Hall by the time specified. No candidate who is late by more than half an hour shall be admitted to the Examination Hall.
When a candidate leaves the Hall, he shall, before doing so, hand over his answer book to the Assistant Superintendent concerned and he shall, on no account, be re-admitted. No extension of time shall be granted to a candidate on ground of late arrival.
A candidate shall not be admitted into the Examination Hall unless he produces the admission card before the Superintendent of the Examination Centre or the Assistant Superintendent or to any supervisory staff so authorised by the Superintendent. A candidate shall produce his admission card wherever required by the Superintendent or the Assistant Superintendent.
2. No candidate shall be permitted to leave the Hall until the expiry of half the time after the distribution of question paper.
3. No candidate, without the special permission of the Centre Superintendent, shall leave his seat of the Examination Hall until he finishes his paper.
4. Each candidate shall write on the outside of his answer book his Roll Number before he starts answering the question paper. When the time allowed is expired, the answer book shall be delivered to the Supervisor even though the candidate may not have answered any part of the question paper.

5. All candidates are required to bring their own pens and ink. No candidate shall tear a leaf of an answer book. Blotting paper will be supplied.
6. Candidates are forbidden to write answers (or any thing else) on the question paper or on the blotting paper or to remove any paper from the examination Hall except the question paper.
7. Candidates are forbidden to write their names in any part of their answer books or to write their Roll Numbers any where except in the space specified for the purpose.
8. Candidates shall sign their names on the attendance sheet when directed to do so by the Superintendent.

(C) Duties of Superintendent and Assistant Superintendents of Examination Centres

1. The Superintendent shall see that the doors of the Examination Hall open atleast fifteen minutes before the time specified for the distribution of the question paper.
2. The Superintendent shall be supplied confidential material by the Controller of Examinations before the commencement of the examination with a list showing the names of the candidates and the optional subjects taken up by them and a statement showing number of candidates appearing in each subject.
3. The Superintendent shall not admit any candidate whose name is not shown in the list or allow any candidate to take an optional subject other than that shown against his name.

Provided that, in doubtful cases the Superintendent may allow a candidate to take the paper provisionally at the candidate's own risk and responsibility and immediately refer the matter to the Controller of Examinations. The answer book of such a candidate will be sent separately to the Controller of Examinations in a separate cover.

4. The question paper, set for the examination shall be despatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent in the presence of two members of the supervisory staff. The Superintendent and the Assistant Superintendent(s) can certify that the sealed cover was in proper condition and that it was opened in the Examination Hall at the proper time. The certificate shall be forwarded to the Controller of Examination on the same day.

Provided that if there is only one Assistant Superintendent on any particular day, the question paper shall be opened in the presence of the Assistant Superintendent and the Principal of the College/ Institute concerned or his nominee.

5. The Superintendent shall be personally responsible for the safe custody of question paper and the answer books sent to him and shall render to the University office a complete account of used and unused question papers and answer books.
6. Before the commencement of the examination, the Superintendent shall see to the satisfactory arrangement of examination tables and seats. He shall take care to seat the candidates in such a way as to render all communication between them impossible.
7. The Roll Number of each candidate shall be marked on each seat so that the candidate may readily find out his place.
8. Blank answer books shall be supplied by the University.
9. The Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall immediately draw the attention of the Controller of examinations to any mis-point, mis-translation or ambiguity in the question paper, which may come to his notice.
10. As soon as the time allotted has expired, the Superintendent shall collect the answer books, have them arranged in serial order, pack them securely and despatch the same to the University immediately thereafter.
11. The Superintendents are expected to make arrangements as economically as possible consistent with efficiency in all matters involving expenditure of money.
12. The Centre Superintendent shall have the power to expel an examinee from the examination on any of the following grounds :-
 - a) that the examinee created a nuisance or serious disturbance at the Examination Centre,
 - b) that the examinee showed a seriously aggressive attitude towards a member of the supervisory staff or to any member of the service staff entrusted with examination work.

If necessary, the Superintendent may get police assistance where a candidate is expelled. The Controller of Examinations shall be informed accordingly.

13. Any attempt to use unfair means to pass the examination or any violation of the rules by the candidate shall immediately be reported by the Superintendent to the Controller of Examinations.
14. If, in the opinion of the Superintendent, it is necessary to permit a candidate to leave the Examination Hall during the examination hours for a brief period, he shall be accompanied by an Assistant Superintendent/Escort. The Superintendent may fix time, if necessary, within which the candidate must return to his seat.
15. Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates or a part thereof in excess of 15 candidates in a room but the Superintendent will have the option to appoint an additional Assistant Superintendent with the approval of the Controller of Examinations to meet any emergency requirement.
16. Assistant Superintendents shall report themselves to the Centre Superintendent at 11.00 a.m. on the day preceding the day of commencement of examination. On the days of examination they should reach the Centre, when on duty, half an hour before the commencement of the examination on each day.
17. Assistant Superintendent shall remain in the Examination Hall during the time allotted for each paper and shall not leave the Hall without the permission of the Superintendent.
18. In case an Assistant Superintendent is unable to be present, on account of unavoidable circumstances, he shall give atleast 24 hours notice to the Superintendent.
19. Assistant Superintendents are required to help the Superintendent in the distribution of question papers, answer-books, etc. to the candidates and in collecting the answer-books from the candidates at the close of the examination and perform such other duties as may be assigned to them by the Superintendent and also contained in the Book of Instructions for Supervisory Staff.
20. The Assistant Superintendents shall help the Superintendent in preparing a list of the candidates present at the examination and in verifying their identity by comparing their signatures with those on the Admission Tickets.
21. During the course of examination, the Assistant Superintendents are expected to move about the place of their duty and not to engage themselves in reading/conversation/knitting etc.

22. If any candidate is found resorting to unfair means at the examination or to create disturbance or act in any manner so as to cause inconvenience to the other candidates, the Assistant Superintendent shall, at once, report the matter to the Superintendent.

(D) Appointment of Superintendent and Assistant Superintendent

1. The following persons shall be eligible for appointment as Superintendents.

Teachers of recognised Colleges or Teaching Depts. of the University, who have sufficient experience of conducting examinations and have worked as Assistant Superintendents.

The Superintendents at the various centres ordinarily be appointed from a college other than the college of the examinees, but in case of emergency or genuine difficulty the Controller of Examinations may, at his discretion, make the appointment locally or from the same institution depending on the circumstances.

2. Teachers of recognised Colleges or Teaching Depts. of University shall be eligible for appointment as Assistant Superintendents.

Note : The following persons shall not be eligible for appointment as Superintendents and Assistant Superintendents :-

- a) Disqualified persons or superannuated persons.
- b) Persons who have written or published any help book or guide or cheap notes.
- c) Persons whose wife/husband/son/daughter/sister/brother is appearing in the examinations.
- d) Persons who are working on adhoc basis.

But in the case of emergency when persons mentioned at 2 above are not available, the D.P.Es., Librarians, Research Scholars, Research Fellows, Research Assistants, Ministerial Staff of recognised Colleges/Teaching Departments of the University and Teachers of recognised Schools may be appointed as Assistant Superintendents.

3. The strength of Assistant Superintendents for every Centre shall be regulated as follows :-
- a) One Assistant Superintendent for every 30 candidates or a part thereof seated in a room.
 - b) Where separate rooms are used, each room will have atleast one Assistant Superintendent.

- c) One additional Assistant Superintendent for keeping off outside interference and for other general assistance when the number of candidates is above 100.

The seats should be so arranged in each rooms so that minimum number of Assistant Superintendents are put on duty.

The number of candidates seated in each room should be in multiples of 30 as far as practicable.

- d) The number of Assistant Superintendents for the first day of the examination will be according to the number of candidates given in the Centre statement but on subsequent days the strength will be governed by the number of candidates who actually appearing in the first paper of the subject and not by the number shown in the Centre statement. The strength will be increased or decreased daily according to the actual number of candidates taking the examination in the first paper of subject.
- e) When the number of Assistant Superintendents required is greater than that given in the list supplied by the office on account of additional rooms, casual Assistant Superintendents may be appointed and sanction of the Controller of Examinations on form S.F. 8 & 9 obtained immediately. This sanction must be attached to the contingent bill to avoid unnecessary delay in payment.

The appointment of a casual Assistant Superintendent shall be only for the session in which the necessity arises. In no case should a casual Assistant Superintendents be included in the regular number of Asstt. Superintendents, allotted to the Centre for distribution of turns.

- f) For the Medical College practical examinations, the number of supervisory staff will be determined on the recommendations of the Principal concerned.
- g) There shall be one clerk at each Centre. An additional clerk will be allowed when the number of candidates exceeds 240.
- h) The Assistant Superintendents are directly under orders of the Controller of Examinations in matter of appointment and removal. Sanction for removal of an Assistant Superintendent, must be obtained from the Controller of Examinations, telegraphically if the time is short.
- i) In case the Flying squad finds that supervision at a centre is defective, it may report the matter to the Controller of Examinations.

- j) The Superintendent shall see that the allotments of turns to the Assistant Superintendent etc. leaves no room for a legitimate grievance. The Assistant Superintendents should, so far as possible, be allotted different places of duty every day. A duty chart of the Supervisory and the service staff engaged at the Centre has been provided in the Superintendent's file Form No. S.F. 22. This form should be completed on the first day of the examination.
- k) In case the Superintendent has been asked to arrange Assistant Superintendent locally, he should appoint some one not related to any of the candidates and communicate the name to the University for approval and record.
- l) One Deputy Superintendent shall be appointed for every Centre to assist the Superintendent. The Deputy Superintendent will be an additional hand over and above the ratio of 1:30. On a day when the number of candidates does not exceed 30, the Deputy Superintendent shall perform the duties of the Assistant Superintendent also. An additional Deputy Superintendent may also be appointed at the discretion of the Controller of Examinations, in case the situation at a particular Centre so warrants.
4. The scale of remuneration admissible to the supervisory and service staff at the examination centres is as approved by the University from time to time.

Note : Teachers of teaching departments and affiliated colleges and supporting staff of the University and its affiliated colleges are to be paid remuneration at double rates for performing examination duties during vacations/holidays/Sunday in M.D. U. Rohtak

(E) Creation of Examination Centres

The Examination shall be held at such centres as may be approved by the Vice-Chancellor.

However, the applications for creation of a new Examination Centre should be submitted by the College concerned direct to the University three months before the date fixed for the commencement of the examinations. The required fee as per details given below be paid to the University. In case the centre is not created, the fee shall be refunded :-

For Traditional Courses

- (1) Rs.20,000/- for first year alongwith the application and building plan.
- (2) Rs.10,000/- per year for next three years.

For Professional Courses

- (1) Rs.30,000/- for first year alongwith the application and building plan.
- (2) Rs.15,000/- per year for next three years.

(F) Change of Examination Centre

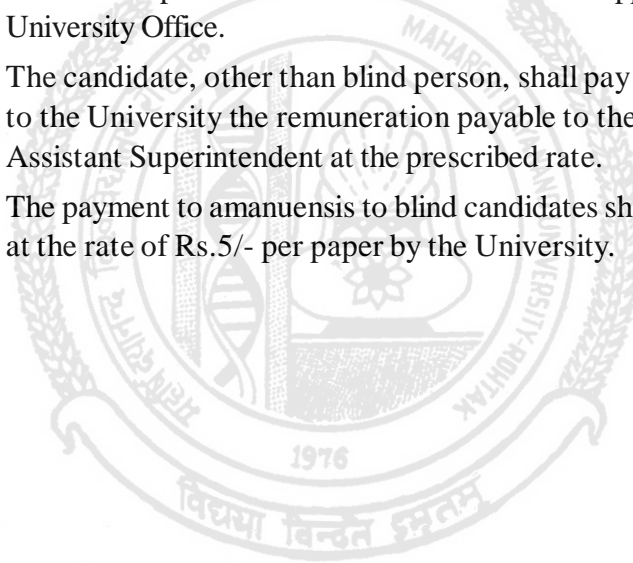
1. Ordinarily, a candidate shall have to take the examination at a centre fixed by the University. If, however, a candidate wishes to take the examination at some other centre, he shall make an application on the prescribed form accompanied by the prescribed fee.
2. Application for change of centre shall be submitted through the Head of the Institution concerned in the case of a college candidate and through the person countersigning the admission form or any other person competent to countersign the admission form in the case of a Private Candidate. The Controller of Examinations may in order to avoid hardship, permit change of centre in an exceptional case.

(G) Special Arrangement for Amanuensis (Writer of Answer)

1. A candidate may be allowed help of an amanuensis (writer) if :
 - i) he is blind;
 - OR
 - ii) he is permanently disabled from writing with his own hand;
 - OR
 - iii) he is temporarily disabled from writing, such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. The candidate shall produce a certificate from a Professor of the speciality concerned of a Medical College, and where there is no Medical College, from a Govt. Doctor of a gazetted rank that the candidate is unable, to write his answer books because of the temporary disablement.
- 2.1 On a written request from the candidate through the Head of a Teaching Department/Principal of a College, the Controller of Examinations shall appoint an amanuensis and inform the Superintendent of the Centre concerned.
- 2.2 In case a person's physical handicap is such as to render him

incapable to answering the paper in the prescribed time, an extra time upto half an hour for a paper may be allowed. For blind persons, however, the extra time of one hour will be allowed.

3. The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs. However, second condition shall not apply in case of candidates of B.Ed. Class, Post graduate Classes in the University Teaching Deptts. and private candidates.
4. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him out of the list supplied by the University Office.
5. The candidate, other than blind person, shall pay in advance to the University the remuneration payable to the additional Assistant Superintendent at the prescribed rate.
6. The payment to amanuensis to blind candidates shall be made at the rate of Rs.5/- per paper by the University.



Appendix to Clause 3(c) of “General Provisions”

Duties of the Principal in his/her capacity as Superintendent-in-Chief during the University examinations :-

1. The Superintendent-in-Chief shall receive the parcels containing question papers pertaining to the centre(s) in his/her college and keep them in his/her safe custody till these are delivered to the Superintendent on the relevant days of the examination. The envelopes shall be kept in a steel almirah, the keys of which will remain only with the Superintendent-in-Chief. The almirah will be kept in a safe room. The room will have double lock. Both the keys of one lock will remain with the Superintendent-in-Chief and of the other lock with the Superintendent. As soon as the Superintendent arrives, the Superintendent-in-Chief will show him all the question paper envelopes pertaining to the centre and the Superintendent will compare the question paper envelopes with the Centre-Statements as provided in Rule-2 at page-4 of the book of Instructions for Superintendent and the Supervisory Staff. Thereafter the Superintendent will arrange the question paper envelopes date-wise, separately for morning and evening sessions and keep them in the almirah and hand-over the keys to the Supdt-in-Chief. On each date of examination the Centre Supdt. will obtain the question-paper envelopes from the Superintendent-in-Chief half an hour before the commencement of morning session, sign the requisite certificate on the question-paper packet and get it countersigned by the Superintendent-in-Chief, in token of the seals being intact at the time of receipt of the packet(s).
2. He will be responsible for smooth functioning of the Centre from day to day and maintenance of proper discipline at the Centre.
3. He will ensure that a day before the commencement of the examination satisfactory arrangement of seats according to confidential list is made in such a manner as to render all communication between the candidates impossible.
4. He will go round the college to inspect the Centres.
5. He will send a weekly report about the functioning of the Centres.
6. He will have the stock of answer-books checked and initial the

stock entries in the stock register in token of the correctness.

7. He will also see that issue of answer-books to the Centres in his college is regulated.
8. He may replace any member of the staff if his/her conduct during the examination is found unsatisfactory and report the matter to the Controller of Examinations. He will also make arrangement if any member of the supervisory staff does not turn up.
9. In case the Principal of the college has to leave the station on urgent work, he shall appoint a senior member of his staff as Superintendent-in-Chief during his absence and sent an intimation to this effect to the Controller of Examinations.
10. He may seek the help of the District Authorities (Deputy Commissioner, Superintendent of Police, as the case may be) in case there is any apprehension of breach of peace.
11. He will see that the examination at the Centre is conducted smoothly. He will not interfere in the day to day functioning of the Superintendent who will be directly responsible to the Controller of Examinations.
12. All unfair means cases will be sent by the Superintendent direct to the University office and not through the Superintendent-in-Chief.
13. He will co-ordinate the working of the Centre(s) in his college and effect merger of centres into one or two as necessary, keeping in view the capacity of the building and the number of the students and issue instructions to the Superintendents in this regard. He will ensure that :-
 - a) Separate memos in regard to each Centre originally allotted to the candidates throughout the examination even if the candidates are transferred from one Centre to another on amalgamation, are used and original Centre number of candidate(s) is indicated.
 - b) Similarly separate signature charts in respect of each Centre originally allotted to the candidates are used throughout the examination even if the candidates are shifted from one Centre to another on amalgamation. For this purpose, the Superintendent of the original Centre is required to pass

- on to the Superintendent of the day the signature sheets to the Centre(s) at which the candidates are seated.
- (c) If the minimum number of candidates on a day in a session falls below 50 in examination Centre(s) of a college where there are two or more than two examination Centres the Superintendent-in-Chief will merge Centres into one or two as deemed fit for that session.
 - (d) While effecting the merger as in (c) above the Superintendent-in-Chief shall see that as far as possible equitable distribution of duties is made amongst the staff of different examination Centres.
 - (e) Separate subjectwise memos of answer books pertaining to each Centre are prepared by the Centre Superintendent of the amalgamated Centre. The memos, so prepared are to be placed outside the respective sub packets of answer-books for each Centre.
 - (f) Where by merger of the Centres the number of candidates is above 200 and separate memos are to be used, the Superintendent-in-Chief may appoint an additional clerk.
 - (g) All sub packets pertaining to each centre are placed in the main bundle to be sent to the Assistant Registrar (Secrecy).
14. In case of inability of the Principal to function as Superintendent-in-Chief or whose ward (son/daughter, brother or sister or any other near relative) is taking the examination at that Centre, the next available senior member of the college staff will act as Superintendent-in-Chief. The name of such teacher may be intimated to the Controller of Examinations immediately.
15. It will be the responsibility of the Superintendent-in-Chief to provide the required service staff. However, while appointing such staff, the integrity and honesty of the staff should be kept in view.

Rates of Remuneration in Respect of Practical Examiners, and Laboratory staff are as decided by the University from time to time.

Special Provisions

1. In case of Geography (Map Work) for B.A. Part-II and III, the examining fee shall be divided equally among the co-examiners.
2. Examiners in Art Practical for B.A. Part-I, II and III shall be paid for different Parts of the Practical Examination separately.
3. Two fees shall be paid to each of the examiners for examinations of B.A./B.Sc. Part I, II and III/M.A./M.Sc./M.C.A. where the candidates are required to appear in two practical papers.
4. Geography and Music shall be treated as Science subjects for purpose of payment to Examiners.
5. In Military Training Practical Examination and in Geography Field work and Laboratory Work for T.D.C. Part II and III, each Examiner shall be paid Rs. 2.50 per candidate provided that the maximum fee payable shall not be more than two fees per candidate if the number of Examiners exceed two.

General Instructions

1. The fee for setting question-paper shall be divided equally among the co-paper-setting unless, otherwise specified.
2. If an answer-book is divided into parts, the payment for different parts shall be so divided as not to exceed the fee for examining the whole paper.
3. Examiners for the bi-annual examinations shall be treated as separate Examiners.
4. An automatic deduction of Rs. 5/- per day of delay from the remuneration of a Head-examiner/Examiner shall be made in case the awards are not received within the prescribed date unless delay has been condoned by the University.
5. An automatic deduction of Rs. 5/- per day subject to a maximum of Rs. 100/- shall be made from the Remuneration of Head examiners who do not submit the payment chart within one month from the date or despatch of final instalment of award list unless the delay has been condoned by the Competent authority.
6. Deduction will be made from the remuneration bills of teachers towards the Teachers Welfare Fund as per University rules.
7. A deduction of Rs. 2/- per mistake subject to a maximum of Rs. 20/- shall be made from the remuneration of an Examiner.
8. The examiners for all examinations shall be paid actual contingent expenses on production of actual payee's receipts.

ORDINANCE: AWARD OF GRACE MARKS

1. Unless specified otherwise in any Ordinance, grace marks may be given to candidates for various examinations to the extent and in the manner given below :-

All exams. except M.B.B.S. exam.

- (A) A candidate who fails in one or more papers/subjects written/practicals/sessionals internal assessment or Viva-Voce and / or in the aggregate shall be given grace marks upto one percent of the aggregate marks excluding the marks for internal assessment/sessional of the paper/subjects in which he has actually appeared in the examination provided by the addition of these marks he passes in the examination or is placed in compartment or earns exemption. However, if such a candidate after ascertaining from the University that he has been given the marks, represents against the grace marks awarded to him, the same shall be withdrawn and his result revised. The option once exercised shall be final. No grace marks will be given in the case of improvement and that the words 'case of improvement' is to be mentioned on the certificate of marks of the candidate whose result is declared after he had improved his marks/division as a result of improvement.

Note :- i) One percent grace marks of the aggregate marks of an examination (both annual and supplementary taking as one) whenever it is beneficial to a student be allowed.

ii) One percent grace marks will be awarded on the aggregate for the papers actually appeared and not on re-appeared papers.

iii) In the semester system aggregate marks will be counted of only one semester and not of whole of the course (except for division). So that grace marks may not be carried from one examination to another examination of the semester.

The grace marks shall be first added to the paper(s)/subject(s). The remaining grace marks to the extent still necessary shall then be added to the aggregate and the same number of marks shall be added to a subject in which the candidate secured the lowest percentage of marks.

Provided that unavailed grace marks of LL.B. 3rd year, 4th and 5th year examination (Annual/Semester System)(of 5 year course may be carried forward and awarded to the candidate in subsequent examination(s) for passing the examination only and not for earning exemption. Provided the grace marks so availed including 1% shall not exceed total of 10 marks in any one examination. While awarding the grace marks under this Clause the grace marks already availed for passing/earning exemption on the basis of which the result is being compiled including the result of the earlier parts shall be deducted.

“A candidate who fails in one or more paper(s)/subject(s) Practical(s) and /or aggregate in any of the M.B.B.S./B.D.S. exams. shall be given grace marks upto the maximum of 1% of the total aggregate marks (including the marks for practical and internal assessment) provided that the number of grace marks to be given in the individual subject shall not exceed 5 and provided further that with the addition of these marks, he/she passed in the exam. or is placed in compartment/reappear or earns exemption. However, if such a candidate after ascertaining from the University that he/she has been given the grace marks, represents against the grace marks awarded to him/her, the same shall be withdrawn and his/her result revised. The option once exercised shall be final.”

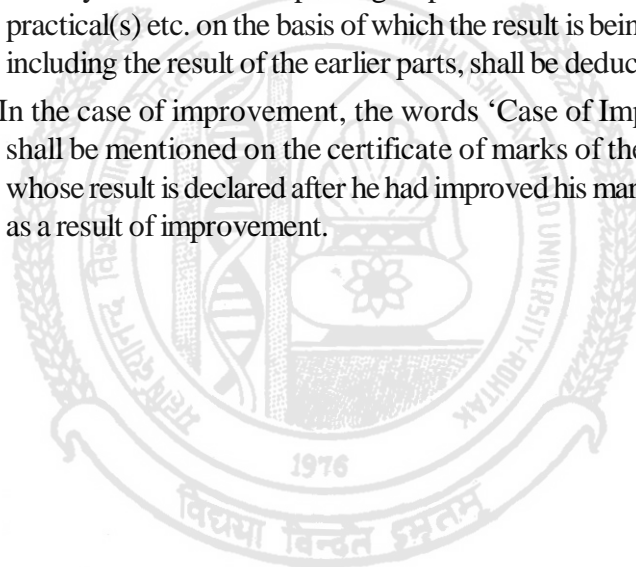
2. While awarding grace marks, fraction working to .5 or more shall be rounded upto the whole number and fraction below .5 shall be ignored.
3. A candidate who appears or re-appears in the following examinations in one or more paper(s)/practical(s) etc. shall be given grace marks as under for the award of higher division/result, as the case may be.
 - i) Master's degree in the Faculties (including the Department of Law) except in the Faculties of the Medical Sciences and Engineering :
Upto 1% of the total marks of the previous and final examinations provided that with these marks he/she improves his division from III to II or II to I or the result from 54% to 55%. While awarding the grace marks under this Clause, the grace marks already availed of for passing/improvement in the paper(s) practicals etc., on the basis of which the result is being compiled including the result of the earlier parts, shall be deducted.

- ii) (a) B.A./B.Sc./B.Com./B.Sc. (Home Science) : Grace marks upto 1% of the total marks of that examination in one/ more paper(s) be allowed for passing the exam. only.
- (b) B.A./B.Sc./B.Com./B.Sc. (Home Science) : Upto 1% of the total marks of the Parts-II & III in case of B.A./B.Sc./ B.Com. old and Part-I, II & III in the case of B.A./B.Sc./ B.Com./B.Sc. (Home Science) examinations under the new scheme i.e. 10+2+3 and B.Sc. (Home Science) old scheme.

Provided that with these grace marks, he improves his division from III to II or II to I.

While awarding the grace marks under this Clause, the grace marks already availed of for passing/improvement in the paper(s)/ practical(s) etc. on the basis of which the result is being compiled including the result of the earlier parts, shall be deducted.

Note : In the case of improvement, the words 'Case of Improvement' shall be mentioned on the certificate of marks of the candidate whose result is declared after he had improved his marks/ division as a result of improvement.



ORDINANCE :
PUNISHMENT FOR USE OF UNFAIRMEANS

1. Before the examination begins the Centre Superintendent or the Deputy Superintendent of the examination centre shall call upon all the candidates to deliver to him all papers, books or notes which they may have in their possession. He shall also warn the candidates that if any of them fails to do so, he shall be liable to penalty. Where all late comer is admitted, this warning shall be given to him at the gate.
2. The Center Superintendent or the examiner in case of Sub-Clause-4 (g) shall forward to the Registrar/Controller of Examinations on each day of the examination a declaration signed by him to the effect that the warning as required in Clause-I above was administered.
3. The Centre Superintendent shall take action against an examinee who is found using or attempting to use unfair means as defined in Clause-4 below, in the examination hall or within the premises of the examination centre.
4. Use of unfair means shall include the following :
 - a) Having in his possession or accessible to him during examination hours any papers, books or notes, written or printed or any kind of material including body, clothing etc.
 - b) Writing during the examination hours on any material (including the question paper or blotting paper) other than the answer-book.
 - c) Talking to another candidate or to any person other than the members of the supervisory staff in or outside the Examination Hall during the examination hours.
 - d) Consulting notes/books in or outside the Examination Hall during examination hours.
 - e) Attempting to take or taking help from any notes or hints written on any part of the body or on the clothes worn by the candidate or on the furniture being used by the candidate.
 - f) Receiving help from another candidate with or without his concept or giving help to another candidate or receiving help from any other person during examination hours.
 - g) Disclosing his identity deliberately or making any distinctive marks in his answer-book for that purpose or making an appeal

to the examiner through the answer-book or using abusive or obscene language in the answer-book.

- h) Presenting to the examiner a practical or class-work-note-book which does not belong him.
- i) Communicating or attempting to communicate, directly or through another person with an examiner or with an official of the University with the object of influencing him in the award of marks or making any approach or manipulation for that purpose.
- j) Swallowing/destroying any note, paper etc. found with him during the examination hours.
- k) Making deliberate arrangement to cheat in the examination, such as :
 - i) Smuggling of an answer-book/continuation sheet in or outside the examination hall or insertion in the answer-book of any sheet(s) written outside the examination hall.
 - ii) Substitutions, wholly or partly, of an answer-book/continuation sheet by another answer-book/continuation-sheet during or after the examination hours.
 - iii) Impersonation.
 - iv) Obtaining admission to the examination on a false representation.
 - v) Forging another persons' signature.
 - vi) Failing to deliver his answer-book to the person Incharge before leaving the Examination Hall.
 - vii) Tempering with the particulars, including roll number, written on another candidate's answer-book and /or writing wrong particulars, including Roll Number on one's own answer book.
- l) Refusing to obey the Centre Superintendent or any other member of the supervisory staff/inspecting staff or creating disturbance of any kind during the examination or otherwise misbehaving in or around the examination hall or threatening or assaulting any official connected with the examination, any time during, before or after the examination.
- m) Any other act of unfair-means/misconduct not covered in these provisions.

5. If a candidate is found to be or suspected to be guilty of using unfair means in the examination, the Superintendent may take away his answer-book and permit him, if he so desires, to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him on demand. The candidate may also appear in the rest of the examination in the subsequent papers at his own risk and subject to the decision the University may take in his case for use of unfair-means. The Superintendent may also obtain the explanation of the candidate in writing.
6. The superintendent of the examination centre shall report to the University on the form prescribed by the University, at the earliest, each case where use of unfair-means in the examination had been suspected or discovered with the explanation of the candidate concerned, if any. If the candidate refuses to give any explanation this fact shall be recorded in the report. In case the candidate refuses to part with his answer-book when asked to do so, no new answer-book be given to him and he be asked to leave the examination hall.
7. The Academic Council shall appoint annually one or more Standing Committee(s) to deal with cases of unfair-means in connection with the examinations. Atleast three members shall form the quorum.
8. Committee shall have the power to :
 - i) Cancel the particular paper or the entire examination in which he has been found guilty of use of unfair means, such cancellation of paper will mean award of zero mark in the paper and cancellation of the entire examination will be treated as failure in the examination.
 - ii) Debar the candidate from appearing in the said examination and/or in any other examination conducted by the University upto a period of three years.
 - iii) The following are the guidelines for the Standing Committee on unfairmeans cases for award of punishment to the candidates who indulge in unfair-means.

Nature of Misdemeanor**Punishment**

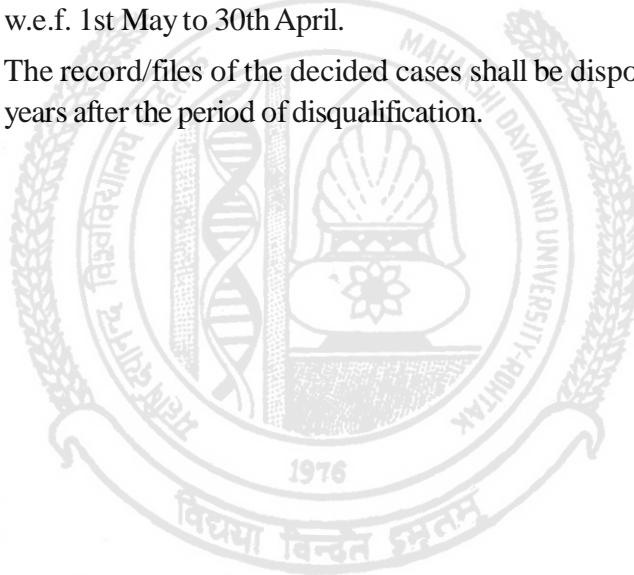
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|--|---|
| a) For relevant material found in the candidate's possession concerning the subject and the paper in which the | Cancellation of the paper or of the entire examination in which the candidate appeared. |
|--|---|

- candidate appeared irrespective of the evidence that the material had been used for copying.
- b) For being found with material relevant to the subject of paper with the evidence of copying or attempt at copying. Cancellation of the entire examination in which the candidate appeared, in addition, the candidate may also be debarred from appearing at the University examination for one year.
- c) For major misdemeanor like smuggling in and out of the answer-books/continuation sheets, impersonation and misconduct etc. Cancellation of the entire examination in which the candidate appeared, in addition, the debaring him from appearing in the University examination upto three year.
- d) Any other misdemeanor not covered in (a), (b), (c) above. Cancellation of the entire examination in which the candidate appeared, in addition, the debaring him from appearing in the University examination upto three year.
9. If the committee is unanimous in respect of their decision regarding the guilt of a candidate and regarding the quantum of punishment, its decision shall be final. If there is a difference of opinion amongst the members of the Committee, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
10. A candidate who is awarded punishment by the Standing Committee on unfair means on having been found using unfair means may submit an application to the Controller of Examinations for reconsideration of his case within 30 days of the receipt of the decision of the committee alongwith a fee of Rs. 1000/-. Such a reconsideration will be allowed only once.
11. The committee shall consider the reports of the Supervisor/ inspecting staff before arriving at decision. If it considers necessary the committee may take the evidence of any person. In no case the candidate shall be allowed to represent himself by an advocate or any other person.

12. If a candidate appearing in uncleared subject(s) paper(s) of a lower examination along with the higher examination is found guilty of use of unfair means in a subject/paper of the lower or the higher examination, either of the examinations or both the examinations (higher and lower) may be cancelled.
13. In case a candidate denies the allegation(s) against him or if the Committee otherwise thinks it necessary, it shall fix a date, time and place for holding the enquiry and give a notice to the candidate by registered post. Sending such notice by registered post to the candidate at the address given by him in his examination admission application shall be deemed to be a discharge of the University liability as to notice even if the candidate did not receive the letter or that he was not available at the said address. No adjournment of the meeting may be granted to the candidate on any account. On the date and time fixed in the notice which shall not be less than seven days from the date of its despatch, the Committee shall meet at the required place specified in the said notice for the purpose of holding the enquiry and the said candidate shall be allowed to be present, and heard in the same. The Committee after granting such hearing to the candidate as it may deem necessary, record its finding about the guilt of the candidate.
14. If any examiner reports any case of use of unfair-means which he detected during the course of evaluation of answer-books the same shall also be decided by the Standing Committee after getting the answer-books checked and giving the candidate a reasonable opportunity to defend himself.
15. If unfair-means adopted by a candidate come to the notice of the University after the examination, his case will be decided by the unfair-means Committee on such evidence as may be available after giving the candidate a reasonable opportunity to defend himself.
16. If a candidate is found guilty of unfair-means after his result has been declared the same shall be cancelled beside the candidate being awarded the punishment which would have been awarded to him had fact of use unfair-means come to notice before the declaration of his result.
17. The disqualification under this ordinance will be treated as a failure

in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations he shall not be admitted to any course of study, or allowed to appear at any examination of this University, during the period of such disqualification.

18. If the Vice-Chancellor receives complaints to the effect that the integrity of a University examination has been violated at an examination centre as a consequence of whole sale copying or other use of unfair-means, he, may after enquiry, order re-examination in one or more papers.
19. In this ordinance, the word 'year' means the 'Academic Year' w.e.f. 1st May to 30th April.
20. The record/files of the decided cases shall be disposed of two years after the period of disqualification.



ORDINANCE : RE-EVALUATION OF ANSWER-BOOKS

1. (a) A candidate who wishes to seek re-evaluation of his/her answer-book(s) may apply for re-evaluation to the Controller of Examinations, M.D. University, Rohtak on the prescribed application form as prescribed by the University alongwith the Detailed Marks Card/Certificate in original. The students whose result is Fail or Re-appear/Compartment shall not be required to enclose original DMC with Re-evaluation form.
- (b) Re-evaluation is permissible in case of Annual/Supplementary and Semester (if any) Examinations conducted by this University except in the following.
 - i) All Certificates and Diploma courses except Prabhakar, Madhyama, Vishard, Vyakaranacharya, Vedacharya Sahityacharya.
 - ii) Practical Examinations in different subject(s) or paper(s) sessional marks, Internal assessemnt Project Report dissertations, thesis and Viva-voce etc.
 - iii) Courses in which evaluation is done both by external and internal examiners and courses being run in the Medical Colleges.
 - iv) In case the result of any student is delayed in the process of re-evaluation he/she will not be allowed consequential benefit on the account.
 - v) B. Sc. (Nursing/ Bachelor of Physiotherapy) : Re-totaling of marks can only be allowed.
- (c) An application on the prescribed form alongwith requisite fee must reach the University office either under registered cover or be submitted personally within 30 days after the date of declaration of the result of the particular examination (for this purpose the date printed on the result/ gazette/notification shall be taken as the date of declaration) or within 30 days of the despatch of Detailed Marks Card by the University whichever is later.

- (d) A candidate will not be entitled to apply for re-evaluation after the expiry of the normal date mentioned in rule above, if his/her result has been delayed, D.M.C. detained on account of his/her fault, or any fault on the part of the College as determined by the C.O.E. or an officer authorised by him in this regard.
- (e) All entries in the application form for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/rejection of the case, if the form is not complete in all respects or not accompanied by full fee and/or Detailed Marks Card/Certificates. No change in the entries once made by the candidate shall be allowed after the receipt of the application by the University office. Ignorance of the title of any paper/subject shall not be accepted as a plea for wrong entry in the application. In case a subject consists of more than one paper and the candidate has not indicated the paper, he/she wishes to be re-evaluated or has paid a fee of Rs. 300.00/Rs. 500.00 (For courses such as B.A., B.Sc., B.Com./Professional) or more but less than the fee prescribed for all the papers indicated by him, the paper(s) in which the candidate secured the minimum marks will be got re-evaluated to the extent of multiples of Rs. 300.00/Rs. 500.00 (For course such as B.A., B.Sc., B.Com./Professional courses respectively as the case may be).
2. Where the original evaluation of paper was done by the examiner concerned on the basis of the instructions issued by his Head Examiner, a copy of such instructions will be sent to re-evaluator(s). In other cases five answer books will be supplied to the re-evaluator(s) as models.
- While sending the answer books for re-evaluation, the title of A/ book may be folded and strips of black or brown will be pasted over the marks inside, so as to hide the same from the re-evaluator(s), who will send their own awards in separate form question-wise.

3. i) If the difference between re-evaluated score and the original marks in a paper does not exceed 15% of the maximum marks of that paper (instead of existing 10%), the average of the two score will be taken as final awards. If the difference is more than 15%, the answer-book will be referred to 2nd re-evaluator and the average of the three scores will be taken as final awards.
- ii) The students whose result is 'Fail' or 'Re- appear/ Compartment' shall not be required to enclose original DMC with the Re-evaluation form.

Provided that no increase or decrease will be made in the marks of those failed candidates whose result remains unchanged even after re-evaluation.

- 4.1 The re-evaluation will be done under the rule framed by the Academic Council/Executive Council from time to time and the result of re-evaluation will be communicated to the candidate soon after it is declared. No interim communication on this subject will be entertained.
- 4.2 The marks obtained as a result of re-evaluation of the paper(s) of the last exam. of the course concerned shall not count towards determining the position in the order of merit, distinction and award of Gold Medal.
5. A candidate will be permitted to see his/her answer books for identification only on payment of an additional fee of Rs. 100/- per answer-book during working hours on a written request within 15 days from the date of declaration of the result of re-evaluation.
6. If as a result of re-evaluation, a candidate passes the examination or is placed under compartment may be allowed admission to the next higher class only if he/she is able to complete atleast 50% of the total lectures/practicals delivered in the class. In addition, such a student will also be required to attend 75% lectures to be counted from the date of actual admission.

Such admission may be granted within 10 working days from the date of despatch of Detailed Marks Certificate after re-evaluation, provided seats are available. However, admissions already made would not be disturbed because of the revision of result as a result of re-evaluation. No extra chance will be allowed to a candidate for clearing compartments/re-appear in lieu of any chance which he/she might have missed before declaration of the result of re-evaluation.

Note :- The Controller of Examinations will ordinarily declare the results of re-evaluation within 45 days of the beginning of the session.

7. The remuneration of re-evaluation shall be as prescribed for the examination concerned subject to a minimum of Rs. 100/- w.e.f. Oct. of 2008 for Undergraduate/Post-graduate/Professional exams, plus Postal expenses.
8. If the answer-book(s) is/are lost after original evaluation and is/are not traceable for re-evaluation on account of any reason the candidate concerned will be offered re-examination in that paper at next examination provided he has already obtained pass marks in that paper. If, however, the candidate does not want re-examination his previous result may stand unchanged.
No re-examination fee shall be charged from a candidate who opts for re-examination under this clause.
9. If a candidate who has failed or earns compartment/re-appear in a paper(s) and has applied for re-evaluation but his result of re-evaluation is not declared before the next examination and he appear in next examination in the paper(s) in which he had failed, the better of the two scores 'Re-appear Score' or 'Re-evaluation Score' would be taken into account.

INSTRUCTION : ONLY ONE FORM BE USED FOR ONE OR MORE SUBJECT(S)/ PAPER(S) AND IT SHOULD BE SPECIFICALLY MENTIONED WHETHER THE CANDIDATE HAS ALSO APPLIED FOR RE-EVALUATION IN THE LOWER/ HIGHER EXAMINATION IN ADDITION TO THIS APPLICATION.

