

**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA  
BHOPAL**

Established under act No. 13 of 1988

**Ordinance No. 12**

(Under Section 40 (1))

**Ordinance for Examination (General)**

(w.e.f. the year 2000-2001)

**As Amended up to March, 2011**

**PART – I – DEFINITIONS.**

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

- (f) “Regular candidates” means a person who has prosecuted a regular course of study in a University Teaching Department School of studies or college and seeks admission to an examination of the University as such.
- (ii) “Ex-student candidate” means a person who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.
- (iii) “A Regular Course of study” means a candidate appearing as regular student for any examination are required to attend seventy five percent of lectures delivered and of the practical classes held separately in each subject of the course of study.

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

- (iii) “Forwarding Officer” means in case of an ex-student candidate, the principal of the college where the candidate has prosecuted a regular course of study.
- (iv) “Attested” means attested by the Principal, or by any authority nominated by the Principal of the College or University.

**PART- II**

Admission of regular candidate to an examination of the University.

- 2.1 No regular candidate shall be admitted to an examination of the university unless he/she :-
  - 2.1.1 Has been enrolled as a student in a university Teaching Department, School of Studies or colleges in accordance with the provisions of the Ordinance.
  - 2.1.2 Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
  - 2.1.3 A Regular candidate migrating from another University or Board of Secondary Education sends his/her original migration certificate with his/her enrolment application form on the date prescribed in the Ordinance for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University.
  - 2.1.4 The Controller Exam may on the specific recommendation of the Principal, and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by University such card shall show in a prominent place the word duplicate.

- 2.1.5 Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.
3. In computing the attendance for fulfillment of the condition regarding prosecution of a regular course of study :-
  - 3.1 Attendance at lectures delivered and practicals, if any, held during the academic session shall be counted.
  - 3.2 Attendance at any lecture delivered or in practical held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
  - 3.3 Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his failure to pass in the examination.
  - 3.4 Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/practicals on each such day camp and the day of journey to such camp.
  - 3.5 Participation as a member of a University/College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
  - 3.6 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e. upto ten percent and a further five percent of the total number of lectures delivered and practical held in each subject may be condoned by the Principal and by the Kulpati respectively.
4. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the RGPV :-
  - 4.1 Submit an application for an admission to the examination in the prescribed form duly affix his/her latest passport size photograph at the appropriate place, through the principal of the college/Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
  - 4.2 Pay along with the application, the fee prescribed for the examination concerned.
  - 4.3.1 Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University Teaching Department of School of Studies so as to reach the university on or before the last date prescribed for the purpose by the University.
  - 4.3.2 In case of each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate :
    - 4.3.2 (a) Possesses the minimum academic qualification for appearing at the examination to which he/she seeks admission.
    - 4.3.2 (b) Is of good conduct.
  - 4.3.3 The Principal of a college or the Head of University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding college dues, or does not return the college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

### **PART-III**

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

- 5.1 No ex-student candidate shall be admitted to an examination of the University unless he submits with his application for appearing in the examination :-
- 5.1.1 The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or
- 5.1.2 In case he was duly admitted to the said examination as a regular candidate but could not appear there at, a certificate from the Principal of the college last attended by him showing the year, the roll number and the examination to which he was admitted as a regular candidate.
6. An ex-student candidate for an exam shall:
- 6.1 Submit through the forwarding officer i.e the Principal of the college wherein he has prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein :-
- (a) Whether he is a candidate for the examination entitled.
- (b) The subject paper or subjects/papers in which he desires to present himself for the examination.
- 6.2 Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 5.1 above.
- 6.3 Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding officer.
- 6.4 Pay the fee prescribed for the examination. Fees shall be paid through crossed bank draft drawn in favour of the Registrar of the University or in any other manner prescribed by the University.
- 7.1 An Ex-student candidate shall offer the subjects/papers which he had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus of the examination and he is permitted by the University to offer instead a different subject or paper.
- (g) An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University.
8. Every ex-student candidate shall appear at the examination center at which the regular candidates from the college in which he has prosecuted a regular course of study shall be appearing.

### **PART-IV**

9. General conditions applicable to all candidates.
- 9.1.1 No candidate shall appear in more than one degree examination or for the Master's degree in one and the same year.
10. For a candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of Chairman Board of studies concern and Dean of the faculty concern be admitted with the permission of Kulpati to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
11. No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

- 12.1 An application for admission to an examination received by the University after the last date notified by the University, after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the university but not later than the fifteen days before the commencement of examination.
- 12.2 Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Kulapti may, in special cases to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.
- 13.1 The University shall issue an admission card in favour of a candidate, if :-
  - 13.1.1 The application of the candidate is complete in all respect in accordance with the provisions applicable to him and in order.
  - 13.1.2 The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.
- 13.2 Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- 13.3 The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that :-
  - 13.3.1 The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - 13.3.2 Any of the particulars given or document submitted by the candidate in or with the application for enrollment admission to a college, teaching department or School of Studies or an examination is false or incorrect.
- 13.4 The Registrar may on the recommendation of Principal/Superintendent Exam concern that an admission card has been lost or destroyed, grant a permission to issue a duplicate admission card on payment of a further fees prescribed by the University. Such card shall shown in a prominent place the word "Duplicate".
- 14.1 The Superintendent of examination Centre shall identify the prohibited area refered to in Section 3(c) of the Madhya Pradesh Recognized Examination Act, 1937 (as amended from time to time) by visible signs, and it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator. The Superintendent and invigilators shall have all powers to exercise check on unfair means including those of search and seizure.
- 14.2 A candidate shall not be entered in to the Examination hall unless he produces the admission card before the Superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator. The Superintendent and Invigilator shall have all powers to exercise check on unfair means including those of search and seizure.
- 15.1 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the center and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his undisciplined conduct or insolent behavior towards the Superintendent or any invigilator, candidate may be excluded from that days examination and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the center.
- 15.2 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety or either