**ORDINANCE: NUMBER OF PERIODS PER WEEK FOR
DIFFERENT SUBJECTS**

1. The number of periods per week for each subject of the B.Com/B.A./B.Sc. (Pass & Hons.), B.Sc. (Home Science) and M.A./M.Sc. course shall be as under :-

Group	Subject	Teaching Periods/Theory per week	Composition		Total
			Grammar	Practical	
1	2	3	4		5
B.Com.	(1) B.Com. Part-I 6 Periods per paper per week Sixth Compulsory paper		Lectures 6×5 3	Tutorial 5 -	Total 35 3
	(2) B.Com Part-II 6 periods per paper per week		6×6	5	41
	(3) B.Com. Part- III 6 Periods per paper per week		6×6	6	42
B.A.	(1) English (Pass) Part-I Part-II Part-III	8 10 (including Composition) 10 (--do--)	2		10 10 10
	(2) Hindi/Panjabi/ Sanskrit (Compulsory)	3		1	4
	(3) History	8	-	-	8
	(4) (a) A classical language Sanskrit (b) French	6 10 (including Composition etc.)		2	8 10
	(5) A Modern Indian language (Hindi, Panjabi, Urdu) Ist Year IInd Year IIIrd Year	6 6 6	(Plus 2 Composition) --do-- --do--		8 8 8

Group	Subject	Teaching Periods/Theory per week	Composition		Total	
			Grammar	Practical		
1	2	3	4		5	
B.A.	(6) Political Science	6	Lectures	Tutorial	Total 6	
	(7) Economics	6	--	--	6	
	(8) Philosophy	6	--	--	6	
	(9) Sociology	6	--	--	6	
	(10) Music	2	6	--	8	
	(11) Art or History of Art	2	10	--	12	
	(12) Mathematics	12	--	--	12	
	(13) Ancient Indian History, Culture & Archacology	6	--	--	6	
	(14) Public Administration	6	--	--	6	
	(15) Geography	6	2 (two hours or three periods each)	--	12	
	(16) Home Science	--	12 (including Practical)	--	12	
	(17) Psychology	6	2 (two hours or three periods each)	--	12	
	(18) Education	6	--	--	6	
	(19) Linguistics	6	--	--	6	
	(20) Clay Modelling	4	2 (two hours or three periods each)	--	10	
	(21) Classical Indian Dance	2	6	--	8	
	(22) Military Science	6	2 (of 3 periods each) or 3 (two periods each)	--	12	
	B.Sc.	(1) English Optional for B.Sc.-I	4	-	-	4
		(2) Hindi/Pb./Skt. For B.Sc.-II	3	1		4
		(3) Botany	6	2 (two hours or three period each)		12

Group	Subject	Teaching Periods/Theory per week	Composition Grammar Practical per week		Total
1	2	3	4		5
B.Sc.	(4) Zoology	6	Lectures 2 (two hours or three period each)	Tutorial	Total 12
	(5) Chemistry	6	2 (two hours or three period each)		12
	(6) Geology	6	2 (two hours or three period each)		12
	(7) Geography	6	2 (two hours or three period each)		12
	(8) Physics	6	2 (two hours or three period each)		12
	(9) Physiology	6	2 (two hours or three period each)		12
	(10) Human Anatomy	6	2 (two hours or three period each)		12
	(11) Bio-Chemistry	6	2 (two hours or three period each)		12
	(12) Microbiology	6	2 (two hours or three period each)		12
	(13) Anthropology	6	2 (two hours or three period each)		12
	(14) Mathematics	12	--		12
	(15) Home Science	12 (including Practical)			12
	(16) Statistics	8	2 (each of two periods)		12

B.Sc. (Home Science) Part-I

Sr. No.	Paper	Theory	Practical
1.	Chemistry	3	3
2.	Ecology and Environment	3	-
3.	Physiology	4	3
4.	Family Dynamics	3	-
5.	Biological Sciences	3	-
6.	Introduction to Home Science	3	-
7.	Principles of Design	3	3
8.	Introduction to Family Resource Management	3	-

B.Sc. (Home Science) Part-I			
Sr. No.	Paper	Theory	Practical
9.	Food Science	4	3
10.	Human Nutrition	4	3
11.	Physics	3	3
B.Sc. (Home Science) Part-II			
1.	Microbiology	4	3
2.	Food Production and Agriculture	3	3
3.	Woman's Study and Population Education	3	-
4.	Sociology	3	-
5.	Nutritional Bio-Chemistry	4	3
6.	Food Preservation	3	3
7.	Economics	3	-
8.	Consumer Education	3	3
9.	English	4	-
10.	Introduction to Textiles	3	3
11.	Principles of Management and Residence	3	-
B.Sc. (Home Science) Part-III			
1.	Extension Education in Home Science	3	2
2.	Extension Teaching Methods	3	2
3.	Child Care and Guidance	4	-
4.	Child Welfare	4	2
5.	Family Meal Management	4	2
6.	Community Nutrition	4	-
7.	Clothing	4	6
8.	Introduction to Home Development	3	-
9.	Psychology	3	-
10.	Community Health and Nutrition	4	2

M.A. Part-I & II Music

Three periods a day

M.A./M.Sc. Theory
4 Hours
per paper

Tutorial Practical
½ hour per paper 24 Hours

Size of Groups for :-

Tutorials 8 students

Practicals 15 students

Norms of Maximum Strength for Theory/Practical Groups

Class	Maximum No. of students for each class/group		
	Theory Class	Practical Group	Composition Tutorials Group

B.A./B.Sc./ B.Com. Part-I	60 but in no case to exceed 80	(13 in case of students of Fine Arts)	20
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B.A./B.Sc./ B.Com. Part-II & III (Pass & Hons.)	-do-	(13 in case of students of Fine Arts)	15
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(Minimum number of students to form a class in Arts/Science/Commerce degree Colleges shall be 15. For Hons. courses it shall be 10.)

B.A./B.Sc./B.Com. (Three Years Hons. Course)

B.A./B.Com. (Hons.)

Four to five periods per paper per week for full paper.

B.Sc. (Hons.)

Physics Main

Ist Year 12 to 15 periods (Theory+Practicals) per week.

Second year 15 to 18 periods (Theory+Practicals) per week.

Third year 30 to 36 periods (Theory+Practicals) per week.

Chemistry Main

Ist Year 12 to 15 periods (Theory+Practicals) per week.

Second year 15 to 18 periods (Theory+Practicals) per week.

Third year 30 to 36 periods (Theory+Practicals) per week.

Botany Main

Ist Year 12 to 15 periods (Theory+Practicals) per week.

Second year 15 to 18 periods (Theory+Practicals) per week.

Third year 30 to 36 periods (Theory+Practicals) per week.

Zoology Main

Ist Year 12 to 15 periods (Theory+Practicals) per week.

Second year 15 to 18 periods (Theory+Practicals) per week.

Third year 30 to 36 periods (Theory+Practicals) per week.

- (i) A teacher associated with the teaching of Hons. classes be given not more than 20 periods a week.
- (ii) For subsidiary and qualifying subjects, the norms for the 'pass' course may be followed.

ORDINANCE: 'SCHOLARSHIPS, STIPENDS, MEDALS AND PRIZES'

1. The Research Scholarships of the value of Rs. 5100/- p.m. (including contingency of Rs. 600/- per month) each tenable for one year in the first instance, will be awarded in each Dept. by the Vice-Chancellor on the recommendations of the Selection Committee consisting of the Dean of the faculty concerned, Head of the Dept., all Professor(s) in the Department, one Reader and one Lecturer to be nominated by the Vice-Chancellor on the recommendations of the Head of the Department on the basis of seniority and rotation for a period of one year.

The Scholarship may be extended on yearly extension basis for a period of not more than two years by the Vice-Chancellor on the recommendation of a committee consisting of the Supervisor and the Chairperson of the Department.

The amount of the scholarship when extended beyond the first year will be Rs. 5600/- (including contingency of Rs. 600/-) per month in the second year and Rs. 6500/- (including contingency of Rs. 1000/-) per month in the third year.

In addition NET and SLET qualified candidates will also be paid Rs. 500/- extra .

The Scholarship shall be paid to the Research Scholars upto the date on which the viva is held, provided that the duration of scholarship does not exceed the period prescribed above. However, the candidate can resign any time after submitting his thesis.

2. The award shall be made at the rate of two scholarship for each Teaching Dept. where research is being done. In such Dept. where the number of registered scholars doing research is 10 or more (excluding teachers of M.D. University) three scholarships be awarded. In case any Teaching Dept. is running two Masters Courses then one additional scholarships may be awarded in that department.

In addition ten University research scholarships be awarded to the candidates of Schedule caste/ Schedule tribes who remain out of the general scholarships and these shall be rotated alphabetically in different Departments of the University. The eligibility criteria for award of these scholarships shall be the same as applicable to the candidates of general category.

Note :

1. One scholarship in each department shall be reserved for candidates who have passed Masters degree or M. Phil. from M. D.U. Rohtak
2. The sepecialization in which reserach facilities are available in each departments will be mentioned in the advertisement scholarship shall be awarded only to those candidates who wish to persue research in the specialization advertized.

3 (a) Essential qualifications :

M.D. University Research Scholarships will be awarded only to those candidates who fulfill the qualifications for Ph. D.

3 (b) The scholarship will be awarded on merit to be determined as follows :-

- a) 10% marks of the percentage of marks obtained in the Master's degree examination.
- b) 5% marks of the percentage of marks obtained in the Bachelor's degree examination.
- c) Research Experience : One year or above from the date of registration. 1 mark
- d) Research Publication(s) One or more than one research paper(s). 1 mark
 - i) in recognised University/State/National/International journal for Humanities/Commerce/Law and Social Sciences.
 - ii) For Physical/Life Sciences in the journals which are abstracted in the professional abstact, such as chemical abstract, physical abstract etc. 1 mark
- e) **Weightage of M.Phil.**
 - i) M.Phil. Examination passed 2 marks
 - ii) M.Phil. theory Examination passed and dissertation submitted 1 mark

4. When research scholarship is granted, steps should be taken by the Head of the Department to get the scholar registered within six months from the date of joining of Research Scholars. In case the Deptt./ University office fails to get the concerned Research Scholar registered within six months of the date of joining his/ her scholarship due to unavoidable circumstances, the payment on account of research scholarship shall remain suspended fourthwith i.e.w.e.f. the day when the period of six onths expires and the

same will be restored only after his/her registration with the University for Ph. D. Programme in the concerned subject but within the next six months. In no circumstances, the period exceeding one year will be admissible for registration and scholarship shall be terminated and recovery shall be affected.

The payment of the scholarship shall be released to the research scholar after the supervisor is appointed by the Research Committee of the Deptt.

5. Every department shall keep an attendance record of the research scholar for which a daily attendance register shall be made by the Deptt.
6. A scholar will be required to do research work under approved guidance, in the specialization applied for and approved by the Head of the Department concerned.
7. A scholar will be required to produce progress report of satisfactory work from the supervisor concerned at the end of every month.
8. (a) No scholar shall join any other course of study or appear at any other examination conducted by any University or public body, except with the prior permission of the University.
8. (b) The scholars shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend etc. from any other source during the tenure of the award. Scholars, with the consent of the guide/ HOD may assist the University / Institute in its teaching programmes upto maximum of 6 hrs. in a week, if called upon to do so, including tutorials, evaluation of test papers, laboratory demonstration work, seminars, symposia etc. provided that such work undertaken by him/ her is not likely to hamper his/ her research programmes in hand.
9. During the first six months of the award, the scholar will be on probation. Confirmation of the award will depend on the satisfactory completion of the period of probation.
10. The scholar shall complete the full period of scholarship. In the event of a scholar discontinuing or giving up before the expiry of two years or before the expiry of the extended period, if extension was allowed for no valid reason, he/she shall be required to refund to the University the entire amount received by him/her.

Provided that in very exceptional cases or in case of appointment as lecturer any teaching assignment, this condition may be waived

by the Vice-Chancellor in consultation with the Head of the Deptt. concerned. The scholar shall after acceptance of the scholarship execute a bond with the University in the form prescribed for the purpose (available at the end of this chapter).

The scholar may be allowed by the Vice Chancellor leave without scholarship upto one academic year, during the entire tenure of the scholarship for the purpose of accepting teaching assignment on a temporary basis.

11. If a research scholarship falls vacant within six months of the award, it would be awarded to another candidate for the full term of one year.
12. Leave for a maximum of 30 days in a year, not exceeding 10 days at a time 2½ days per month proportionately during the first six months) in addition to general holidays may be allowed to a research scholar by the head of the Department on the recommendation of the supervisor. They will not be entitled to vacation and recesses. No other leave of any kind will be admissible to a scholar in receipt of research scholarship.

However, the women awardees would be eligible for maternity leave at full rates, for a period not exceeding 3 months once during the tenure of their award.

SCHOLARSHIPS

A. University Merit Scholarships.

University merit scholarship @ Rs.200/- p.m. for under-graduate and Rs. 300/- p.m. for post-graduate courses are annually awarded by the Vice-Chancellor on the basis of merit of the various Annual University Examinations to the selected students categories as under :-

1. One scholarship for every 1000 candidates or a part thereof in each group on the result of B.A/ B.Sc./B.Com. Part-I (Pass Course) for doing B.A./B.Sc./B.Com., Part-II examination for doing the respective courses.
2. One scholarship for every subject for standing first in the aggregate of B.A./B.Sc./B.Com. (Hons.)Part-I examination for doing the respective courses.
3. One scholarship for every 1000 candidates or a part thereof in each course on the basis of result of Visharad and Uttar Madhayama for doing Shastri courses in Associated Institutions under M.D. University, Rohtak or Gurukul Jhajjar Schemes.

4. One scholarship for LL.B. course for standing first in the aggregate of LL.B. Part-I Examination.
5. One scholarship for every 1000 candidates or a part thereof in each group on the results of B.A./ B. Sc./ B.com./ Final (Pass Course) examination for doing M.A./ M.Sc./ M.Com.
6. One scholarship for every subject for standing first in the aggregate of B.A./B.Sc./B.Com. (Hons.) examination for doing the M.A./ M.Sc./M.Com.
7. One scholarship each for joining M. Ed. and LL.M. Courses on the basis of passing B. Ed. and LL.B. Examination respectively.
8. Two scholarships for joining Acharya Course at Srimad Dayanand Vidyapeeth, Jhajjar or M.A.(Sanskrit) course on the basis of the merit of Shastri Examination (Schemeswise).

No merit scholarship shall be awarded unless (i) the candidate is placed in the first division on the basis of the results of B.A./B.Sc./ B.Com. Part-I (Pass & Honours), LL.B. Part-I/ LL.B.(Final) and Visharad/ Uttar Madhyama and Shastri examination in the first attempt; and (ii) in the case of other examinations the candidate should secure atleast 55% marks in the first attempt.

B. Scholarships for P.G. Diploma Course in Translation.

The University may award upto 5 scholarships of the value of Rs. 50/- p.m. in order of merit to the students seeking admission to this diploma course.

C. National Loan Scholarship Schemes of the Govt. of India.

The Governemnt of India have introduced a National Loan Scholarship Scheme for award of Loan Scholarship to the needy and meritorious students of Indian Nationality who pass with 50% marks in final annual public examination (with full subjects) conducted by statutory examining bodies of Haryana/ Punjab State and the income of whose parents/ guradians from all sources, does not exceed Rs. 25000/- per annum. The loan scholarship will be awarded on merit base on the percentage of aggregate marks obtained in examinations conducted by the Universities of Haryana/ Punjab State only. The form of application and other details of the scheme can be had from the Registration and Scholarship Branch.

D. National Merit Scholarships Scheme.

Allocation of these scholarship is made by the Govt. of India/ Haryana for the students who pass their preceding degree examinations in the first division, securing 60% or above marks. These scholarships are awarded in accordance with the allocation and the scheme is administered by the State Education Department. The existing value of this scholarship is Rs. 120/- p.m. for Day-scholars and Rs. 300/- p.m. for hostellers.

E. State Govt. Merit Scholarships.

Under the scheme of State Govt. merit Scholarships, the State Govt. allocates some scholarships for pursuing post-graduate courses on the basis of qualifying examination (passed in the year of award) as shown below :

- B.A./B.Sc./B.Com.-III
- i) For doing M.A./ M. Sc. M. Com.
 - ii) For doing B. Ed.

Whereas the scholarship for B. Ed. course is awarded on the basis of merit of aggregate marks atleast with second division, for the M.A./ M.Sc./ M. Com course, scholarship is awarded on the basis of merit (with atleast 2nd division) in the specified lower examination; subject to the condition of having secured atleast 2nd division in the specified subject also. The present rate for this scholarship for M.A./ M.Sc./ M.Com. is Rs.150/-p.m. The Registration Branch will circulate the scheme in the Departments/ Colleges and Invite applications at the appropriate time. The eligible students who pass their degree examinations from Punjab University, Chandigarh/ Kurukshetra University, Kurukshetra and have joined Post-Graduate course in our University should submit their application forms for these scholarship to their respective Universities through their Heads of Departments.

F. Scheduled Caste Scholarships.

These scholarships are awarded by the State to which the candidates belongs. The scheduled caste students of Haryana State only should apply for the award as well as renewal (where-ever applicable) of these scholarship on the prescribed proforma availabel in the University Office through their respective Heads of Department at the time of their admission. These applications (duly completed) are to be forwarded by the Heads of the Departments in one lot to the Regn. & Sch. Branch soon after the close of the normal date of admission The students belonging to

other states should get their applications forwarded through their Departments/ University/ Colleges direct to Director, Higher Education of their respective State/ Territory.

G. Lion Joseph Mc Loughlin Scholarship.

This scholarship of the value of Rs. 50/- p.m. has been instituted by the Lion's International in the name of their International President. This is awarded to a deserving post-graduate student of the University Teaching Department.

H. Sh. Dharam Pal Ghanghash Scholarship.

This scholarship of Rs.50/- p.m. is awarded annually to a student of B.A. IInd. year class of erstwhile University College securing highest in aggregate among the students having passed B. A. IInd year examination with Economics. The scholarships as per scheme is awarded on the recommendation of a committee constituted for the purpose.

I. Pahalwan Harnarayan Phogat Memorial Scholarship.

The scholarship of the value of s. 100/- p.m. has been introduced by Sh. Bhom Singh Phogat in the memory of his father late Pehalwan Harnarayan Phogat. The scholarship shall be awarded to regular student of M.A. (F.) Physical Education of M.D. University, Rohtak who has passed M.A. (P.) Physical Education in first attempt and who is a wrestler.

J. Dr. Silak Ram Phogat Memorial Scholarship.

The scholarship of the value of Rs. 100/- p.m. has been introduced by Smt. Nirmal Phogat widow of late Dr. Silak Ram Phogat in the memory of her husband Dr. Silak Ram Phogat, Prof. of History and Archaeology, M.D. University, Rohtak. The Scholarship shall be awarded to a regular student of M.A.(F.) History of MDU. Rohtak who has passed M.A. (P.) History in first attempt and opted for specialisation in Archaeology in M.A. Final History class.

K. Bimal Prashad Jain Memorial Scholarship.

The scholarship of the value of Rs. 100/- p.m. has been introduced by Sh. Rajesh Jain in the memory of his father late Sh. Bimal Prashad Jain Chairman, Laxmi Precision Screws Ltd. Rohtak. The Scholarship shall be awarded to a student of MBA 3rd Semester who has secured the highest marks in Ist & 2nd semesters taken together in first attempt.

L. Usha Rani Sharma Memorial Scholarship.

The scholarship of the value of Rs. 100/- p.m. has been introduced by Sh. Nand Lal, Advocate of Gohana, in memory of his daughter late Mrs. Usha Rani Sharma, one time student of M.A. in the

Political Science Deptt. of this University. This is to be awarded to a student of B.A. Part-II class who has passed B. A. Part-I Exam. with the highest marks in the subject of Pol. Sc. (with atleast 45% marks in aggregate). The scholarship is renewable for B.A.3rd year class provided the performance of the awardee is satisfactory.

M. Smt. Ram Kaur & Lt. Col. Bije Singh Scholarships.

The scholarship of the value of Rs. 75/- p.m. has been instituted by Dr. Ishwar Singh in memory of his grand father and grand mother. The Scholarship is to be awarded to a student of B. Sc. 2nd year (Medical Group) in the erstwhile University College on the merit of B. Sc.-I (Medical Group) Exam. from the erstwhile University College and renewable if the awardee secures at least 60% marks in B. Sc. -II Exam. in first attempt. From the 2nd year of institution of the scholarship, there will be two scholarships (One to be awarded and other to be renewed).

N. Chander Kanta Katyal Memorial Scholarship.

The scholarship of the value of Rs. 100/- p.m. has been introduced by Sh. Krishan Lal Katyal in the memory of his wife. The Scholarship shall be awarded to a regular student of M.A. Final (Skt.) of MDU, Rohtak who has passed M. A. (Prev.) in first attempt on merit-cum-need basis.

O. 46th All India Commerce Conference Commemorative Scholarships.

One scholarship @ Rs. 1200/- per annum in the Dept. of Commerce have been introduced by the Commerce Dept. to perpetuate the memory of 46th All India Commerce Conference Organised by the Deptt. of Commerce, M.D.U., Rohtak. The scholarship shall be awarded to a student who secures the highest marks in M. Com.(P.), who continues his/ her study in the M.D.U., Commerce Deptt. at Rohtak.

P. Late Smt. Man Bhar Devi Scholarship.

The scholarship of the value of Rs. 100/- p.m. has been introduced by Prof. D.S. Dalal in the memory of his mother late Smt. Man Bhari Devi wife of Late Sh. Nihal Singh (freedom fighter). The scholarship shall be awarded to a student of M.A. Final (English) in the U.T.D. who has secured the highest marks, but not lower than 55% in M.A. (prev.) English in 1st attempt.

Q. Dr. P.P. Singh Memorial Scholarship

This scholarship of the value of Rs. 100/- p.m. has been introduced by Ms. Urmil w/o Late Dr. P.P. Singh in the memory of her husband late Dr. P.P. Singh. The scholarship shall be awarded to a student of M. Sc. (F.) Chemistry of the University Teaching Department who has secured the highest marks in M.Sc. (P.) Chemistry in first attempt.

R. Sh. Mukesh Gupta Educational Scholarship.

The scholarship of the value of Rs. 100/- p.m. has been introduced by G.C. Gupta, Advocate, Chairman, Lala Lachhmi Narain Mittan Lal Gupta Dharamarth Trust Bahadurgarh. The scholarship shall be awarded to a poor and needy eligible student of MBA 1st year of two year programme/ 4th year of Five year MBA Programme. The Scholarship as per scheme is awarded on the recommendation of a committee constituted for the purpose.

S. Ch. Badlu Ram Scholarship

The scholarship has been introduced by Ms. Vidhyawati w/o Late Sh. Badlu Ram, a Veteran Freedom Fighter and an Ex. M. L.A. The Scholarship shall be awarded to an M. Phil. student for one year securing highest marks in M.A.(F.) Pol. Science or Pub. Admn. and if M. Phil students are not available than a student of M.A. (F.) in Pub. Admn. or Pol. Sc. securing highest marks in M.A. (P.). Willingness of the selected candidates to take up dissertation work on the freedom fighters of Rohtak Distt. preferably on Ch. Badlu Ram/ his contemporaries would be an essential condition. In case no candidate offer dissertation in lieu of a theory paper at M.A. (F) stage, the scholarship be awarded strictly on the basis of the merit based on M.A.(P.) marks. The scholarship as per scheme is awarded on the recommendation of the committee for the purpose.

T. Cash Grant for M. Phil.

A scheme of cash grant of Rs.2000/- has also been introduced for a student of M.Phil class of this University.

It is to be awarded to such a student as might be working for his/her dissertation on a topic concerning the life, activities and ideology of Deen Bandhu Sir Chhotu Ram.

The following scholarships, to be known as University Merit Scholarships, shall be awarded annually by the Vice-Chancellor on the basis of the results of the various University Examinations. Unless specified otherwise these scholarships shall be tenable for the entire duration of studies mentioned against each category.

The number and value of each scholarship shall be as under :-

STIPENDS**a. Sports Stipends**

A number of University stipends at different rates are available for outstanding sports persons.

b. Culture Stipends

A number of University stipends at different rates are available for outstanding cultural activities.

c. Backward Class Stipends

These are awarded to the Backward Classes students by the State Govt.. All Backward Classes students should submit their applications on the prescribed form (available in University Office) to the Head of the Department concerned at the time of admission. These application duly complete, are to be forwarded, in one lot, by the Heads of Departments to the Regn. & Sch. Branch soon after the close of normal date of admission.

d. Stipends awarded by the Distt. Soldiers, Sailors and Airmen's Boards.

These stipends are awarded by the Secretary, Distt. Soldier's, Sailor's and Airmen's Board, of the District concerned to which the students belong.

e. Post-graduate & General Stipends

Post-Graduate (including LL.B. Course) @ Rs. 100/-p.m. not exceeding one in number for each Teaching Department of the University tenable for the duration of the course for M.A./M. Sc. / .M.Com./LL.M./ MBA/ M. Ed./ Journalism and 5 year LL.B. Course, will be awarded annually on merit-cum-need basis through selection to be made by a committee appointed by the Registrar/ Vice-Chancellor.

General stipends @ Rs.200/- p.m. shall be awarded annually to deserving students, not exceeding one in each Teaching Department of the University on merit-cum-need basis on the recommendations of Selection Committee appointed by the Registrar/ Vice-Chancellor. Besides one P.G. Stipend and one Gen. Stipend of the Value of Rs. 300/- & Rs. 200/- p.m.respectively in each of four Teaching Deaprtments i.e. English, History, Commerce and Maths of the M.D. University, P.G. Regional Centre, Rewari on Merit-cum-need basis on the recommendation of the Selection Committee to be headed by the Director of the Regional Centre Rewari, will be awarded.

PRIZE

Acharya Ram Dev prize will be awarded annually to the candidate standing First in M.A. History Examination of this University. The prize will constitute the annual interest money accruing on the permanent endowment deposit of Rs. 5000/- made by Smt.Om Vati.

STUDENTS AID FUND

Financial assistance to poor deserving students is given out of the Students' Aid Fund in the form of lump-sum grants.

Name of the exams. on the result of which scholarship will be awarded	Amount of scholarship per mensem	No. of Scholarship to be awarded
B.A./B. Sc./B. Com./ Part-I (Pass Course)	Rs. 200/-	One for every 1000 candidates or a part there of in each group i.e. Humanities, Science and Commerce for doing B.A./B.Sc./B. Com.(pass) subject to a minimum of one scholarship in each group. Note : These Scholarships will also be tenable for joining the Honours Courses in B.A./B. Sc./B. Com. Part-II Classes.
B.A./B. Sc./B. Com./ Part-I (Hons.)	Rs. 200/-	One for each subject for standing first in the aggregate of B. A./ B. Sc./ B. Com./ (Hons.) Part-I exams. for doing the respectively degree course.
LL.B. Part-I (I & II Semester)	Rs. 200/-	One Scholarship for LL.B. course for standng first in the aggregate of LL.B. Part-I (I & II semester)
Visharada (MDU Scheme)	Rs. 200/-	One Scholarship for every 1000 candidates or a part thereof for joining Shastri course (MDU Rohtak and Gurukul Jhajjar Scheme) in any of the associate institutions of MDU.
Uttar Madyama	Rs. 200/-	One Scholarship for every 1000 candidates or a part thereof for joining Shastri course (MDU Rohtak and Gurukul Jhajjar Scheme) in any of the associate institutions of MDU.
B.A./B. Sc./B. Com./ Final (Pass)	Rs. 300/-	One Scholarship for every 1000 candidates or a part thereof in each group i.e. Humanities, Science and Commerce for doing M.A./M.Sc./M. Com. subject to a minimum one scholarship in each group.

Name of the exams. on the result of which scholarship will be awarded	Amount of scholarship per mensem	No. of Scholarship to be awarded
B.A./B. Sc./B. Com./ Final (Hours.)	Rs. 300/-	One Scholarship for each subject for standing first in the aggregate of B.A./B. Sc./ B. Com. (Hons.) examination for doing M.A./M. Sc./M. Com.
LL.B.(Final)	Rs. 300/-	One scholarship for joining LL.M. course
B.Ed.	Rs. 300/-	One scholarship for joining Med. course
Shastri	Rs. 300/-	Two Scholarships One for each of the two Schemes) for doing Acharya or M. A. (Sanskrit) course. The Scholarship(s) on the basis of Shastri examination shall be admissible to the student(s) joining the Acharya course at the Srimad Dyanand Vidhyapeeth Jhajjar, notwithstanding the fact that this institution is of the 'Associate Status' at this University.

1. All awards shall be made on the results of the annual examination only. No award shall be made on the results of the Bi-annual or Supplementary examinations.
2. If two or three candidates are bracketed for marks obtained and are placed last in the number of scholarships to be awarded each of them will be offered the scholarship and total number of the scholarships fixed for the examination shall be increased accordingly. If the number of such candidates is more than three, the scholarship will be offered to the three candidates who are Junior most in age.
3. No University Scholarship shall be awarded unless :-
 - (i) The candidates is placed in the first division on the bais of the result of B.A./ B. Sc./ B. Com. Part-I (Pass& Honours), LL.B. Part-I, Visharda, Uttar Madhyama, LL.B. (Final), Shastri examination.

- (ii) in the case of other examinations, the candidate gets at least 55% marks.
 - (iii) the candidate secures above percentage of marks in the first attempt.
4. The scholarship shall be renewed on the condition that the scholarship holder gets at least 60% marks in the subsequent University Examination(s) for all courses mentioned in Para I except M.A./M.Sc./M.Com. and LL.M. course where the scholarship shall be renewed if he/she gets at least 55% marks for which the score of both semesters will be taken together.
 5. No student shall hold more than one scholarship. This condition shall not apply to the holding of sports scholarship/ stipend in addition to the merit scholarship.
 6. If a student first in an examination, but is not awarded or does not accept a scholarship which he ordinary hold, such scholarship shall be awarded to the next eligible candidate on the list, failing him to the third student in order of merit and so on.
 7. Scholarship shall be tenable in any faculty and in any college recognised/maintained by this University or in all India institutions (see Appendix-I) provided the student joins the College or the All India Institute, in the academic year in which he passed the examination.
Provided that the scholarship shall also be tenable on reciprocal basis, to the students who join University teaching Deptts. of or the Colleges affiliated to other Universities situated in the States of Punjab, Haryana and Himachal Pradesh agreeing upon such a reciprocity with this University.

Bond to be Executed by the Research Scholars on Admission with the University

Research Scholarship Bond

Know all men by these presents that : We
and (2) do hereby bind ourselves and each of us, our and each of our heirs, executors and administrators to pay to the Maharshi Dayanand University, Rohtak or assignees on demand the sum of Rs. (Rupees only) signed and dated this day of 2000

Whereas the above bounden is nominated to a Research Scholarship of the Maharshi Dayanand University, Rohtak and whereas the above bounden as nominee of such Scholarship under the rules and conditions comprised in the ordinance relating to the award of Research Scholarship of the University entitled to Scholarship of Rs. per month for year.

Now the condition of the written obligation is that in the event of the above bounden..... not conforming to or observing the rules and conditions under a subject to which the Scholarship has been awarded to him/her or of discontinuing the research before the completion of the prescribed period of years for no valid reasons the above bounden (1) (2) shall forthwith refund to the Maharshi Dayanand University, Rohtak all money paid to him/her in respect of the said Scholarship and in the matter of deciding that money are to be paid, the decision of the University shall be final. Upon the making of such refund, the above written obligation shall be void and of no effect; otherwise shall be and remain in full force and virtue :

Provided always that the said above written bond is entered by the above bounden (1) and (2) on further condition that any forgiveness or forbearance on the part of the Maharshi Dayanand University, Rohtak towards the above bounden in respect of his/her failure or neglect to conform or to observe the rule and the conditions herein before mentioned to make such refund, as aforesaid, shall not in any way relieve or exonerate the above bounden (2) in respect of his/her liability under the above written bond.

Signed by the above bounden (1) in the presence of Signed by the above bounden (2) in presence of

1. Full name of the Scholar : _____
Address : _____
2. Full name of the Surety : _____
Address : _____

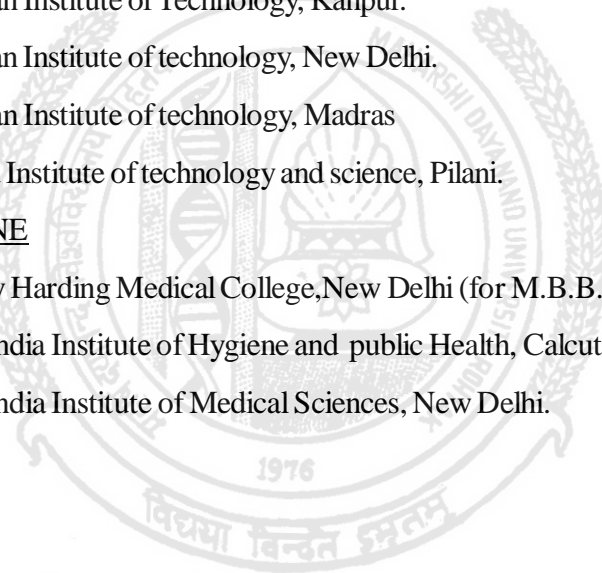
Appendix - I

List of All India Institutions where the scholarship shall be tenable.

1. University of roorke, Roorkee.
2. Indian Institute of technology, Kharagpur
3. Indian School of mines, Dhanbad.
4. Indian Institute of Science, Bangalore
5. Indian Institute of technology, Bombay
6. Institute technology Banaras Hindu University Varanasi.
7. Indian Institute of Technology, Kanpur.
8. Indian Institute of technology, New Delhi.
9. Indian Institute of technology, Madras
10. Birla Institute of technology and science, Pilani.

MEDICINE

11. Lady Harding Medical College, New Delhi (for M.B.B.S.)
12. All India Institute of Hygiene and public Health, Calcutta.
13. All India Institute of Medical Sciences, New Delhi.



**ORDINANCE: REGISTRATION OF
REGULAR STUDENTS/PRIVATE CANDIDATES**

1. No one shall be admitted to the University or any examination of the University unless he has registered as a student of the University.
A student admitted provisionally at his own risk and responsibility shall have to submit all the required documents including migration certificate for registration to the University latest by 31st January failing which his candidature for the concerned examination shall stand suspended automatically.
Provided that the above condition shall not apply to a candidate for the Ist Semester Examination (where there is a semester system of examination) but the result thereof will be declared only after his registration. However, the candidate for the 2nd semester examination shall have to follow the procedure prescribed for the candidate appearing under the annual examination system.
Provided further that the candidate who intends to appear in the supplementary examination should register himself with the University by 10th August of the year of examination failing which his/her candidature shall stand cancelled automatically. However, in hard and deserving cases the Vice-Chancellor may allow the documents to be accepted latest by 30th August of the year alongwith a late fee of Rs. 500/-.
However, a candidate may be allowed to continue his studies provisionally at his own risk and responsibility subject to the condition that he shall submit all the required documents including the migration certificate to the University by the following dates.
If a candidate fails to submit all the required documents including the migration certificate even upto 31st Jan. due to valid reasons, he may be allowed to continue his studies provisionally and to take the examination also at his own risk and responsibility, if otherwise eligible. The result of such a candidate shall, however, be declared only after the candidate submits his all the documents with late fee of Rs. 500/- and his name has been registered with the University.
2. Every student, who is not registered with the University, shall pay the University, at the time of admission, through the department/college which he joins, University enrolment-cum-eligibility fee and or a continuation fee as prescribed by the University from

time to time. Thereafter, in case of re-admission of a student whose name is struck off the rolls of the department/college, he shall pay prescribed fees for making necessary entries in the University register. No further fee for registration shall be charged.

3. A person who applied for permission to appear in an examination as a private candidate shall get his name registered and pay the prescribed fee before he is allowed to appear in the examination. If he is already registered, he shall quote his registered number.
4. The Registrar shall maintain a register of all Under-graduate and Post-graduate students for University examinations in the University teaching departments and the colleges recognised by the University of carrying on research work in the University or appearing in a University examination in the capacity of ex-student.
5. The register shall contain, in respect of each student, the name in full, the name of father, permanent address, institution entered, year of admission, particulars of the last public examination passed, every pass or failure in a University examination with roll number, and any University scholarship, medal or prize won, every degree taken and serious penalty awarded to him by the institution or the University.
6. The Heads of the University Teaching Departments/ Director, P.G. Regional Centre, Rewari/ Institute of Law and Management Studies, Gurgaon and Principals of the Recognized/maintained Colleges shall forward to the Registrar, within one month of the last date of admission, the names of the students in the prescribed proforma together with the following fee in the shape of separate bank drafts for each kind of fee drawn in favour of the officers mentioned against each in respect of all the students in each class at the rates prescribed by the University :-

1. Registration fee	F.O. M.D.U.Rohtak
2. Continuation fee (Where registration fee is not payable)	-do-
3. Dr. Radha Krishnan Fund	-do-
4. Development fee	-do-
5. Holiday Home fee	DYW, MDU, Rtk.
6. Youth Welfare fee	-do-
7. Sports Regn. fee	Secretary, Sports Council, MDU, Rohtak

8. NSS Fund Programme Co-ordinator (NSS)
9. Entry Fee for Zonal Youth Festival and Techno-Management Fest in favour of D.Y.W., M.D.U., Rohtak at the following rates irrespective of the fact whether a college/ institution will be participating in any event in the concerned festival or not being mandatory :
- a) Colleges having strength upto 300 students : Rs. 2000/-
- b) Colleges having strength above 300 students : Rs. 3000/-
- c) Colleges/Institution falling under Techno-Management Fest Zone : Rs. 3000/-

In case a college/ Institute fails to do the needful, a penalty of Rs.5/- per student per day shall be charged in respect of each kind of fee separately. Further, students of any such college/ Institute shall not be registered till all the above fee are received in one go, and that the college/ Institute shall be responsible for the same. In case of students who are already registered with the University, the registration number shall be indicated in the registration returns, but such a student shall pay the prescribed continuation fee.

7. Students registered under this ordinance shall be called 'students of the University.
8. On registration, the student shall be provided with a registration card through his/her Head of the Department/Principal in the cases of regular students and by registered post in case of private students, indicating the number under which his/her name has been entered in the register and that number shall be quoted in all subsequent reports concerning the student, and in all applications by that student for admission to a University examination.
- A duplicate copy of the registration card may be granted on payment of Rs. 100/-.
9. Applications for corrections in the particulars of a candidate shall be entertained by the Registrar upto one month of the issue of the registration card without any fee. Applications for corrections after the expiry of one month shall be entertained only with a fee of Rs. 100/-.
10. Applications for admission to University examinations shall be scrutinized with reference to the University register. The Registrar/

Controller of Examinations may refuse to accept the application of a candidate about whom complete particulars have not been reported or have been reported incorrectly and requires him to forward a complete statement of the particulars together with an additional fee. Such particulars shall, in the case of a student on the rolls of a department/college be forwarded through the Head of the Department/Principal concerned.

11. A registered student is entitled to get a certified copy of the entries under his name on payment of Rs. 100/-.
12. A person applying for change of his name in the register shall submit his application :-
 - (a) in the case of a regular student, through the Head of the Department/Principal of the college last attended by him;
 - (b) in the case of private candidate, through the Head of a University Teaching Department or the Principal of a recognised college, or an officer of the University not below the rank of an Assistant Registrar or a Government gazetted officer or in the case of a Government employee, through the Head of the Department in which he is employed.The application shall be accompanied by :-
 - (i) a fee of Rs. 100/- including the case of a woman who changes her name after marriage.
 - (ii) an affidavit relating to his present and proposed names duly sworn in the presence of a Magistrate or an Oath Commissioner by his parents or guardian in case he is minor, or by himself in case he is major, and, in the case of woman changing her name after marriage, a certificate to this effect be submitted from a Gazetted Officer or a Principal of any college recognised by the Maharshi Dayanand University, Rohtak.
13. If a student's name is struck off the rolls of a College/Department, or he migrates to another College/Department or is rusticated or expelled, such a fact shall immediately be reported to the Registrar for record in the register of students and for such other action as may be necessary.

ORDINANCE: MIGRATION

1. A student from any other University recognised by the M.D. University or from a Board of Examination other than School Education Board, Haryana shall be eligible for admission to the University only on the production of the migration certificate (or transfer certificate if a Board does not issue the migration certificate) to show that the university or Board has no objection to his/her joining this University and he/she will have to submit the same upto 31st Jan. of the year of examination without any late fee, failing which his/her candidature for the concerned examination shall stand suspended automatically, provided that the condition of production of the migration certificate shall not apply in the case of students passing their examination from a foreign University.
However, a candidate may be allowed to continue his studies provisionally at his own risk and responsibility subject to the condition that he shall submit the migration certificate to the University upto 31st Jan. of the year, after 31 Jan. of the year of exam a late fee of Rs. 500 shall be charged.
If a candidate fails to submit the migration certificate by the 31st Jan. of the year of examination to valid reasons he may be allowed to continue his studies provisionally and to take his examination also at his own risk and responsibility, if otherwise eligible,. The result of such candidate shall, however, be declared only if the candidate submits his migration certificate before the issue of the Roll No. for the next higher class examination with a late fee of Rs. 500/- and his name has been registered with the University.
2. A student who has not completed his course of studies or having completed his course of studies, has not appeared at the examination for which he was reading in any other University or a college admitted to its privileges or in any college under the control of a Board of Education shall not be admitted to the University except on production of the following documents in addition to the certificate mentioned in the preceding clause :-
 - (a) Leaving certificate from the Principal of the college or from Registrar of the University which he leaves;
 - (b) certified copies of the entries against his name in the register of students of the University concerned;
 - (c) a certificate from the Head of the University Teaching Department/Principal of the college, to which admission is sought by the student, to the effect that he has attended, in the subjects offered by him at this University, sufficient number of lectures in the College/University form which he wishes to

migrate, so as to enable him to complete the course of studies prescribed by the University.

3. A candidate be allowed migration from regular College of Education to Directorate of Correspondence Course of this University subject to the condition that he/she has secured more marks than the last candidate admitted in the correspondence course.

Migration to Pt. B.D. Sharma, P.G.I.M.S. Rohtak

Except when authorised by the Academic Council, migration of a candidate from a Medical College whose M.B.B.S. Degree has not been recognised by the Medical Council of India, shall not be permitted. The application for migration must be made by the applicant within 3 months of declaration of Maharshi Dayanand University result. In case the request is received after three months, the approval of the Medical Council of India be obtained.

The applicant -

- (a) must have passed :
 - i) the first professional M.B.B.S. Examination of the other University;
 - ii) The medical entrance examination or where the medical entrance examination is not held, the Pre-Medical or its equivalent examination with atleast 50% marks in English and 50% in aggregate of the subjects of Chemistry, Physics and Biology.
- (b) must belong to the State of Haryana or to the State Govt. whose candidates are admitted on reserved seats, and are recommended by them for migration to Pt. B.D. Sharma, P.G.I.M.S., Rohtak.
- (c) produces all such certificates and pays all fees as may be demanded by the Director-Principal of the college.

A candidate must have valid reasons for migration. Migration can not be claimed as a matter of right and may be refused by the Principal without assigning any reason. Migration will be allowed against a vacant seat, if any, out of the sanctioned strength in the year of admission.

1. Migration of students from one medical college to another medical college in India shall be granted only in exceptional cases to most deserving among the applications for good and sufficient reasons and not on routine grounds. The number of student migrating to from any one medical college shall be kept to the minimum which shall in any case not exceed the limit 5% of its sanctioned intake in one academic year. There shall be no migration on any ground from one medical college to another located in the same city.
2. Migration of students from one College to another is permissible only if both the colleges are recognised by the Central Government

under section 11(2) of the Indian Medical Council Act. 1956 and further subject to the condition that it shall not result increase in the sanctioned intake capacity for the academic year concerned in respect of the receiving medical college.

3. The applicant candidate shall be eligible to apply for migration only after qualifying in the first professional MBBS examination. Migration during clinical course of study shall not be allowed on any ground.
4. For the purpose of migration, an applicant candidate shall first obtain. 'No Objection Certificates' from the college where he is studying for the present, the University to which it is affiliated to the college to which migration is sought and the University to which that college is affiliated to. He shall submit his application within a period of one month of passing (declaration of results of the first professional MBBS examination alongwith the said 'No Objection Certificates' to the Director, Medical Education of the State where the College/ Institutions including Deemed Universities to which migration is sought is situated or to the Head of the Institution in case migration is sought to a Central Government institution. The Director, Medical Education of the State concerned or the Head of the Central Government institution, as the case may be, shall take a final decision in the matter as to whether or not to allow migration in accordance with the provisions of these Regulations and communicate the same to the applicant student within a period of one month from the date of receipt of the request for migration.
5. A student who has joined another college on migration shall be eligible to appear in the IInd professional MBBS examination only after attaining the minnum attendance in that college in the subjects, lectures, seminars etc. required for appearing in the examination prescribed under Regulation 12(1)

Note -

1. Any request for migration not covered under the provisions of these Regulations shall be referred to the Medical Council of India for consideration on individual merits by the Director (Medical Education) of the State or the Head of Central Government Institution concerned. The decision taken by the Council on such requests shall be final.
2. The College/ Institutions shall send intimation to the Medical Council of India about the number of students admitted by them on migration within one month of their joining. It shall be open to the Council to undertake verification of the compliance of the provisions of the regulations governing migration by the Colleges at any point of time".

Migration to B.D.S. Course

- 1) Migration from one Dental College to other is not a right of a student. However, migration of students from one Dental College to another Dental College in India may be considered by the Dental Council of India. Only in exceptional cases of extreme compassionate ground* provided following criteria are fulfilled. Routine migrations on other ground shall not be allowed.
- 2) Both the colleges, i.e. one at which the student is studying at present and one to which migration is sought, are recognised by Dental Council of India.
- 3) The applicant candidate should have passed Ist professional BDS examination.
- 4) The applicant candidate submits his application for migration, complete in all respects, to all authorities concerned within a period of one month of passing (declaration of result) the first professional Bachelor of Dental Surgery (BDS) examination.
- 5) The applicant candidate must submit an affidavit stating that he/ she will pursue 240 days of prescribed study before appearing at 2nd professional Bachelor of Dental Surgery (BDS) examination at the transferee Dental College, which should be duly certified by the Registrar of the concerned University in which he/ she is seeking transfer. The transfer will be applicable only after receipt of an affidavit.

Note : 1.

- i) Migration is permitted only in the beginning of IInd year BDS course in recognised institution.
- ii) All applications for migration shall be referred to Dental Council of India by College authority. No Institute/ University shall allow migrations directly without the prior approval of the Council.
- iii) Council reserved the rights, not to entertain any application which is not under the prescribed compassionate grounds and also to take independent decisions where applicant has where applicant to migrate without referring the same to the Council.

Note : 2* Compassionate ground criteria :

- i) Death of supporting guardian.
- ii) Disturbed conditions as declared by Govt. in the Dental College area.

Migration to Bachelor of Engineering/B.Tech./M.Tech.

1. Migration can not be claimed as a matter of right. The candidate must have valid reasons such as compassionate ground transfer of parents, medical ground, security reasons and like-wise for migration.

2. Migration would be allowed only subject to availability of seats after allowing the change of Branch within the college to the existing students of that college as per the rules of the University, provided further that no seat would be increased beyond sanctioned intake for migration of students from other Engineering Colleges.
3. The Engineering degree of the University from which the candidate seeks migration should be recognized as equivalent to B.E./B.Tech./M.Tech. degree of this University. The academic contents of such degrees in respect of the syllabus of the first year Engineering of 4 years degree course, should not be different. The similarity of syllabus will be decided by the Chairman, Board of Studies Engineering/Technology.
4. Request for migration be submitted to the University latest by 31st July or within 21 days of the declaration of result of B.E./B.Tech./M.Tech. 2nd semester whichever is later after obtaining no objection from the Institution where the candidate wants to migrate. However N.O.C. is not required from the parent Institution/Colleges of the candidate. But the candidate must deposit all the legitimate dues to the colleges.

Note :- However a copy of the orders of the migration shall be endorsed to the parent Institution of the candidate to intimate to the concerned college if anything is due against the candidate under intimation to the University.

5. Inter-College Migration of a candidate from one Institution to another Institution shall be allowed subject to the following conditions :-
 - i) Student admitted on the basis of CEET rank in an admission year in category are eligible for Inter-College Migration at the beginning of an academic year i.e. in III, V and VII semester in their respective categories, discipline and degree programme of their year of admission.

Migration to the 5th 7th semester shall be considered by the Vice-Chancellor on compassionate grounds, extensively hard and deserving cases.
 - ii) Merit of such candidates will be prepared on the basis of their total marks obtained in all the semester as per scaling given in B.E./B.Tech./M.Tech. Ordinance.

6.
 - a) Migration will only be allowed in the 3rd semester of the B.E./B.Tech./M.Tech. degree course that too only in the beginning of the semester.
 - b) Migration to 1st year of B.E./B.Tech./M.Tech. degree course is not permissible under any circumstance whatsoever.
7. Candidate seeking Inter-University Migration to 3rd semester of the B.E./B.Tech./M.Tech. course must fulfil the following conditions:-
 - a) A candidate must have passed an examination equivalent to the examination of (10+2) from Board of School Education, Haryana or from Board/University whose examination is recognized by MDU/Board of School Education Haryana, Bhiwani with the minimum marks in the subjects of Chemistry, Physics, Mathematics and English as prescribed for admission to B.E./B.Tech./M.Tech. degree by M.D. University, Rohtak.
 - b) The candidate should have secured at least 60% marks in the first year Engineering examination passed by him in one sitting and there should be no gap between his passing the last examination and the year of migration in the college.
 - c) A candidate who has compartment/reappear in any subject will not be eligible for migration.
 - d) The candidate on roll in 3rd semester shall produce a certificate from the Principal or the Head of the Institution to the effect that he has no objection to the subject migration from his Institution and that his conduct and behaviour during his stay in the Institution have been good.
8. Migration may be allowed from amongst the eligible applicants strictly in order of merit as determined by marks/percentage obtained in first year examination.
9. No relaxation in examination rules of this University shall be permitted to such migrating students.
10. The candidate allowed migration will be required to produce all such certificates and pay all such fees as may be prescribed by the University from time to time.
11. Migration fee per candidate to be charged shall be as fixed by the University from time to time and the migration fee once paid by the student will not be refunded under any circumstances.

12. The application processing fee for migration to B.E./B.Tech./ M.Tech. course shall be Rs. 100/- (non-refundable) and Rs. 20000/- will be charged as migration fee after the migration is allowed. No request shall be considered without processing fee.

Migration to LL.B/ LL.M courses.

1. The candidate must have a valid reason such as compassionate ground, transfer of parents, medical ground, security reason and like wise for migration. Migration can not be claimed as a matter of right and may be refused by the University without assigning any reason.
2. Migration will be allowed against the seats falling vacant within the total intake sanctioned for the particular class at the time of admission to the first year of the course and onwards.
3. In case of migration from other University, a candidate who has compartment/ re-appear in any subject will not be eligible for migration. However, the students of various colleges/ institutes affiliated to MDU may apply for migration even if under re-appear.
4. No relaxation in examination rules of this University shall be permitted to such migrating students.
5. Request for migration may be submitted to the University with NOC from the Institute/ College in which the student is presently pursuing his studies by October 31st of the particular academic year or as per MDU's advertisement in this behalf.
6. The duration of the course must be the same as in MDU.
7. The Scheme of examination of such other University from where the candidate is seeking migration must be similar to MDU, Rohtak i.e. at least 50% of the papers in each class/ degree of LL.B/ LL.M. must match with the corresponding classes in MDU, Rohtak.
8. Candidates seeking admission to LL.B/ LL.M. course by migration must have :-
 - a) qualified in the Entrance Test/ examination of the University/ Institute from which migration is sought.

and

passed qualifying examination recognised by MDU with the minimum marks and the subjects as prescribed for admission to the course by MDU, Rohtak.

- b) Secured atleast 50% aggregate marks in the first or onward course of University/ Institute and should have passed in all the papers (both theory and practical) in the first attempt.
9. The candidate on roll shall produce a certificate from the Principal or the Head of the Institution to the effect that he/she has no objection to the student migration from his/ her institute and behaviour during his/ her stay in the Institution have been good.
 10. The migrated candidate will be required to produce all such certificates and pay all fees as may be prescribed by the University.
 11. The application processing fee for migration to LL.B./LL.M. course shall be Rs. 100/- (non-refundable) and Rs. 20,000/- will be charged as migration fee after the migration is allowed. No request for migration shall be considered without processing fee.
 12. Migration will be allowed from semester to semester system and annual to annual system.
 13. For migration to University Teaching Departments, an advertisement will be issued by the University in leading newspapers, normally in the month of August every year inviting applications for migration against vacant seats in LL.B./ LL.M. course. The applications will be screened by a committee constituted by the Vice-Chancellor. Migration process will be conducted only once a year even if the seats are lying vacant.

Migration rules for MCA/MBA/ B.PHAMACY Courses.

Students studying in MCA/MBA/B.Pharm. courses of other Institutes/ Universities may be allowed to migrate to University Teaching Department and other Institutes affiliated to M.D. University, Rohtak subject to the following conditions :-

1. The candidate must have a valid reason such as compassionate ground, transfer of parents, medical ground, security reason and like wise for migration. Migration can not be claimed as a matter of right and may be refused by the University without assigning any reason.
2. Migration will be allowed against the seats falling vacant within the total intake sanctioned for the particular class in third semester/ second year.
3. A candidate who has compartment/ re-appear in any subject will not be eligible for migration.
4. Migration to first year of the course is not permissible under any

circumstances whatsoever.

5. No relaxation in examination rules of this University shall be permitted to such migrating students.
6. Request for migration should be submitted to the R & S branch of the University after obtaining no objection from the institutions from where the student is to be migrated.
7. The duration of the course must be the same as in the MDU.\
8. The degree of the University from which the candidate seeks migration should be recognized by this University. The academic contents of degrees in respect of the syllabus of the previous years should not be materially different. The similarity of syllabus will be decided by the Chairman, Board of studies concerned.
9. Candidate seeking admission to MCA/ MBA/ B. Pharmacy course by migration must have :-
 - a) Qualified in the Entrance Test/ examination of the University/ Institute from which migration is sought.

AND

- b) Passed qualifying examination recognized by M.D.U with the minimum marks & the subjects as prescribed for admission to the course by M.D.U. Rohtak. The candidate seeking migration from other University must have secured at least 50% aggregate marks in the 1st year of the course of University/ Institute and should have passed in all the papers (both theory and practical). Provided that this condition shall not be applicable to the students who are from affiliated colleges of M.D.U. Rohtak.
10. The candidate on roll shall produce a certificate from the Principal/ Director / Head of the Department to the effect that he/she has no objection to the student migration and his/her conduct and behaviour during his/ her stay in the Institution have been good.
11. The migrate candidate will be required to produce all such certificates and pay all fees as may be prescribed by the University.
12. The application fee for migration to MCA/MBA/B.Pharm. course shall be Rs. 100/- (non-refundable) and Rs. 20,000/- will be charged as migration fee after the migration is allowed. But it can be increased/ decreased from time to time by the University and the migration fee once paid by the candidate shall not be refundable under any circumstances. No request for migration shall be considered without processing fee.

13. For migration to University Teaching Departments, an advertisement will be issued by the University in leading newspapers(s) normally in July every year inviting applications for migrations against vacant seats in MCA/MBA/B.Pharmacy courses. Applications received late will not be entertained. These applications will be screened by a Committee constituted by the Vice-Chancellor. Migration process will be conducted only once in a year even if the seats are lying vacant.

Migration from Maharshi Dayanand University to Another University/Board.

A student, already registered with this University may be allowed to migrate to another University or Educational Institution, outside the territorial jurisdiction of the University and be granted a migration certificate on his applying on the prescribed form and on paying a fee of Rs. 100/-. Migration fee, once paid, shall not be refunded even if the candidate after having applied for migration certificate, later on withdraws his application.

If a student takes a migration certificate to join another University his membership of the University shall lapse. However, he may subsequently return with the migration certificate from that University to take some further examination of this University, in which case he shall follow the same procedure and pay the same fee as prescribed for candidates of other Universities/Boards migrating to this University and he shall be registered with this University afresh. If such a student after taking migration certificate, does not join any other University/Board, he may return the migration certificate and apply for the cancellation thereof, alongwith a fee of Rs. 100/- in case the cancellation of migration certificate is sought during the course of study, the application must be forwarded by the Principal concerned.

**Migration from one College of the University to Another College
(General courses)**

1. A student who has joined one college of the University and wishes to migrate to another college of the University during the same course shall be permitted to do so only if the Principals of both the colleges agree to the migration and the application is forwarded to the Registrar for sanction through the Principals of both the colleges, accompanied by a fee of Rs. 500/- which shall not be refunded.

2.
 - (a) The Academic Council may allow migration in special cases not covered by clause-I above.
 - (b) A student who is conditionally promoted shall not, on migration, be admitted to a higher class by the Principal of the other college. The Principal of a college, from which a student promoted conditionally migrates, shall state all the relevant facts on the application referred to in clause-I above.
 - (c) If the applicant be a detained student or against whom any disciplinary action has been taken etc., the Principal shall specifically mention this in his remarks on the application referred to in clause-I above.
 - (d) The college leaving certificate shall not be given by the Principal until the transfer has been notified by the Registrar. No admission without such sanction shall be considered valid.
 - (e) When migration of a student from one college to another college has been sanctioned, he must join the new college within 15 days. Provided that if a student does not avail himself of the migration, within fifteen days from the date of receipt of the letter by the Principals of the colleges concerned, he shall have to apply afresh and pay fresh fee in order to revalidate the previous migration.
 - (f) If a student changes his mind after putting in his application for migration, he must inform the colleges concerned as also the University immediately.
 - (g) If the student changes his mind after migration has been sanctioned by the University he must apply for re-migration and follow the entire procedure prescribed by the University once again if he has joined the other college. If he has not, he must apply for cancellation of the migration certificate through the Principal of the college concerned and return his migration certificate.
 - (h) No migration certificate can be issued unless the student has been registered with the University.
 - (i) A college is entitled to the tuition fee for the month in which the migration is sanctioned by the University and the college to which the student migrates is not entitled to charge fees for the fraction of a month.

**ORDINANCE:
RESIDENCE, HEALTH AND DISCIPLINE**

1. The Board of Residence, Health and Discipline shall be constituted as follows :
 - a) Proctor, if any (Chairman & Convener).
 - b) Dean, Students' Welfare.
 - c) Medical Officer (to be nominated by the Vice-Chancellor).
 - d) Provost.
 - e) Two persons including a woman, appointed by the Academic Council not necessarily from among their own members.
 - f) Two teachers of the University other than the Heads of the Departments to be nominated by the Vice-Chancellor.
 - g) One Principal of professional colleges and one Principal of non-professional colleges, to be nominated by the Vice-Chancellor.

In the absence of the Proctor, the Dean Student's Welfare will convene the meeting.
2. The nominated members of the Committee shall hold office for three years.
3. The Committee shall :-
 - a) consider references received from the colleges, under this ordinance, and advise the colleges thereon.
 - b) submit to the Academic Council a report as regards residence, health, physical welfare etc. of the students; and
 - c) discharge such other duties as prescribed by statutes/ordinances or are assigned by the Vice-Chancellor.
4. Every student of a University Teaching Department or of a college admitted to the privileges of the University shall, if not residing with his/her parents or guardian, approved by the Head of the Department/college, shall stay during the academic session in :
 - a) University hostel; or
 - b) A hostel of any other college admitted to the privilege of the University; or
 - c) a hostel recognised by the University; or
 - d) a lodge approved by the Dean, Students' Welfare/Principal of the College.

5. The college shall make suitable arrangement for the supervision of its students staying in a lodge approved by the Principal.
6. Every college shall maintain an upto date register containing informations relating to the residence of its students and shall submit to the University within one month of the last date of the admission, a statement to this effect for the information of the Board.
7.
 - i) Each college shall appoint a Medical Officer who shall be a graduate in medicine of at least five years standing or a licentiate in medicine who has been registered as a medical practitioner for a period of not less than ten years to look after the health of the students.
The Medical Officer shall visit the college at least twice a week.
 - ii) At least once in each academic year the medical officer shall conduct a physical medical examination for all students of the colleges/University Teaching Departments and shall record the result of the medical inspection of each student giving such medical advice and assistance as he may consider necessary, and bring to the notice of the Principal/Head of the University Teaching Department all cases of serious nature.
The College/University shall engage the services of a lady doctor for woman students.
A report on the general results of the medical examination with Medical Officer's recommendations shall be forwarded to the Registrar for information of the Boards.
8. Every student on the rolls of a college shall pay an annual medical fee which shall be utilised only for the purpose of examination and medical assistance to the students.
9. Subject to the ordinance, the Board shall inspect once in every academic year each college, together with such buildings as may be occupied there with for the use of students and shall submit a report to the Vice-Chancellor with such recommendations as it may think fit.
10. The Board may at any time direct one or more of its members to make a special inspection and to report on any college regarding compliance, with the condition of the residence as laid down by the ordinance, in addition to the inspection.
11. Any matter of residence, health or discipline, which a principal desires to refer to the Board respecting his college and any matter involving inter-collegiate discipline on which the Principals concerned are unable to come to an agreement shall be dealt with

by the Board but there shall be the right of appeal in such cases to the Vice-Chancellor whose decision shall be final.

12. Subject to any powers conferred by the Act or the Statutes, on the Vice-Chancellor, all matters of discipline in the University which are either not directly cognizable or after due warning by the Proctor/Dean, Students' Welfare are not investigated and decided by Principal shall be dealt with by the Board.
13. All colleges shall provide adequate facilities for the physical exercise of their students and shall forward a statement of the same to the Board.
14. Except in the case of students of post-graduate courses and of Engineering and Medical Faculties, the Principal of each college shall send reports twice a year to parents or guardians of the students regarding :-
 - a) The result of house examination.
 - b) Percentage of attendance of lectures for which attendance is compulsory.
 - c) Health and result of medical inspection.
 - d) Any disciplinary fine and punishment imposed.
 - e) General conduct.
15. For financing the various youth welfare schemes and activities, the annual fee as determined by the University shall be charged from each student on the rolls of a college, admitted to the privileges of the University or University Teaching Departments and the amount so realised shall be deposited with the University not later than the end of October of the year.

ORDINANCE: ACADEMICAL COSTUME

1. In these rules academical costume means the costume prescribed in clause 4 hereunder.
2. Full academical costume shall be worn by all the members of Court, Executive Council, Academic Council and all graduates of the University, and may be worn by all graduates of other Universities at the convocation.
3. If a member of the Court, Executive Council and Academic Council is a graduate of any other University he may wear either the costume of his degree or the costume to which he is entitled as a member.
4. Members of the Court, Executive Council, Academic Council and graduates of the University are entitled to wear academical costumes as follows :-

Chancellor

- a) Gown-purple velvet with golden lace on the front folds bottom of sleeves on shoulders and zari work with Tufts on the front and on the sleeves, Cambridge style.
- b) Cap-Purple velvet with golden lace and golden tassel Mortar band.

Vice-Chancellor

- a) Gown-Purple velvet with golden lace on the front folds, bottom of sleeves on shoulders and zari work with one Tufts on each side on the front and one Tuft and zari work on the bottom of sleeves, Cambridge style.
- b) Cap-Purple velvet Mortar band with golden lace and golden tassel.

Chief Guest

- a) Gown-Maroon velvet with golden lace on the front folds, bottom of sleeves on shoulders, Cambridge style.
- b) Cap-Maroon velvet, Mortar band with golden lace and golden tassel.

Pro Vice-Chancellor

- a) Gown-Purple velvet with golden lace on the font folds bottom of sleeves on shoulders and zari work with one Tufts on each side on the front and Tufts and zari work on the bottom of sleeves, Cambridge style.
- b) Cap-Purple velvet Mortar band with golden lace and golden tassel.

Registrar

- a) Gown-Black silk with golden facing.
- b) Cap-with gold tassel.

Members

- a) Gown-Black) or the robe of the Which
- b) Cap-with black silk tassel) they are entitled according to) their qualifications.

Deputy and Assistant Registrars (Non-graduates) Gown-Black**For Bachelor's Degree**

	Gown	Hood
1. B.A.(Pass)	Black	Black with golden lining.
2. B.A.(Hons.)	Black	Black with Orange lining.
3. B.Sc.(Pass)	Black	Black with Light Blue lining.
4. B.Sc.(Hons.)	Black	Black with red lining.
5. B.Ed.	Black	Black with maroon lining.
6. B.Com.(Pass & Hons.)	Black	Black with claret lining.
7. B.Text.	Black	Black with Light Yellow lining.
8. LL.B	Black	Black with dark blue lining.
9. Ayurvedacharya	Black	Black with saffron lining.
10. B.Sc.(H.Sc.)	Black	Black with magenta lining.
11. M.B.B.S.	Black	Black with Light mauve.
12. B.D.S.	Black	Black with Light mauve
13. Bachelor of Pharmacy	Black	Black with dark blue lining.
14. BBA	Black	Black with dark blue lining.
15. Bachelor of Journalism	Black	Black with Pink lining.

For Master's Degree

M.A.	Black White with golden lining
M.Sc.	Black White with Light blue lining
Master of Education	Black White with maroon lining
M.Com.	Black White with claret lining
LL.M.(Master of Laws)	Black White with dark blue lining
M.Phil.(Master of Philosophy)	Black White golden lined with light mauve with golden facing
M.D. (Doctor of Medicine) & M.S.(Master of Surgery)	Black White golden lined with light mauve with golden facing
MCA	Black White with light blue lining
MFC	Black White with light claret lining
MBA (Master of Business Administration)	Black White with light claret lining
M.Textiles	Black White with Yellow lining
M.Sc.(Pharmacology)	Black White with Light Green lining
M.Sc.(Microbiology)	Black White with Chocolate lining
M.Ch.(Master of Chirurgery)	Black White with brown lining with golden facing

MDS	Black with golden facing white golden lining with light mauve
M.Pharma	Black Black with golden facing

The holders of Oriental Literary Titles shall be entitled to wear the following costume on ceremonial occasion :

Shastri & Acharya	Saffron gown with White pagri or Cap.
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For Doctor's Degree

(i) Doctor of Philosophy	(a) Gown - Black with golden facing (b) Hood- Red and silver gray.
(ii) Doctor of Laws	(a) Gown - Red with light blue facing (b) Hood- Red and silver gray.
(iii) Doctor of Science	(a) Gown -Maroon with white facing (b) Hood- Red and silver gray.
(iv) Doctor of Literature	(a) Gown -Maroon with light buff or golden yellow facing (b) Hood- Red and silver gray.

Provided that graduate of the University shall have the option to wear the dress and scarf prescribed below instead of the academical costume with gown :

Dress for Men : White Dhoti and White Kurta

OR

White Churidar Pyjama and Black Achkan

Dress for Women : White Sari with skin maroon border & white blouse

OR

White Salwar, White Kurta and White Dupatta with thin maroon border

Scarf :

Size : 1 meter square having a 4cm. wide border all around. Colour of the scarf will be the same as for the Hood, except that instead of Black Hoods the colour will be pink. Colour of the border of the scarf will be the same as for the lining of the Hood.

Academic Regulations/Ordinance & Scheme for under graduate & Post Graduate Programme for introduction of Credit Base System at YMCA Institute of Engineering, Faridabad on NIT Kurukshetra Pattern from the session 2007-08 as approved by Board of Studies in its meeting held on 18.6.2007

A. Academic Regulations

All academic regulations contained herein both for Undergraduate and Postgraduate programmes shall come into force w.e.f. new semester starting in August, 2007 and applicable to all such candidates as admitted in this semester.

A.1 Academic regulations shall cover the following course of study at the Institute :

I Undergraduate Programmes

Four years Bachelor of Technology (B. Tech.)

II Postgraduate Programmes

Master of Technology (M.Tech.)

A.2 Detailed Regulations are given in the following schedules :

Schedule A-I Regulations for Undergraduate programmes

Schedule A-II Regulations for Postgraduate programmes

Admissions

The institute will have the following Admission Committees :

A.3 Admission Committee for B.Tech.

B.Tech admission is a State subject. However, in case need be.

- i) Director shall appoint Admission Committee for B.Tech
- ii) Powers and duties of the Admission Committee shall be to select the candidates for admission to B.Tech. in accordance with the approved procedure & rules of admission of the Institute, as decided by the Senate/Board of Governors/Govt. of Haryana from time to time.

A.4 Admission Committee for M.Tech.

- i) There shall be one Committee for each Department of the Institute
- ii) The M.Tech. Admission Committee of each Department/School/Centre shall consist of

- | | | |
|----|---|----------|
| a) | Chairman of the Department | Chairman |
| b) | Faculty-Incharge of Post graduate programme
(To be appointed by the Chairman of the Deptt) | Member |
| c) | Senior most Professor/Assistant Professor in the Department | Member |
| d) | Nominee of the MDU, Rohtak
(To be nominated by VC MDU) | Member |

for admission to M.Tech. in accordance with the approved procedure for M.Tech. admission to the Institute, by the University/ Board of Governors/Govt. of Haryana from time to time.

- iii) The admission of the candidates on the recommendation of Admission Committee shall be approved by the Director/Principal of YMCA.

A.5 Fee Deposits and other Dues for the Admission.

The tuition fee and other dues will be as approved by the Board of Governors from time to time.

A.6 Scholarships

Merit-cum-means and other scholarships

Subject to availability, a small number of Merit-cum-Means scholarship financial assistance may be awarded to the students, as decided by the Institute and in the Information Brochure.

A.7 Unfair Means cases (UMC) Committee

The Unfairmeans Committee will be constituted as per MDU Norms.

Attendance and sessional and other Rules of engineering examination

The rules related to attendance, examination and credit based system applicable to the students of B.Tech/M.Tech admitted in the current session will be same as per Kurukshetra formulated from time to time and approved by the VC, MDU Rohtak.

Credit-Based System of Evaluation

The Institute has switched over to the credit based system of continuous evaluation 2007-08 session. The brief details are given below:

1. Registration

- (a) Every student is required to be present and register at the commencement of semester on the date fixed and notified by Director. The registration processes for B.Tech and M.Tech students would be centrally organized by the Academic Branch of the Institute. For First and second semester B.Tech. students, Academic Branch would conduct the Process whereas for 3rd semester onwards, respective departments would do the needful. For M.Tech programme, respective departments would register the students for all the semesters.
- (b) Only those students will be permitted to register who have ;
- i) Cleared all fees and dues of the Institute, Library and Hostel (if resident)
 - ii) Not been debarred from registering for a specified period on any ground by the competent authority, and **Director/Principal of YMCA** may allow late registration with a prescribed late fee within next three working days.

2. Credit counts

All courses would have a Credit Count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under :-

- a) LECTURES/TUTORIALS : One lecture per week shall be assigned ONE credit. For one Tutorial period per week, Half a credit is to be assigned.
- (b) PRACTICAL/WORKSHOPS : One lab period per week shall be assigned half a credit.
- (c) The credits are fixed for Industrial Training.

Fractions would be rounded up to the next higher integer in the final result.

GRADING

- (a) The Academic Performance of a student shall be graded on a TEN-POINT SCALE The award of Grades based upon marks obtained out of 100 shall be made as follows :-

Marks		Grade		Marks
85	≤	A+	≤	100
75	≤	A	≤	85
65	≤	B	≤	75
50	≤	C	≤	65
40	≤	D	≤	50
20	≤	E	≤	40
0	≤	F	≤	20

- (b) There will be a GRADE REVIEW COMMITTEE for reviewing the grades obtained by the B.Tech and M.Tech students in a course in each Department semester wise.

The students admitted from August 2007 onwards will be governed by the following regulations.

- (i) Students with marks more than 20% but less than 40% will have the option to improve their marks and consequently grade. Such students will be allowed to avail of one extra chance to improve the sessional marks (thus, a student gets practically two chances; one with his/her regular batch when he/she is attending the classes and subsequently on later, when the semester is in progress i.e. odd with odd and even with even.) If such student with Grade 'E' improve their grade either to 'D' or 'C' (i.e. sum of new sessional marks and highest marks in the end semester exams which he/she earned upto the declaration of this result) will not be allowed to appear in the end semester examination for improving the Grade. Despite this extra chance and regular end semester examination if he/she is unable to clear a particular subject, then he/she has to repeat the subject.
- (ii) For students who get less than 20% marks in a subject in total of sessional and end semester examination will be required to repeat the subject of that semester.
- (iii) The candidates will be required to obtain minimum 'D' Grade and earn the assigned credits. Further, for obtaining 'D' Grade, the students will have to obtain minimum 40% marks in each subject in end semester examination.

Continuous evaluation sub-components and weightage

- (a) The weightage to all subcomponents of a theory course is given as below

	Subcomponent	Weightage%
1.	Three class Tests (Two best to be reckoned)	15+15=30
2.	Teacher's Assessment through viva-voce, Home Assignments, on the Spot tests, Short Quizzes etc.	10
3.	End semester examination	60

- (b) For Practical
- | | | |
|----|--|----|
| 1. | Mid semester Evaluation
(To be conducted in regular Practical Classes) | 30 |
| 2. | Teacher's Assessment through viva-voce.
Short quizzes, reports, Class work etc. | 30 |
| 3. | End semester examination | 40 |
- (c) For Seminars, Projects, Training, Comprehensive Viva and General Fitness evaluation, the weightage will be decided by Departmental Review/Academic Committee.

The candidates will be required to obtain minimum 'D' Grade and earn the assigned credits. Further, for obtaining 'D' grade, the students will have to obtain minimum 40% marks in each subject in end semester examination attendance :

The minimum required attendance is 75%. However, relaxation of 15% as per MDU norms will be admissible.

Schedule A-I

ACADEMIC REGULATIONS FOR UNDER GRADUATE PROGRAMMES

1. Admissions.

- 1.1 The examination for the degree of Bachelor of Technology will be open to candidates admitted to the privileges of the Institute. Each academic year will comprise of two semester, each of 16 to 18 weeks duration.
- 1.2 The minimum academic qualifications and age for admission to B.Tech shall be as decided by the competent authority.
- 1.3 The qualifying marks/Merit list in the Entrance Test will be as prescribed and notified by the competent authority conducting the Entrance Test.
- 1.4 Distribution of seats including reservations shall be as approved by the State Govt. of Haryana from time to time
- 1.5 All seats except those for NRI candidates will be filled exclusively on the basis of merit in Entrance Test of eligible candidates under each category taking into account the choice exercised by the candidates.

2. examinations

- 2.1 The examination in each semester will be held according to the syllabi prescribed by the Senate. Each course will carry credits as per the scheme of courses. A student must study all the courses given in the scheme approved by the Senate.
- 2.2 The examination will be held at the end of each semester on such dates as may be fixed by the Director/Principal on behalf of MDU, Rohtak.
- 2.3 In order to be eligible to sit for End semester examinations in paper(s) of any semester, a student must have registered for concerned papers and must have attended not less than 60% of total classes separately in Lectures (including Tutorials) and Practicals in concerned paper(s). If a student falls short of the required attendance in Lectures (including Tutorials) or Practicals in concerned paper(s), he/she will automatically be awarded “E” Grade and will have to repeat the studies whenever offered in concerned paper(s)
- 2.4 The weightage of the End semester and evaluation during the semester in different courses will be as approved by the College/University.

3. Evaluation/Results

At the end of the semester the students will be awarded a Letter Grade in each of the course taken during the semester depending of the total performance (which may consist of mid-semester examinations, quizzes-announced and unannounced, laboratory exercise, tutorial work, seminars, home assignment etc.) as well as in the End semester examination.

Letter Grades will be awarded to the students as indicated below. Each Letter Grade indicates the level of performance in a course and has a Grade point for purpose of computing the Cumulative Grade Point Average (CGPA) as given below, CGPA is defined in clause 4.2.

Letter Grades	Performance	Grade Point
A+	Excellent	10
A	Very Good	9
B	Good	8

C	Average	6
D	Pass	4
E	Required to Improve	2
F	Repeat	0

A student who earns an E Grade in a course shall have to re-appear in that course in the subsequent examination(s), subject to the following :

Provided that a candidate shall not be allowed to attend classes and appear in it. The semester examination(s) mentioned in column (s), unless he/she has passed in the semester examinations mentioned in Column (b).

(a)	(b)
5th semester onwards	1st semester
6th semester onwards	2nd semester
7th semester onwards	3rd semester
8th semester onwards	4th semester

The course Coordinator assigned by other teacher concerned of the course will compile all the marks and will award the Grades. He/she will submit a copy of award list to Director, YMCA Institute for the preparation of result.

Once Grades are submitted, any correction thereafter, will only be made with the approval of the Director.

- (a) For the theory component of a course, the course Coordinator (Assisted by the team of teachers) will award the marks through continuous evaluation of the students during the semester as well as in the End semester examination. For each theory paper, the question paper for all examinations will be set by the Instructor(s) of the course. The Instructor(s) alongwith the tutors, if any, will evaluate the Answer Books.
- (b) For the practical (Laboratory/design/drawing/survey cam/workshop and/or vocational training/project) course and the practical component of a course, the marks will be awarded by the course Coordinator (assisted by the team of teachers) through continuous evaluation of the students during the semester.
- (c) The Project semester evaluation will be done by Project Evaluation Committee as per the guidelines issued by the Institute from time to time.

The Controller of examination shall publish the final result indicating the Grades and the ultimate CGPA obtained by each student.

4. **General**

4.1 All academic problems of the students other than those affecting the Institute rules and regulations framed from time to time may be looked into by the Director/Principal.

4.2 A student is required to maintain a Cumulative Grade Point Average (CGPA). The CGPA is the weighted average of all the Letter Grade obtained by the student since his/her entry into the Institute upto and including the latest semester and computed as follows:

$$CGPA = \frac{\sum Ci \sum Gi}{\sum Ci},$$

Where C_i denotes credits assigned to i th course and G_i indicates the Grade point equivalent to the Letter Grade obtained by the students to the i th course. Provided that when a student re-appears in/repeats a course as per clause 3.2 and clause 2.3, the new Grade will replace the earlier one in the calculations of the CGPA. If a student after obtaining pass Grades (A/B/C/D) in all the courses at the end of the programme obtains a CGPA less than minimum CGPA=4.0 required for the award of degree, he/she may be allowed by Director to improve the CGPA by studying the course(s) in which he/she has earned 'D' Grade(s) provided the said courses are offered in the semester under consideration. First preference will be given to the professional course(s). This concession of additional semester(s) for improvement will be counted with in maximum duration permissible for the programme.

Note :

The percentage of marks obtained by a student if so required, can be calculated as = CGPA multiplied by 9.00

4.3 At the end semester (i.e. after End semester examination), students will be supplied a Grade card indicating the grades secured in each course and upto date CGPA.

4.4 A student is deemed to have completed the requirements for graduation and is eligible for the award of degree if :

- a) he/she has satisfied all the academic requirements as per the regulations,
- b) he/she has paid all fees due from him/her,
- c) there is no case of indicipline pending against him/her.

5. Absence/Dropping of semester

- 5.1 If a student absent from the Institute with due permission of the Director/Principal due to illness, he/she will be permitted to rejoin provided the period of absence does not exceed one semester. If the period of absence is more than one semester or the absence is for reasons other than illness, the case will be referred to the Director by Dean Academic with his/her recommendations.

The student will, however, be charged the prescribed fee even for the period of absence. In no case, the total period of absence shall exceed two semesters during student's stay in the Institute. In that eventuality, the student's name shall be struck off from the rolls of the Institute.

- 5.2 Notwithstanding the above the Institute may at its discretion, on appeal, relax any of the conditions of clause 5. Its decision shall be final and binding.

6. Re-admission/Duration

- 6.1 In case a student absents from the Institute without prior permission, he/she may be permitted to join back with the permission of the Director on payment of penalty of Rs. 5000/- in addition to the prescribed fee for the period of absence.

In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the students name will be struck off from the rolls of the Institute.

The maximum period in which a student must qualify for the award of B.Tech. degree will be eight years, failing which a student will not be allowed to continue his/her studies for B.Tech. Degree.

- 6.2 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the Programme permissible under the Regulations

Schedule A-II

B. Academic Regulations for post-Graduate Programmes

1. Admissions

- 1.1 The admission for the regular postgraduate programmes will be open to candidates admitted to the privileges of the Institute. The duration of the course will be two years (Four semesters) for M.Tech programme. Each academic year will be divided into two semester, each of 16-18 weeks duration.
- 1.2 The admission to the first semester will be open to the candidates on merit and as per rules given in the Information Brochure. The candidates must have passed the qualifying examination with minimum 55% marks from University recognized by the Institute in the discipline prescribed by the Senate. **GATE qualified candidates shall be considered for Admission in M.Tech. courses.**
- 1.3 Relaxation of 5% marks in the eligibility conditions will be allowed to Scheduled Caste/Tribe candidates. In case of special circumstances the Director in consultation with Chairman of the Deptt. concerned may further relax this condition for these reserved category candidates.

2. examinations

- 2.1 The examination in each semester will be held according to the syllabi prescribed by the Senate. Each course will carry credits as per the scheme of courses. A student must study all the courses given in the scheme approved by the Senate.
- 2.2 The examination will be held at the end of each semester on such dates as may be fixed by the Director/Principal.
- 2.3 In order to be eligible to sit for End semester examinations in paper(s) of any semester, a student must have registered for concerned paper(s) and must have attended **not less than 60% of total classes separately in lectures** (including tutorials) and practical in concerned paper(s). If a student falls short of the required attendance in lectures (including tutorials) or practicals in concerned paper(s), he/she will automatically be awarded "E" grade and will have to repeat the studies whenever offered in concerned paper(s).

2.4 The weightage of the End semester and evaluation during the semester in different courses will be as approved by the University.

3. Evaluation/Results

3.1 At the end of the semester the students will be awarded a Letter grade in each of the course taken during the semester depending of the total performance (which may consist of mid-semester examinations, quizzes-announced and unannounced, laboratory exercise, tutorial work, seminars, home assignment etc.) as well as in the End semester examination.

3.2 Letter Grades will be awarded to the students as indicated below. Each Letter Grade indicates the level of performance in a course and has a grade point for purpose of computing the Cumulative Grade Point Average (CGPA) as given below. CGPA is defined in clause 4.2

Letter Grades	Performance	Grade Point
A+	Excellent	10
A	Very Good	9
B	Good	8
C	Average	6
D	Pass	4
E	Required to Improve	2
F	Repeat	0

Students who earns an E grade in course shall have to re-appear in that course again when it is offered.

The course Co-ordinator of the course will compile all the marks and will award the grades. He/she will submit a copy of award list to Controller of Examinations for the preparation of result. Once grades are submitted, any correction thereafter will only be made with the approval of the Director on the recommendations of the Dean Academic.

4. General

4.1 CGPA is the weighted average of all the Grades awarded to student since his/her entry into the Institute upto and including the latest semester and computed as follows.

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

Where C_i denotes credits assigned to i th course and G_i indicates the Grade point equivalent to the Letter Grade obtained by the students to the i th course. Provided that when a student re-appears in/repeats a course as

per clause 3.2 and clause 2.3, the new Grade will replace the earlier one in the calculations of the CGPA.

The percentage of marks obtained by a student if so required, can be calculated as = CGPA multiplied by 9.00

4.2 At the end semester (i.e. after End semester examination), Students will be supplied a Grade card indicating the grades secured in each course and upto date CGPA.

4.3 A student is deemed to have completed the requirements for post-graduation and is eligible for the award of degree if :

- a) he/she has satisfied all the academic requirements as per the regulations,
- b) he/she has paid all fees due from him/her,
- c) there is no case of indiscipline pending against him/her.

5. Absence/Dropping of semester

5.1 If a student absents from the Institute with due permission of the **Director/Principal** due to illness, he/she will be permitted to rejoin provided the period of absence does not exceed one semester. If the period of absence is more than one semester or the absence is for reasons other than illness, the case will be referred to the Director by Dean Academic with his/her recommendations.

The student will, however, be charged the prescribed fee even for the period of absence. In no case, the total period of absence shall exceed two semesters during student's stay in the Institute. In that eventuality, the student's name shall be struck off from the rolls of the Institute.

5.2 In case a student absents from the Institute without prior permission, he/she may be permitted to joint back with the permission of the Director on payment of penalty of Rs. 10,000/- in addition to the prescribed fee for the period of absence.

In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the student's name will be struck off from the rolls of the Institute.

A student will be allowed to study the courses defined by a department carrying prescribed credits. The total period of stay

at the institute for award of M.Tech. degree will not, in any case, exceed 5 years (Ten semesters)

- 5.3 The gap in studies, if any, will count towards the total duration of the programme permissible under the Regulations.
- 5.4 The minimum CGPA required for the award of degree is 5.75. If a student after obtaining pass Grades (A/B/C/D) in all courses at the end of the programme obtains a CGPA less than minimum CGPA=5.75 required for the award of degree, he/she may be allowed by Dean Academic to improve the CGPA by studying the course(s) in which he/she has earned 'D' Grade (s) provided the said courses are offered in the semester under consideration . Additional semester(s) for improvement will be counted within maximum duration permissible for the programme.

5.5 Appeal

Notwithstanding the above, the Senate may at the discretion appeal, relax any of the conditions of clause 5.1 and 5.2.

6. Eligibility for admission

- 6.1 Admission to M.Tech regular courses shall be made on the basis of valid GATE score in the relevant discipline.
Part-Time M.Tech. programme is open only to the faculty members of the Institute.
- 6.2 Every student will be required to offer for examinations :
- 6.2.1 Prescribed number of papers (exclusive of seminar/minor project) out of the list of subjects approved by the Senate from time to time.
- 6.2.2 A thesis properly typed or printed and prescribed as per the standard format approved by the Institute.
- 6.3 The students will work for and prepare his/her thesis under the supervision of a teacher of the Institute. However, if the Director on the recommendation of the Chairman of the Department concerned, is satisfied that the work can be fruitfully carried out at another institute/organization/industry of repute, he/she may allow the student to do his/her thesis at an alternate institution and this period will count towards the requirements for the Master's degree, but the student will spend for completing his/her thesis a minimum of one month in the Institute under his/her supervisor.

6.4 On completion, the student will submit the thesis to the Chairman of Deptt. through the supervisor. The thesis will present an orderly and critical exposition of the existing knowledge of the subjects and will embody results of original investigations demonstrating the capacity of the students to do independent research work. While writing the thesis, the student will layout clearly the work done by him, independently and the sources from which he/she has obtained other information contained in his/her thesis.

6.5 Duration of the programme

6.5.1 The normal duration of the M.Tech. Programme including thesis for regular students shall be 4 semesters. The maximum duration for regular students shall be 10 semester, failing which a student will not be allowed to continue his/her studies for the programme.

6.5.2 The normal duration of the M.Tech. Programme including thesis for part time students shall be 6 semesters. The maximum duration for part-time students shall be 10 semesters, failing which a students will not be allowed to continue his/her studies for the programme.

6.6 The students will submit his/her thesis within the prescribed maximum period as per clause 6.5 but not earlier than the end of fourth semester for a regular student and the end of sixth semester for a part-time student. The result of the thesis will be declared only after the student has passed the prescribed number of papers and has fulfilled the academic requirements of his/her seminar/ minor project.

6.7 The minimum requirement to pass the M.Tech. examination will be :

- i) 'D' or better Grade in each paper/seminar/minor project.
- ii) Cumulative Grade Point Average (CGPA) of 5.75 for the entire degree.
- iii) If a student admitted to the M.Tech. Programme is unable to attain the minimum CGPA as per clause 6.7 (ii), he/she may be permitted to improve his/her CGPA by studying upto a maximum of five courses in which he/she either obtained Grade 'D' earlier or by taking substitute courses with the concurrence of the Chairman of the Department concerned in two semester only in case of regular students and upto a maximum of three semesters in case of a part

time student.

Provided that this concession of additional semester(s) will be counted for maximum duration permissible as per clause 6.5

- 6.8 The award for the thesis will be either “approved with Distinction”, “approved” or “rejected”. In case thesis is rejected, the candidate will be declared ineligible for award of M.Tech. degree of this Institute.
- 6.9 A student fulfilling requirements of the M.Tech course as per clause 6.7 and having fulfilled the requirements of thesis as per clause 6.6 & 6.8 will be eligible for the award of degree. The result card of the students will show Letter Grades earned by the student in each paper/seminar/minor project and the CGPA for the degree and title of thesis alongwith award.
- 6.10 Sponsored candidates with 55% marks in the qualifying examination are eligible for admission. Such candidates must have a minimum of two years of full time work experience in a registered firm/company/industry/educational and research institutions/ Government Department/Organization in the relevant field in which admission is being sought. The employer in the sponsorship certificate must indicate that the fee will be borne by the sponsoring organization and the candidate will not with drawn before the completion of the programme and the absorbed after the completion of the programme.