- of them or acts in a manner likely to the authorities in the discharges of their duties, the Superintendent may expel the candidate from the center and he may take police help.
- 15.3 If a candidate brings any dangerous weapon within the precincts of the examination centre he may be expelled from the centre and/or handed over to the police by the Superintendent.
- 15.4 A candidate expelled on any of the grounds mentioned in (15.2) or (15.3) above will not be allowed to appear in the subsequent papers.
- 15.5 In every case where action is taken by the Superintendent under (15.1), (15.2) or (15.3) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence further punish a candidate by canceling his examination and/or debaring him from appearing at the examination of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- 15.6.1 If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or failure of an examinee to handover his answer-book to Superintendent/invigilator or taking away his own answer book, walks out of the examination hall or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his nature of the offence.
- 15.6.2 The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of Vishwavidyalaya records including the answer books, marks-sheet, result charts, degree, diplomas and the like.
- 15.6.3 The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- 15.6.4 When the University intends to award any of the aforesaid penalties under clause (15.6.1), (15.6.2) or (15.6.3) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show-cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation if any, if filed within the specified time, before awarding the penalty.
- 15.6.5 A list of such candidates so disqualified shall be circulated to all the universities in India requesting them not to admit the students during the period of their disqualification.
- 15.7 The action taken by the university referred to above, will be over and above the action which the police might take under the provisions of the M.P. recognized Examinations Act, 1937 (as amended from time to time).
- 16.1 A candidate who, due to sickness is unable to present himself/herself at an examination shall be receive a refund of fees but in case it is satisfied about the genuineness, or merit of it, the examination fee and statement of marks fees can be adjusted towards the immediately next examination after deduction of an amount of Rs. 200/- .
- 16.2 Application for such adjustment from a candidate accompanied by a Medical Certificate of illness if applicable, must be sent so as to reach the Registrar not earlier than and not later than 30 days from the date of commencement of the Examination at which the candidate was to appear, provided that the medical certificate should be issued by the competent medical officer of Govt. Hospital duly countersigned by the Civil Surgeon.

- 16.3 The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practicals, may be refunded through the Principal of the College concerned after deduction of Rs. 200/-.
- 16.4 Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University accounts, may be refunded after deduction of Rs. 200/-.
- 16.5 The examination and marks fee of a candidate who dies before appearing at the examination may be refunded in full of his guardian or his successor.
- 16.6 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- 17.1 Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the security of his marks in the written papers in any subject and rechecking of his result. Such application must be made so as to reach the Registrar within 20 days after the declaration of result.
- 17.2 Such application must be accompanied by fees as prescribed by the University.
- 17.3 The result of the scrutiny shall be communicated to the candidate.
- 17.4 If as a result of scrutiny it is found that the examinee should be declared a shaver passed or placed in a higher division the result of the candidate shall be revised accordingly.
18. A candidate whose result has been declared may apply to the Registrar for revaluation of any of his answer books in the prescribed form within 20 days of the declaration of his result for the revaluation of any of his answer book.  
Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that no revaluation shall be allowed in case of scripts of practicals, field work, sessional work tests and thesis submitted in due of paper at the examination.
19. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by University.
20. No person who is under sentence of expulsion or rustication from a University Teaching Department School of Studies or college or from the University or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
21. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-  
(i) Marks list  
(ii) Migration Certificate.  
(iii) Provisional Certificate.  
Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
22. Duplicate of University Degrees, Diplomas shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has lost his degree/diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the degree/diploma may be granted on receipt of a fee as prescribed by the University.

23. The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as provided in the concern ordinances.
- 24.1 Not withstanding any thing contained in the concerned ordinance, with a view to moderate hard-line cases in the examination, the following rules shall be observed:-
- 24.1.1 Deficiency upto 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals. This facility shall be available only to those candidates who appears at the semester examination in full (i.e in all theory, practical and sessionals in the first attempts).
- 24.1.2 While declaring the result of the candidate no marks shall be added any where.
- 24.1.3 The Kulpati may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall no where be added.
- \*\*\*24.1.4 *A candidate fails to complete the PG/UG/Diploma course in the maximum duration of the course, as specified in concerned Ordinance , can avail the facility of one mercy attempt, by submitting the application form (as prescribed by University) within one year after the maximum duration of the course ( in continuation of the Academic Year). The number of subjects should not be more than ten ( Five Theory and Five Practicals). All application forms will be scrutinized by a committee consisting of (1) Kulpati (2) Two Executive Council Members – nominated by Kulpati (3) Dean of the concerning faculty & (4) one Professor of the concerning subject. The committee will scrutinize the application forms & submit their report to Kulpati. On the recommendation of the Committee, the Kulpati may permit the applicant to avail the one mercy attempt facility. If a candidate fails to complete the PG/UG/Diploma course after availing one mercy attempt, he/she will not be eligible to appear in any university examination in future.*
25. The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus/syllabus for the examination concerned.

\*\*\* **(Approval accorded by H'ble Kuladhipati on Single file system on dated 16/03/2011)**