7. **Scholarship :**

GATE qualified M.Tech candidates may be awarded GOI Scholarship and contingency grant as per rules, if available. Non-GATE candidates may also be eligible for such assistance if available and also rules permit, from the date they clear the GATE after admission.

The interpretation of any of the regulations contained here in shall lie with the Director of the Institute and shall be final.

The University has a right to change/amend/introduce any of the existing and new rules/regulations.

**ORDINANCE FOR TWO YEARS INTEGRATED
CERTIFICATE COURSE OF PHYSICAL EDUCATION
(C.P.Ed.) ANNUAL SYSTEM**

1. The duration of the course shall be two academic years.
2. The certificate course of Physical Education examination shall be held in two parts, Part I examination shall be held at the end of the first year and Part II examination at the end of second year.
3. The examination in Part I and Part II shall be held once a year ordinarily in the month of April/May, on such dates as may be fixed by the Vice-Chancellor.

A supplementary examination in part II of C.P.Ed. will be held in December or on such dates as may be fixed by the Vice-Chancellor for those candidates who have passed all the papers of part I examination, but have got re-appear or have failed or want to improve their score in papers of part II examination.

4. The last date for the receipt of admission form and fee without late fee as fixed by the Vice-Chancellor, shall be notified to the college concerned.
5. A person who has passed the following examination shall be eligible to join the course :-

10+2 examination from the Board of School Education, Haryana or any examination recognized as equivalent there to. In addition to this, the candidate should have participated in School District tournaments or higher level of tournaments and the sports weightage will be given to the candidates as per appendix 'K'

AND

In addition to fulfill the academic condition and sports eligibility the candidates are required to qualify the Physical Efficiency Test (PET) (Canadian Test). However, no marks shall be given for this test. The guidelines for the test are given in Appendix 'L'

Note :- Candidates have compartment of 10+2 examination shall not be allowed admission in any case.

6. A candidate who is placed under compartment in the qualifying examination shall not be allowed to join C.P.Ed. course.

7. A candidate who has failed in one or more paper(s) or fails to appear in C.P.Ed. examination shall be allowed two subsequent chances only to pass the C.P.Ed. examination. This is however, subject to the provision in clause-8 below.
8. A candidate who fails to pass the C.P.Ed. examination with a period of four years of his admission to the course shall be deemed to be unfit for Certificate course in Physical Education.
9. A person who has passed the following examination shall be eligible to join the C.P.Ed. Part II/C.P.Ed. Part I examination from M.D. University, in the subject concerned. This is however, subject to clause 7. However, the candidates who have passed atleast two theory papers out of four or five theory papers of part-I examination of the University will be promoted to part-II class, provisionally.
10. The C.P.Ed. examination in Part I/Part II shall be open to a student who :-
 - a) has passed the requisite qualifying examination or is covered under eligibility condition and clause 9 above.
 - b) his name submitted to the Controller of examinations by the Principal of the College has most recently attended and produces the following certificates signed by him :-
 - i) of possessing good character
 - ii) of having/remained on the rolls of Department/College during the year preceding the examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of practicals (the courses to be counted upto the last day when the classes break up for the preparatory holidays)
11. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time.
12. The amount of examination fee to be paid by a candidate for each year shall be as prescribed by the University from time to time.
13. A candidate who re-appears in one or more paper(s), practical(s) for the purpose of passing/improvement of score of marks/result shall pay fee as for the whole examination.

- i) The medium of instruction shall be : Hindi/English
 - ii) The question papers will be set in Hindi/English
 - iii) The candidates shall write their answer as under
(In Hindi as well as in English)
14. The minimum number of marks required to pass the examination shall be as under :-
- In Certificate course of Physical Education (Two year)
- i) 35% in each theory papers
 - ii) 40% in practical : and
 - iii) 40% in aggregate
15. A candidate who has completed the prescribed course of instruction in College for previous/final examination but has not appeared in it or having appeared fails may be allowed on the recommendation of the Principal concerned to appear in the subsequent year in the examination paper(s) as the case may be without attending a fresh course of instruction. While re-appearing in the examinations the candidate shall be exempted from re-appearing in paper(s) and/or practical(s) in which he has obtained atleast 40% marks.
16. As soon as possible, after the termination of the examination the Controller of examination shall publish the result of candidates and issue Detailed Marks Card.
17. The result of candidates who have passed the C.P.Ed. examination shall be classified into division as under, the division obtained by the candidate will be stated in his certificate.
- a) Those who obtain 60% or more marks First Division
 - b) Those who obtain 50% or more but less than 60% marks 2nd Division
 - c) All below 50% marks 3rd Division
18. A candidate who has passed Part I of C.P.Ed. examination of this University will be allowed to appear for improvement of his result as an ex-student in one or more theory paper(s) of the C.P.Ed. Part I examination once within a period of three years of his passing the Part I examination.
- The candidate may however, appear for improvement of part I examination simultaneously with part II examination while

appearing in Part II examination for passing or for improvement.

The result of such a candidate shall be declared only if he improves his score of marks by taking into account the marks obtained by him in the paper(s) in which he reappeared and the marks obtained by him earlier in the remaining paper(s) etc. The fact that the candidate has improved shall be mentioned in the Detailed Marks Card.

Provided further that the candidate will take the examination according to syllabus in force for the regular students for that examination.

19. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall held good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the Ordinance and revise the fee structure and the amended ordinance, revised fee structure, if any, shall apply to all students whether old or new.
20. The candidates seeking admission to the C.P.Ed. course will be subject to a Medical examination by the University Medical Officer to ensure their fitness for carrying out practical. However, on a representation of the student against the decision of the Medical Officer, the Vice-Chancellor may refer it to the Medical Board, whose decision shall be final. A student can be referred for medical check up any time during the course, if the Principal is of the opinion that the student has gone unfit for practical.

Sports weightages (Appendix K)

For deciding the total merit of the candidate, the following marks will be added to the marks obtained by the candidates in the academic merit.

- | | | |
|----|--|-----------------|
| a) | Ist, 2nd 3rd position at Junior world/Junior Asian/Youth Common Wealth games/Junior International meet | 25 marks |
| b) | Participation in clause (a) games & tournament given above or have won Ist, 2nd, 3rd place in National School Games, Junior National Championship All Indian University Tournaments. | 15 marks |

- c) Participation in National School games/Junior National Championship/Inter University OR have won 1st, 2nd & 3rd place in State School Tournament/University tournaments (Inter College) **08 marks**

Note :-

- 1) Only the highest weightage will be counted out of above categories.
- 2) Only those games which are recognized and adopted by School Games Federation of India (SGFI) will be considered for the purpose of eligibility and weightages.

Physical Efficiency Test for two year C.P.Ed. course consist of the Canadian Test & the specification of Canadian test is given below :

Canadian test (Appendix 'L')

- (a) The men candidates must clear the following test in a sequence from the starting line within 32 seconds and the total distance would be 75 meter.
 - i) 10 feet long jump
 - ii) Seven times crossing over the width of 5' river/ pit
 - iii) Vaulting Horse of 4' 8" height
 - iv) Forward roll on mat
 - v) Crossing over the hurdle of 3' height
 - vi) Carrying two buckets of sand upto the finishing line 25 m. away.
- b) The women candidates must clear the following tests in a sequence from the starting line within 35 seconds and the total distance would be 70 meter.
 - i) 8 feet long jump
 - ii) five times crossing over the width of 4' river/ pit
 - iii) Vaulting Horse of 3' 2" height
 - iv) Forward roll on mat
 - v) Crossing over the hurdle of 2' height
 - vi) Carrying two buckets of sand (2/3 fill-up) upto the finishing line 20 m. away.
- c) If a candidate commits two faults, he/she will not be allowed for re-test whereas, if only one fault is committed by the candidate, he/she will be given one more chance, provided he/she completes

the test within the prescribed time. third chance will not be given under any circumstances.

- d) Hurdle should be crossed without being knocked down. If a candidate leaves the test incomplete, he/she will be disqualified and will not be given any change (if any candidate falls down for slips while performing the test, he/she must complete the test and should not drop out in between and no extra chance would be given in such cases).
- e) Candidates not completing the test within prescribed time will not be called for counseling.



**ORDINANCE : CERTIFICATE COURSE IN
FRENCH, GERMAN & RUSSIAN ETC. EXAMINATIONS**

1. The duration of the Certificate courses in French, German and Russian etc. shall be one year.
The examination shall be held once a year ordinarily in the month of April on such dates as may be fixed by the Vice-Chancellor.
2. The date of the commencement of the examination as well as the last date for the receipt of admission forms and fee as fixed by the Vice-Chancellor shall be notified by the Registrar/Controller of examinations to the Head of the Department/Principals of the Colleges concerned.
3. Admission form and fee will be accepted as per date notified/prescribed by the University.
4. The admission for certificate courses in French/German/Russian etc. shall be open to a person who has passed atleast 10+2 examination with 50% marks in aggregate of the Board of School Education, Haryana or an examination recognised by this University as equivalent thereto.
5. The examination for the Certificate course in French/German/Russian etc. shall be open to a person :-
 - i) who has been on the rolls of the Department/College permitted to run the course during the academic year preceding the examination; and
 - ii) whose name is submitted to the Registrar/Controller of examinations by the Head of the Department/ Principal of the college last attended provided the Principal of the College/Head of the Department certifies that the candidate has attended not less than 70% of the full course of lectures and is of good character.
 - iii) A deficiency in the prescribed course (Lectures or Practical) may be condoned by the Head of the Department/Principal of the College concerned after ascertaining the merit of individual case as under :-
Lectures : Upto 20% of the lectures delivered in each subject/paper
6. The amount of examination fee to be paid by a candidate shall be as prescribed by the University from time to time.

7. The scheme and syllabus for the Certificate course in foreign languages shall be prescribed by the University from time to time
8. The examination shall be held according to the syllabus prescribed by the Academic Council. A candidate who fails in the examination or having been eligible fails to appear in an examination shall take the examination as an ex-student according to the syllabus which he/she has studied. However, such candidate may be allowed to appear in the examination as an ex-student for three consecutive years without attending a fresh course of instruction, on payment, on each occasion, of the fee as prescribed by the University.
9. The medium of instruction and examination shall be in language concerned.
10. The minimum number of marks required to pass the examination shall be 35% in each theory paper, 40% in Viva-voce and 40% in aggregate.
11. The Controller of examinations shall publish the result of the examination four weeks after the termination of the examination or as soon thereafter as is possible.
12. The list of successful candidates shall be arranged under three divisions, as under, and the division obtained by the candidate will be stated in his certificate :-
 - a) those who obtain 60% or more of the aggregate number of marks — FIRST DIVISION.
 - b) Those who obtain 50% or more but less than 60% — SECOND DIVISION.
 - c) all below 50% — THIRD DIVISION
13. Notwithstanding anything contained in any other ordinance, a person may pursue studies for the course, and take the examination thereof, simultaneously with the studies for any other course of the University except for courses being run in the evening.

Provided further that a person registered for Ph.D. course may pursue studies for the course only if he is permitted by the Vice-Chancellor as per provision of the Ph.D. Ordinance.

**ORDINANCE : DIPLOMA COURSE IN
FOREIGN LANGUAGES EXAMINATIONS**

1. The duration of the Diploma courses in French, German and Russian etc. shall be one academic year.
The examination shall be held once a year ordinarily in the month of April on such dates as may be fixed by the Vice-Chancellor.
2. The date of the commencement of the examination as well as the last date for the receipt of admission forms and fee as fixed by the Vice-Chancellor shall be notified by the Registrar/Controller of examinations to the Head of Department/Principals of the Colleges concerned.
3. A candidate's admission form and fee will be accepted as per date notified/prescribed by the University.
4. The admission for Diploma courses in French/German/Russian etc. shall be open to a person :
 - i) who has passed Certificate course in French/ German/ Russian etc. offered by M.D. University OR an examination equivalent to the said examination from any other recognised University/ Institution with 40% marks in aggregate.
 - OR
 - ii) who has passed 10+2 examination of CBSE/ any other Board with French/ German/ Russian etc. as one of the subjects with 50% marks. Candidate applying under this category will have to qualify the entrance test to be conducted by the University.
5. The examination for the Diploma in French/German/Russian etc. shall be open to a person :-
 - i) who has been on the rolls of the Department/College permitted to run the course during the academic year preceding the examination; and
 - ii) whose name is submitted to the Registrar/Controller of examinations by the Head of the Department/ Principal of the college last attended provided the Principal of the College/Head of the Department certifies that the candidate has attended not less than 70% of the full course of lectures and is of good character.
 - iii) A deficiency in the prescribed course (Lectures or Practicals) may be condoned by the Head of the Department/Principal of the College concerned after ascertaining the merit of individual case as under :-
Lectures : Upto 20% of the lectures delivered in each subject/paper
6. The amount of examination fee to be paid by a candidate shall be as prescribed by the University from time to time.
7. The scheme and syllabus for the Diploma course in foreign languages shall be prescribed by the University from time to time.
8. The examination shall be held according to the syllabus recommended by the Board/ Faculty/Academic Council from time to time. A candidate

- who fails in the examination or having been eligible fails to appear in an examination shall take the examination as an ex-student according to the syllabus which he/she has studied. However, such candidate may be allowed to appear in the examination as an ex-student for three consecutive years without attending a fresh course of instruction, on payment, on each occasion, of the fee as prescribed by the University.
9. The medium of instruction and examination shall be in the language concerned.
 10. The minimum number of marks required to pass the examination shall be 35% in each theory paper, 40% in Viva-voce and 40% in aggregate.
 11. The Controller of examinations shall publish the result of the examination four weeks after the termination of the examination or as soon as possible.
 12. The list of successful candidates shall be arranged under three divisions, as under, and the division obtained by the candidate will be stated in his certificate :-
 - a) those who obtain 60% or more of the aggregate number of marks **First Division**
 - b) Those who obtain or more but less than 60% marks **Second Division**
 - c) all below 50% **Third Division**
 13. Notwithstanding anything contained in any other ordinance, a person may pursue studies for the course and take the examination thereof, simultaneously with the studies for any other course of the University except for courses being run in the evening.
Provided further that a person registered for Ph. D. course may pursue studies for the course only if he is permitted by the Vice- Chancellor as per provision of the Ph.D. ordinance.

SCHEME OF EXAMINATION AND SYLLABUS FOR DIPLOMA COURSE IN FRENCH

Examination		Time	Marks
Paper-I	Part-A	Theory	
	(i) Grammer	50 marks	
(ii)	Written Expression	25 Marks	3 hrs. 75
Paper-II	Part-A	Theory	
	(i) Civilization	25 marks	
	(ii) Comprehension	25 Marks	3 hrs. 75
(iii)	General question based on text	25 Marks	
Paper-III	Viva Voce		
Text Books	Le Panorama-II		

6. A student who, having attended the prescribed number of lectures does not appear in the examination or having appeared in the examination has failed may be permitted to appear in the examination, as an ex-student for three consecutive years without attending a fresh course of instruction as a regular student in the UTD/College.
7. The amount of examination fee to be paid by a candidate shall be as prescribed by the Univ. for each examination from time to time. The examination fee for appearing in re-appear paper(s) on each occasion shall be the same as for the whole examination. For ex-student the fee shall be charged as prescribed by the Univ. for each examination.
8. The medium of instructions as well as of examination shall be Hindi/English.
9. The examination shall be held according to the syllabus and courses of reading prescribed by the Academic Council.
10. The minimum number of marks required to pass this examination shall be 40% in each paper.
A candidate who obtained 40% or more marks in papers but fails in the examination shall, if he so desires, be given exemption from appearing in such papers but in order to pass the examination, he shall secure 40% marks in each of the remaining papers in two consecutive chances. If he fails to clear the papers in the second chance he will be declared fail and shall have to appear in whole examination as an ex-student under clause-6.
11. Successful candidate shall be classified as under on the total aggregate number of marks obtained :-
 - a) Those who obtain 60% or more of the total marks **Ist Division**
 - b) Those who obtain 50% or more but less than 60% marks **2nd Division**
 - c) Those who obtain less than 50% of total marks **3rd Division**
12. Each successful candidate shall be awarded a Diploma stating the division in which he has passed.
13. The Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the university from amending the ordinance.

Post Graduate Diploma in Rehabilitation Psychology Through Face to Face Mode

Rational of the course

Trained and qualified human resource continues to be a major constraint in spite of the enormous efforts by the Rehabilitation Council of India (RCI). Till date the practitioners under various disabilities registered with RCI are approximately 28 thousand only. For an assumed disability population of 1.85 percent (NSSO 2002), the available human resources in India are infinitely small. Further Rehabilitation professionals have to work under a one to one relationship at least for the initial period of rehabilitation exposes the inadequacy of the immediate requirement.

Keeping the requirement of 2000-4000 Psychologists under the IX & X Plan (Report on Manpower Development, RCI 1996), an attempt to augment the manpower in Rehabilitation Psychology through Face to Face and Distance Education Mode is essential to create trained human resource to deliver services to persons with disabilities.

According to the RCI Act. (1992), any person who works as a professional/ personnel has to register with RCI. Further the Expert Committee of the RCI for developing of training programme for six categories including Rehabilitation Psychologists /Rehabilitation Counselors / Vocational Counselors / Rehabilitation Social Workers desirous of working in the area of disability expressed the opinion that he/ she should have at the minimum a PG Diploma in Rehabilitation Psychology even after possessing a Bachelor's or Masters degree in Psychology.

It is mandatory to have a PG Diploma in Rehabilitation Psychology to work across disabilities. It is anticipated that there will be a good demand for this course, which is likely to grow with the increase in population and the growing awareness of Rehabilitation of persons with disabilities. It is needless to add that the proposed course is a job oriented course which will benefit all who would like to serve the disabled including those who are in service.

1. Title of the course

Post Graduate Diploma in Rehabilitation Psychology

2. Objectives

- A) To create a cadre of Rehabilitation Psychologist.
- B) To strengthen the professionals already in the field to qualify as Rehabilitation Psychologist.

3. Eligibility

- A) All Graduate and post graduates in Psychology will be eligible for direct enrolment in either of the streams, i.e. face to face and distance modes.

- B) Candidates from the allied fields essentially having at least one full paper in Psychology are eligible to enroll in the distance education mode provided they have one year work experience in Psychology/Rehabilitation/ Counselling department of an organization working in the disability field.

4. Duration of the course

The duration of the course will be 12 months comprising of two semesters. Each semester will be of six months duration.

5. Institutional requirement for starting the course :

Institutions should satisfy the following criteria for starting the course :

- must be an institution of Rehabilitation training and teaching
- must have the facility for dealing with one or more forms of disability. However, they should be able to network or liaison with institutions dealing with other types of disability.
- must have adequate library and a Psychological testing laboratory
- must have at least one core senior Rehabilitation/ Clinical Psychologist and one more Rehabilitation/Clinical Psychologist having work experience at a Rehabilitation Centre for the disabled.
- universities must have PG Department of Psychology and should be attached with Rehabilitation Centres.

6. Course Content :

Semester I	Theory	PAPER I PERSPECTIVES ON DISABILITY PAPER II BIOLOGICAL BASIS OF DISABILITY PAPER III PSYCHOLOGICAL AND EVALUATION
	Practical I	Screening and early identification of persons with disabilities. Developmental Assessment.
Semester II	Theory	PAPER IV PSYCHOLOGICAL TESTING PAPER V PSYCHOLOGICAL REHABILITATION AND INTERVENTION PAPER VI PSYCHOLOGICAL COUNSELLING
	Practical- II	Psychological Assessment - Intellectual assessment, Assessment of Adaptive Behaviour, Neuropsychological and Vocational Assessment.
	Practical -III	Behaviour Modification. Counselling - Individual and Group Counselling Parental Counselling and Family Therapy.

Project Work

The students will undergo a two months internship and submit a project report based on the case work involving psychological assessment and intervention.

7. Medium of Instruction

English

8. examination and Evaluation

There shall be examination at the end of each semester both in theory and practicals.

The candidates should complete the course within a maximum period of three years from the date of admission.

examination Scheme

Three theory papers in each semester	100 marks each X 3 papers X 2 Semesters = 600 marks
One practical paper in first semester and two practical papers in second semester	100 marks X 3 papers = 300 marks
Project Work	100 marks
Total	1000 marks

Minimum Pass Marks

The minimum pass marks will be 50 % in each of the theory and practical papers separately and in project work.

Division

50 % and above in the aggregate in theory and practicals including project work will be **second division**.

60 % and above in the aggregate in theory and practicals including project work will be **First division**.

70 % and above in the aggregate in theory and practicals including project work will be **Distinction**.

9. Award of Diploma

The University will award Post Graduate Diploma in Rehabilitation Psychology under its authority and seal.

**ORDINANCE : P.G. DIPLOMA IN APPLICATION OF
PSYCHOLOGY (DISTANCE EDUCATION)**

1. The duration of the course leading to the Postgraduate Diploma in Application of Psychology shall be one academic year and will have two semesters.
2. The examination shall ordinarily, be held in the month of December and June or on such dates as may be fixed by Vice-Chancellor.
3. The last date of receipt of examination forms and fees shall be fixed by the Vice-Chancellor from time to time.
4. The minimum qualification for admission to the course shall be :-
Postgraduate or equivalent degree in any stream of psychology or related subject.
5. The candidate shall be examined in the subject(s) as laid in the syllabus prescribed by the Academic Council from time to time.
6. The question paper will be set by both external examiners/internal examiners as per the prescribed syllabus.
7. The examination shall be open to a regular student who :
 - i) has been on the rolls of the department during the academic year preceding the examination and
 - ii) has 75% attendant (10% exemption on ground of illness subject to production of a medical certificate) in theory and practicals.
8. The minimum percentage of marks to pass the examination shall be 45% in each paper.
9. The amount of examination fee to be paid by a candidate shall be as prescribed by the University rules.
10. The medium of instruction shall be English.
11. The students have option of choosing English or Hindi as the medium of examination.
12. A candidate who has passed 50% of the papers of Ist sem. will be promoted to 2nd sem. However, he/she will have to clear all the papers of Ist sem. with in two consecutive chances.
13. As soon as possible, after the termination of examination, the Registrar/Controller of examination shall publish result.
14. There will be no improvement facilities to students. However, the grace marks will be allowed as per University rules.

15. The candidate who fails to join the course after accepting admission or who drop out will have to apply afresh if they desire to join the course in the next session.
16. All candidates shall observe the norms and rules common to all professional courses with regard to discipline, punctuality and commitment.
17. The admitted candidates may be discontinued from the course because of unsatisfactory work and progress, non participation, undesirable act or medical reasons.
18. Indulging in anti social and anti national activities will lead to discontinuation from the course.
19. Each candidate after passing the examination shall be arranged under into division on the basis of the aggregate marks obtained in examination and the division obtained by the candidate will be stated in the Degree.
 - a) Those who secure 70% and above marks on aggregate will be declared as passed in First Class with Distinction.
 - b) Those who secure an aggregate of 60% or above but less than 70% will be declared to have passed the examination in the First Division.
 - c) Those who have passed in all papers on aggregate of 50% and above but less than 60% will be declared to have passed the examination in the second Division.
 - d) Those who secure below than 50% marks will be placed under 3rd division.
20. The candidate will have to complete the Diploma in maximum period of two years.
21. Notwithstanding the integrated nature of this course which is spread over one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance deemed to debar the University from amending the Ordinance and the amended ordinance if any, shall apply to all students whether old or new.

**ORDINANCE : BACHELOR OF SCIENCE IN NURSING
(4YEARS) DEGREE PROGRAMME (INCLUDING INTERNSHIP)**

1.1. The duration of the course of instruction for the degree of Bachelor of Science in Nursing (B.Sc. (Nursing)) shall be four years including compulsory rotating internship.

1.2. The period of 4 years will be divided as follows :-

<u>Exam.</u>	<u>Duration</u>	<u>Subject</u>
First Year	12 months	Anatomy & Physiology, Nutrition & Bio-Chemistry., Nursing foundation; Psychology, Micro-biology English Introduction to Computer. Practical and Viva Voce Nursing Foundations
Second Year	12 months	Theory Sociology; Medical Surgical Nursing-I; Pharmacology; Pathology; Genetics Community Health Nursing-I, Communication and Educational Technology Practical and Viva Voce Medical Surgical Nursing-I
Third Year	12 months	Theory Medical Surgical Nursing-II (Adult Including Geriatrics-II) Child Health Nursing Mental Health Nursing. Practical and Viva Voce Medical Surgical Nursing-II Child Health Nursing Mental Health Nursing.
Final Year	12 months	Theory Midwifery and Obstetrical Nursing, Community Health Nursing-II, Nursing Research & Statistics, Management of Nursing Services and education Practical and Viva Voce Midwifery AND Obsertrical nursing, Community Health Nursing-II

INTERNSHIP

Medical Surgical 7weeks
Specialitiess
ICU
Operation Theatre

Mental Health	2 weeks
CommunityHealth	
Nursing-II	4 weeks
Child Health Nursing	2 weeks
Maternity	4 weeks
Nursing Research	4 weeks
Nursing Services	4 weeks
Administration	
Vacation	As per Uni. norms
Sick Leave	10 Days per annum

- Note :**
1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
 2. Internship should be carried out as 8 hours per day @ 48 hours per week.
 3. Students during internship will be supervised by nursing teachers.
 4. Fourth year final examination to be held only after completing internship.

1.3. Unless otherwise decided by the Academic Council these examination shall be held twice a year as follows :-

First year	B.Sc. (N)	Main	July/August
First year	B.Sc. (N)	Supplementary	October/November
second year	B.Sc. (N)	Main	July/August
second year	B.Sc. (N)	Supplementary	October/November
third year	B.Sc. (N)	Main	July/August
third year	B.Sc. (N)	Supplementary	October/November
Final year	B.Sc. (N)	Main	July/August
Final year	B.Sc. (N)	Supplementary	October/November

Supplementary examination for each examination will be held not later than 6 months and not earlier than 6 weeks after the publication of the result of regular annual examination.

A candidate shall be promoted to the next higher class if she passed atleast 50% of the papers prescribed in each of the preceding class, but she must pass the concerned examination in a maximum of three attempts including first attempt.

In case she fails to pass the concerned examination in three attempts she will not be allowed to continue her studies in the next higher class till she passes all papers of the concerned exam.

Such students after passing the lower examination may be allowed to appear in supplementary examination for higher class provided:

- i) They fulfil other requisite criteria.
 - ii) The exam held not earlier than six weeks after the declaration of result.
- The maximum period to complete the B. Sc Nursing course successfully should not exceed 8 years otherwise she is deemed to be considered as unfit to pursue the course.
 - If candidate fails in either theory or practical papers she has to reappear for both the papers. (Theory and Practical).

Note:-

A candidate who has passed one theory paper out of three theory papers or two theory papers out of four or five theory papers out of six or seven theory papers. Fraction if any will be ignored.

- 1.4. The date fixed for the receipt of the application forms and fees for examinations without and with late fee, as fixed by the Vice-Chancellor shall be notified by the Controller of examinations/Registrar.
- 1.5. The admission procedure will be completed within two months from the date of start of session of a particular year.
- 2.1. A person (female only) who attains the age of 17 years or more on 31st day of December of the year of admission and has passed the following examinations shall be eligible to join the First year B.Sc. Nursing course :-
 - Senior School Certificate examination (10+2) of Board of School Education Haryana or an examination recognized as equivalent thereto with atleast 50% aggregate marks in Physics, Chemistry & Biology and English (PCBE).
 - In respect of candidates belonging to Scheduled Castes/Scheduled Tribes and other backward class the marks obtained be read as 40%.

Note:- The age shall be determined as per entry in the Matriculation/Higher secondary or its equivalent Certificate.
- 2.2. A person who has passed the first year B.Sc. Nursing course examination of the University shall be eligible to join second year B.Sc. Nursing course.

- 2.3. A person who has passed the 2nd year B.Sc. Nursing examination of M.D. University shall be eligible to join the third year B.Sc. Nursing course. However a candidate who fails in the second year B.Sc. Nursing examination may be allowed to attend the next higher class i.e. 3rd year B.Sc. Nursing course but she will not be allowed to appear in the examination of the third year B.Sc. Nursing till she passes in all the subject of 2nd year B.Sc. Nursing examination.
- 2.4. A person who has passed the 3rd year B.Sc. Nursing examination of M.D. University shall be eligible to join the Final year B.Sc. Nursing course. However a candidate who fails in the third year B.Sc. Nursing examination may be allowed to attend the next higher class i.e. Final year B.Sc. Nursing course but she will not be allowed to appear in the examination of the Final year B.Sc. Nursing till she passes in all the subjects of 3rd year B.Sc. Nursing examination.
- 2.5. A candidate shall be promoted to the next higher class if she pass atleast 50% of the papers prescribed in each of the preceding class, but she must pass the concerned examination in a maximum of three attempts including first attempt.
- 3.1. A student who satisfies the following requirements duly certified by the Principal of a College of Nursing recognized by the M.D. University, Rohtak for the B.Sc. Nursing course shall be eligible to appear in the first year B.Sc. Nursing examination :-
- a) of having good character,
 - b) of having enrolled in the college for the period provided in clause 1.2,
 - c) of having attended the prescribed course,
 - d) A candidate must have minimum of 80% attendance(irrespective of the kind of absence) in theory and practical separately in each subject for appearing for examination and 100% attendance in each of the clinical area before award of degree.
 - e) has completed the essential requirements
- 3.2. A student who possesses the qualification laid down in clause 2.2 and satisfies following requirements duly certified by the Principal of the College of Nursing recognized by the M.D. University, Rohtak for the B.Sc.

Nursing course shall be eligible to appear in the second year B.Sc. Nursing examination :-

- a) of having good character,
- b) of having enrolled in the College for the period provided in clause 1.2,
- c) of having attended the prescribed course,
- d) A candidate must have minimum of 80% attendance(irrespective of the kind of absence) in theory and practical separately in each subject for appearing for examination and 100% attendance in each of the clinical area before award of degree.
- e) has her name submitted to the University by the Principal of the College.

3.3. A student who possesses the qualification laid down in clause 2.3 and satisfies following requirements duly certified by the Principal of a College of Nursing recognized by the M.D. University, Rohtak for the B.Sc. Nursing course shall be eligible to appear in the third year B.Sc. Nursing examination:-

- a) of having good character,
- b) of having enrolled in the College for the period provided in clause 1.2,
- c) of having attended the prescribed course,
- d) A candidate must have minimum of 80% attendance(irrespective of the kind of absence) in theory and practical separately in each subject for appearing for examination and 100% attendance in each of the clinical area before award of degree.
- e) has her name submitted to the University by the Principal of the College.

3.4. A student who possesses the qualification laid down in clause 2.4 and satisfies following requirements duly certified by the Principal of a College of Nursing recognized by the M.D. University, Rohtak for the B.Sc. Nursing course shall be eligible to appear in the Final year B.Sc. Nursing examination:-

- a) of having good character,
- b) of having enrolled in the College for the period provided in clause 1.2,
- c) of having attended the prescribed course,
- d) A candidate must have minimum of 80% attendance(irrespective of the kind of absence) in theory and practical separately in each subject for appearing for examination

- and 100% attendance in each of the clinical area before award of degree.
- e) has her name submitted to the University by the Principal of the College.

INTERNALASSESSMENT

Student must secure atleast 40% marks of the total marks fixed for internal assessment in a particular subject in order to be eligible to appear in the University examination of that subject.

- 3.5. A deficiency in the required number of lectures, clinicals and practical may be condoned by the Principal upto the extent of 5% in special circumstances i.e. hospitalization of the candidate or any unavoidable circumstances.

Note:-

1. Student who voluntarily donate blood to Blood Bank may be given the benefit of the attendance of all subjects for that day.
2. The students who are appearing in second, third and Final year examinations will not attend for the regular classes on the days when theory, practical examination is held. This attendance will not be counted while calculated the total attendance.
3. If the percentage of attendance is decent on account of the following events the students will be given grace upto the limit of 5% if she has participated in any of the following activities :-
 - i)
 - a) Participation in University or Inter-College Sports Tournaments/Youth Festivals with the previous sanction of the Head/Principal.
 - b) Participation in Inter-University Sports Tournaments/Youth Festivals with the previous sanction of the Head/Principal.
 - ii) Attendance at the N.C.C./N.S.S. Camps or University Educational excursions certified by the Head/Principal.
 - iii) Attendance at mountaineering courses by students selected by the University/College.

Note : A candidate who has failed in the exam. conducted by the University may improve the Internal Assessment by giving special test, if any conducted by the teacher before appearing in the next exam

3.6. A candidate who has completed the prescribed course/attendance as laid down in these clauses and is unable to appear in the examination, or, having appeared has failed, may be admitted to subsequent examinations.

FIRST YEAR EXAMINATION :

- a) A candidate not passing in Main/Supplementary examination will attend extra classes, seminars, practical etc. in the subjects in which she is allowed to appear at the next examination for which attendance of 75% shall be compulsory.
- b) A candidate who is unable to qualify in all the subjects of First year examination in four consecutive attempts including the first chance shall not be allowed to continue her studies for the B.Sc. Nursing course thereafter.

1st, 2nd, 3rd & Final Year examinations

For the students failing in 1st, 2nd, 3rd and final year examinations extra lectures/classes will be arranged by the College in the subject in which the candidate has failed.

- 4.1. The examination will be held according to the syllabus prescribed by the I.N.C. and approved by the Academic Council of MDU, Rohtak under section 9A(5).
- 4.2. The medium of examination shall be English.
- 4.3. Every candidate shall appear in the subjects, for First year, second year, third year and Final year examination according to the Scheme of examination of B.Sc. Nursing course.
- 4.4. 25% of the total marks in Theory and 50% marks in practical (wherever exists) shall be included in the internal assessment based on regular periodical examination and day to day assessment and certified class work.
- 4.5. A candidate who does not fulfil the conditions laid down for all the subjects of examination may be allowed to take the examination in the subject in which the candidate has fulfilled the conditions.
5. The examination fee to be paid by a candidate for the whole or a part of the examination shall be as prescribed by the University from time to time.
- 6.1. In each of the subjects, a candidate must obtain 50% marks in aggregate separately with a minimum of 50% marks in theory,

inclusive of orals and internal assessment and a minimum of 50% marks in Practical including Internal assessment. However, for the subjects of English, minimum marks will be 40% including internal assessment.

- 6.2. A candidate who obtains pass marks in one or more subject(s) need not to appear in that/these subjects again in any subsequent examination provided that in case of first year examination a candidate must qualify in all the subjects, as per provision made under 3.6.
- 7.1. The Controller of examinations shall declare the result of the examination within two weeks of the conduct of the examination as far as possible.
- 7.2. Successful candidates shall be classified as under, on the aggregate marks obtained in all the examinations taken together :-
- | | |
|---|---|
| a) Those who obtained 75% or more marks in the subject(s) or aggregate. | Distinction in the subject(s) concerned and/or aggregate. |
| b) Those who obtain 60% or more of the total marks. | First Division |
| c) Those who obtain less than 60% of the total marks. | 2nd Division |
- 7.3. A candidate for the degree of Bachelor of Science in Nursing who has completed her course in the minimum prescribed period and has passed each of her yearly examination at first attempt, and has obtained aggregate of seventy five percent of the maximum marks in each subject of all the annual examinations, shall at the time of graduation be awarded the degree of Bachelor of Science in Nursing with distinction in the subject(s).
- 7.4. A successful candidate of the First/second/third year examination shall be granted a certificate.
A successful candidate of the Final Professional examination shall be granted the degree provided that she has completed the compulsory internship training prescribed in clause 8.
8. **INTERNSHIP**
- 8.1. Every candidate shall undergo the compulsory rotatory Internship in the parent institution/hospital as laid down by the Faculty of Nursing Science for a period of 40 weeks, after passing the third year examination and before being granted the degree. The Final

- year classes and internship shall run concurrently.
- 8.2. On successful completion of Internship as certified by Principal under whom the training was done, a candidate shall be eligible for award of B.Sc. (Nursing) degree.
9. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination is held during or at the end of that academic year and nothing in this Ordinance shall be deemed to debar the University for amending the Ordinance and the amended ordinance, if any shall apply to all students, whether old or new.



**ORDINANCE : BACHELOR OF EDUCATION
(SPECIAL EDUCATION) EXAMINATION**

1. The duration of the course of instructions for the degree of Bachelor of Education (Special Education) shall be one year and the following areas of specializations will be prescribed in the course:-
 - a) Education of Visually Impaired Children
 - b) Education of Hearing Impaired Children
 - c) Education of Mentally Retarded Children
 - d) Education of Locomotor Impairment and Cerebral Palsy.

2. The examination shall be held once a year ordinarily in the month of April on such dates as may be fixed by the Vice-Chancellor. The supplementary examination will be held ordinarily in the month of Sept./Oct. on such dates as fixed by the Vice-Chancellor for re-appear candidates.
 The date fixed under this clause shall be notified to the recognised colleges. The last date for the receipt of the admission forms and fee without late fee and with late fees as fixed by the University shall be notified.

3. A person who has passed :-
 - i) B.A./B.Com. or B.Sc. degree examination of this University with one of the School teaching subject as area of his study at graduation level with 45% marks in aggregate.

OR

 - ii) an examination of another University recognised as equivalent to 3(i) above shall be eligible to join the course.

Note : Percentage of marks secured whichever may be higher in B.A./B.Com./B.Sc. or M.A/M.Sc. examination shall be taken into consideration at the time of examination.

4. B.Ed. Spl. Education examination shall be open to a person:
 - a) who possesses the qualifications laid down in clause 3 above and
 - b) i) who has been on the rolls of the college recognised for the course for B.Ed. Spl. degree during the academic year preceding the examination and
 - ii) whose name is submitted to the Registrar/Controller of examinations by the Principal of the college he has last attended provided that the Principal certifies that the candidate :

- a) posses good character ;
- b) has undergone the course of training for the degree of B.Ed. Special Education for one academic year at the College recognised for this examination;
- c) has attended not less than 75% of the full course of lectures delivered in each subject in tutorials and practicals separately;
- d) has submitted reports on the School Plan;
- e) has participated in :
 - 1. Tutorials
 - 2. Seminars
 - 3. Games and Sports; and
 - 4. Community Living;(as per scheme of examination): and
- f) has obtained not less than 25% marks in the aggregate of all the subjects calculated on the result of the following :
 - i) the House examination to be held in January-100 marks each of the theory papers only:
 - ii) in class-tests to be held in October and November 50 marks each of the theory papers only:
 - iii) two discussion lessons to be delivered by the students in the Elective School subjects- 100 marks each, or on the basis of five assignments of 20 marks in each paper as given in the scheme of examination.

OR

- c) who has not more than three years preceding the examination completed the prescribed course of instruction in a College admitted to the privileges of this University and has not appeared or having appeared has failed in the examination provided that the Principal of the College last attended by him recommends his admission to the examination.
5. A student :
- a) who is unable to appear in the annual examination due to shortage of attendance and has complied with the requirement of clause 4(b), (c), (f) may be exempted from this requirement,

when he appears in the examination in the following year or thereafter, after making up the deficiency in lectures.

- b) who has completed the required percentage of lectures and practicals may be permitted to appear in the examination in the same year or the following year as an ex-student even if as regular student, he did not comply with the requirements of clause 4(b)(c)(f).
6. A student who has completed the prescribed course, but does not appear in the examination, or having appeared in the examination has failed, may be allowed on the recommendation of the Principal of the College concerned to appear in an examination as an ex-student for three consecutive years without attending a fresh course of instruction. He shall pay fee as for the whole examination.
7. The amount of examination fee to be paid by a candidate shall be as prescribed by the University from time to time.
8. The examination shall be held according to the syllabus prescribed by the Academic Council from time to time. A candidate who fails in an examination or having been eligible fails to appear in the examination, shall take the examination as an ex-student according to the syllabus prescribed by the University for regular students appearing for that examination provided that the syllabus for the candidates for the compartment examination held in September and April next shall be the same as was in force for the regular students in the last annual examination.
9. The medium of examination shall be as under :-
- a) The question-papers shall be set both in English and Hindi except for languages in which they will be set as under:-
- | | |
|---------------------------------|--------------------------------------|
| i) For Sanskrit | Hindi |
| ii) For Hindi, Panjabi and Urdu | Hindi, Panjabi and Urdu respectively |
| iii) For English | English |
- b) The candidates shall write their answers :-
- i) In English in the subject of English;
- ii) In English, Hindi, Panjabi or Urdu in the case of other subjects.

10. The minimum number of marks required to pass the examination shall be 40% in each subject, written and practical separately and 50% in the aggregate.
11. A candidate who fails in one paper only may be allowed to appear in that particular paper only for a maximum three times within three years in the next supplementary examination or annual examination.
12. The Registrar/COE shall publish the result of examination four weeks after the termination of the examination or as soon as possible.
13. Successful candidates shall be classified as under :-
 - a) 60% marks and above First Division
 - b) 50% marks and above but below 60% Second Division
 - c) Below 50% marks Third Division
14. Each successful candidate shall be awarded degree in B.Ed. Spl. Education specialising in Visual Impairment/Hearing Impairment/Mental Retardation/Locomotor Impairment and Cerebral Palsy stating the division obtained.
15. A person who has already passed the examination for the degree of Bachelor of Education Spl. Education may offer as an additional specialisation area by accumulating necessary credits by attending summer sequential programmes offered by the colleges. The colleges of special Education may plan such summer sequential programme to enable more education teachers to qualify for additional specialization area. The students may be admitted to the examination on submission of application on the prescribed form and on payment of fee as for the whole examination.
Provided that
 - i) In addition to the written paper of the additional subject, the candidate shall undergo a practical test of the additional subject taken by him as per the scheme of examination.
 - ii) The minimum number of marks required to pass the additional subject shall be 40% in theory and practical separately and 50% in aggregate.
16. Nothing in this Ordinance will be deemed to debar the University from amending the ordinance and amended ordinance, if any, shall apply to all students whether old or new.

ORDINANCE :
BACHELOR OF EDUCATION (B.Ed.) EXAMINATION

1. The duration of the course of instruction for the Degree of Bachelor of Education (B.Ed.) shall be one year.

The examination shall be held once a year ordinary in the month of April on such dates as may be fixed by the Vice-Chancellor. A supplementary examination shall be held ordinarily in the month of September, on such dates as may be fixed by the Vice-Chancellor for compartment and failed candidates.

2. The date fixed under this clause shall be notified to the recognized colleges.

The last date for the receipt of admission form and fee without late fee and with late fee as fixed by the University shall be notified.

Provided that a late fee of Rs. 5/- shall be charged from the candidate who were/ are defaulters of admission fee by less than 20%.

3. A person who posses the following qualifications with 45% marks in aggregate (minimum pass marks in case of SC candidate and 40% marks in case of totally blind candidate) shall be eligible to join the course :-

(i) Graduate / Post-graduate in any discipline.

OR

(ii) Shastri examination (New Scheme) of this University;

OR

(iii) B.A. degree through English only of this University.

OR

(iv) Any other examination of other Universities, recognised by this University as equivalent to above mentioned examinations of this University.

Note : For calculating the percentage of scores of B.A. by parts, the following procedure will be adopted :

a) Average of percentage of marks obtained in (i) Prabhakar/ Gyani or an equaivalent M.I.L. examination, (ii) in English and (iii) one more elelctive subject (if more elelctive subjects than one have been cleared, the subject of highest percentage score be taken into account) Prabhakar or Gyani will be considered as one elective subject and brought at par with one elelctive subject in respect of maximum marks.

4. No one who is in employment (whole time, part time or honorary service) shall be allowed to join B.Ed. course with out taking leave from his institution/office etc. from the date of commencement of the academic session to the conclusion of his examination both in Theory and Practical Skill in Teaching.

5.1 B.Ed. examination shall be open to a person :-

- A) Who possesses the qualifications laid down in clause-3 above.
and
- B) i) Who has been on the rolls of a college recognised for the course for B.Ed. degree during the academic year preceding the examination; and
ii) Whose name is submitted to the Registrar/Controller of examinations by the Principal of the college he has last attended provided that the Principal certifies that the candidate :-
 - a) Posses good character,
 - b) has undergone the course of training for the degree of Bachelor of Education for one academic year at the College recognised for this examination.
 - c) has attended not less than 75% of the full course of lectures delivered in each subject in tutorials and practicals separately,
 - d) has submitted reports on the School Plan,
 - e) has participated in :
 - 1) Tutorials
 - 2) Seminars
 - 3) Games and Sport and
 - 4) Community Living; and
 - f) has obtained not less than 25% marks in the aggregate of all the subjects calculated on the result of the following :-
 - i) the House examination to be held in January -100 marks each of the theory papers only,
 - ii) two class-tests to be held in October and November - 50 marks each of the theory papers only,
 - iii) two discussion lessons to be delivered by the students in the Elective School Subjets-100 marks each, or on the basis of five assignments of 20 marks in each paper as given in the Scheme of examination.

OR

- C. who has not more than three years preceding the examination completed the prescribed course of instruction in a college admitted to the privilege of this University and has not appeared or having appeared has failed in the examination provided that the Principal of the college last attended by him recommends his admission to the examination.

5.2 A Student :-

- a) Who is unable to appear in the annual examination due to shortage of attendance and has complied with the requirement of clause 5.1 (B) (ii) (f) may be exempted from this requirement, when he appears in the examination in the following year or thereafter, after making up the deficiency in lectures;
 - b) who has completed the required percentage of lectures and practicals may be permitted to appear in the examination in the same year or the following year as an ex-student even if as a regular student, he did not comply with the requirement of clause 5.1 (B) (ii) (f).
6. A student who has completed the prescribed course but does not appear in the examination, or having appeared in the examination has failed, may be allowed on the recommendation of the Principal of the college concerned to appear in an examination as an ex-student for three consecutive years without attending a fresh course of instruction. He shall pay a fee as for the whole examination.
 7. The amount of examination fee to be paid by a candidate shall be as prescribed by the University from the time to time.
 8. The examination shall be held according to the syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination, shall take the examination as an ex-student according to the syllabus prescribed by the University for regular students appearing for that examination provided that the syllabus for the candidates for the compartment examination held in September and April next shall be the same as was in force for the regular students in the last annual examination.
 9. The medium of examination shall be as under :-
 - (a) The question-papers shall be set both in English and Hindi except for languages in which they will be set as under :-
 - (i) For Sanskrit Hindi
 - (ii) For Hindi, Punjabi Hindi, Punjabi and Urdu
and Urdu

(iii) English English

(b) The candidates shall write their answers :-

(i) In English in the subject of English,

(ii) In English, Hindi, Punjabi or Urdu in the case of other subjects.

10. The minimum number of marks required to pass the examination shall be 35% in each theory paper and 40% in practical papers and 40% in the aggregate.

11. A candidate who obtains 40% of the aggregate marks, and has failed in one subject only, may be admitted to a supplementary examination and at the next annual examination in that subject, and if he passes in it, he shall be deemed to have passed the examination. If he fails or fails to appear in both these examinations he shall have to appear in all the subjects, denovo.

Provided that the Academic Council may extend this period in the case of a member of the regular armed forces, who is unable, owing to defence exigencies, to avail himself of a chance within this time. Provided that if a student passes in practical exam. (s) and get compartment in theory paper he/she shall not be required to re-appear in practical examinations and vice-versa.

12. The Registrar/Controller of examinations shall publish the result of examination four weeks after the termination of the examination or as soon as possible.

13. Successful candidates shall be classified as under :-

(a) 60% marks and above First Division

(b) 50% marks and above Second Division

but below 60% marks

(c) Below 50% marks Third Division

14. Each successful candidate shall be awarded a degree stating the division obtained.

15. A person who has already passed the examination for the degree of Bachelor of Teaching or Bachelor of Education (Basic) or Bachelor of Education, may offer, as an additional subject, any of the subjects or a craft, other than those in which he has already passed. He may be admitted to the examination on submission of application on the prescribed forms and on payment as admission fee as for the whole examination.

Provided that :

- (i) in the case of a teaching subject he must have already passed the degree examination in that subject,
 - (ii) in addition to the written paper of the teaching subject, the candidate shall undergo a practical test in the teaching of the additional subject taken by him;
 - (iii) in the case of craft, he shall join recognised colleges for training in the craft for one term.
16. The minimum number of marks required to pass in the additional subject shall be 40 percent.



**ORDINANCE : BACHELOR OF PHYSICAL EDUCATION
(B.P.Ed.) EXAMINATION (Annual System)**

1. The duration of the course for Bachelor of Physical education (B.P.Ed.) shall be one year.
2. The examination shall be held once a year ordinarily in the month of April on the dates fixed by the Vice-Chancellor. The dates fixed under this clause shall be notified by the COE to the Principal of the college.

For candidates placed in compartment, a supplementary examination shall be held ordinarily in the month of Sept. of the same year on a date fixed by the Vice-Chancellor.

The last date by which admission forms and fees must reach the Controller of the examination shall be as per University norms.

3. A person who possesses the following qualifications shall be eligible to join the course:
 - i) B.A./B.Sc./B.Com. of this University or an examination recognized as equivalent there to with at least 45% marks in aggregate and having passed English as one of the subjects, except for B.Sc. and B.Com.

OR
 - ii) B.A. with Health & Physical Education as one of the subjects in the three year degree course with at least 50% marks in the aggregate;

OR
 - iii) Bachelor of Physical Education (B.P.E.) three years degree course, B.Sc. (Physical Education, Health Education & Sports) with at least 50% marks in aggregate.

OR
 - iv) M.A. in any subject/ M.P.E./M.P.Ed. or any equivalent Post-graduate Degree.

AND

The candidates are required to qualify the Physical Efficiency Test (Canadian Test). However, there shall be no marks for this test. Candidates failed in Physical Efficiency Test will not be called for counselling.

AND

Provided that a candidate must have represented his/her College in Inter College tournaments in the games recognized by IUSB/State Sports Dept.

OR

Have participated in state level tournament in the recognized games by IUSB/State Sports Department. A candidate who has participated at State level tournament must also has gradation certificate from their respective State Sports Department For the students who have participated in Inter college must submit a certificate from their Principal that he actually participated in the University tournaments.

Note:- I

Weightages for University Sports Certificates shall be given as per Appendix 'A' and such candidates need not to furnish gradation certificates but in case of all the National/States tournament certificates are required to be the part of gradation certificate i.e. National/State tournaments certificates must be mentioned in gradation certificate. Sports certificates pertaining to National/State tournaments, which are not mentioned in the gradation certificates, will not be considered for sports weightages. (Guidelines for sports weightages are given at appendix 'A')

Note :- II

The minimum eligibility conditions of 45% marks in the qualifying examination can be relaxed by 5% in case who have won positions at the Inter Varsity Levels.

Note :- III

Candidates having compartment in the qualifying examination shall not be allowed admission in Diploma in Bachelor of Education (B.P.Ed.) course even provisionally.

Note :- IV

Maximum marks obtained in any of the above mentioned examination shall be counted for preparing merit list for admission to B.P.Ed.

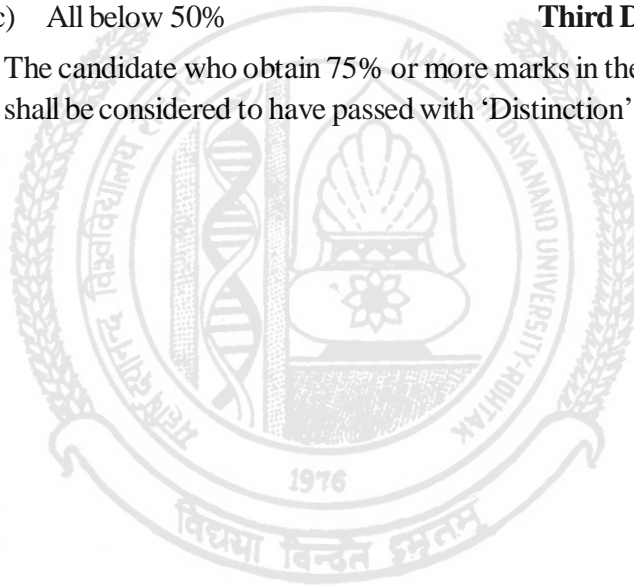
4. A student, who possesses the qualifications laid down in clause-3 above, has been on the rolls of the Department/recognized College for the course in B.P.Ed. during the academic year preceding the examination, and produces the following certificates signed by the

Principal of the College shall be eligible to appear in the examination :-

- a) of good character ;
 - b) of having attended not less than 65% of the full course of lectures delivered in each subject and 75% in tutorials and practicals separately.
5. The Principal of the College may condone shortage of lectures as per rules of the University.
 6. A student who has completed the prescribed course, but does not appear in the examination, or, having appeared in the examination, has failed, may be allowed to appear in the examination as an Ex-student for three consecutive years without attending a fresh course of instruction, on payment on each occasion of the same fee, as prescribed in clause-7 below
 - a) A student placed in compartment in one subject only will be allowed two consecutive chances (next supplementary and annual) to clear the said compartment paper/subject. The student who does not clear the compartment paper/subject even in the second chance, will have to appear in the examination full subject as failed student.
 7. The amount of examination fee to be paid by a candidate shall be as per University rules.
 8. Every candidate shall be examined according to the Scheme of examination and syllabus as approved by the Academic council from time to time. A candidate who fails in an examination shall, unless approved otherwise by the Academic Council, take the examination as an ex student according to the Syllabus prescribed by the University for regular students appearing for that examination.
 9. The medium of instruction shall be English.
 10. The medium of examination shall be as under :-
 - a) The question-paper shall be set both in English and Hindi.
 - b) The candidates shall write their answer in Hindi or English.
 11. The Minimum number of marks required to pass the examination shall be 35% in each theory paper, 40% in each practical and 40% in the aggregate.

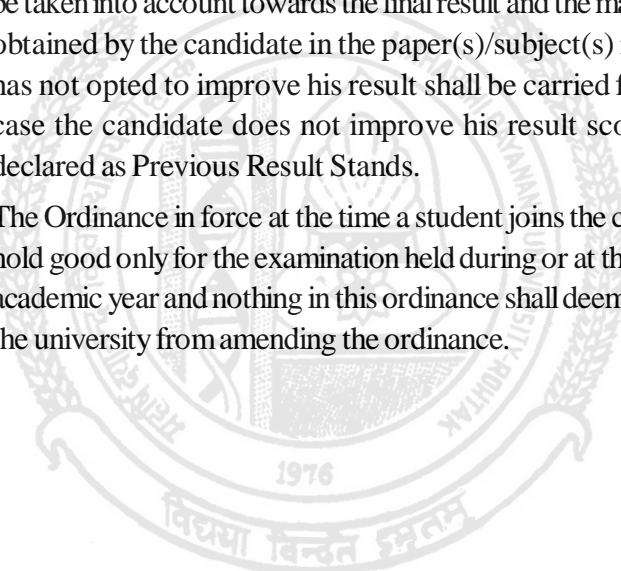
12. The Controller of examinations shall publish the result of the examination four weeks after the termination of the examination, or as soon as it is possible.
13. The list of successful candidates shall be arranged under three divisions as under and the division obtained by the candidates will be stated in his Diploma.
- a) Those who obtain 60% or more
of the aggregate number of marks **First Division**
- b) Those who obtain 50% or more but
less than 60% **Second division.**
- c) All below 50% **Third Division**

The candidate who obtain 75% or more marks in the aggregate shall be considered to have passed with 'Distinction'.



6. A student who having attended the prescribed number of lectures does not appear at the examination or having appeared at the examination has failed may be permitted to appear in the examination as an ex-student for three consecutive years without attending a fresh course of instruction as a regular student.
7. The amount of examination fee to be paid by a candidate shall be prescribed by the Univ. for each examination. The examination fee for appearing in re-appear paper(s) on each occasion shall be the same as for the whole examination. For ex-student, the fee shall be charged as prescribed by the univ. for each examination.
8. The medium of instructions as well as of examination shall be Hindi/English.
9. The examination shall be held according to the syllabus and courses of reading prescribed by the Academic Council.
10. The minimum number of marks required to pass this examination shall be 40% in each paper.
11. A candidate who obtained 40% or more marks in papers but fails in the examination shall, if he so desires, be given exemption from appearing in such papers but in order to pass the examination, he shall secure 40% marks in each of the remaining papers in two consecutive chances. If he fails to clear the papers in the second chance he will be declared fail and shall have to appear in whole examination as an ex-student under clause-6.
12. A candidate who has passed 50% of the theory papers of Part-I shall be eligible for promotion to the Part-II. However, he she will have to clear all the remaining papers in two consecutive chances. For promotion from Part-II to part-III the candidate shall have passed all the papers of Part-I.
13. Successful candidates shall be classified as under on the total aggregate number of marks obtained :-
 - a) Those who obtain 60% of more of the total marks Ist Division
 - b) Those who obtain 50% or more but less than 60% of marks 2nd Division
 - c) Those who obtain less than 50% of total marks 3rd Division

14. Each successful candidate shall be awarded a degree stating the division in which he has passed.
15. A candidate who has qualified for the award of Degree of Bachelor of Journalism (Mass Communication) from MDU, Rohtak may be allowed to reappear as an ex-student in subject(s) in which he/she appeared earlier, with a view to improve his/her previous performance. He/she may re-appear in one or more paper(s) of part-III in the immediate supplementary examination of his/her passing 3rd year examination and thereafter in the next annual examination for Part-I & II examination. The higher score in the paper(s) /subject(s) in which he re-appears for improvement will be taken into account towards the final result and the marks already obtained by the candidate in the paper(s)/subject(s) in which he has not opted to improve his result shall be carried forward. In case the candidate does not improve his result score shall be declared as Previous Result Stands.
16. The Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall deemed to debar the university from amending the ordinance.



ORDINANCE : THREE YEAR BACHELOR OF BUSINESS ADMINISTRATION (THROUGH DISTANCE EDUCATION)

1. The duration of the BBA programme shall be three academic years. Each year shall be divided into two semesters. Thus BBA Programme shall comprise of six semesters spread over three years. However, all candidates will be required to complete the degree programme within the maximum period of six years.
2. The examination of the students admitted in the July cycle for first, third and fifth semesters shall ordinarily be held in the month of December/January and for the second, fourth and sixth semesters in the month of May/June AND of the students admitted in January cycle for first, third and fifth semester examination will be held in the month of May/June and for second, fourth and sixth semester in the month of December/January or on such dates as may be fixed by the Vice-Chancellor
A supplementary examination for the first, third and fifth semesters examination will be held along with regular first, third and fifth semesters examinations to be held in December/January and second, fourth and sixth semesters examinations will be held along with their regular second, fourth and sixth semester which will be held ordinarily during the month of May/June/December/January.
3. The last date for receipt of admission forms and fees shall be fixed by the Vice-Chancellor from time to time.
4. The Director/Principal/Coordinator of the Institute/Study Centre running the programme shall forward a list of the students who have satisfied the requirement of rules and are eligible to appear in the examination to the Director, Distance Education, M.D. University, Rohtak at least 2 week before the commencement of the examination of each semester.
5. Admission to the first semester of BBA programme will be open to candidates who have passed Senior secondary examination on the pattern of 10+2 with 50 percent marks in aggregate, in any discipline, from a recognized Board of Education or an equivalent examination recognized by the University. In case of SC categories, the candidate should have secure minimum pass marks in the qualifying examination.

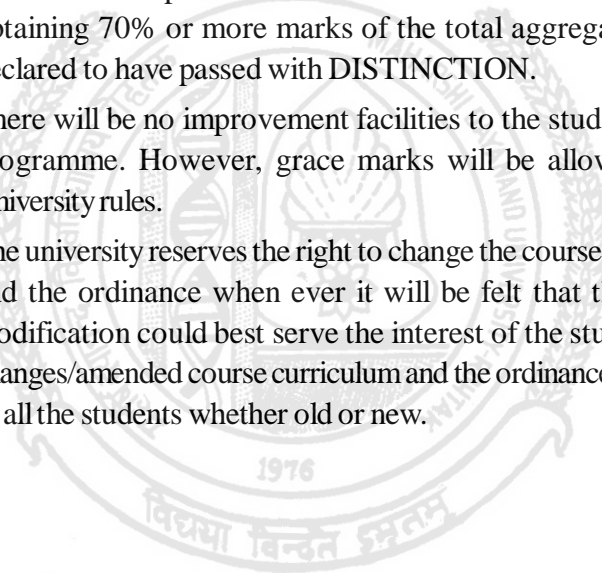
6. Each candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time.
7.
 - i) 25% marks in each written paper(s) excluding papers relating to Computer/IT, Project Report and viva-voce shall be assigned for internal assessment. There will be no Internal Assessment marks for papers relating to Computers and IT. For these papers, there will be 50 marks for theory and 50 marks for practical examination.
 - ii) The Director/Principal of the Study Centre/Institute shall forward the internal assessment marks obtained by the students in different papers on the basis of written assignments and class participation etc., to the Controller of examinations at least one week before the commencement of the semester exam.
 - iii) The Director/Principal of the Institute/ Co-ordinator of the Study Centre will preserve the records on the basis of which the Internal Assessment awards have been prepared for inspection, if needed by the University upto one month from the date of declaration of the semester examination results.
8. Each semester examination shall be open to a student who :-
 - i) has been on the rolls of the Institute/College/Study Centre during the semester concerned.
 - ii) has attended not less than 40% of the lectures delivered in that semester.
9. The medium of instruction and the examination shall be English.
10.
 - i) The minimum requirement to pass a paper shall be 40% marks in written examination, internal assessment and in practical (s) separately and 50% marks in aggregate.
 - ii) To pass a semester examination, a candidate must pass all the papers of the concerned semester examination.
 - iii) A candidate shall be promoted to the second year of the programme i.e 3rd/4th semester if he/she passes at least 50% of the papers prescribed in the Ist year (i.e. first semester + second semester) failing which he/she shall be required to clear all the papers to make eligibility for promotion to the next year. Similarly, a candidate shall be promoted to the third year of the programme i.e. 5th/6th semester if he/she passes at least 50% of the papers

of second year failing which he shall have to clear all the paper of second year failing which he shall have to clear all the papers to make him/her eligible for promotion. In such cases the candidates shall have to appear in the papers, which are currently in force.

- iv) A candidate shall have to pass all the six semester examinations within maximum period of six years of his/her admission to the first semester of 3 year BBA (Distance Education Programme) failing which he/she will be deemed to be unfit for the programme.
11. The amount of examination fee shall be payable by a candidate for each semester as prescribed by the University from time to time.
 12. The internal assessment awards of candidate who fails in any paper(s), shall be carried forward to the next examination.
 13. As soon as possible, after the termination of the semester examination, Controller of examinations shall publish a list of the candidates who have passed the semester examination.
 14.
 - i) The candidate shall be required to submit three copies of his Project Report. The last date for receipt of Project Report in the office of the Controller of examinations shall be one month before the commencement of the sixth semester examination. Provided that in exceptional cases, the Vice-Chancellor may, on the recommendation of the Director of the Institute, extend the last date of receipt of the Project Report with late fee.
 - ii) The written part of the Project Report shall account for 50% of marks and the viva-voce to be conducted by a examiner for the remaining 50% of marks.
 - iii) The evaluation and comprehensive viva-voce of the Project Report shall be conducted by the external examiner appointed by the Vice-Chancellor on the recommendation of the Chairman, UGBOS in Management Sciences.
 - iv) The marks obtained by the candidate for the Project Report shall be taken into account when he appears in any future examination under re-appear clause.
 15. The practical examination(s) of the course (relating to IT/ Computers or wherever specified) shall be conducted by the external examiner to be appointed by the Vice-Chancellor on the

recommendations of the Chairman, UG Board of Studies in Management Sciences.

16. The list of successful candidates after the sixth semester examination shall be arranged, as under, in two division on the basis of the aggregate marks obtained in all the semester examinations taken together and the division obtained by the candidate will be stated in his degree :
 - a) those who obtain 50% or more marks
but less than 60% marks Second Division
 - b) those who obtain 60% or more marks First Division
 - c) Candidates who pass all the six semester exams. at the first attempt obtaining 70% or more marks of the total aggregate shall be declared to have passed with DISTINCTION.
17. There will be no improvement facilities to the students of this programme. However, grace marks will be allowed as per University rules.
18. The university reserves the right to change the course curriculum and the ordinance when ever it will be felt that the change/ modification could best serve the interest of the students. The changes/amended course curriculum and the ordinance shall apply to all the students whether old or new.



**ORDINANCE : BACHELOR OF HOMOEOPATHIC
MEDICINE AND SURGERY (BHMS)**

1. Duration of course

The Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.) shall comprise a course spread over 5½ academic years including one year of compulsory rotatory internship after passing the Final Degree examination. The course shall be divided as under :-

- a) First BHMS 1½ years
- b) second BHMS 1 year
- c) third BHMS 1 year
- d) fourth BHMS 1 year
- e) Internship 1 year

2. Admission criteria and qualification

Passed Senior secondary examination (12th class) of the Board of School Education, Haryana or an examination recognized as equivalent thereto with English, Physics, Chemistry and Biology as his subject.

The candidate should attain the age of 17 years on or before 31st December of the year of admission.

3. English shall be the medium of instructions for study and examination of the BHMS course.

4. examinations :

- 4.1 Each examination shall be held twice a year in the months of May/June and November/December or on such dates as may be fixed by the University from time to time.

- 4.2 Every candidate shall pay examination fee to the University as may be prescribed from time to time.

5. First BHMS examination :

The first BHMS examination shall be open to a person who

- a) has been enrolled for one and a half academic years preceding the examination in a Homoeopathic college affiliated to the University and approved/recognized by the Central Council of Homoeopathy for the degree of Bachelor of Homoeopathic Medicine and Surgery (BHMS) direct course.

- b) has his/her name submitted to the Controller of Exams. by the Principal of the college with the following certificate :-
- i) of having attended separately in the theory and practical/ clinical not less than 75% of the lecturers delivered and practicals conducted in each of the subjects prescribed for the examination provided that deficiency in the number of lectures delivered and practicals conducted may be condoned by the Principal to the extent of 10% of the lectures delivered.
 - ii) of having secured at least 50% marks of the total marks fixed for internal assessment in each subject, separately.
 - iii) of good moral character.

Note :

1. Internal assessment should be submitted to the University atleast two weeks before the commencement of theory examinations. All the colleges shall adopt uniform criteria for internal assessment for which a record of each student shall be maintained in each department, which should be made available for inspection by the student concerned as well as University authorities.
The re-appear/fail students will not be re-assessed every time for the purpose of internal assessment and their previous score of assessment will be carried forward except when their score is less than 50%.
 2. If a candidate fulfils the condition laid down in clause 5(b) (i) and (ii) above for one or more subject (s) - he/she may be allowed to take the examination in such subject(s) in which he/she fulfils the requirements.
 3. Every candidate before appearing in First Professional BHMS examination must have cleared House examination securing at least 33% marks in both theory as well as practical separately.
 4. The First BHMS annual examination shall be held in November/December and the supplementary within six months of the annual examinations.
- c) The first BHMS examination shall be held as per scheme of examination.
- i) There shall be a provision of internal assessment of 10%

marks in each subject of BHMS course in theory and practical including oral separately.

- ii) Each theory paper shall be of three hours duration.
- iii) The minimum number of marks to pass the examination shall be 50% in theory including internal assessment, 50% in practical including oral and internal assessment in each subject.
- iv) There shall be no provision of grace marks.
- v) A candidate securing 75% or above marks in any of the subjects shall be declared to have passed with Distinction in that subject provided he has passed the examination in first attempt.
- vi) A candidate must pass at least one subject in First BHMS examination to be eligible for promotion to second BHMS course. But he/she must pass the first Prof. BHMS examination at least one term (six months) before he/she is allowed to appear in second Prof. BHMS examination.
- vii) A candidate who passes in one or more subjects shall be exempted from appearing in these subjects at the subsequent examinations but he/she must pass the examination in a maximum of four attempts including the first attempt in which he/she was eligible to appear, failing which he/she shall have to appear in all the subjects of the examination.

6. **second BHMS examination :**

The second BHMS examination shall be open to a person who :-

- a) has been enrolled for one academic year preceding the examination in a Homoeopathic college affiliated to the University and approved/recognized by the Central Council of Homoeopathic for the degree of Bachelor of Homoeopathic Medicine and Surgery (BHMS) direct course.
- b) has previously passed the First Prof. BHMS examination of this University or an examination of any other recognized University/Institution in India considered equivalent for the purpose by the University.
- c) has his/her name submitted to the Controller of Exams. by the Principal of the college with the following certificates :-
 - i) of having attended separately in theory and practical/clinical

not less than 75% of the lectures delivered and practicals conducted in each of the subjects prescribed for the examination provided that deficiency in the number of lectures delivered and practicals conducted may be condoned by the Principal to the extent of 10% of the lectures delivered.

- ii) of having secured at least 50% marks of the total marks fixed for internal assessment in each subject, separately.
- iii) of good moral character.

Note :

1. Internal assessment should be submitted to the University atleast two weeks before the commencement of theory examinations. All the colleges shall adopt uniform criteria for internal assessment for which a record of each student shall be maintained in each department, which should be made available for inspection by the student concerned as well as University authorities.

The re-appear/fail students will not be re-assessed every time for the purpose of internal assessment and their previous score of assessment will be carried forward except when their score is less than 50% .

2. If a candidate fulfils the condition laid down in clause 6(c) (i) and (ii) above for one or more subject (s) - he/she may be allowed to take the examination in such subject(s) in which he/she fulfils the requirements.
 3. Every candidate before appearing in 2nd Professional BHMS examination must have cleared House examination securing at least 33% marks in both theory as well as practical separately.
 4. The 2nd BHMS annual examination shall be of one year duration and the examination ordinarily be held in November/December and the supplementary within six months of the annual examinations.
- d) The 2nd BHMS examination shall be held as per scheme of examination.
- i) There shall be a provision of internal assessment of 10% marks in each subject of BHMS course in theory and practical including oral separately.

- ii) Each theory paper shall be of three hours duration.
- iii) The minimum number of marks to pass the examination shall be 50% in theory including internal assessment, 50% in practical including oral and internal assessment in each subject.
- iv) There shall be no provision of grace marks.
- v) A candidate securing 75% or above marks in any of the subjects shall be declared to have passed with Distinction in that subject provided he has passed the examination in first attempt.
- vi) A candidate must pass at least one subject in second Prof. BHMS examination to be eligible for promotion to third Prof. BHMS course. But he/she must pass the second Prof. BHMS examination at least one term (six months) before he/she is allowed to appear in third Prof. BHMS examination.
- vii) A candidate who passes in one or more subjects shall be exempted from appearing in these subjects at the subsequent examinations but he/she must pass the examination in a maximum of four attempts including the first attempt in which he/she was eligible to appear, failing which he/she shall have to appear in all the subjects of the examination.

7. third BHMS examination :

The third BHMS examination shall be open to a person who :-

- a) has been enrolled for one academic year preceding the examination in a Homoeopathic college affiliated to the University and approved/recognized by the Central Council of Homoeopathic for the degree of Bachelor of Homoeopathic Medicine and Surgery (BHMS) direct course.
- b) has previously passed the second Prof. BHMS examination of this University or an examination of any other recognized University/Institution in India considered equivalent for the purpose by the University.
- c) has his/her name submitted to the Controller of Exams. by the Principal of the college with the following certificate :-
 - i) of having attended separately in theory and practical/ clinical not less than 75% of the lectures delivered and

practicals conducted in each of the subjects prescribed for the examination provided that deficiency in the number of lectures delivered and practicals conducted may be condoned by the Principal to the extent of 10% of the lectures delivered.

- ii) of having secured at least 50% marks of the total marks fixed for internal assessment in each subject, separately.
- iii) of good moral character.

Note :

1. Internal assessment should be submitted to the University atleast two weeks before the commencement of theory examinations. All the colleges shall adopt uniform criteria for internal assessment for which a record of each student shall be maintained in each department, which should be made available for inspection by the student concerned as well as University authorities.

The re-appear/fail students will not be re-assessed every time for the purpose of internal assessment and their previous score of assessment will be carried forward except when their score is less than 50% .

2. If a candidate fulfils the condition laid down in clause 7(c) (i) and (ii) above for one or more subject (s) - he/she may be allowed to take the examination in such subject(s) in which he/she fulfils the requirements.
 3. Every candidate before appearing in third Professional BHMS examination must have cleared House examination securing at least 33% marks in both theory as well as practical separately.
 4. The 3rd BHMS annual examination shall be of one year duration and the examination ordinarily be held in November/December and the supplementary within six months of the annual examinations.
- d) The 3rd BHMS examination shall be held as per scheme of examination.
- i) There shall be a provision of internal assessment of 10% marks in each subject of BHMS course in theory and practical including oral separately.

- ii) Each theory paper shall be of three hours duration.
- iii) The minimum number of marks to pass the examination shall be 50% in theory including internal assessment, 50% in practical including oral and internal assessment in each subject.
- iv) There shall be no provision of grace marks.
- v) A candidate securing 75% or above marks in any of the subjects shall be declared to have passed with Distinction in that subject provided he has passed the examination in first attempt.
- vi) A candidate must pass at least one subject in Third Prof. BHMS examination to be eligible for promotion to Fourth Prof. BHMS course. But he/she must pass the Second Prof. BHMS examination at least one term (six months) before he/she is allowed to appear in Third Prof. BHMS examination.
- vi) A candidate who passes in one or more subjects shall be exempted from appearing in these subjects at the subsequent examinations but he/she must pass the examination in a maximum of four attempts including the first attempt in which he/she was eligible to appear, failing which he/she shall have to appear in all the subjects of the examination.

8. Fourth BHMS examination :

The Fourth BHMS examination shall be open to a person who :-

- a) has been enrolled for one academic year preceding the examination in a Homoeopathic college affiliated to the University and approved/recognized by the Central Council of Homoeopathic for the degree of Bachelor of Homoeopathic Medicine and Surgery (BHMS) direct course.
- b) has previously passed the third Prof. BHMS examination of this University or an examination of any other recognized University/Institution in India considered equivalent for the purpose by the University.
- c) has his/her name submitted to the Controller of Exams. by the Principal of the college with the following certificate :-
 - i) of having attended separately in theory and practical/

clinical not less than 75% of the lectures delivered and practicals conducted in each of the subjects prescribed for the examination provided that deficiency in the number of lectures delivered and practicals conducted may be condoned by the Principal to the extent of 10% of the lectures delivered.

- ii) of having secured at least 50% marks of the total marks fixed for internal assessment in each subject, separately.
- iii) of good moral character.

Note :

1. Internal assessment should be submitted to the University atleast two weeks before the commencement of theory examinations. All the colleges shall adopt uniform criteria for internal assessment for which a record of each student shall be maintained in each department, which should be made available for inspection by the student concerned as well as University authorities.

The re-appear/fail students will not be re-assessed every time for the purpose of internal assessment and their previous score of assessment will be carried forward except when their score is less than 50%.

2. If a candidate fulfils the condition laid down in clause 8(c) (i) and (ii) above for one or more subject (s) - he/she may be allowed to take the examination in such subject(s) in which he/she fulfils the requirements.
 3. Every candidate before appearing in fourth Professional BHMS examination must have cleared House examination securing at least 33% marks in both theory as well as practical separately.
 4. The 4th BHMS annual examination shall be of one year duration and the examination ordinarily be held in November/December and the supplementary within six months of the annual examinations.
- d) The 4th BHMS examination shall be held as per scheme of examination.
- i) There shall be a provision of internal assessment of 10% marks in each subject of BHMS course in theory and practical including oral separately.

- ii) Each theory paper shall be of three hours duration.
- iii) The minimum number of marks to pass the examination shall be 50% in theory including internal assessment, 50% in practical including oral and internal assessment in each subject.
- iv) There shall be no provision of grace marks.
- v) A candidate securing 75% or above marks in any of the subjects shall be declared to have passed with Distinction in that subject provided he has passed the examination in first attempt.
- vi) A candidate who passes in one or more subjects shall be exempted from appearing in these subjects at the subsequent examinations but he/she must pass the examination in a maximum of four attempts including the first attempt in which he/she was eligible to appear, failing which he/she shall have to appear in all the subjects of the examination.

9. General Conditions

9.1

The examiners shall be appointed by the University on the recommendations of the Board of Studies in Homoeopathy.

Provided that :

- a) The senior most teacher in a subject who has taught the concerned class at least for six months shall be appointed internal examiner. However, in the compelling circumstances a teacher having less than six months stay in a particular College/Institute may be appointed Internal examiner with a special permission from the Vice-Chancellor.
- b) No person below the rank of Reader/Asstt. Professor in the subject of Degree level Institution shall be appointed as an Internal Examiner. However, in compelling circumstances a senior Lecturer/Lecturer with atleast three years of teaching experience in a subject may be made an examiner. All examiners/paper setters to be appointed must be teaching/taught the BHMS classes.

- c) No person shall be appointed as an External examiner in any allied Medical subject unless he/she possesses a recognized Medical qualification as required for appointment to a relative teaching post.
 - d) External examiner shall be appointed only from the teaching staff of recognized Homoeopathic college and college of Modern Medicine outside the State of Haryana having three years continuous regular teaching experience in the subject concerned.
 - e) The University may get each paper set from External examiner only.
 - f) The practical including oral examination shall be conducted jointly by the internal examiner of the respective Institution and the external examiner for that institute.
 - g) The award list duly signed by both the examiners would be submitted to the University immediately after the conduct of examination. A copy of the oral and practical result would be kept by the internal examiner for six months for reference and record.
 - h) In order to maintain secrecy marking/checking of answer books shall be made as per norms/rules established by the University from time to time.
 - i) Special classes, seminars, demonstrations, practical, tutorials etc, shall be arranged for the repeaters in the subject in which they have failed before they are allowed to appear at the next examination, in which attendance shall be compulsory.
10. The internal assessment shall be determined by the Head of the Department concerned based on the student's class work, home work, house examination records and participation in co-curricular activities and the same duly countersigned by the Principal shall be submitted to the University atleast two weeks before the commencement of the examination.
11. The Controller of examinations shall publish the examination result as soon as possible. The candidates shall be issued Detailed Marks Certificate through their Principals. The Degree of Bachelor of

Homoeopathic Medicine and Surgery (BHMS) course examination shall be awarded by the University on successful completion of twelve months compulsory rotatory internship, duly certified by the Principal of the college.

12. Internship Training.

12.1 Each candidate shall be required to undergo compulsory rotating internship of one year, after passing the fourth Prof. BHMS examination, to the satisfaction of the Principal of the Homoeopathic College. Thereafter, the candidate shall be eligible for the award of Degree of Bachelor of Homoeopathic Medicine and Surgery (BHMS) by the University.

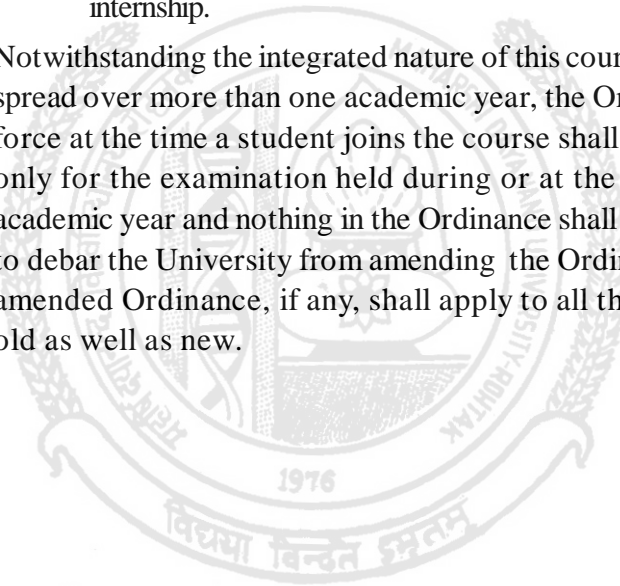
- i) All parts of the internship training shall be undertaken at the Hospital attached to a Homoeopathic college.
- ii) To enable the State Board/Council of Homoeopathy to grant provisional registration of minimum of one year to each candidate to undertake the internship, the University concerned shall issue a provisional pass certificate on passing the final Prof. BHMS examination to each successful candidate.

12.2 All the students shall start their internship within 15 days from the declaration of result and shall complete the Internship training within a period of 24 months at the maximum after passing the final year examination. Under exceptional circumstances, if a student can not do so, he will have to take special permission of the University on the recommendations of the Principal.

12.3 Rotation of interneer students shall be as under :-

- i) Practice of Medicine - 8 months wherein interneer will be rotated in Psychology, Respiratory, Gastro-Intestinal, Endocrinology, Skin and V.D., Locomotor, Cardiology, Paediatrics sections.
- ii) Surgery - 1 month.
- iii) Obstetrics & Gynaecology - 2 months (one month each (including Reproductive & child health care).
- iv) Community medicine (including PHC/CHC) - 1 month.

- 12.4 After completion of internship the concerned Principal will certify that the student has satisfactorily completed internship. Thereafter the student will be awarded the Degree of Bachelor of Homoeopathic Medicine and Surgery (BHMS).
- 12.5 Under exceptional circumstances a student may be permitted to complete his/her internship in another affiliated College if Principals of both the colleges give their consent and the University issue No Objection Certificate to this effect. This would be allowed only if a seat is vacant in the college in which the student wants to complete his internship.
13. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in the Ordinance shall be deemed to debar the University from amending the Ordinance. The amended Ordinance, if any, shall apply to all the students old as well as new.



**ORDINANCE : THREE YEAR BACHELOR OF BUSINESS
ADMINISTRATION AND BACHELOR OF
TOURISM MANAGEMENT PROGRAMME
(w.e.f. Academic Session 2008-09)**

1. 3-Year Bachelor of Business Administration
2. 3-Year Bachelor of Business Administration (CAM)
3. 3-Year Bachelor of Business Administration (Industry Integrated)
4. 3-Year Bachelor of Business Administration (Business Economics)
5. 3-Year Bachelor of Business Administration (Hospitality Management)
6. 3-Year Bachelor of Tourism Management

A. Admission and Eligibility

1. The duration of the Bachelor of Business Administration/Bachelor of Tourism Management Programme (BBA/BTM) shall be three academic years. Each year shall be divided into two semesters. Thus, the BBA Programme shall comprise of six semesters spread over three years. Each semester shall have at least 90 teaching days. On the completion of all the six semesters, the students will be awarded the Bachelor's degree in the Business Administration/Bachelor of Tourism Management **A candidate can complete all the six semesters within a maximum period of 5 years from the date of admission to the first semester of the programme.**
2. Admission to the first semester of the programme shall be open to candidates who have passed.
Senior secondary examination i.e. 10+2 with at least 50% marks (pass marks in case of SC/ST candidates) in aggregate from a recognized Board of Education OR an equivalent examination.
3. (a) The first semester examination shall be open to a regular student who :
 - i) has been on the rolls of the Institute/ College during the first semester;
 - ii) has at least 75% attendance in the class during the semester;
 - iii) bears a good moral character.
- (b) The second to sixth semester examination shall be open to a regular student who :
 - i) has been on the rolls of the Institute for the concerned semester;
 - ii) has at least 75% attendance in the class during the concerned semester;

- iii) has passed the relevant semester examination or is covered under clause 21(1) of this Ordinance.

B. examination

4. Every candidate shall be examined in the subject(s) as laid down in the concerned Scheme of examination(s) prescribed by the Academic Council from time to time.
5. The external examiner(s) will set the question papers as per the criteria laid down in the Syllabi/Scheme of examination for the concerned programme.
6. **The medium of Instruction and examination shall be English ONLY.**
7. The last date of receipt of admission forms and fees shall be as fixed by the Vice-Chancellor.
8. The amount of examination fee to be paid by a candidate for each semester shall be as per the decision of the University from time to time.
9. The examination for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June or on such dates as may be fixed by the Vice-Chancellor.

Supplementary examinations will be held for re-appear/failed candidates as under :

- | semester | When held |
|---------------------|--|
| (a) First semester | Along with the 3rd semester |
| (b) second semester | Along with the 4th semester |
| (c) third semester | Along with the 5th semester |
| (d) fourth semester | Along with the 6th semester |
| (e) Fifth semester | Along with the 1 st /3 rd semester |
| (f) Sixth semester | Along with subsequent to 5th semester |
10. The Director/Principal of the Institute/College shall forward to the Controller of examinations, as per the schedule of examinations of the University, a list of the eligible students who have satisfied the requirements of rules for appearing in the examination.
 11. (i) As soon as possible, after the termination of the examination, the Controller of examination shall publish a list of candidates who have passed the semester examination.
(ii) Each successful candidate shall receive a copy of the Detailed Marks Card on having passed the semester examination.
 12. The list of successful candidates after the sixth semester examination shall be arranged as under in two divisions on the basis of aggregate marks obtained in the first to sixth semester examinations (for the

award of BBA/BTM Degree) taken together and the division obtained by the candidate will be stated in his degree :

- a) Those who obtain 50% marks
but less than 60% marks - **Second Division**
- b) Those who obtain 60% or
more marks - **First Division**
- c) Those who pass all the semesters examination (1st to 6th for
BBA/BTM) at the first attempt obtaining 80% or more marks
in the aggregate shall be declared to have passed with -
DISTINCTION.

C. EVALUATION

- 13. (i) The Director/Principal of the concerned Institute/College shall forward the Internal Assessment marks/Workshop/Summer Internship/Practical awarded of the students, as per scheme of examinations, wherever specified, to the controller of examinations.
- (ii) The Director/Principal of the Institute/College will preserve the records on the basis of which the, Internal Assessment awards/ Workshop/Summer Internship etc. have been prepared for inspection, if needed by the University up to one month from the date of declaration of the semester examination results. This record, including the attendance will be disposed off after one month.
- 14. (i) The internal assessment/Practical/Workshop/training report/ project report awards of a candidate who fails in any semester/ paper(s) shall be carried forward to the next examination.
- (ii) Candidate(s) who has not obtained pass marks in the Internal Assessment in any paper(s)/practical/workshop etc. will be provided an opportunity to appear before the Committee of Examiners, to be constituted by the Director/Principal of the Institute/College, to re-assess performance of the candidate (within three months of the declaration of result and receipt of the requests of the candidate concerned). corresponding to schedule given for supplementary examinations in clause 9 and the Internal Assessment/Workshop/Practical/Viva-voce given by the Committee shall be final.
- (iii) A candidate who fails to obtain pass marks as specified in clause-20 in training report shall be given afforded opportunity to undergo training again and the same shall be assessed by a Board of Examiners, specified in the ordinance.
- (iv) A candidate who fails to obtain pass marks in workshop/practical/ viva-voce shall have to re-appear before the board of examiners

as laid down in clause 17 and 18, respectively, as per schedule specified for supplementary examination in clause 9.

15. (a) Every student of the BBA programme shall be required to undergo a practical training in a corporate organization approved by the Institute for four weeks, normally in the Summer Vacation, after the end of the fourth (in the case of (i) BBA (HM) two months in house training - after first semester, 22 weeks training after fourth semester and three months specialization training after sixth semester; and (ii) In case of BTM two months training after 4th semester) semester examinations. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific project to the candidate, which will be completed by him/her during the period of training. The work done by the candidate during the training period shall be submitted in the typed form three copies of a **training report**. The last date for the receipt of training report in the office of the Controller of examinations shall be one month after the date of completion of training.
- (b) The evaluation of the training Report shall be done by the examiners- Internal and external. Evaluation for 50% by the external examiner and for the remaining 50% a viva voce will be conducted by a Board of 3 Internal examiners to be constituted by the Director/Principal (or as specified in the scheme of examinations of the concerned programme).
16. (a) Internal Assessment/Training Reports/Practical/Work-shop/ Viva-voce/comprehensive viva-voce marks will be awarded as specified in the Scheme of examination of the concerned BBA/ BTM/BBA (HM) Programme.
- (b) The Principal shall forward the internal assessment marks, at least one week before the commencement of the semester examination, awarded to the students on the basis of the criteria given hereunder :-
- (i) Ten marks shall be assigned for the internal test to be conducted by the teacher concerned. For the purpose the concerned teacher(s) carrying 5 marks each shall conduct to surprise test in each course.
- (ii) Five marks shall be assigned for the class participation, presentation, role playing or any other home assignment given by the teacher.
- (iii) Five marks shall be assigned for the written case analysis.

- (iv) Five marks shall be assigned for the punctuality in attending the class and his/her overall conduct in the class in particular and in/outside the college/institute in general.
17. (a) The comprehensive viva-voce/workshop shall be conducted by a Board of Examiners to be appointed by the Vice-Chancellor on the recommendation of the Dean, Faculty of Management Sciences of the University, consisting of the following members.
- i) One Internal Faculty, nominated by the Director/Principal of the concerned Institute/College.
 - ii) Two External Examiners from the academic field; and
 - iii) Two Executives from reputed organizations.
- Three members shall form the quorum.
18. The practical examination(s) of the courses (relating to IT/Computer or wherever specified) shall be conducted by the following Board of Examiners, consisting of two members :
- i) One Internal faculty member (to be appointed by the Director of the Institute) and
 - ii) One external examiner (to be appointed by the Vice-Chancellor on the recommendations of the PG BOS in Management Sciences).

D. PROMOTION AND REAPPEAR

19. the minimum percentage of marks to pass the examination in each semester shall be.
- i) 45% in each written papers and internal assessment/computer practical/ workshop;
 - ii) 45% in Training Report and Viva-Voce/Comprehensive Viva-Voce, separately;
 - iii) 50% in the total of each semester examination.
 - iv) A candidate who has secured minimum marks to pass in each paper but has not secured the minimum marks required to pass in aggregate for the semester concerned may take re-examination (in not more than three papers) to obtain the aggregate percentage required to pass the semester.
20. (i) A candidate whose regular result/re-evaluation result is declared late without any fault on his/her part, may attend classes for the next higher semester provisionally at his own risk and responsibility, subject to his/her passing the concerned semester examination . In case a candidate fails to pass the concerned semester examination, his/her attendance/internal assessment in the next higher semester in which he was allowed to attend classes provisionally will stand automatically cancelled.

- (ii) A candidate who has been declared as fail in a semester examination, as per clause 20(i) and has applied for re-evaluation, may be allowed to attend classes for the next higher semester provisionally at his own risk and responsibility, subject to the condition that he/she may submit an affidavit, duly attested by the 1st Class Magistrate to this effect. In case he/she is declared fail in the re-evaluation result, he/she will repeat the whole semester in which he/she has failed and will not claim any benefit of the classes attended by him/her.
21. (i) A candidate shall be promoted to the next higher semester if he/she passes at least 50% of the papers prescribed in the first semester or 2/3 of the papers of preceding semester(s) examinations taken together, failing which he/she shall be declared as FAIL in that semester and he/she shall be required to appear in the failed semester in all the papers currently in force as a private candidate (as ex-student).
- (ii) A candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay the dues again.

Explanation : 50% of 5 papers will be taken as 3.

E. Other Provisions

22. There will be no improvement facilities available to BBA/BTM students. However, grace marks will be allowed as per University Rules.
23. Notwithstanding the integrated nature of this course which is spread over more than one academic year and the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all the students whether old or new.
24. Any other provision not contained in the above shall be governed by the rules and regulations framed by the University from time to time. In case of any dispute arises the matter will be referred to the Vice-Chancellor for interpretation, whose decision shall be final.

**ORDINANCE : TWO-YEAR MASTER OF BUSINESS
ADMINISTRATION (Through Distance Education)**

1. The duration of the MBA programme designed with various streams of specialization in functional area of management shall be two academic years. The admissions to the programme shall be made in two cycles i.e. January cycle and July cycle every year. Each year shall be divided into two semesters. The Ist year studies offer the "Diploma" and second year offer "Degree" modules, respectively.
2. A candidate after completing Diploma course, may discontinue the programme up-to a maximum of one year before joining the degree course. However, all candidates will be required to complete the degree programme within the maximum period of four years. A supplementary examination for the first, second, third and fourth semesters will be held in the months of December/January or May/June irrespective of the fact that the candidate has taken admission in January cycle or July cycle.
3. The last date for receipt of admission forms and fees shall be fixed by the Vice-Chancellor from time to time.
4. The Director/Principal/Coordinator of the Institute/Study Centre running the programme shall forward a list of the students who have satisfied the requirement or rules and are eligible to appear in the examination to the Director, Distance Education, M.D. University, Rohtak at least 2 week before the commencement of the examination of each semester.
5. Admission to the first semester of MBA programme will be open to candidates who have passed Bachelor's degree or Master's degree in any discipline from a University or an examination recognized thereto or have passed the final examination conducted by the Institute of Chartered Accountants of India or equivalent or Institute of Company Secretaries of India or equivalent or Institute of Cost and Works Accountants of India or equivalent.
6. Each candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time.
7. i) 30% marks in each written paper(s) excluding papers relating to Computer/IT, Project Report, and viva-voce, shall be assigned

for internal assessment. There will be no Internal Assessment marks for papers relating to Computers and IT specialization. For these papers, there will be 50 marks for theory and 50 marks for practical examination.

- ii) The Director/Principal of the Study Centre/Institute shall forward the internal assessment marks obtained by the students in different papers on the basis of written assignments and class participation etc., to the Controller of examinations at least one week before the commencement of the semester exam.
 - iii) The Director/Principal will preserve the records on the basis of which the Internal Assessment awards have been prepared for inspection, if needed by the University upto one month from the date of declaration of the semester examination results.
8. Each semester examination shall be open to a student who :-
- i) has been on the rolls of the Institute/college/Study Centre during the semester concerned,
 - ii) has attended not less than 40% of the lectures delivered in that semester.
9. The medium of instruction and the examination shall be English.
10. i) The minimum requirement to pass a paper shall be 40% marks in written examination, internal assessment and in practical (s) separately and 50% marks in aggregate.
- ii) To pass a semester examination, a candidate must pass all the papers of the concerned semester examination.
 - iii) A candidate shall have to pass all the four semester examinations within maximum period of four years of his/her admission to the first semester of 2 year MBA (Distance Education Programme) failing which he/she will be deemed to be unfit for the programme.
11. The amount of examination fee shall be payable by a candidate for each semester as prescribed by the University from time to time.
12. The internal assessment awards of candidate who fails in any paper(s), shall be carried forward to the next examination.
13. As soon as possible, after the termination of the semester examination, Controller of examinations shall publish a list of the candidates who have passed the semester examination.

17. There will be no improvement facilities to the students of this programme. However, grace marks will be allowed as per University rules.
18. In no case and under no circumstances, the dispute arising out of the adherence or implementation or otherwise on the part of any one, in any clause(s), binds the University to change or amend the clause(s) under the Ordinance at any point of time.
19. **ADMISSION TO 2-YEAR MBA (Distance Education) BY LATERAL ENTRY :**
 - i) The admission under the Lateral Entry scheme shall be open to candidates having two years duration (a) Post-graduate Diploma in Business Management/Post-Graduate Diploma in Business Administration or (b) a Masters degree in Hotel Management or Tourism Management or Commerce from MDU or its equivalent thereto, and desirous of obtaining MBA degree.
 - ii) The candidates who have passed the Post-graduate Diploma in Business Management or Post-graduate Diploma in Business Administration (PGDBM/PGDBA) course, of two years duration, duly approved by the AICTE from any Institute included by the AICTE in the list of its approved Institutes shall be allowed admission in the third semester directly.
 - iii) All such students admitted shall be governed by the clause (s) applicable for the students admitted to 2-year MBA (Distance Education) Programme.
 - iv) Such students shall be awarded the degree of Master of Business Administration (Lateral Entry) of the M.D.University after completion of the fourth semester.
 - v) The students admitted under the Lateral Entry scheme shall have to clear all the papers with in a period of two years from the date of his/her admission to the third semester failing which he/she shall be considered unfit for the programme.

**ORDINANCE : TWO YEAR MASTERS DEGREE
PROGRAMMES IN MANAGEMENT (M.B.A.)**

Maharshi Dayanand University is running the following regular programmes leading to the award of Master's Degree in Management under the aegis of Faculty of Management Sciences :

- i) Two-year Master in Business Administration.
- ii) Two year Master of Business Administration (Business Economics)
- iii) Two year Master of Business Administration (International Business);
- iv) Two Year Master of Business Administration (Evening)
- v) Two Year Master of Hotel Management
- vi) Two year Master of Tourism Management
- vii) Two years M.B.A. (Power Management)
- viii) Two year M.B.A. (Hons.)

A. Admission and Eligibility

1. The duration of the course leading to the degree Master of Business Administration (M.B.A.) shall be two academic years. Each year shall be divided into two semesters.

A candidate shall have to pass all the four semester examinations within a maximum period of four years of his/her admission to the first semester of 2-Year MBA Programme failing which he/she will be deemed to be unfit for the programme. However, a candidate, who having passed the second semester examination discontinues his studies, for legitimate and justified reasons may be permitted to join third semester within one year of his passing the second semester examination.

2. The minimum qualification for admission to the first semester of each of the Programme shall be as under :

For Master of Business Administration/Master of Business Administration (Business Economics)/Master of Business Administration (International Business)/Master of Hotel Management/Master of Tourism Management :

Bachelor or Master's Degree in any discipline with not less than 50% marks in the aggregate (minimum pass marks in case of

SC/ST candidate) of this university or an examination recognized as equivalent thereto by this university.

OR

Final examination conducted by the Institute of Chartered Accounts of India/Institute of Cost and Works Accountants of India/Institute of Company Secretaries

For master of Business Administration (Power Management) :

A Bachelor or degree in any branch of Engineering or Technology with not less than 60% marks in the aggregate (minimum pass marks in case of SC/ST candidate) of this university or an examination recognized as equivalent thereto by this university.

For Master of Business Administration (Evening)

Bachelor's or Master's Degree in any discipline with not less than 50% marks in the aggregate (minimum pass marks in case of SC/ST candidate) of this university or an examination recognized as equivalent thereto by this university

OR

Final examination conducted by the Institute of Chartered Accountants of India/Institute of Cost and Works Accountants of India/Institute of Company Secretaries with two years of work experience in commercial/industrial organization.

For M.B.A. (Hons.)

Bachelors degree in Business admn./Commerce/ Computer application/ Engg./ Technology/ Pharmacy or Master's degree in Commerce of this University or an examination recognised as equivalent thereto on this University with not less than 50% marks (for S.C./ S.T. minimum pass marks).

3. (a) The first semester examination shall be open to a regular student who :
 - i) has been on the rolls of the Institute during the first semester;
 - ii) has at least 75% attendance in the class during the semester;
 - iii) bears a good moral character
- (b) The second, third and fourth semester examination shall be open to a regular student who :
 - i) has been on the rolls of the Institute for the concerned semester

- ii) has at least 75% attendance in the class during the semester;
- iii) has passed the relevant semester examination or is covered under clause 22 (i) of the Ordinance; and

B. examination

4. Every candidate shall be examined in the subject(s) as laid down in the Scheme of examination/Syllabus prescribed by the Academic Council from time to time.
5. The external examiner(s) will set the questions papers as per the criteria laid down in the Scheme of examination for the programme.
6. The medium of instruction and examination shall be English.
7. The last date of receipt of admission forms and fees shall be fixed by the Vice-Chancellor.
8. The amount of examination fee to be paid by a candidate for each semester shall be as per the decision of the University from time to time.
9. The examination for the first and the third semesters shall ordinarily be held in the month of December/January and for the second and the fourth semesters in the month of May/June or on such dates as may be fixed by the Vice-Chancellor.

Supplementary examinations will be held for re-appear/failed candidates as under :

semester	When held
(a) First semester	Along with the third semester
(b) second semester	Along with the fourth semester
(c) third semester	Along with the fourth semester
(d) fourth semester	Along with subsequent third semester

10. The Director/Principal of the concerned Institute/College shall forward to the Controller of the Examination at least two weeks before the commencement of the examination in each semester, a list of the eligible students who have satisfied the requirements of rules for appearing in the examination.
- 11.(i) As soon as possible, after the termination of the examination the Controller of the examinations shall publish a list of candidates who have passed the semester examination.

- (ii) Each successful candidate shall receive a copy of the detailed marks card on having passed the semester examination.
12. The list of successful candidates after the fourth semester examination shall be arranged as under in two divisions on the basis of the aggregate marks obtained in the first, second, third and fourth semester examinations taken together and the division obtained by the candidate will be stated in his degree.
- a) Those who obtain 50% marks but less than 60% marks - second Division
- (b) those who obtain 60% or more marks - First Division
- (c) those who pass all the four semester examinations at the first attempt obtaining 80% or more marks in the aggregate shall be declared to have passed with Distinction.

C. EVALUATION

13. (i) The Director/Principal of the concerned Institute/College shall forward the Internal Assessment marks awarded to the students to the Controller of examinations, which shall be awarded as per the following criteria :
- | | |
|--|----------|
| i) Case analysis and presentation | 10 marks |
| ii) Seminar presentation and class participation | 10 marks |
| iii) Surprise test (s) | 10 marks |
- Whereas marks for workshop/training/project report/practical will be awarded as per criteria laid down in the scheme of examination.
- (ii) The Director/Principal of the Institute/College will preserve the records on the basis of which the, Internal Assessment awards have been prepared for inspection, if needed by the University up to one month from the date of declaration of the semester examination results This record, including the attendance, will be disposed off after one month.
14. (i) The internal assessment/practical/workshop/training report/project report awards of a candidate who fails in any semester/paper(s) shall be carried forward to the next examination.
- (ii) Candidate(s) who has not obtained pass marks in the Internal Assessment in any paper(s)practical/ workshop etc. will be provided an opportunity to appear before the Committee of

Examiners to be constituted by the Director/Principal of the concerned Institute/ College, to re-assess performance of the candidate (within three months of the declaration of result and receipt of the request of the candidate concerned), corresponding to schedule given for supplementary examinations in clause -9 and the awards of Internal assessment/ workshop/ practical / viva-voce given by the committee shall be final.

- (iii) A candidate who fails to obtain pass marks as specified in clause 20, in training report/ project report shall be afforded an opportunity to undergo training again and conduct project afresh, as the case may be, within one year from the date of declaration of the result and the same shall be assessed by the examiners, in terms of clause 15(b) and 16(ii), respectively.
 - (iv) A candidate who fails to obtain pass marks in workshop/practical/ viva-voce shall have to re-appear before the board of examiners as laid down in clause 17 and 18, respectively and as per schedule specified for supplementary examinations in clause 9.
- 15 (a) Every student of MBA shall be required to undergo a practical training in an industrial organisation approved by the Institute for eight weeks, normally in the Summer Vacation, after the end of the second semester. The candidates shall be required to undergo training in the various areas of the organisation concerned. The organisation may assign a specific project to the candidate, which will be completed by him/her during the period of training. The work done by the candidate in the training shall be submitted in the form of a training report. The last date for the receipt of training report in the office of the Controller of examinations shall be one month after the date of completion of training.
- The Vice-Chancellor on the recommendation of the Director of the Institute may extend the last date of the receipt of the training report, with late fee.
- (b) The evaluation shall be done in the manner specified in the scheme of examination of the programme.
16. (i) The candidate shall be required to submit three copies of his Project Report. The last date for receipt of Project Report in the office of

the Controller of examinations shall be one month before the commencement of the fourth semester examination.

In exceptional cases, the Vice-Chancellor may, on the recommendation of the Director of the Institute, extend the last date of receipt of the Project Report, till the commencement of the fourth semester examination, with late fee.

- (ii) The Project Report shall be evaluated as per the guidelines specified in the Scheme of Examination, separately by the external and the internal examiners. If the difference in the awards is up to 30% of the maximum marks, the average of the two shall be taken as final awards. If the difference between the external and internal examiners is more than 30% of the maximum marks, the appointment of the third examiner shall be made by the Vice-Chancellor out of the panel recommended by the PG Board of Studies in Management and the marks awarded by him shall be final.
- 17 (a) The comprehensive viva-voce/workshop shall be conducted by a Board of Examiners to be appointed by the Vice-Chancellor on the recommendation of the PG Board of Studies in Management consisting of the following members :
- i) One internal faculty nominated by the Director of the concerned Institute;
 - ii) Two external examiners from the Academic field; and
 - iii) Two Executives from reputed organisations.
- Three members shall form the quorum.
- (b) The marks obtained by the candidate for the viva-voce/workshop shall be taken into account when he appears in any future examination under re-appear clause.
18. The practical examination(s) of the courses (relating to IT/Computer or wherever specified) shall be conducted by the following Board of Examiners, consisting of two members :
- i) One internal faculty member (to be appointed by the Director of the concerned Institute): and
 - ii) One external examiner (to be appointed by the Vice-Chancellor on the recommendations of the PGBOS in Management).

19. The Project Report and Training Report, wherever specified will be submitted in the typed form as per the following requirements:
- i) The typing should be done on both sides of the paper (instead of single side printing)
 - ii) The front size should be 12 with Times Roman Format.
 - iii) The Project Report/Training Report may be typed in 1.5 (one and a half) space. But the References/Bibliography should be typed in a single space.
 - iv) The paper should be A-4 size.
 - v) Two copies meant for the purpose of evaluation may be bound in paper-back form and one copy should be in hard binding.

D. PROMOTION AND REAPPEAR

20. The minimum percentage of marks to pass the examination in each semester shall be :-
- a) 45% in each written paper and internal assessment/Computer practical/workshop, separately;
 - b) 45% in Training Report/Project Report and Viva-Voce separately;
 - c) 50% in the total of each semester examination.
 - d) A candidate who has secured minimum marks to pass in each paper but has not secured the minimum marks required to pass in aggregate for the semester concerned may take re-examination (in not more than three such papers) to obtain the aggregate percentage required to pass the semester.
21. (i) A candidate who has secured minimum marks to pass in each paper but has not secured the minimum marks required to pass in aggregate for the semester concerned may take re-examination (in not more than two papers) to obtain the aggregate percentage required to pass the semester.
- (ii) A candidate who has been declared fail in a semester examination, as per clause 20(i) and has applied for re-evaluation, may be allowed to attend classes for the next higher semester provisionally at his own risk and responsibility, subject to the condition that he/she may submit an affidavit, duly attested by the 1st class Magistrate, to this effect. In case he is declared fail in the re-evaluation result, he/she will repeat the whole semester in which

he/she has failed and will not claim any benefit of the classes attended by him/ her.

22. (i) A candidate shall be promoted to the next higher semester if he/she passes at least 50% of the papers prescribed in the 1st semester of the programme or 2/3 of the papers of preceding semester examinations taken together, failing which he/she shall be declared as FAIL in that semester and he/she shall be required to appear in the failed semester in all the papers currently in force as a private candidate (as ex-student).
- (ii) A candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay the dues again.

EXPLANATION : 50% of five papers will be taken as three and that of seven papers as four and that of nine papers as five under this clause.

E. OTHER PROVISIONS

23. There will no improvement facility available to MBA students. However, grace marks may be allowed as per University Rules.
24. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the Ordinance and the amended ordinance, if any, shall apply to all students whether old or new.
25. Any other provision not contained in the above shall be governed by the rules and regulations framed by the University from time to time.
26. A candidate, who having passed the eighth semester examination discontinues his studies, for legitimate and justified reasons, may be permitted to join the ninth semester within two years of his passing the eighth semester examination provided that he/ she will

complete the whole programme in four years as specified in clause-I.

**ORDINANCE – MASTER OF ENGINEERING
(ME) PROGRAMME**

- 1.1 Programme for regular candidates shall be 2 years. The maximum period in which such a candidate must qualify for the degree shall be 4 years failing which he/she shall not be allowed to continue his/her studies for the course.
- 1.2 The duration of the course for the degree of M.E. Programme in the case of part-time candidates shall be 3 years. The maximum period in which such a candidate must qualify for the degree shall be 4 years, failing which he/she shall not be allowed to continue his/her studies for the course.
- 2.1 An academic year shall be divided into two semesters, each semester extending to about 14-16 weeks. The first academic year will consist of first and second semesters and the second academic year will consist of 3rd and 4th semester. At the end of each semester, there shall be an examination wherein candidates will be examined in the course prescribed for that semester and the semester examination shall be designated as First semester examination, second semester examination, third semester examination & so on. The examination for all semesters will normally be held in December/January and also in May/June on such dates as may be fixed by the University. The dissertation work for regular students will start from third semester and the fourth semester will be devoted to dissertation work, seminar etc. while for Part-time candidates the dissertation work shall start in Fifth semester, Sixth semester and Seventh semester will be devoted to any dissertation work, seminar etc.
- 2.2 The last date for receipt of examination forms without and with late fee shall be fixed by the Vice-Chancellor and notified by the Controller of Exams.
- 3.1 Persons holding the following qualifications shall be eligible for admission to the course for the degree of M.E. :-
 - (a) those who qualify in the Graduate-Aptitude Test in Engineering (GATE) with Bachelor's degree in respective branch of Engineering & Technology from any University included in the approved list of the Association of Indian

Universities (AIU) securing at least 55% marks in aggregate or equivalent grade.

(b) For Self-financing/Sponsored students :

B.E./ B.Tech. or any other equivalent degree in the appropriate/related discipline from Maharshi Dayanand University, Rohtak with at least 55% marks in the aggregate or equivalent grade.

OR

Bachelor's Degree in the appropriate/related discipline from any Indian University included in the approved list of AIU securing at least 55% marks in aggregate or equivalent grade.

OR

B.E./B. Tech. or any other equivalent Degree in the appropriate/related discipline from foreign University recognized by the Academic Council for the purpose of admission to this course securing at least 55% marks in aggregate or equivalent grade .

(c) <u>M.E. Programme</u>	<u>Relevant Eligible UG Programme</u>
Computer Sc. & Engg.	CSE/CEIT/MCA
Electronics & Communication Engg.	Electronics Engg./EIC/IC/Elect. & Comm. Engg./ Elect. Instrumentation & Control
Mechanical Engg.	Mech. Engg./Production Engg./ Thermal Power Engg./ Automobile Engg./Robotics Engg./ CAD/Product Design & Development/Mechatronics/ Industrial Engg./ Aeronautical Engg.
Electrical Engg.	Elect. & Electronics Engg./Control & Instrumentation/Control Engg./ Instrumentation/ Electronics Instrumentation/ Instrumentation & Control/ Electronics/ Computer Engg./ Information Technology/ Electronics & Control/ Electrical Engg./ Electronics Engg.
Chemical Engg.	Chemical Engg./ Chemical Technology/ Paper Technology/ Bio- Chemical

NOTE: 1. If the GATE qualified candidates are not available, the seats

- will be open to the other candidates and shall be filled in on merit basis.
2. Relaxation upto 5% shall be provided to SC/ST in the qualifying examination only.
 - 3.2 A whole-time employee working in the College recognized by the University in the Faculty of Engineering & Technology or a working Engineer/Scientist employed in a department/industry/ laboratory in the proximity of the college may also join this course as a part-time student subject to the fulfillment of any of the conditions laid down in clause 3.1 above. Such part-time students shall be allowed to take not less than two and not more than 3 theory courses in a semester.
 4. The examination shall be open to a candidate who :-
 - (i) has attended regularly the prescribed course of studies for the relevant semester in a college recognized by the University for the degree of M.E.
 - (ii) has his/ her name stands submitted to the Controller of examinations by the College concerned.
 - (iii) produces the following certificates signed by the College:-
 - (a) of good moral character and conduct.
 - (b) of having carried out and acquainted himself/ herself to the satisfaction of the concerned HOD/ Director-Principal in class work, laboratory and sessional work covered during the semester and in the periodical tests held in the College from time to time.
 - (c) of having attended not less than 75% of the total classes held in the semester in subjects offered to him/her for the examination provided that his/her attendance in each individual course not less than 60%. The Director-Principal of the College may, in bonafide cases, condone deficiency upto 5% in the aggregate or/and in individual subjects.
 5. The amount of examination fee to be paid by a candidate shall be as prescribed by the University from time to time for both regular and part-time candidates.
 - 6.1 Every candidate shall be required to appear in examination of :-

- (a) theory papers as provided in the Scheme of examinations prescribed by the University respectively for regular and part-time candidates.
- (b) dissertations of which three copies neatly typed shall be submitted to the concerned HOD.
- 6.2 English shall be the medium of instructions and examination.
- 7.1. 50% of Theory papers shall be set by external examiners and 50% of theory papers by internal examiner in accordance with the procedure laid down by the University. The evaluation will be done by examiner/examiners under the supervision of the Director/Principal of the Institute. The paper setter will be required to supply the solution of numerical problems in the question paper set by him. If the examiner is more than one in a course the grading will be done through mutual consultation among the examiners to maintain uniformity of grades.
- 7.2 Sessional work in each course shall be evaluated by the teacher concerned. The awards will be forwarded to the Controller of examinations through the Director-Principal before the commencement of the each semester examination. The awards shall be based on the performance of student in the class, sessional tests, assignments etc. as given from time to time in a theory/ laboratory/ seminar/ dissertation course. The evaluation shall be based on the weightage of different components of the sessional as given under:
- | | | | |
|-------------------------------|---|-----|-----------|
| Theory courses : | Attendance | 20% | |
| | Assignment/ Project/Term Paper | 20% | |
| | Sessional Tests | 60% | |
| | (two test having equal weightage) | | |
| Lab. courses : | Attendance | 20% | |
| | Lab. Work/ Project | 60% | |
| | Viva Voce | 20% | |
| Seminar : | Attendance | 20% | |
| | Presentation | 60% | Through a |
| | Report | 20% | Committee |
| Dissertation :
(Phase – I) | Attendance | 20% | |
| | 1 st Seminar Talk | 20% | Through a |
| | 2 nd Seminar Talk | 40% | Committee |
| Dissertation : | Report | 20% | |
| | Attendance | 20% | |
| | 1 st Presentation
(at the middle of Sem.) | 20% | Through a |
| | Pre Submission Presentation
Report | 40% | Committee |

- 8.1 The candidate shall prepare his/her dissertation under the supervision of the teacher(s) of concerned college.
- 8.2(a) The dissertation shall present an orderly and critical exposition of the existing knowledge of the subject or shall embody result of original investigation and demonstrate the capacity of the candidate to do independent research work. While writing the dissertation, the candidate shall lay out clearly the work done by him/her independently and the sources from which he/she has obtained other information.
- 8.2(b) The dissertation shall contain a critical account of the candidate's research. It should be characterised by discovery of facts or fresh approach towards interpretation of facts and theories or significant contribution to knowledge design or development, or a combination of them. It should bear candidate's capacity for analysis and judgment and also his ability to carry out independent investigation design or development. A dissertation may be supplemented by published work, if any. No part of the dissertation or supplementary published work, shall have been submitted elsewhere for the award of any other degree.
- 8.3 The dissertation shall be submitted by a regular candidate at the end of the fourth semester by 31st July as laid down in the clause 8.1 provided that he/she has qualified all courses included in the Scheme of examinations. If he/she fails to do so, late examination fee shall be deposited by him/her as per University rules. The result of the dissertation shall be declared only after the candidate has passed all the courses. In case the candidate's dissertation is rejected or he/she is unable to complete his/her dissertation within the period prescribed above, he/she may be allowed extension by the Director-Principal upto the limit prescribed in clause 1.1 above. In case of a dissertation work in the industry or other institution, the co-supervisor may be taken from that place.
- 8.4 The dissertation shall be submitted by a part-time student at the end of the 6th semester provided that he/she has qualified in all the courses included in the relevant Scheme of examinations. The result of the dissertation shall be declared only after the candidate has passed all the courses. In case the candidate's dissertation is rejected or he/she is unable to complete his/her dissertation within the prescribed period above, he/she may be allowed extension by the Director-Principal upto the time limit prescribed in clause 1.2 above.

- 8.5 Every student will be required to submit three bound copies of his/her Master's dissertation to the office of the concerned Department. Out of these, one copy will be kept for department record & one copy shall be for the supervisor. A copy of the dissertation will be sent to the external examiner by mail by the concerned department, after his/ her appointment and intimation from the University.
- 8.6 Dissertation will be evaluated by a committee of examiners consisting of the Head of the Department, dissertation supervisor(s) and one external examiner. There shall be no requirement of a separate evaluation report on the Masters Dissertation from the external examiner. The external examiner shall be appointed by the University from a panel of examiners submitted by the respective Head of the Dept, to the Chairman, Board of Studies. In case the external examiner so appointed by the Univ. does not turn up, the Director/ Principal of the concerned college, on the recommendation of the concerned Head of the Dept., shall be authorized, on behalf of the Univ., to appoint an external examiner from some other institution.
- 8.7 The student will defend his / her dissertation work through presentation before the committee and the committee will award one of the grades out of A, A(-), B, B(-), C, C(-), D & F. A student scoring 'F' grade in the exam shall have to resubmit his / her dissertation after making all corrections / improvements and this dissertation shall be evaluated as above.
- 8.8 If a candidate is not available for Viva-Voce exam. of the dissertation because of some unforeseen reasons, he/she shall be allowed for the exam. on a later date as decided by concerned Head of the Teaching Department of the College/ Institution.
- 9.1 The grade in a University Exam. of Theory/ Practical course shall be awarded by the examiners appointed by the University. The letter grades that can be awarded and their equivalent grade points are listed below :
- The performance of the students of M.E. course shall be graded on a TEN-POINT SCALE and the award of grades shall be based upon marks obtained out of 100 from the session 2007-08 :

Marks		Grade		Marks
85	≤	A+	≤	100
75	≤	A	≤	85
65	≤	B	≤	75
50	≤	C	≤	65
40	≤	D	≤	50
20	≤	E	≤	40
0	≤	F	≤	20

Each Letter Grade would indicate the level of performance and a Grade point or purpose of computing the Commulative Grade Point Average shall be as given below :-

<u>Letter Grades</u>	<u>Performance</u>	<u>Grade Point</u>
A+	Excellent	10
A	Very Good	9
B	Good	8
C	Average	6
D	Pass	4
E	Required to improve	2
F	Repeat	0

To obtain 'D' Grade every student must get 40% marks in each subject in the end semester examination.

Students who earn an 'E' Grade in course shall have to reappear in that course again when it is offered.

In case a student with F grade reappears and improves his/her grade in subsequent reappear examinations, he/she will be awarded the grade one level lower than the grade he/she actually obtains in the theory/practical subject in which he/she had the reappear. For example, if a student obtains B (-) grade in a subject in the IInd attempt i.e. in the Ist reappear examination. he/she will be finally awarded 'C' grade in this subject. Therefore the grade point corresponding to 'C' grade shall be applicable in the SGPA/CGPA calculations by the University.

- 9.2 If a student gets 'F' grade in the sessionals of any Thesis/ Practical course, he/ she shall be required to improve his/her grade by appearing in the sessional tests as well as by submitting the assignments. However, the marks of attendance shall remain the same as already awarded to him/ her.
- 9.3 While submitting Grades for Theory courses, the examiner will be required to submit the list of grades and the corresponding

- percentage of marks. However, the University will issue only the Grade Card without mentioning the corresponding percent of marks.
10. Subject to clause 1.1 or 1.2, a candidate who having satisfied the requirement of attendance, does not appear in any semester examination for sufficient cause or having appeared obtains “F” grade in any subject(s) may be allowed to reappear at any subsequent examination. Such a candidate may, however, be provisionally promoted to the next higher semester.
- 11.1 Each semester grade card shall carry the grades of all the courses (Exam./ Sessional) prescribed for that semester and the S.G.P.A. (semester Grade Point Average) as per the scheme of grading system given in the scheme of studies and examination. The grade card issued in the last semester shall carry the awards, SGPA as also the CGPA.
- 11.2 Four weeks after the completion of each semester examination or as soon as possible, the Controller of examinations shall publish the result. Every successful candidate shall receive a Grade Card after each semester examination.
- 11.3 A candidate who has cleared all courses/ sessionals/ dissertation with at least D-grade shall be awarded the M.E. degree. The degree certificate shall carry the name of the degree with broad discipline and in bracket the specialization. For instance Master of Engg. Degree in Mechanical Engg. (Computer Aided Design)
12. Notwithstanding the integrated nature of this course, which is spread over two/four academic years, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance, and the amended Ordinance, if any, shall apply to all students whether old or new.
13. The CGPA/ SGPA will be converted into equivalent marks as given below:

Grade	Grade point	% age of marks	Grade	Grade point	% age of marks as proposed as per AICTE
C	6.25	50	C	4.75	40
	6.75	55			
B-	7.25	60	B-	5.25	45
	7.75	65			

B	8.25	70	B	6.25	55
	8.75	75		6.75	60
A-	9.25	80	A-	7.25	65
	9.75	90		7.75	70
A	10.0	95	A	8.25	75
				8.75	80
			A+	9.25	85
				9.75	90

- 14.1 The Re-evaluation shall be permitted only for the Theory courses. In case of re-evaluation, Grades will be awarded as per the original marking pattern (list of Grades V/s percentage of marks) submitted by the original evaluator/ examiner. The University will send this list to the re-evaluator(s).
- 14.2 second re-evaluation will be followed in case the new grade obtained after 1st re-evaluation varies from the original grade by two steps, example: If a student scores 'A(-)' grade in first re-evaluation and his original score was 'C' grade and vice-verse only in such instances second re-evaluation will be followed.
- 14.3 In case of re-evaluation(s) the re-evaluator will not only submit grades but also the percentage of marks.
- 14.4 In case the single re-evaluation is applicable, the re-evaluated grade shall be the final grade.
- 14.5 In case of two re-evaluations, a committee may be appointed by the University to finalize the grade on the basis of the average of percentage of marks in all the three evaluations.
15. Remuneration:
- Paper Setting Rs. 375/- per set per question paper with solution of numerical problems.
 - Evaluation/ Re-evaluation of Answer books Rs. 25/- per answer book subject to a minimum of Rs. 150/-.
 - Practical Exam.: Rs. 15/- per student.
 - Dissertation : Rs. 400/- (only to external examiner).

ORDINANCE :
MASTER OF LIBRARY AND INFORMATION SCIENCE

1. The duration of the course for Master of Library and Information science (M.L.I.Sc.) shall be one academic year. The annual / supplementary examination of more than one theory papers shall be held ordinarily in the month of May / September or any such date as may be fixed by the University Authority.
2. The schedule for receipt of Admission-cum-examination form shall be notified by the Directorate of Distance Education, M.D. University, Rohtak with the approval of the Vice-Chancellor.
3. A candidate who has passed B.L.I.Sc. of this University or from any University recognized by M.D. University, Rohtak shall be eligible for admission to M.L.I.Sc. course.
4. The examination shall be open to a candidate :
 - i) who has been on the rolls of the Directorate of Distance Education, throughout the academic year preceding the examination; and
 - ii) whose name is submitted to the Registrar/COE by the Director, Directorate of Distance Education, after being satisfied that the candidate has attended not less than 50% of lectures delivered in personal contact programme (PCP) of 21 days before the commencement of the examination.

Note : If the candidate fails to attend the required number of lectures in PCP he/she will be allowed to appear in the annual examination only after completion of required lectures in the succeeding years. However, under exceptional circumstance(s), the Director (DDE) may condone the deficiency of PCP attendance up to 20%.
5. A student who has attended 50% lectures in personal contact programme of 21 days, does not appear in the examination or having appeared in the examination, has failed, may be permitted to re-appear in the examination as an ex-student for three consecutive years without getting fresh admission.
6. The amount of examination fee to be paid by a candidate shall be Rs. 600/- for each examination or as prescribed by the University from time to time. The examination fee for appearing in the reappear paper(s)/improvement on each occasion shall be the

- same as for the whole examination.
7. The medium of instruction shall be English. However, student shall be allowed to write their assignments and final examination in English or Hindi.
 8. The students will be required to write one assignment in each paper. The marks obtained in each assignment will be credited towards the final examinations. The marks obtained in these assignments will be considered in the subsequent chances given to the candidate in case he/she fails to clear the same in the first attempt.
 9. The examination shall be held according to syllabus and course of reading prescribed by the academic council from time to time.
 10. The minimum number of marks required to pass this examination shall be 50% in each paper in theory and assignment, separately. A candidate, who obtains 50% or more marks in some papers separately but fails to qualify the entire examination, shall be given exemption from appearing in those paper(s) in the subsequent examination. In order to pass the examination he/she shall have to secure 50% marks in each of the remaining paper(s) in three consecutive years. If he/she fails to pass the examination in three consecutive years, he/she will not be allowed to appear as an ex-student any more under clause-5. Revision of result on account of re-evaluation of theory papers answer-books only, will be governed in accordance with relevant ordinance of the University.
 11. Successful candidates shall be classified in two division as under :
 - a. Those who obtain 60% or more of the total marks - First Division.
 - b. Those who obtain 50% or more but less than 60% of the total marks - second Division.
 - c. Candidate passing the examination in first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed with **DISTINCTION**. Each successful candidate shall be granted a degree stating the division in which he/she has passed.
 12. Facility for improvement of Division shall be provided to the pass students of M.L.I.Sc. within two years of their passing the examination.
 13. The ordinance in force at the time a student joins the programme shall hold good only for the examination held during or at the end of the academic year, and nothing in this ordinance shall be deemed to debar the University from amending the ordinance.

**ORDINANCE : MASTER OF SCIENCE (M.Sc.)
IN ELECTRONIC SCIENCE EXAMINATION**

(SEMESTER SYSTEM)

1.1 The duration of the course leading to the Degree of Master of Science in Electronic Science shall be of 4 semesters spread over 2 years. Each year divided into 2 semesters, i.e. July to November/December and January to April/May. The examination for the first and third semesters shall ordinarily be held in the month of December/January and for the second and fourth semester in May/June on such dates as may be notified by the Controller of examinations.

1.2 Supplementary examinations will be held for re-appear and improvement of division candidates as under :-

semester	When held
(a) First semester	Alongwith the third semester
(b) second semester	Alongwith the fourth semester
(c) third semester	Alongwith or after the fourth semester
(d) fourth semester	Alongwith or after the third semester

The dates of examinations fixed under the clause shall be notified by the Controller of examinations to the Chairperson of the Department of Electronic Science.

2. The last date(s) by which the admission examination forms and fee must reach the Controller of examinations shall be as fixed by the University.

Provided that a late fee of Rs. 150/- (Rupees One hundred and fifty only) shall be charged from the candidates who are defaulters of examination fee by less than 20% If the fee due is more than 20% the late fee of Rs. 500/- will be charged.

3. A person who has passed one of the following examinations of this University, or an examination recognised as equivalent thereto, shall be eligible for admission to the first semester of the M.Sc. course in Electronic Science.

Post-graduate Diploma in Electronics with at least 55% marks in aggregate or B.Sc. with any three of the subjects-Electronics, Electronic Equipment Maintenance, Physics, Mathematics, Computer Science and Chemistry with at least 55% marks in aggregate.

4. A candidate who has completed the prescribed course of instruction in the Department for any semester examination but does not appear in it, or, having appeared fails, may be allowed on the recommendations of the Chairperson of the Department, to appear/re-appear in the semester examination/paper(s), as the case may be, as an ex-student, without attending a fresh course of instruction only twice, at the supplementary examinations as specified in clause 1.2 above. While re-appearing in the examination the candidate shall be exempted from re-appearing in the paper(s), Seminars, Dissertation/Project, Report Viva-voce in which he has obtained at least 40% marks including the marks for sessionals, where prescribed.
- 5.1 A candidate who has appeared and failed in one or more paper(s) of the first semester shall be allowed to study for and appear in the second semester. He shall, however, be allowed promotion to the third semester examination provisionally only if he earns exemption in at least 50% of theory papers (e.g. 4 out of 8 papers and so on) of both the first and second semester examinations taken together. Such a candidate will be allowed to re-appear for the paper(s) of the first semester, alongwith the third semester and for the remaining paper(s) of the second semester alongwith fourth semester examination simultaneously when held.
- 5.2 A candidate who fails to pass in any semester examination even in the second chance as mentioned above, he will have to repeat the course as a regular student in the Department whenever the relevant course(s) is/are offered in the future.
- 5.3 A candidate who fails to pass all the semester examinations within four years of his admission to the first semester M.Sc. course shall be deemed to be unfit for the M.Sc. programme.
6. The first/second/third/fourth semester examination shall be open to a regular student who :-
 - (i) has passed the requisite examinations as laid down in clause-3 if he is a candidate for the first semester examination and has been on the rolls of the Department during one semester preceding the examination or is covered under clause II below;
 - (ii) has attended not less than 75% of lectures in each paper,

seminars, etc. This requirement shall be fulfilled separately for each course of study (to be counted upto the last day when the classes break up for the preparatory holidays, viz one week before the commencement of the examination). A deficiency up to 15% may be condoned by the Chairperson of the Department.

Explanation :

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examinations will apply to all semester exams.

Classes will have the preparatory holidays from the same date i.e., one week before the date on which the first examination of any semester commences.

Every candidate shall be examined in the subject concerned according to the syllabus prescribed by the Academic Council from time to time.

40% marks in each paper excluding Seminar/Dissertation project shall be assigned for sessional.

The question paper will be set and answer books examined by single External Examiner or by single Internal Examiner.

Current Topic Seminar paper will be evaluated by a Board of three internal Examiners appointed by Post-graduate Board of Studies. Practical papers will be examined jointly by Internal and External Examiners.

The Chairperson of the Department shall forward the sessional marks on the basis of Periodical Test, Seminar/Viva-voce and written assignments, to the Controller of examinations at least one week before the commencement of the semester examination.

The Chairperson of the department will preserve the sessional awards by teachers, for inspection, if needed by the University upto six months from the date of declaration of the semester examination results.

9. The amount of examination fee to be paid by a candidate for each semester shall be the same as prescribed by the Controller of Examinations from time to time.

A candidate who re-appears in one or more paper(s)/practical(s) for the purpose of passing/improvement of division shall pay fee

as for the whole examination.

10. The medium of instruction and examination shall be English.
11. Minimum pass percentage of marks in each semester shall be as under :-
 - (i) 40% in each theory paper;
 - (ii) 40% in each practical paper;
 - (iii) 40% in Current Topic Seminar, Dissertation/Project Report and Dissertation/Project Viva-Voce.
12. A candidate whose result is declared late for no fault of his, may either attend classes of the next higher semester provisionally at his own-risk and responsibility, subject to his passing the concerned semester examination or join the classes of next higher semester within 10 days of the declaration of the result. In such a case the lectures will be counted from the date a candidate started attending classes or the date of declaration of result whichever is earlier. In case a candidate fails to pass the concerned semester examination, his attendance/sessionals in the next-Higher semester in which he was allowed to attend classes provisionally shall stand cancelled.
13. A candidate who having passed the second semester examination, discontinues his studies, may be permitted to join third semester within two years of his passing the second semester examination provided a seat is available in third semester.
14. The sessional award of a candidate who fails in any semester examination shall be carried forward to the next examination.
- 15.1. The subject of Project/Dissertation will be as approved by the Chairperson of the department.
- 15.2. The candidates shall be required to submit two copies of his Project Report/Dissertation. The last date for receipt of Project Report/Dissertation in the office of the Controller of examinations, shall be 15th April of the fourth semester examination. However, after expiry of above date, the extension in date shall be permissible with penalty as laid down in General Rules for examination. If a candidate fails to submit the dissertation even during the extended period, he will be considered to have absented in the Project/Dissertation paper and his result shall be declared accordingly.
- 15.3. The marks obtained by the candidate for the Project/Dissertation shall be taken into account when he re-appears in any future examination under 're-appear' Clause.

16. Candidates shall be required to undergo a 10 week industrial training during summer vacation after the second semester examination is over in an Electronic Industry approved by the Chairperson of the department. They shall be required to submit a comprehensive report of the same within two months of the completion of the training period. This report will be evaluated by a single Internal Examiner appointed by the Post-graduate Board of Studies.
17. Candidates shall be required to undertake a Project Work/ Dissertation work spread over third and fourth semester in the department. They shall be required to submit a comprehensive Project Report on the completion of the Project for examination by a panel of three examiners to be appointed by the Post-graduate Board of Studies.
18. The practical examination in each semester where prescribed shall be conducted by a Board of two examiners (one of them being an External Examiner) to be appointed by the Post-graduate Board of Studies. The evaluation of the sessional work and seminars shall be conducted in accordance with the guidelines laid down by the Board of Studies. The Chairperson of the department shall ensure that these guidelines are followed and proper record is maintained and made available to the students also at the appropriate time.
19. As soon as possible, after the termination of the examination, the Controller of examinations shall publish the result of candidates and issue Detailed Marks Cards.
20. The list of successful candidates shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the first, second, third and fourth semester examinations taken together, and the division obtained by the candidate will be stated in the degree :-
 - (a) Those who obtain 60% or more marks First Division
 - (b) Those who obtain 50% or more marks Second Division
 - (c) All below 50% but above 40% marks Third Divisions
 - (d) Candidate who pass all the Four semester examinations at the first attempt and with minimum duration of the course after obtaining 75% or more marks of the total aggregate shall be declared to have passed with 'Distinction'.

21. A successful candidate may publish original result of the Dissertation, if permitted by the Chairperson of the department as a paper in a Journal of repute.
- 22.1. A person who has passed the Master of Science (M.Sc.) in Electronic Science examination of this University with second or third division and is desirous of improvement of his performance will be allowed three chances to appear as an ex-student in the Master of Science in Electronic Science examination in one or more theory paper(s) of odd and /or even semester examination(s) within a period of five years of his passing the M.Sc. Electronic Science examination. Such a candidate in the first instance shall be required to intimate all the paper(s) in which he would like to improve his performance. He will then appear in the respective papers of the concerned semester(s) examination.
- 22.2. The result of such a candidate shall be declared only if he improves his performance in the aggregate of the whole examination, by taking into account the marks obtained by him in the paper(s) in which he re-appeared and the marks obtained by him earlier in the remaining paper(s) etc. The fact that the candidate has improved the performance shall be mentioned in the Detailed Marks Cards.
Provided that the candidate will take the examination according to the syllabus in force for the regular students for that semester examination.
23. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course, shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

ORDINANCE : MASTER OF PHYSIOTHERAPY (M.P.T.)

1. A student may be admitted to one of the following four courses leading to the Degree of Master of Physiotherapy (M.P.T.)
 - i) M.P.T. Musculo-Skeletal
 - ii) M.P.T. Sports
 - iii) M.P.T. Neurology
 - iv) M.P.T. Cardiopulmonary
2. The duration of the course of instruction leading to the degree of Master of Physiotherapy (M.P.T.) shall be two year including compulsory submission of dissertation and clinical practice. M.P.T. First Examination will be held at the end of first academic year, second at the end of second academic year, in the month of April/ May on such dates as may be fixed by the Vice-Chancellor.
3. The examination shall be held twice in a year, one regular in April/ May and the other supplementary in September/October on such dates as may be fixed by the Vice-Chancellor.
4. The date fixed for the receipt of the application forms and examination fees shall be notified by the Controller of Exams./ Registrar without and with late fees, as fixed by the Vice-Chancellor.
5. A person who has passed from any Indian/Foreign Universities/ Board with aggregate 55% marks in Bachelor of Physiotherapy, which is recognized as equivalent to Bachelor of Physiotherapy of MDU, Rohtak shall be eligible to be admitted to the M.P.T. Course.
6. Candidate will be admitted to M.P.T. Course strictly on merit, as decided by the competent authority.
7. A candidate may change his opted speciality within one month of the date of admission in the MPT Course.
8. A candidate who satisfied the following requirement duly certified by the principal of Physiotherapy College/Institute recognized by MDU, Rohtak for the MPT course shall eligible to appear in the Ist MPT examination.
 - Of having good character.
 - Of having attended the prescribed course.

- Of having attended not less than :
 - a. 75% of the full course of the lectures delivered and
 - b. 75% of the full course of practical held separately.
 - c. 75% of full of clinical practice held separately.
 - d. Submission of three proposals of research dissertation of respective discipline selected in MPT Course out of which one will be finally approved or allowed.
- 9. **Promotion Criteria :-** A candidate who has passed MPT-1st year examination of this University shall be eligible to join MPT-2nd year class. However, a candidate who passes all the 3 compulsory subjects-Paper-3, Paper-4 and Paper-5 and 50% papers of the remaining 4 papers (i.e. Paper-1, Paper-2, Paper-6, Paper-7) obtaining at least 50% marks in each paper in theory and practical separately, may also be allowed to attend MPT 2nd year class. Such candidates will be allowed to clear the re-appear papers of MPT-1st year in the supplementary examination to be held in September/October and alongwith MPT-2nd year examination to be held in April/May.
- 10. A candidate is required to pass all the re-appear papers of MPT-Ist alongwith MPT-2nd year examination to be held in April/May. If he/she fails to pass all the examination of MPT Ist year even in the third chance i.e. alongwith MPT-2nd year he/she is required to pass the whole examination of MPT-Ist year afresh as ex student. However, the result of MPT 2nd year examination may be declared (pass provisional) if he/she passes all the subjects the MPT 2nd year examination may be declared pass provisional till the passing of MPT-Ist year examination subject to clause-15 (within 4 years from the date of admission to MPT-Ist year), otherwise the result will be declared as cancelled.
- 11. A candidate who has fulfilled the conditions laid down in clause-10 and satisfied the following requirement duly certified by the Principal of Physiotherapy College/Institute recognized by MDU, Rohtak for the MPT course shall be eligible to appear in the 2nd year of MPT examination :-
 - Of having good character.
 - Of having attended the prescribed course.

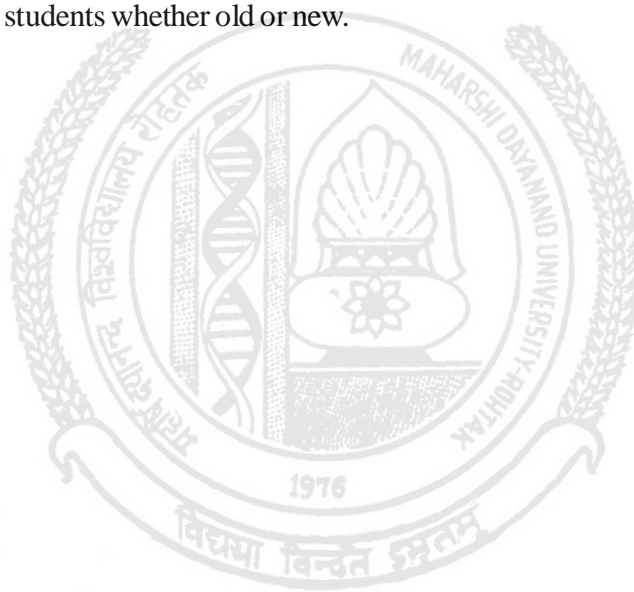
- Of having attended not less than :
 - a) 75% of the full course of the lectures delivered and
 - b) 75% of the full course of practical held separately.
 - c) 75% of full of clinical practice held separately.
 - d). Submission of Research dissertation of respective discipline selected in MPT Course.
- 12. A candidate will be declared pass in the MPT-2nd year examination if he/she has passed all the papers including theory and practical of MPT-1st year and has passed all the papers of MPT-2nd year as well as passed research dissertation viva-voce and research dissertation accepted.
- 13. The Principal may condone a deficiency upto 5% under special circumstances in the required number of the lectures, clinical and practical.
- 14. A candidate who has completed the prescribed course as laid down in these clauses and is unable to appear in the examination or having appeared has failed, may be admitted to subsequent examination as under on payment of the prescribed fee on each occasion, and on presenting a certificate signed by the Principal of Physiotherapy College/Institute in which he/she completed the course, that he/she subsequent his/her last failure attended a course of training/hospital practice in the subject of the examination as the Principal may determine.
- 15. A candidate is required to pass all MPT-1st year and 2nd Year examinations with in 4 years from the date of admission of MPT-1st year.
- 16. A candidate is required to pass the re-appear paper(s) within 2 consecutive chances i.e. supplementary and annual examination excluding the chance of main examination, failing which he/she shall repeat entire course subject of clause-15.
- 17. The examination shall be held according to the scheme of examination and syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear in an examination shall take the examination according to syllabus prescribed by the University for regular students

provided that the syllabus for the candidates of the University of supplementary examination shall be the same as was in force in the last main examination.

18. Every candidate shall offer the subjects as per scheme of examination.
19. A candidate who does not fulfil the conditions laid down for all subjects of the examination may be allowed to take the examination in the subjects in which the candidate has fulfilled the conditions.
20. Regular internal assessment through periodical examination shall be conducted throughout the course. The number of question of examination for internal assessment is left to the Physiotherapy Institute/College.
21. The examination fee to be paid by the candidate for the whole or part of the examination shall be as prescribed by the University.
22. The medium of instruction and examination shall be English.
23. The Minimum number of marks required to pass in each examination shall be :
 - 50% in theory including written, oral and internal assessment of theory subject and
 - 50% in the practical including clinical of each subject and internal assessment.
24. Successful candidate who obtain 80% marks of more in any subject shall be declared to have passed with “the distinction” in that subject provided he passes in all the subjects of the examination at one and same time.
25. MPT degree with “Honours” shall be awarded to candidate who-
 - Has completed the course in the minimum period.
 - Has passed each of the first and second examination in the first attempt obtaining not less that 70% of the marks in each subject of every examination.
26. A candidate of first and second MPT examination shall have to undergo clinical practice in Physiotherapy/Medical Institution/Hospital approved by the University.
27. At the end of clinical practice, the Principal of Physiotherapy

Institute/College shall forward report on attendance, character and knowledge of subject after due assessment. In case the Principal of physiotherapy Institution/College is not satisfied, the training in the subject shall be repeated.

28. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall held good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the Ordinance and revise the fee structure and the amended ordinance, revised fee structure, if any, shall apply to all students whether old or new.



**ORDINANCE : MASTER OF SCIENCE -MATHEMATICS
WITH COMPUTER SCIENCE (TWO YEAR COURSE)**

1. (a) The duration of the course leading to the post graduate degree of Master of Science (Mathematics with Computer Science) shall be of two academic years. The examination of Previous and Final years shall ordinarily be held in the month of April/May on such dates as may be fixed by the University. However, for re-appear/improvement candidates there shall be a supplementary examination in the month of December/January for Final year course only
- (b) This course is equivalent to the existing 2 year M.Sc. Mathematics course.
2. The schedule of dates fixed in accordance with clause 1 shall be notified by the controller of examinations.
3. The last date by which the examinations forms and fee must reach the Controller of Examination shall be fixed by the University
4. A candidate, who fulfils the following conditions shall be eligible to seek admission in the Ist year for M.Sc.
 - i) has passed B.A./B.Sc. degree with Mathematics as an elective subject with 50% marks in the aggregate or 45% marks in Mathematics subject.
 - OR
 - ii) has passed B.A./B.Sc. (Honours) in Mathematics degree.
 - OR
 - iii) has passed any other equivalent academic degree recognized by this University, satisfying (i) or (ii) above.
5. A candidate with re-appear in B.A./B.Sc. course shall not be eligible for admission to this course.
6. The medium of instruction and examination shall be English only.
7. A candidate who has passed M.Sc. Previous shall be eligible to join M.Sc. Final of the course. This is however, subject to clause 14, below.
8. The examination of M.Sc Previous/Final shall be open to a student who
 - i) has passed the requisite examination as laid down above

- in clauses 4 and 7, as the case may be, or is covered under clause 14 below; and
- ii) has his/her name submitted to the Controller of the Examination by the H.O.D/Director and produces the following certificates signed by him/her :
- (a) of having good character
- (b) of having remained on the rolls of the Department/Institution for the year concerned preceding the examination;
- (c) of having attended not less 75% of the lectures delivered in each year for each theory paper/practical/tutorials/assignments separately (to be counted upto the last day when the classes break up for the preparatory holidays).
- (d) of having satisfactorily performed in his/her internal assignments/lab work.
9. A candidate on the rolls shall submit his/her application for admission to an examination on the prescribed form with the requisite certificate duly countersigned by the HOD/Director or a senior member of the teaching staff nominated by him/her.
10. The amount of admission fee to be paid by a candidate for each year shall be as prescribed by the University from time to time.
11. The candidates shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time.
- 12 (a) 20% marks in each written and practical paper in each year shall be assigned for internal assessment. The break-up of this is as below :
- (i) **For attendance in the class**
- | | | |
|------------------------|---|----------|
| upto 65% | : | NIL |
| above 65% but upto 70% | : | 2 marks |
| 70% but upto 75% | : | 4 marks |
| above 75% but upto 80% | : | 6 marks |
| 80% but upto 90% | : | 8 marks |
| above 90% | : | 10 marks |
- (ii) The department shall hold two tests in each year for each/paper 10% of the average of these two tests shall be awarded to the students.

- (b) The minimum number of marks required to pass shall be as below:
- i) 33% in each theory paper ;
 - ii) 33% marks in Practical/Project/Viva-Voce/Dissertation;
 - iii) 33% marks in Internal Assessment of each paper, if any; and
 - iv) 40% marks in the aggregate of each year (Previous/Final), provided that a candidate for the M.Sc. Mathematics with Computer Science Degree must pass the whole examination (Previous and Final) within **four years** of his/her admission to first year of the course failing which he/she will be deemed to be unfit for the course and shall not be allowed to appear in the same either by attending classes again as a regular student or as an ex-student.

Note : The candidate admitted to M.Sc. Mathematics with Computer Science shall not be allowed to switch over to any other course, otherwise his/her candidature for this course shall be cancelled forthwith and fee deposited stand forfeited.

13. A candidate who has failed in the Previous/Final year shall be exempted from re-appearing in those papers in which he/she obtained at least 50% marks.
 14. A candidate who has failed in the Previous year shall be promoted to the final year only if he/she has got exemption in 50% papers of M.Sc. Previous.
 15. The candidates who successfully complete his course will be awarded M.Sc. Mathematics with Computer Science Degree.
A list of successful candidates shall be prepared on the aggregate marks obtained in Previous and Final examination and shall be classified in division as under :
- | | | |
|----|--|-------------------------------|
| a) | Those who obtain 75 % or more | 1st Division with Distinction |
| b) | Those who obtain 60% or more but less than 75% | Ist Division |
| c) | Those who obtain 50% or more but less than 60% | Second Division |
| d) | Those who obtain 40% or more but less than 50% | Third Division |

16. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the Ordinance and revise the fee structure and the amended ordinance, if any, shall apply to all students whether old or new.



**ORDINANCE : MASTER OF PHYSICAL EDUCATION
(M.P.Ed.)**

1. The duration of the course shall be two academic years.
2. The Master of Physical Education Examination shall be held in two parts, Part I examination shall be held at the end of the first year and Part II examination at the end of second year.
3. The examination in Part I and Part II shall be held once a year ordinarily in the month of April/may, on such dates as may be fixed by the Vice-Chancellor.

A supplementary examination in Part II of M.P.Ed. will be held in December or on such dates as may be fixed by the Vice-Chancellor for those candidates who have passed all the papers of part I examination, but have got re-appear or have failed or want to improve their score in papers of part II examination.

4. The last date for the receipt of admission form and fee without late fee as fixed by the Vice-Chancellor, shall be notified to the Head of the University Teaching Departments, P.G. Regional Centre Rewari and the Colleges concerned.
5. A person who has passed one of the following examinations shall be eligible to joint the M.P.Ed. Part I course :

- i) B.A./B.Sc./B.Com of this University or an examination recognized as equivalent thereto with at least 45% marks in aggregate and having passed English as one of the subjects, except for B.Sc./B.Com./B.Sc.(Home Sci.)/B.Sc. (Agriculture)/B.Sc.(Physical Education & Sports) with atleast 50% marks in aggregate;

OR

- ii) B.A. with Health & Physical Education as one of the subjects in the three year degree course with at least 50% marks in the aggregate;

OR

- iii) Bachelor of Physical Education (B.P.E.) three years degree course/ B.Sc. (Physical Education, Health Education & Sports) with at least 50% marks in aggregate

OR

- iv) B.P.Ed./D.P.Ed./B.S.H. and P.E. five year course with atleast 50% marks.

AND

The candidate has taken part in the Inter-University Zonal or All India Inter University/Sr./National Tournaments in the games and sports recognized by the Inter University Sports Board (IUSB)

AND

The candidate are required to qualify the Physical Efficiency Test (Canadian Test). However, there shall be no marks for this test. P.E.T. will not be applicable for Industrial Sponsored candidates/NRI Sponsored candidates. Candidates failed in Physical Efficiency Test will not be called for counselling.

AND

Provided that a candidate must possess the gradation certificate (other than University tournaments) from their respective sports department of their states, on the basis of his/her representation position at National/International/Zonal/State level tournaments in the games recognized by IUSB from time to time.

Note :-

1. Weightages for University Sports Certificates shall be given as per appendix 'A' and such candidates need not to furnish gradation certificates but in case of all the National/Inter State/National/International tournament certificates they are required to be the part of gradation certificate i.e. National/Inter National/State tournaments certificates must be mentioned in gradation certificate. Sports certificates pertaining to National/International tournaments, which are not mentioned in the gradation certificates, will not be considered for sports weightage. (Guidelines for sports weightages are given at appendix 'A')
2. All the certificates pertaining to the Universities shall be verified from their respective Universities. All the graduation certificate shall be got verified from their respective gradation authorities.
3. The verification of the claims of the candidate regarding participation will be done at the time of interview through appropriate questioning and testing by the interviewing board.
4. For the eligibility and for the weightage only participation and

achievements of the candidates at Sr. National/Sr. Inter-State/All India University/Zonal Inter University tournaments in Games recognized and adopted by IUSB of India will be considered.

5. The participation/position achieved by a candidate in any tournaments organized by agencies like Nehru Yuvak Kendra, Woman Sports Festival, Rural Sports Meet, Panchayat Tournaments will not be considered for eligibility/weightage for admission to M.P.Ed. course.
6. International Tournaments other than Olympic Games, World Championship, Asian games and Asian Championship Commonwealth games, World University games recognized by the respective sports federation/association, will only be considered for weightage and eligibility.
7. The performance at Junior National, Junior International will only be considered when the athlete has won place at Zonal/All India Inter-University Tournament. However, participation at Junior National/Inter National Tournament shall not be considered for determining the eligibility of the candidate.

8. CANADIAN TEST

- (a) The man candidates must clear the following test in a sequence from the starting line within 32 seconds and the total distance would be 75 meter.
 - i) 10 feet long jump
 - ii) Seven times crossing over the width of 5 feet river/ pit
 - iii) Vaulting Horse of 4' 8" height
 - iv) Forward roll on mat
 - v) Crossing over the hurdle of 3' height
 - vi) Carrying two buckets of sand upto the finishing line 25 m. away.
- (b) The women candidates must clear the following tests in a sequence from the starting line within 35 seconds and the total distance would be 70 meter.
 - i) 8 feet long jump
 - ii) Five times crossing over the width of 4 feet river/ pit
 - iii) Vaulting Horse of 3' 2" height
 - iv) Forward roll on mat
 - v) Crossing over the hurdle of 2' height

- vi) Carrying two buckets of sand (2/3 fill-up) upto the finishing line 20 m. away.
9. The candidate seeking admission to the M.P.Ed. course will be subject to a Medical Examination by the University Medical Officer to ensure their fitness for carrying out practicals. However, on a representation of the student against the decision of the Medical Officer, the Vice-Chancellor may refer it to the Medical Board, whose decision shall be final. A Student can be reffered for medical check up any time during the course, if the HOD is of the opinion that the student has gone unfit for pactical.
- i) If a candidate commits two faults, he/she will not be allowed for re-test whereas, if only one fault is committed by the candidate, he/she will be given one more chance, provided he/she completes the test within the prescribed time. Third chance will not be given under any circumstances.
- ii) Hurdle should be crossed without being knocked down. If a candidate leaves the test incomplete, he/she will be disqualified and will not be given any chance (if any candidate falls down for slips while performing the test, he/she must complete the test and should not drop out in between and no extra chance would be given in such cases).
- iii) Candidates not completing the test within prescribed time will not be called for counseling.

SPORTS WEIGHTAGES (APPENDIX K)

For deciding the total merit of the candidate the following marks will be added to the marks obtained by the candidates in the Entrance Examination.

- | | | |
|------|---|----------|
| i) | Ist, 2nd, 3rd position at Olympic Games/
World Championship | 25 marks |
| ii) | Ist, 2nd, 3rd position at Asian Games/
Asian Championship/Commonwealth Games | 23 marks |
| iii) | Ist, 2nd, 3rd position at SAARC games/
International Tournaments | 20 marks |

- | | | |
|------|--|----------|
| iv) | Participation in the Test matches & other International Tournaments | 17 marks |
| v) | 1st position at National/Inter-State/All India Inter University | 15 marks |
| vi) | 2nd position at National/All India Inter-State All India Inter-Varsity | 12 marks |
| vii) | 3rd position at National/All India Inter-State/All India Inter-Varsity | 10 marks |

OR

- | | | |
|-------|---|-----------|
| | 1st position at National Zonal/Inter State Zonal/Inter University Zonal Tournaments | |
| viii) | 2nd position at National Zonal/Inter-State Zonal | 08 markas |
| ix) | 3rd position at National Zonal/Inter State Zonal/Inter University Zonal Tournaments | 06 marks |
| x) | Played for Zonal combined University/Combined University. | 05 marks |

Only the highest weightage will be counted out of above ten categories.

6. A person who has passed post-graduate examination shall not ordinarily be allowed to seek admission to M.P.Ed. Course as a regular student.
7. A candidate who is placed under the compartment in the qualifying exams shall not be allowed to join M.P.Ed. course.
8. A candidate who failed in one or more papers of fails to appear in M.P.Ed. Examination shall be allowed two subsequent chances only to pass the M.P.Ed. examination. This is however subject to the provisions in clause 9 below.
9. A candidate who fails to pass in M.P.Ed. examination within a period of four years of his admission to the course shall be deemed to be unfit for post graduate studies in the subject concerned.
10. A person who has passed the following examinations shall be eligible to join the M.P.Ed. Part-II.
 - a) M.P.Ed. part I examination from this University. This is however subject to the clause 8 above. However the candidate who has passed atleast three theory papers out of six theory papers of part

I examination of the University will be promoted to part II class provisionally.

OR

- b) M.P.Ed. Part I examination of the subject offered from the Kurukshetra University or Panjab University or Panjabi University or Guru Nanak Dev University or Himachal Pradesh University provided that the Head of the University Departments/Principal of the College concerned is satisfied that the contents of papers already passed by him are almost the same as in the M.P.Ed. Part I examination of this University, in this case the marks obtained in M.P.Ed. part-I of course at any of these universities shall be counted towards division of successful candidates by increasing or decreasing the marks obtained in accordance with maximum marks prescribed for M.P.Ed. Part I Examination of this University.
11. The M.P.Ed. Examination in Part I/Part II shall be open to a student who :
- a) has passed the requisite qualifying examination or is covered under eligibility condition & clause - 5.
- b) his name submitted to the Controller of Examinations by the Head of the University Dept/Principal of the College has most recently attended and produces the following certificates, signed by him :
- i) of possessing good character
- ii) of having remained on the rolls of Department/College during the year preceding the Examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of practicals (the courses to be counted upto the last day when the classes break up for the preparatory holidays).
12. Every candidate shall be examined according to the scheme of examination and syllabus as approved by the Academic Council from time to time.
13. The amount of examination fee to be paid by a candidate for each year shall be as prescribed by the University from time to time.
14. A candidate who re-appears in one or more paper(s) practicals(s) for the purpose of passing/improvement of score of marks/result

shall pay fee as for the whole examination.

- i) The medium of instruction shall be : Hindi/English
- ii) The question papers will be set in Hindi & English
- iii) The candidate shall write their answer as under

(In Hindi as well as in English)

15. The minimum number of marks required to pass the examination shall be as under :-
 - a) In Physical Education
 - i) 35% in each theory papers
 - ii) 40% in practical; and
 - iii) 40% in aggregate
16. A candidate who has completed the prescribed course of instruction in College/University Teaching Department for previous/final examination but has not appeared in it or having appeared fails may be allowed on the recommendation of the Principal/HOD concerned to appear in the subsequent year in the examination paper(s) as the case may be without attending a fresh course of instruction. While re-appearing in the examinations the candidate shall be exempted from re-appearing in paper(s) and/or practical(s) in which he has obtained atleast 40% marks.
17. A candidate who has passed M.P.Ed. I examination obtaining atleast 55% marks in aggregate may offer dissertation wherever prescribed in the Scheme of Examination for the course. The subject of the dissertation shall be jointly approved by the guide and Head of the Department concerned. A candidate shall submit to the Head of the Department an application for the approval of the topic for the dissertation alongwith a synopsis within one month of his admission to M.P.Ed. Part II.
18. Every candidate who offers dissertation shall be required to submit three copies of his dissertation alongwith a brief abstract of the same giving an account of the investigation/research conducted and its main findings (which will not exceed 500 words). The dissertation shall be examined by one external Examiner only.
19. The last date for receipt of the dissertation in the office of the COE shall be one month before the commencement of the Theory

Examination, provided that in exceptional, cases, Vice-Chancellor shall have the power to extend, on the recommendation of the HOD, the last date for receipt of the dissertation upto three months. If a candidate fails to submit his dissertation even during the extended period he will be considered to have absented in the dissertation paper and his result shall be declared accordingly.

20. A candidate who has submitted a dissertation as part of the examination may withdraw the same before it has been examined but once it is examined and candidate obtains the minimum pass marks he shall not be permitted to withdraw it or submit another dissertation in lieu thereof. The marks obtained by him for the dissertation shall be taken into account when he appears in any future examination for the purpose of passing therein or for improving the score of marks/result.
21. As soon as possible, after the termination of the examination the Registrar/Controller of Examination shall publish the result of candidates and issue Detailed Marks Card.
22. The result of candidates who have passed the M.P.Ed. examination shall be classified into division as under, the division obtained by the candidate will be stated in his degree.
 - a) Those who obtain 60% of more marks Ist Division
 - b) Those who obtain 50% or more but less than 60% marks 2nd Division
 - c) All below 50 percent marks 3rd Division
23. A candidate who has passed part I of M.P.Ed. examination of this University will be allowed to appear for improvement of his result as an ex-student in one or more theory paper(s) of the M.P.Ed. Part I examination once within a period of three years of his passing the Part I Examination.

The candidates may however, appear for improvement of part I examination simultaneously with part II Examination while appearing in Part II examination for passing or for improvement.

The result of such a candidate shall be declared only if he improves his score of marks by taking into account the marks obtained by him in the paper(s) in which he reappeared and the marks obtained

by him earlier in the remaining paper(s) etc. The fact that the candidate has improved shall be mentioned in the Detailed Marks Card.

Provided further that the candidate will take the Examination according to syllabus in force for the regular students for that examination.

24. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the Ordinance and the amended ordinance, if any, shall apply to all students whether old or new.



**ORDINANCE : MASTER OF ARTS EXAMINATION
(Semester System)**

1. The duration of the course leading to the degree of Master of Arts shall be two academic years. Each year shall be divided into two semesters. The examination for the first and the third semesters shall ordinarily be held in the month of December and for the second and the fourth semesters in the month of April/ May on such dates as may be fixed by the Vice-Chancellor.

A supplementary examination for the first and the third semesters shall be held along with their regular first and third semester examinations in December/ January and for the second and fourth with their regular 2nd & 4th semester examinations which will be held ordinarily during the month of April/ May.

A supplementary examination shall be held in the month of December/ January for candidates who have passed the Ist, 2nd, and 3rd semester examination to appear in fourth semesters examination for passing or for improvement of result.

2. The last date for the receipt of examination forms and fees shall be fixed by the Vice-Chancellor from time to time.
3. A person who has passed one of the following Examinations, shall be eligible to join the first year (Part-I) of Master of Arts course; (except Master of Physical Education).
 - (i) B.A./B.Sc./B.Com. (Hons.) Examination in the subject of Post graduate Course.
 - (ii) B.A./B.Sc./B.Com. (Hons.) in a subject other than the subject of Post-graduate Course with atleast 50% marks in the aggregate.
 - (iii) Bachelor's degree with atleast 50% marks in aggregate or 45% marks in the subject of P.G. Course in which the candidate wishes to seek admission.
 - (iv) Shastri Examination (New Scheme of three years duration) of this University.
 - (v) An examination of any other University recognised by this University as equivalent to (i) or (ii) or (iii) or (iv) above.

Provide that

- a) A candidate who has passed B.Com. Examination with at least 45% marks in the subject (s)/paper (s) related to Economics including Statistics shall also be eligible to take up M.A. Economics course.
- b) A candidate who has passed B.Sc. (Agri.) with Agriculture

Economics as one of the paper/subject shall also be eligible to take up M.A. Economics course.

- c) A candidates who has passed B.A. examination with atleast 45% marks in Public Administration or Sociology shall be eligible to take up M.A. Political Science.
- d) A candidate getting atleast 55% marks in Hindi (Compulsory) subject may also be considered eligible for admission to M.A. Hindi.
- e) A candidate who has passed B.A. (Hons.) in Sanskrit with atleast 45% marks or B.A. examination with atleast 45% in Sanskrit (Elective) may also be considered eligible to take up M.A. (Hindi), if the candidates who have passed B.A. (Hons.) Hindi or B.A. with Hindi (Elective) obtaining 45% marks are not available.
- f) A candidate who has passed Bachelor 's degree examination in Music (B.Music) from any Indian University shall be eligible for admission to M.A. (Music) without any condition of minimum percentage of marks but no one who did not take up Music as one of his /her subject for the B.A. Examination shall be eligible to take up M.A. Music. However this will not be applicable in cases where (i) the applicant is working as a teacher of Music in a college admitted to the privileges of this University OR as a music teacher in a recognised Higher Secondary School within the jurisdiction of the University OR in addition to passing B.A./B.Sc. he/she has passed one of the following examination :-
- Sangeet Visharad : From Bhatkhande Sangeet Vidyapeeth Lucknow or From Gandharva Mahavidyalaya, Bombay.
- Sangeet Prabhakar : From Prayag Sangeet Smiti, Allahabad or from Rajasthan Sangeet Sansthan, Jaipur
- Sangeet Visharad : From Prachin Kala Kender Chandigarh.
- g) A candidate who has passed B.A. Examination with atleast 45% marks in any of the Social Science subjects shall also be eligible to take up M.A. (History) or M.A. (Public Administration).
- h) A candidate who has studied the subject of Sanskrit at B.A. level, whether elective or compulsory, for a full span of three years shall be eligible to seek admission to M.A. Sanskrit course. The minimum percentage of marks for those who have studied Sanskrit (compulsory) should be 55% in the subject.

A candidate who is placed under compartment in the qualifying examination

shall not allowed to join Master of Arts. The eligibility condition for admission to Master of Arts will be minimum pass marks in the qualifying examination for SC/ ST candidates.

4. A person who has passed post graduate examination shall not ordinarily be allowed to seek admission to P.G. courses in another subjects as a regular student, However one can join another P.G. course only on permission to be accorded by the Vice-Chancellor on genuine grounds.

5. Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time. 20% marks in each written paper excluding viva-voce, shall be assigned for internal assessment.

The question paper will be set by the external/ internal examiner. The list of paper setters will be recommended by the Post- graduate Board of Studies.

The Head of the Department/ Principal shall forward the internal assessment marks on the basis of class test, written assignment and attendance in the classes etc. to the Controller of Examinations as per the following schedule :

i) The Internal Assessment/ Sesimal marks should be supplied by the Heads of the Departments/Principals of the Colleges/ Heads of the Institutions invariably **within 20 days after commencement of the examination** :

ii) Thereafter, a late fee @ Rs. 25/- per candidate per subject shall be charged from the Department/ Collge/ Institute concerned if such marks are not sent to the University **within 20 days after commencement of the examination** :

iii) No Internal Assesemnt/ Sessional marks shall be entertained if the same are received in the University after 30 days of the declaration of results However, Vice-Chacellor may condone the delay with submission of internal assessment marks after taking into consideration the merit of each case.

6. The Head of the Department/Principal will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University up to three month from the date of declaration of the smemster examination results.

7. The first semester examination shall be open to a regular student who :-

i) bears good character.

ii) has remained on the rolls of Department/ College during the

period of the course preceding the examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of practicals (the courses to be counted upto the last day when the classes break up for the preparatory holidays).

8. The second, third and fourth semester examination shall be open to a regular student who :-
 - i) bears good character.
 - ii) has remained on the rolls of Department/ College during the period of course preceding the examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of practicals (the courses to be counted upto the last day when the classes break up for the preparatory holidays).
 - iii) has passed the previous semester examination or is covered under clause-12 (ii) below.
9. The medium of instructions and examination shall be English/ Hindi.
10. The minimum percentage of marks to pass the examination in each semester shall be :-
 - a. 35% in each theory paper separately and in aggregate of theory and internal assessment marks where prescribed.
 - b. 40% in each practical/ dissertation/ viva-voce where prescribed.
 - c. 40% in aggregate.
11. The amount of examination fee to be paid by a candidate for each semester shall be as decided by the University from time to time .
12. i) A candidate who fails to pass or having been eligible fails to appear in any semester examination will be allowed to clear the re-appear paper(s) and also for improvement of result after passing a semester examination within a period of five years as stipulated in clause - iii) below.

While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the paper/ practical in which he/she has secured 40% marks.

- ii) The candidate shall be promoted to 2nd and 4th semesters automatically. But for promotion from 2nd to 3rd, the candidate shall have to clear atleast 50% papers of first and second semesters taken together.

Provided further that a candidate shall not be promoted to higher semester unless he has completed the requirements as given in clause- 8.

Explanation :

- 50% of five papers will be taken as three and that of seven papers as four under this clause.
- (iii) Provided that a candidate must pass and appear for improvement of result in all the four semesters within five years of his admission to the 1st semester.
13. If the result is declared late, the students may attend classes for the next higher semesters provisionally at their own risk and responsibility. In case a candidate fails to be eligible on the declaration of result, his/her attendance/ Internal Assessment in the next higher semester in which he was allowed to attend classes provisionally shall stand cancelled.
14. The internal assessment awards of a candidate who fails in any semester examination shall be carried forward to the next examination.
15. Soon after the termination of the examinations, the Controller of Examination shall publish a list of candidates who have passed the semester examination.
16. a) The viva-voce examination in each semester shall be conducted jointly by the internal and external examiners.
b) The marks obtained by the candidate for the viva-voce shall be taken into account when he/ she appears in any future examinations under re-appear clause.
17. The evaluation of the internal assessment work shall be conducted in accordance with the guidelines laid down by the Academic Council. The Head of the Departments/ Principal shall ensure that these guidelines are followed and proper record is maintained.
18. The list of successful candidates after the fourth semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1st, 2nd, 3rd and 4th semester examinations taken together, and the division obtained by the candidate will be stated in his degree :-
- | | |
|--|-----------------|
| a) those who obtain 60% or more marks | First Division |
| b) those who obtain 50% or more marks
but less than 60% marks | Second Division |
| c) those who obtain less than 50% marks | Third division |
19. After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed in clause-12 iii). Only

improved marks (higher score only) will be taken into account.

20. The grace marks will be allowed as per University rules.
21. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any shall apply to all students, whether old or new.



ORDINANCE : MASTER OF SCIENCE (M. Sc.) EXAMINATION
(Semester System)

1. The duration of the course leading to the degree of Master of Science shall be two academic years. Each year shall be divided into two semesters. The examination for the first and the third semesters shall ordinarily be held in the month of December and for the second and the fourth semesters in the month of April/ May on such dates as may be fixed by the Vice-Chancellor.

A supplementary examination for the first and the third semesters shall be held along with their regular first and third semester examinations in December/ January and for the second and fourth semester examinations with their regular 2nd & 4th semester exams which will be held ordinarily during the month of April/ May.

A supplementary examination shall be held in the month of December/ January for candidates who have passed the 1st, 2nd, and 3rd semester examination to appear in fourth semester examination for passing or for improvement of result.

2. The last date for the receipt of examination forms and fees shall be fixed by the Vice-Chancellor from time to time.
3. The minimum qualifications for admission to the first semester of the course shall be :
 - a) B.Sc. (Hons.) examination of this University with at least 45% marks in the aggregate in the subject offered for the M. Sc. course.
 - b) B.Sc. (Pass) Examination with at least 50% marks in aggregate.
 - c) An examination of any other University recognized by this University as equivalent to (a) or (b) above.

Provided that :-

- a) to be eligible to join M.Sc. course in PHYSICS a candidate must have passed B. Sc. exam. with Physics and Mathematics as two of the main subjects.
- b) to be eligible to join M. Sc. CHEMISTRY a candidate must have passed B. Sc. examination with Chemistry as one of the main subjects.

Note :

A minimum of 25% of the seats shall be filled by the students who have passed the B. Sc. examination with Chemistry & mathematics. Any seat remaining unfilled out of this quota may be offered to other eligible candidates.

- c) to be eligible to join M. Sc. course in Geology, a candidate

must have passed B. Sc. exam. with atleast 50% marks in the aggregate with Geology and any two of the subjects viz. Physics, Mathematics, Chemistry, Botany, Zoology and Geography.

- d) to be eligible to join M. Sc. Home Science (Food& Nutrition & Textile and Clothing) candidates must have passed B.Sc., Home Science (10+2+3) examination from a recognized University with 55% marks in the aggregate and 55% marks in aggregate in the following subjects :-
- (i) Human Nutrition and Dietetics
 - (ii) Nutritional Bio-Chemistry
 - (iii) Food Science
- e) M. Sc.(Computer Science) Ist Semester
Bachelor/ Post-graduate degree in any discipline from this University or an equivalent degree recognized by the University with atleast 50% marks in aggregate
- f) to be eligible to join M. Sc.course in Statistics a candidate must have passed B. A./ B.Sc. (Pass) examination with atleast 50% marks in the aggregate with Mathematics or Statistics as one of the subject or have passed B. A./ B.Sc.(Hons.) examination in Mathematics or Statistics with 45% marks in the Mathematics/ Statistics.

OR

B.Com./ B. Sc.(Hons.) Computer Science /BBA/ BCA/BIT/ BIS with 50% marks in aggregate and Mathematics as a subject at 10+2 level.

A candidate who is placed under compratment in the qualifying examination shall not be allowed to join Master of Science. The eligibility condition for admission to Master of Science will be minimum pass marks in the qualifying examination for SC/ ST candidate.

4. A person who has passed post graduate examination shall not ordinarily be allowed to seek admission to P.G. Courses in another subjects as a regular student, However one can join another P.G. course only on permission to be accorded by the Vice-Chancellor on genuine grounds.
5. Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time. 20% marks in each written paper excluding viva-voce, shall be assigned for internal assessment.

The question paper will be set by the external/ internal examiner. The list of paper setters will be recommended by the Post- graduate Board of Studies.

The Heads of the Department/ Principal shall forward the internal assessment marks on the basis of class test, written assignment and attendance in the class etc. to the Controller of Examinations as per the following schedule :

- i) The Internal Assessment/ Sessional marks should be supplied by the Heads of the Deptts/Principals of the colleges/Heads of the Institute invariably **within 20 days after commencement of the examination**.
 - ii) Thereafter, a late fee @ Rs. 25/- per candidate per subject shall be charged from the Department/ Collge/ Institute concerned if such marks are not sent to the University **within 20 days after commencement of the examination** :
 - iii) No Internal Assesment/ Sessional marks shall be entertained if the same are received in the University after 30 days of the declaration of results. However, Vice-Chancellor may condone the delay with submission of internal assessment marks after taking into consideration the merit of each case.
6. The Head of the Department/Principal will preserve the records on the basis of which the, internal assessment awards have been prepared for inspection, if needed by the University up to three month from the date of declaration of the semester examination results.
 7. The first semester examination shall be open to a regular student who :-
 - i) bears good character.
 - ii) has remained on the rolls of Department/ College during the period of the course preceding the examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of pacticals (the courses to be counted upto the last day when the classes break up for the preparatory holiays).
 8. The second, third and fourth semester examination shall be open to a regular student who :-
 - i) bears good character.
 - ii) has remained on the rolls of Department/ College during the period of course preceding the examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of practicals (the courses to be

- counted upto the last day when the classes break up for the preparatory holidays).
- iii) has passed the previous semester examination or is covered under clause-12 ii) below.
9. The medium of instructions and examination shall be English.
10. The minimum percentage of marks to pass the examination in each semester shall be :-
- 35% in each theory paper separately and in aggregate of theory and internal assessment marks where prescribed.
 - 40% in each practical/ dissertation/ viva-voce where prescribed.
 - 40% in aggregate.
11. The amount of examination fee to be paid by a candidate for each semester shall be as decided by the University from time to time .
12. i) A candidate who fails to pass or having been eligible fails to appear in any semester examination will be allowed to clear the re-appear paper(s) and also for improvement of result after passing a semester examination within a period of five years as stipulated in clause - iii) below.
- While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the paper/ practical in which he/ she has secured 40% marks.
- ii) The candidate shall be promoted to 2nd and 4th semesters automatically. But for promotion from 2nd to 3rd, the candidate shall have to clear atleast 50% papers of first and second semesters taken together.
- Provided further that a candidate shall not be promoted to higher semester unless he has completed the requirements as given in clause- 8.

Explanation :

- 50% of five papers will be taken as three and that of seven papers as four under this clause.
- (iii) Provided that a candidate must pass and appear for improvement of result in all the four semesters within five years of his admission to the 1st semester.
13. If the result is declared late, the students may attend classes for the next higher smemsters provisionally at thier own risk and responsibility. In case a candidate fails to be eligible on the declaration of result, his/her attendance/ Internal Assessment in the next higher semester in which he was allowed to attend classess provisionally

- shall stand cancelled.
14. The internal assessment awards of a candidate who fails in any semester examination shall be carried forward to the next examination.
 15. Soon after the termination of the examinations, the Controller of Examination shall publish a list of candidates who have passed the semester examination.
 16.
 - a) The viva-voce examination in each semester shall be conducted jointly by the internal and external examiners.
 - b) The marks obtained by the candidate for the viva-voce shall be taken into account when he/ she appears in any future examinations under re-appear clause.
 17. The evaluation of the internal assessment work shall be conducted in accordance with the guidelines laid down by the Academic Council. The Head of the Departments/ Principal shall ensure that these guidelines are followed and proper record is maintained.
 18. The list of successful candidates after the fourth semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1st, 2nd, 3rd and 4th semester examinations taken together, and the division obtained by the candidate will be stated in his degree :-
 - a) those who obtain 60% or more marks First Division
 - b) those who obtain 50% or more marks Second Division
but less than 60% marks
 - c) those who obtain less than 50% marks Third division
 19. After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed in clause-12 iii). Only improved marks (higher score only) will be taken into account.
 20. The grace marks will be allowed as per University rules.
 21. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students, whether old or new.

ORDINANCE : MASTER OF COMMERCE**(Semester system)**

1. The duration of the course leading to the degree of Master of Commerce shall be of two academic years. Each year shall be divided into two semesters. The examination for the first and third semesters shall ordinarily be held in the month of December and for the second and the fourth semesters in the month of April/May on such dates as may be fixed by the Vice-Chancellor.

A supplementary examination for the first and the third semesters shall be held along with their regular first and third semester examinations in December/January and for the second and fourth semester examinations with their 2nd and 4th semester examination which will be held ordinarily during the month of April/May.

A supplementary examination shall be held in the month of December/January for candidates who have passed the 1st, 2nd and 3rd semester examination to appear in fourth semester examination for passing or for improvement of result.

2. The last date for receipt of examination forms and fees shall be fixed by the Vice-Chancellor from time to time.
3. The minimum qualifications for admission to the first semester of the course shall be :-

A person who has passed with atleast 45% marks in aggregate, the Bachelor of Commerce (Hons./Pass) or BBA or Bachelor of Arts with Economics (with at least 45% marks in Economics) or B.A. with Commerce, Marketing or Insurance as a subject under 'Restructured Scheme' as the case may be) of this University or of any other University recognized as equivalent there to by the University along with English as one the subjects is eligible for admission to M.Com course.

A candidate who is placed under compartment in the qualifying examination shall not be allowed to join Master of Commerce course. The eligibility condition for admission to Master of Commerce course will be minimum pass marks in the qualifying examination for SC/ST candidate.

4. A person who has passed post graduate examination shall not ordi-

narily be allowed to seek admission to P.G. courses in another subject as a regular student. However, one can join another P.G. course only on permission to be accorded by the Vice-Chancellor on genuine grounds.

5. Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time. 20% marks in each written paper excluding viva-voce, shall be assigned for internal assessment.
The question paper will be set by the external/internal examiner. The list of paper setters will be recommended by the Post-graduate Board of Studies.
The Head of the Department/Principal shall forward the internal assessment marks on the basis of class test, written assignment, and attendance in the class etc, to the Controller of Examinations as per the following schedule :
 - i) The internal Assessment/ Sessional marks should be supplied by the Head of the Departments, Principals of the College/Head of the Institutions invariably **within 20 days after commencement of the examination :**
 - ii) Thereafter a late fee @ Rs. 25/- per candidate per subject shall be charged from the Department/College/Institute concerned if such marks are not sent to the University **within 20 days after commencement of the examination :**
 - iii) No Internal Assessment/ Sessional marks shall be entertained if the same are received in the University after 30 days of the declaration of results. However, Vice-Chancellor may condone the delay with submission of internal assessment marks after taking into consideration the merit of each case.
6. The Head of the Department/Principal will preserve the records on the basis of which the, internal assessment awards have been prepared for inspection, if needed by the University up to three months from the date of declaration of the semester examination results.
7. The first semester examination shall be open to a regular student who :-
 - i) bears good character.
 - ii) has remained on the rolls of Department/ College during the period of the course preceding the examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of practicals (the courses to be counted upto the last day when the classes break up for the preparatory holidays).
8. The second, third and fourth semester examination shall be open

to a regular student who :-

- i) bears good character.
- ii) has remained on the rolls of Department/ College during the period of course preceding the examination and of having attended not less than 65% of the full course of lectures and tutorials separately and 75% of practicals (the courses to be counted upto the last day when the classes break up for the preparatory holidays).
- iii) has passed the previous semester examination or is covered under clause-12 ii) below.

9. The medium of instructions and examination shall be English.
10. The minimum percentage of marks to pass the examination in each semester shall be :-
 - a. 35% in each theory paper separately and in aggregate of theory and internal assessment marks where prescribed.
 - b. 40% in each practical/ dissertation/ viva-voce where prescribed.
 - c. 40% in aggregate.
11. The amount of examination fee to be paid by a candidate for each semester shall be as decided by the University from time to time .
12. (i) A candidate who fails to pass or having been eligible fails to appear in any semester examination will be allowed to clear the re-appear paper(s) and also for improvement of result after passing a semester examination within a period of five years as stipulated in clause - iii below.
While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the paper/ practical in which he/ she has secured 40% marks.
- (ii) The candidate shall be promoted to 2nd and 4th semesters automatically. But for promotion from 2nd to 3rd, the candidate shall have to clear atleast 50% papers of first and second semesters taken together.
Provided further that a candidate shall not be promoted to higher semester unless he has completed the requirements as given in clause- 8.
Explanation :
50% of five papers will be taken as three and that of seven papers as four under this clause.
- (iii) Provided that a candidate must pass and appear for improvement of result in all the four semesters within five years of his admission to the 1st semester.
13. If the result is declared late the students may attend classes for the next higher smemsters provisionally at thier own risk and

responsibility. In case a candidate fails to be eligible on the declaration of result, his/her attendance/ Internal Assessment in the next higher semester in which he was allowed to attend classes provisionally shall stand cancelled.

14. The internal assessment awards of a candidate who fails in any semester examination shall be carried forward to the next examination.
15. Soon after the termination of the examinations, the Controller of Examination shall publish a list of candidates who have passed the semester examination.
16.
 - a) The viva-voce examination in each semester shall be conducted jointly by the internal and external examiners.
 - b) The marks obtained by the candidate for the viva-voce shall be taken into account when he/ she appears in any future examinations under re-appear clause.
17. The evaluation of the internal Assessment work shall be conducted in accordance with the guidelines laid down by the Academic Council. The Head of the Departments/ Principal shall ensure that these guidelines are followed and proper record is maintained.
18. The list of successful candidates after the fourth semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1st, 2nd, 3rd and 4th semester examinations taken together, and the division obtained by the candidate will be stated in his degree :-
 - a) those who obtain 60% or more marks First Division
 - b) those who obtain 50% or more marks Second Division
but less than 60% marks
 - c) those who obtain less than 50% marks Third division
19. After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed in clause-12 (iii). Only improved marks (higher score only) will be taken into account.
20. The grace marks will be allowed as per University rules.
21. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students, whether old or new.

**ORDINANCE : TWO YEAR MASTER OF SCIENCE
IN
ADVANCED CENTRE FOR BIOTECHNOLOGY**

1.
 - i) The duration of the course leading to the degree Master of Science in Biotechnology, Medical Biotechnology & Food Processing Technology shall be two academic years. Each year shall be divided into two semesters. The Examination for the first and the third semesters shall ordinarily be held in the month of December/January and for the second and the fourth semesters in the month of May/June or on such dates as may be fixed by the Vice-Chancellor.
 - ii) A supplementary examination for the first and the third semester shall be held along with their regular first and third semester examinations in December/January and for the second and fourth semester examinations along with their regular second and fourth semester examinations which will be held ordinarily during the month of May/June.
 - iii) A special examination may be held in the month of December/January for candidates who have failed or failed to appear in fourth semester examination held in May/June.
2. The date of Commencement of the examination as well as last date for the receipt of examination forms & fee as fixed by the Vice-Chancellor, shall be notified by the COE/Registrar at least two weeks before the commencement of the examination in each semester.
3. Examination forms shall be forwarded to the COE as per the schedule of the examination to be notified by the COE/Registrar.
4. The minimum qualifications for admissions to the first semester of the Programme, mentioned above, shall be;

Biotechnology :

Bachelor's degree in Biological Sciences with 50% marks in aggregate with Chemistry as a subsidiary subject/ Agriculture Fishery/Horticulture/B.Tech Food Technology/B.Tech Bio-Technology/ B.Sc. Biotechnology/B.Sc. Microbiology/B.Sc. Environmental Sciences/B.Sc. Biomedical Engineering/B.Sc. Biochemistry/B.V.Sc./B.E. Technology/B.Pharma./M.B.B.S./

B.Sc. Bioinformatics/B.Tech. or B.E. Bioinformatics/B.D.S.

Medical Biotechnology :

Bachelor's degree in Biological Sciences with 50% marks in aggregate with Chemistry as a subsidiary subject/ B.Tech Bio-Technology/B.Sc. Biotechnology/B.E. Biotechnology/B.Sc. Microbiology/ B.Sc. Environmental Sciences/B.Sc. Biomedical Engineering/B.Sc. Biochemistry B.V.Sc./B.Pharma/M.B.B.S.

Food Processing Technology :

Bachelor's degree with 50% marks in aggregate in Physical or Biological Sciences/Agriculture/Home Science/Fishery/Horticulture/B.Tech Food Technology/B.V.Sc./B.E./B.Sc. Food Processing Technology.

5.
 - i) 20% marks in each written paper(s) for Internal Assessment.
 - ii) The Director shall forward the Internal Assessment marks awarded to the students to Controller of Examinations at least one week before the commencement of the semester examination.
 - iii) The Director will preserve the records on the basis of which the, Internal Assessment awards have been prepared for inspection, if needed by the University up to one month from the date of declaration of the semester examination results.
6. The first semester examination of the concerned Programme shall be open to a regular student who :
 - i) has been on the rolls of the Centre during the first semester;
 - ii) has attended not less than 75% of lectures of each course/paper (individually) in the semester; failing which he/she will not be allowed to appear in the paper(s)/course(s) concerned.
 - iii) has obtained pass marks in the internal assessment in each paper of the semester.
7. The second, third and fourth semester examinations, of the concerned Programme, shall be open to a regular student who :
 - i) has been on the rolls of the institute during the semester preceding the respective semester examination;
 - ii) has attended not less than 75% of lectures of each paper/course (individually) in the respective semester; failing which he/she will

not be allowed to appear in the paper(s)/course(s) concerned.

- iii) has obtained at least 45% marks in the internal assessment in the papers of the relevant semester of which he/she is a candidate.
- iv) has passed at least 50% of the papers in the preceding semester examination
- v) has not taken any other course during preceding/setup semester, if any.

Note :-

- i) The Director of the concerned Centre will submit a list of students who fulfill the requirements of Clause 9/10 of the Ordinance immediately after the dispersal of classes to the Controller of Examination, M.D.University, Rohtak, indicating the names, Roll Nos. of candidates and paper(s) in which they are short of attendance.
 - ii) The candidate(s) who fall short of attendance till the dispersal of classes in any paper(s) and he/she appears in those paper(s) will be declared fail in such paper(s).
8. A candidate who has been admitted to any semester but fails to attend classes in any paper/course continuously for 15 days will be treated as absent and his name will be treated as struck off automatically. He will be allowed re-admission by the Vice-Chancellor on the recommendation of the Director of the Advance Canter for Biotechnology on payment of Rs. 1000.00 as re-admission fee.
9. The medium of instruction and examination for all the above mentioned programmes shall be English.
10. The minimum percentage of marks to pass the examination in each semester shall be :-
- a) 45% in each written paper and internal Assessment, Computer practical, separately.
 - b) 45% in Project Report, Training Report and Viva-Voce separately.
 - c) 50% in the total of each semester examination.
11. The amount of examination fee to be paid by the candidate for each semester shall be as per the decision of the University from time to time.
12. i) A candidate shall be promoted to the next higher semester if he/

she passes at least 50% of the papers prescribed in each of the preceding semester examination.

OR

2/3 of the papers of preceding semester's examinations taken together.

Provided that a candidate shall not be allowed to attend classes in any semester unless he has fulfilled the above requirements of the previous semester (s).

Provided further that a candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay the dues again on re-admission after fulfillment of above conditions.

Explanation : 50% of five papers will be taken as two and that of seven papers as three and that of nine papers as four under this clause.

- ii) A candidate shall have to pass all the four semester examinations within a maximum period of four years of his/ her admission to the first semester of 2 year M.Sc. (Biotechnology, Medical Biotechnology & Food Processing Technology) Programme failing which he/she will be deemed to be unfit for the programme, and however if the candidate taken admission in any other course during inter veining period shall not be eligible for admission in next semester.
13. A candidate, who having passed the second semester examination discontinues his studies, for legitimate and justified reasons may be permitted to join third semester with in two years of his passing the second semester examination, however he or she has to file an affidavit that he/she has not taken admission in any other course.
14. i) The Internal Assessment awards of a candidate who fails in any semester examination shall be carried forward to the next examination.
- ii) A candidate who has not obtained pass marks in the Internal Assessment for any paper(s) will not be allowed to take examination in the said paper(s) in the said paper(s) in the relevant semester unless he repeats the course in paper(s) concerned and

obtains the minimum pass marks in the Internal Assessment.

15. i) The candidate shall be required to submit three copies of his/her Project Report/Training Report. The last date of for receipt of Project Report/Training Report in the office of the Controller of Examinations shall be one month before the commencement of the fourth semester examination. Provided that in exceptional cases, the Vice Chancellor may, on the recommendation of the Director of Advanced Centre for Biotechnology, extend the last date of receipt of the Project Report with late fee, as prescribed by the University from time to time.
 - ii) The written part of the Project Report/Training Report shall account for 70% of marks and the viva-voce to be conducted by a duly constituted Board of Examiner for the remaining 30% of marks, as specified in the scheme of Examinations.
 - iii) The viva-voce of the Project Report/Training Report shall be conducted by the following board of examiners :
 - a) Director of the concerned Institute,
 - b) one external examiner (to be appointed by the Vice-Chancellor out of the panel approved by the PGBOS).
 - iv) The Project Report /Training Report shall be evaluated jointly by the external and the internal examiners. If the difference in the awards is up to 30% of the maximum marks, the average of the two shall be taken as final award. If the difference between the external and internal examiner is more than 30% of the maximum marks, the appointment of the third examiner shall be made by the Vice-Chancellor on the recommendation of the PG Board of Studies in Biotechnology. The final award shall be the average of the three examiners.
 - v) The marks obtained by the candidate for the Project Report/ Training Report shall be taken into account when he appears in any future examination under reappear clause.
16. a) Every student of M.Sc. shall be required to undergo a practical training in an organization approved by the Advanced Centre for Biotechnology, normally in Summer Vacation. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific

project to the candidate, which will be completed by him/ her during the period of training. The work done by the candidate in the training shall be submitted in the form of a training report. The candidate shall be required to submit three copies of the training report duly typed in double space in the office of the Controller of Examinations. The last date for the receipt of training report in the office of the Controller of Examinations shall be one month after the date of completion of training. Provided that in exceptional cases the Vice Chancellor on the recommendation of the Director of the Advanced Centre for Biotechnology may extend the last date of the receipt of the training report with late fee, as prescribed by the University from time to time.

- b) The report shall carry marks as specified in the scheme of examinations of the concerned Programme and the evaluation shall be done as under :
 - i) External evaluation consisting of 50% marks will be undertaken by an external examiner to be appointed by the Vice-Chancellor on the recommendations of PG Board of Studies in Advanced Centre for Biotechnology
 - ii) Internal evaluation consisting of 50% marks will be based on presentation of training report by the candidate before the Board of Examiners. The marks will be awarded by a Board of three examiners appointed by the Director Advanced Centre for Biotechnology.
- 17. a) The viva-voce, wherever specified in the scheme of examinations shall be conducted by a Board of Examiners to be appointed by the Vice-Chancellor on the recommendation of the PG Board of Studies in Advanced Centre for Biotechnology consisting of the three members :-
 - i) Director of the concerned Institute,
 - ii) an External Examiner from the Academic Field; and
 - iii) an Executive from a reputed organization.Two members shall form the quorum.
- b) The marks obtained by the candidates for the viva-voce shall be taken into account when he appear in any future examination under re-appear clause.
- 18. The practical examination(s) of the courses relating to IT/Computer

or wherever specified in the scheme of examination shall be conducted by the following Board of Examiners, consisting of two members, to be appointed by the Vice-Chancellor on the recommendation of the PG Board of Studies in Advanced Centre for Biotechnology.

- i) One in internal faculty member (to be appointed by the Director of the Advanced Centre for Biotechnology ; and
 - ii) One External Examiner
19. As soon as possible, after the termination of the examination the Controller of Examination shall publish a list of candidates who have passed the Semester Examination.
 20. Each successful candidate shall receive a copy of the detailed marks card on having passed the semester Examination.
 21. The list of successful candidates after the fourth semester examination shall be arranged as under in two divisions on the basis of the aggregate marks obtained in the first, second, third and fourth semester examinations taken together, and the division obtained by the candidate will be stated in his degree.

DIVISION :

- a) those who obtain 50% marks but less than 60% marks - 2nd Division
 - b) those who obtain 60% or more marks 1st Division
 - c) those who pass all the four semester examinations at the first attempt obtaining 70% or more marks in the aggregate shall be decalred to have passed with **DISTINCTION**
22. There will be no improvement facilities available to M. Sc. students. However, grace marks will be allowed as per University rules.
 23. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the University from amending the Ordinance and the amended ordinance, if any, shall apply to all students whether old or new.

ORDINANCE : MASTER OF DENTAL SURGERY

- 1.1 The duration of the course of instructions for the Degree of Master of Dental Surgery (M.D.S) shall be of 36 months.
- 1.2 The examination shall consist of (i) thesis and (ii) theory papers, Oral Clinical and Practical and shall be hold twice a year ordinarily in may and November, on such dates as may be fixed by the Vice Chancellor. A candidate shall select one subject out of the following
 1. Conservative Dentistry & Endodontics
 2. Pedodontics & Preventive Dentistry
 3. Periodontics
 4. Prosthodontics
 5. Oral & maxillofacial Surgery
 6. Orthodontics
- 1.3 The date fixed for the examination and the last date for receipt of admission forms and fee as fixed by the Vice Chancellor shall be notified by the Controller of Examinations.

2. Eligibility

A person who fulfills the following requirements shall be eligible to join the Course :

- a) has passed the examination
 - i) for the Degree of bachelor of Dental Surgery of the M.D. University, Rohtak.
- OR
- ii) for the Degree of Bachelor of Dental Surgery of any other University recognized by the Dental Council of India.
3. A student who possesses the qualification laid down in Clause-2 above and produces the following certificates signed by the Head of the College/Institute recognized by the University for MDS Course where he/she received the training shall be eligible to appear in the two examination, Ist after 12 months and second within the period of 36 months of the date of admission :
 - i) of good character
 - ii) of having completed training for a period of not less than 12 months/ 36 months (including the time taken for examination), as the case may be, in a College/Institute recognized by the University for

MDS Part-I examination after registration as P.G. Student.

- iii) Candidate should have attended not less than 80% of the classes of MDS Course in each of the subject.
- iv) Satisfactory completing the probation period of 6 months to be certified by HOD failing which the candidature of the candidate may be cancelled.

3.1 The scheme of Examination of MDS Course shall be as under :

I Ist year Examination

The first year examination shall be conducted with two examiner (i.e. one internal and one external) for viva voce and theory paper. Theory paper shall be consisting two papers of 100 marks each and viva voce paper is of 100 marks. The following will be the title of the theory paper in the different specialties.

1. Conservative Dentistry & Endodontics :

Paper-I Applied Anatomy, Applied Physiology, Applied Pathology
Paper-II Biostatistics & Two optional subjects from the following optional subjects :-

Optional Subjects :-

1. Nutrition and Dietetics
2. Teaching and testing methodology
3. Research methodology
4. Psychology and practice Management
5. Comparative Anatomy
6. Genetics Growth and Development
7. Applied Chemistry including Metallurgy, Dental materials

2. Pedodontics and preventive Dentistry

Paper-I Applied Anatomy, Applied Physiology, Applied Pathology
Paper-II Biostatistics & Two optional subjects from the following optional subjects :-

Optional Subjects :-

1. Nutrition and Dietetics
2. Teaching and testing methodology
3. Research methodology
4. Psychology and practice Management

5. Comparative Anatomy
6. Genetics Growth and Development
7. Applied Chemistry including Metallurgy, Dental materials

3. Periodontics :

Paper-I Applied Anatomy, Applied Physiology, Applied Pathology
Paper-II Biostatistics & Two optional subjects from the following
optional subjects :-

Optional Subjects :-

1. Nutrition and Dietetics
2. Teaching and testing methodology
3. Research methodology
4. Psychology and practice Management
5. Comparative Anatomy
6. Genetics Growth and Development
7. Applied Chemistry including Metallurgy, Dental materials

4. Prosthodontics :

Paper-I Applied Anatomy, Applied Physiology, Applied Pathology
Paper-II Biostatistics & Two optional subjects from the following
optional subjects :-

Optional Subjects :-

1. Nutrition and Dietetics
2. Teaching and testing methodology
3. Research methodology
4. Psychology and practice Management
5. Comparative Anatomy
6. Genetics Growth and Development
7. Applied Chemistry including Metallurgy, Dental materials

5. Oral & maxillofacial Surgery

Paper-I Applied Anatomy, Applied Physiology, Applied Pathology
Paper-II Biostatistics & Two optional subjects from the following
optional subjects :-

Optional Subjects :-

1. Nutrition and Dietetics
2. Teaching and testing methodology
3. Research methodology

4. Psychology and practice Management
5. Comparative Anatomy
6. Genetics Growth and Development
7. Applied Chemistry including Metallurgy, Dental materials

6. Orthodontics

Paper-I Applied Anatomy, Applied Physiology, Applied Pathology
 Paper-II Biostatistics & Two optional subjects from the following optional subjects :-

Optional Subjects :-

1. Nutrition and Dietetics
2. Teaching and testing methodology
3. Research methodology
4. Psychology and practice Management
5. Comparative Anatomy
6. Genetics Growth and Development
7. Applied Chemistry including Metallurgy, Dental materials

The candidate who have passed MDS Ist Year examination of this University shall be eligible to join 2nd year MDS Class. However, a candidate who failed in the MDS-I examination may be allowed to attend the next higher class but not allowed to appear in MDS final year examination until he/she appears and qualifies in the subsequent examination for the MDS-I examination. Examination will be held twice in a year.

II. MDS Final Examination

After having completed training for period of 12 months and subsequently passing examination of the basic sciences the final MDS examination will be conducted within three completed years of admission to MDS course. Three completed years will include the time taken for examination also. The following will be the Title of theory papers in the different specialities :-

Conservative Dentistry and Endodontics :

- Paper-I Principles and practice of Operative Dentistry
 Paper-II Endodontics
 Paper-III An Essay paper
 Paper-IV MCQ related to specialty

Pedodontics & Preventive Dentistry :

- Paper-I Principles and practice of Pedodontics & Preventive Dentistry
Paper-II Clinical Pedodontics & preventive Dentistry
Paper-III An Essay paper
Paper-IV MCQ related to specialty

Periodontics :

- Paper-I Principles and Practice of Periodontics
Paper-II Clinical Periodontics
Paper-III An Essay paper
Paper-IV MCQ related to specialty

Prosthodontics :

- Paper-I Full Denture Prosthesis and partial Denture Prosthesis
Paper-II Implantology and Crown & Bridge Work.
Paper-III An Essay paper
Paper-IV MCQ related to specialty

Oral & Maxillofacial Surgery :

- Paper-I Principles and practice of Oral & Maxillofacial Surgery
Paper-II Clinical and Oral & Maxillofacial Surgery
Paper-III An Essay paper
Paper-IV MCQ related to specialty

Orthodontics

- Paper-I Principles and practice to Orthodontics
Paper-II Clinical Orthodontics
Paper-III An Essay paper
Paper-IV MCQ related to specialty

Each theory paper would be of 100 marks. Since there are four theory papers, the total marks of theory paper would be 400 marks. The practical paper would comprise also of 400 marks, 300 marks would be from practical exercise and 100 marks from viva-voce. The examination will be held twice in a year.

4. A person who has completed the training in a recognized College/ institute as required in Clause-3 and has failed in the examination or having been eligible failed to appear in the examination may appear again in a subsequent examination as an ex-student without further training and without submitting a new thesis within five year.

- 4.1 The examination fee to be paid by a candidate for the exam in theory, oral clinical and practical and for thesis shall be as prescribed by the University from time to time.
5. Every student will be required to submit his plan of thesis to the Chairman of the concerned Post Graduate Board of Studies within six months from the date of starting of the course. Admission to the course can be cancelled, if the candidate fails to submit his/her plan within stipulated time. The delay, in exceptional circumstances if any, may be condoned on genuine reasons by the Dean on the recommendation of the Supervisor.

After approval of the subject of thesis by the Board of Studies, it shall be considered by the Committee of the Dean and Chairman of Post-Graduate Boards of Studies under the Faculty of Dental Sciences. On its approval by the Committee the same will be sent to the Controller of Examination for approval by the committee the same will be sent to the Controller of Examination for approval by the Vice Chancellor.

The Head of the College/Institute shall certify that all necessary facilities for proper investigations and supervision of the candidate's work will be provided. The thesis shall be on a subject connected with the Science and practice of Dental Sciences.

The application for approval of plan of thesis shall be considered by the Board of Studies concerned for four times in a year as under :-

- | | |
|-----------------|---------|
| a) From January | 1 to 15 |
| b) From April | 1 to 15 |
| c) From July | 1 to 15 |
| d) From October | 1 to 15 |

An application received after any of the above dates will be deemed to have been received on the following date fixed above. For example, if an application is received after 1st January it will be deemed to have been received on the 1st April for purpose of consideration by the Board of Studies concerned.

- 5.1 The thesis shall conform to the requirements laid down in this Ordinance and may be submitted at any time within two and half years from the date of joining the course but not earlier than six

months from the date on which the application regarding plan of thesis is entertained.

A report on every student shall be obtained from his/her Supervisor (Countersigned by the Dean) four to six months after the start of the Course regarding his/her satisfactory participation/work in the course. The admission is liable to be cancelled if the report is unsatisfactory.

On completion of the probation period each candidate will be re-assessed. In case his/her performance is satisfactory the admission shall be regularized. However, if his/her performance is unsatisfactory, the admission will be cancelled.

The candidate shall be required to submit the thesis at least six month before the commencement of final MDS examination.

The thesis shall embody the result of the candidate's own research and/or experience and shall contain precise reference to the publications quoted, and must attain a good standard and shall be satisfactory in literacy presentation and in other respects and should end with a summary embodying conclusions arrived at by the candidate. The thesis should be typewritten 1 & ½ space on the both side of the paper (size 11"x6x½") with margin of 1 & ½ on each side, bound in cloth, indicating on the outside cover its title and the name of the candidate. International reference style (Van Cour 1979) should be followed in the thesis. Figures and table be inserted in the text itself instead of using the fresh page for it each time. If any supervisor need to be change it should be approved by the PG Board of Studies.

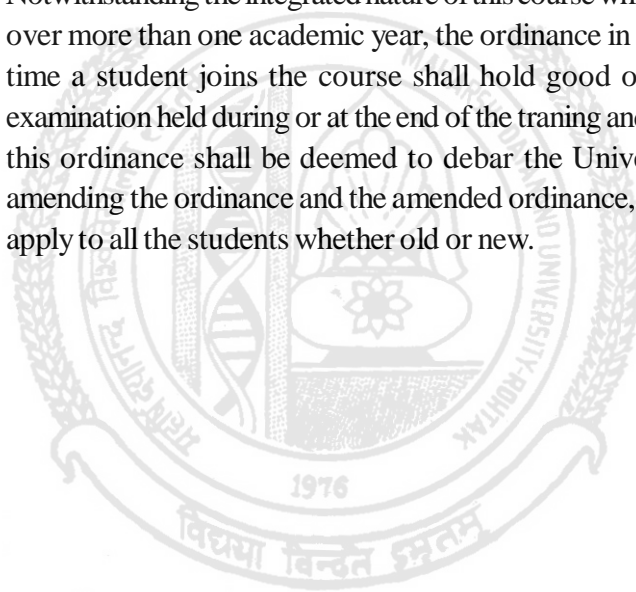
5.2 Every candidate shall submit :-

- a) 6 copies of his thesis of which 4 will go to University and 2 will be retained by Institution.
- b) 4 copies of the original plan already submitted by him at the time of registration to the controller of Examination.
- c) 4 copies of Hindi version title of thesis :-
through the Head of his College/Institute, accompanied by :
 - i) A certificate from the supervisor(s) testifying that the technique and statistics mentioned in the thesis were undertaken by the candidate himself / herself.
 - ii) A fee as prescribed by the University from time to time.

- 5.3 The thesis shall be examined separately by two examiners (one internal and one external) appointed by the Academic Council on the recommendation of the Board of Studies concerned. They shall report whether the thesis is accepted, or rejected or the candidate be allowed to resubmit the thesis after revision. If the examiner disagree, the Academic Council shall appoint a third examiner who shall be an expert in the same speciality as the examiner rejecting the thesis. The third examiner shall be appointed on the recommendation of the Dean of the faculty of Dental Sciences. If the thesis is accepted it shall be classified as accepted, commended or highly commended and the result will be communicated to the candidate. Every approved thesis shall become the property of Maharshi Dayanand University and may be placed in the Library of the College/Institute concerned. If the thesis is rejected, the candidate may be required either to re-write the thesis or to take up another topic of thesis, the examiner rejecting the thesis shall point out in writing the defects and make suggestions for improvements and modification if a revision will render it acceptable. The revised thesis shall be submitted to the University not later than one year from the date of intimation of the result accompanied by half the amount of the prescribed fee.
- 5.4 A candidate whose thesis has been accepted but who fails in the examination may be allowed to reappear at a subsequent examination but his/her thesis shall not be evaluated again. He/She shall pay the examination fee as prescribed by the University.
6. The final examination shall be conducted by a Board of four Examiners appointed by the Academic Council on the recommendations of the Board of Studies concerned.
- The Board of Examiners shall determine in consultation with one another, all details of the examination.
7. Each candidate will be required to obtain 50% marks in theory and practical papers separately to pass the examination i.e. in final examination. The candidate will be required to obtain 200 marks out of 400 in theory paper and 200 marks out of 400 in practical and viva-voce. In case the candidate does not obtain 50% marks in theory & Practical separately, he will be declared as fail.

The candidate obtaining 75% or more marks will be declared to have pass with distinction. The examiners will cite the reasons and procedure which lead them to recommend the distinction.

8. On receipt of the result from the Board of Examiners, the Controller of Examinations shall publish it as soon as possible. A candidate shall be declared successful only when he passed the examination and the thesis has been accepted.
9. A candidate who is declared successful in the MDS examination shall be awarded degree of Master of Dental Surgery in the specialty.
10. Notwithstanding the integrated nature of this course which is spread over more than one academic year, the ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the training and nothing in this ordinance shall be deemed to debar the University from amending the ordinance and the amended ordinance, if any, shall apply to all the students whether old or new.



**ORDINANCE : PH.D. DEGREE IN THE FACULTY OF
DENTAL SCIENCES.**

1. The degree of Ph.D. may be instituted under the Faculty of Dental Sciences.
2. A candidate wishing to register for the Ph.D. degree should have obtained the MDS Degree in the subject concerned or in an allied subject, or any other degree recognized as equivalent by this University. In case of dental degree these must be recognized by Dental Council of India. In exceptionally meritorious cases Ph.D. may be allowed directly after the BDS degree as recommended by the Dental Council of India. The requirement of MDS Degree can be relaxed in case a candidate has obtained atleast 75% marks in BDS and has a minimum of 3 years of teaching/research/professional experience.
3. Every candidate shall reside and do research at the Dental College affiliated to this University, or at a centre in India or abroad approved by the University, for atleast two years.
4. A person who wishes to be accepted as a candidate for Ph.D. shall, before starting research work, apply to the Dean of the Faculty of Dental Sciences through the Head of the Department concerned on the prescribed form of enrollment with a fee of Rs. 50/-. No fee will be payable if the candidate is employed as a teacher in this University.
5. The applications on the prescribed form for enrollment shall be considered by BOS concerned twice in a year i.e. in January and July.
6. On being enrolled, every candidate shall pay a fee of Rs. 25/- per mensem to the Dental college affiliated to this University provided that exemption may be allowed in accordance with the rule as may be framed by the Academic Council. No fee will be payable if the candidate is employed in the Dental College.
7. With in six months from the date of enrolment, the candidate shall furnish to the Board of Studies concerned ;
 - (a) a tentative title of the thesis; and
 - (b) a tentative design of research project.

The candidate may seek approval of the title of the thesis later but he shall submit the thesis not earlier than one year from the date of approval of the title. The Board of Studies concerned may relax this limit wherever it is considered necessary.

8. Before forwarding the application, the Head of the Department will satisfy himself after proper scrutiny and test including viva-voce, of the general knowledge of the candidate in his special field of study. The Head of the Department shall also satisfy himself that the subject offered is one which can be pursued with profit and that the candidate possesses the required qualifications and capacity for research.

Where considered necessary the Head of the Department may specify courses of study which the candidate must attend before he is allowed to submit his thesis.

9. While forwarding the application, the Head of the Deptt. shall also recommend a suitable supervisor, to guide the applicant in his research work. A guide for the Ph.D. degree shall have not less than 10 years' post-graduate teaching/research experience.

10. **Change of supervisor**

The change of supervisor may be allowed :

- i) in case the supervisor has expired or has left the service of the University OR
- ii) by mutual consent of both the supervisor and the Research Scholar
- iii) in case of extreme hardship where it becomes almost impossible for a candidate to work/continue his/her research work with the supervisor or in case the supervisor or the candidate request on valid/genuine grounds. The candidate's supervisor will represent to the Head of the Deptt./Chairman BOS, who will put the matter before the Departmental Research committee as well as the concerned post graduate BOS for decision. However, the change in such cases will be allowed after the approval of the Academic Council.

11. **Requirement During Registration**

- i) Every research scholar will be required to show continuous progress during the period of his/her registration and it will be monitored by the supervisor of the candidate.
- ii) Every research scholar shall be required to submit half yearly report on the prescribed proforma on or before 5th of August and on or before 5th of February. The supervisor of the Research scholar will give his assessment about the progress of the scholar.

The report shall be placed before the Departmental Research

committee for its evaluation in its meeting to be held by 20th of August and 20th of February. A copy of the progress report will also be submitted to the Dean of the concerned faculty.

In case two consecutive six monthly reports are unsatisfactory, Head of the Department, on the recommendations of the Departmental Research committee may recommend to the PGBOS for cancellation of the registration.

- iii) Once in a year, the Research scholar will present a seminar on his/her research conducted in the previous year, in research colloquium. This seminar will be organized by the concerned Head of the Teaching Department.
- iv) Ideally, it would be desirable that by the time a scholar submits the thesis he/she should have published two/three research papers in professional journals.

12. **Cancellation of Registration**

The Academic Council on the recommendation of the Board of Studies may cancel the registration of a research scholar whose research work has been reported to be unsatisfactory by the Post-Graduate Board of Studies.

13. The Board of Studies concerned shall consider each application and decide whether, in their opinion :

- (a) the subject proposed for research; and
- (b) the supervisor recommended are suitable and, if so, they may recommend approval of the same. If, however the Board considers that the subject and/or the supervisor are not suitable they may either reject the application or may suggest change for reasons to be recorded.

The Board may recommend joint supervisors in any particular case provided that :

- i) not more than one student per year will be registered under each recognized teacher
- ii) A minimum number of research scholars to be registered under the Supervisor/Joint Supervisor shall be as under :-

1.	Professor	8
2.	Asstt. Professor	5
3.	Reader	3
4.	Lecturer	2

- iii) where a teacher is a Joint Supervisor for any candidate, this would be in addition to the limits laid down in para (i) above.
14. The title of thesis and the supervisor recommended by the Board shall be considered by the Faculty of Dental Sciences and finally by the Academic Council.
 15. A candidate may, not later than one year after his registration, modify of his/her subject on the recommendations of the concerned PG BOS.
 16. The Head of the Deptt. in association with the supervisor concerned shall test every candidate on the expiry of the one year from the date of enrollment, in order to determine whether the candidate be allowed to continue his research work. If a candidate is found unfit, his enrolment shall be cancelled. The candidate shall, however, have the right to appeal to the Board of Studies.
 17. On completion of the research work, the candidate shall submit four printed or type written copies of his thesis accompanied by the following :-
 - a) four copies of summary of the thesis in about 300 words, indicating how far the thesis embodies the results of his on research or observations and in what respects his investigations appears to him to advance the study of the subject of his thesis;
 - b) A fee of Rs. 3000/- as evaluation.
 - c) A certificate from his supervisor indication the period for which the candidate has done research work; certifying that the thesis is worthy of consideration for award of the Ph.D. degree; and that it represents the candidate's own work (this may include work already published by the candidate).
 18.
 - i) The thesis must be a piece of original research work character either by the discovery of new facts or by a fresh interpretation of known facts of theories; in either case it shall give evidence of the candidate's capacity for original, critical examination and judgement ;
 - ii) the thesis shall be satisfactory in its literary presentation;
 - iii) the thesis shall indicates how All India Council for Technical Education embodies the results of the candidate's own research or observations and the aspects in which the candidate's investigations appear to him to have advanced study of the subject.

19. Every candidate shall submit his/her thesis not earlier than two years and not later than 4 years from the date of his/her registration failing which his/her registration shall stand cancelled automatically unless this period is extended by a maximum of two years by the Vice-Chancellor but not more than one year at a time on the recommendations of the Supervisor and Head of the concerned Deptt. through Dean of Faculty.
20. The thesis shall be referred to two examiners appointed by the Academic Council on the recommendations of the Board of Studies. The examiners may recommend ;
That the thesis be accepted for the award of the Ph.D. degree
OR
That the thesis be allowed to be re-submitted with improvement and for this purpose may make such suggestions as they may deem fit.
OR
That the thesis be rejected
21. If there is a difference of opinion between the two examiners in regard to the acceptance of thesis, the Academic Council may refer the thesis to another examiner, whose name should be recommended by a committee consisting of the Dean of the Faculty, the Head of the Deptt. and the Supervisor.
22. A thesis shall be resubmitted, if so recommended by one or both the examiners, only once, and it shall be examined by the examiners who assessed the original thesis unless both or any of them are unable or unwilling to do so.
23. A candidate who is required to resubmit his thesis must do so within one year from the date of intimation of the decision of the University to him unless extension is specially given by the Board of Studies.
24. A candidate whose thesis is rejected shall not be accepted again for the Ph.D. Degree with the same subject.
25. Except in the case of thesis which is rejected, Viva-Voce shall be held, in accordance with the rules prescribed in this behalf by the Academic Council, before a final decision is given on the thesis. The Viva-Voca will be conducted by a Board consisting of examiners appointed by the Academic Council for examining the thesis, the Head of the Department concerned and the supervisor of the thesis. In case any of the examiner is not available for conducting the Viva-Voce an alternate examiner will be appointed by the Vice-Chancellor on the recommendations of the Board of Studies.

26. The reports of both the examiners on the thesis as well as the other examiners for the viva-voce shall be considered by the Academic Council. The Academic Council may decide;
- a) whether the degree of Doctor of Philosophy be awarded;
 - b) whether the candidate be required to revise the thesis and resubmit for re-examination.

OR

- c) whether the thesis be rejected.
27. The Registrar shall notify the result in accordance with the decision of the Academic Council.
28. Every research scholar for Ph.D. programme shall pay fee as under:
- | | |
|----------------------|--|
| Prospectus | Rs. 100/- |
| Registration Fee | Rs. 1000/- |
| Annual Fee | Rs. 6000/- |
| Late fee for belated | (a) upto six months = Rs. 100/-
(b) beyond six months = Rs. 200/- |
29. Each examiner shall be paid a remuneration of Rs. 1000/- for evaluating the thesis and Rs. 500/- for conducting viva-voce. A foreign examiner shall be paid US \$ 1000 or its equivalent in Indian currency.

30. **Publication of thesis**

The permission for publication of the thesis if applied for by the concerned Research scholar may be given to the candidate concerned by the Vice-Chancellor if the examiners have recommended that the thesis is suitable/fit for publication. If there is difference of opinion between the examiners regarding the publication of the thesis, the case shall be referred to the committee consisting of the following for consideration and recommendations;

Dean of the Faculty concerned	Chairman
Head of the concerned Deptt.	Member
Supervisor of Research scholar	Member

Where the Dean/Head of the Department is the supervisor, the Vice-Chancellor would nominate some other Expert on the committee. The recommendations of the committee shall be referred to the Vice-Chancellor for consideration and approval.

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