

## ORDINANCE NO. 5.

### CONDUCT OF EXAMINATIONS.

*(Refer clause-vi of Section 37)*

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each Examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
3. (i) The Executive Council shall determine in consultation with the Academic Council, the centres of examinations and the Registrar shall in consultation with the Head of the Institution where there is an examination centre appoint Superintendent and Assistant Superintendents, If any, for each examination centre and shall issue instructions for their guidance :  
Provided that for the purpose of appointment of an Assistant Superintendent at a Centre, the minimum strength of examinees appearing therefrom shall be atleast 300
- (ii) The Superintendent of the Examination at each centre shall be personally responsible for the safe custody of question papers 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.
- (iii) The superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.
- (iv) The Superintendent of the Examination shall, whenever necessary send a confidential report to the Registrar about the conduct of examination, mentioning therein the performance the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each of examinations absentee roll numbers and such other information relating to the examinations being held at the centre as may be considered necessary, alongwith any other matter which he thinks fit to be brought to the notice of the University. He shall also

be responsible for maintenance and submission to the Registrar of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.

(v) The Centre Superintendent shall have the power to expel, an examinee, from examinations on subsequent examination days, 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 an invigilator or a member of the staff entrusted with the examination work.

(c) If necessary, the Superintendent may get police assistance, where a candidate is expelled, the Registrar shall be informed immediately.

(vi) Unless otherwise directed, only teachers of colleges, University Teaching Department and Schools of Studies shall be appointed as invigilators by the Superintendents, provided that a teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.

4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form in case of male ex-student and non collegiate candidates and signatures (One already on the form and the other to be obtained in the examination hall) in case of all candidates.

It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.

5. The University may change the examination centre of the examinees, irrespective of a college to which they belong anytime it deems proper without assigning any reasons.

6. The Registrar may, on the recommendation of the Centre Superintendent appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself herself on account of severe short sightedness or sudden illness, provided that such an amanuensis shall be a man/woman possessing qualification of atleast one class examination lower than the examinee concerned.

7. (i) The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the Inspector pointing out serious breach of rules or procedure, the Kulpati may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre and if any such action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.

The Centre Superintendent/Asstt Superintendent/Invigilators/Members/ The Board of Inspectors or any authorised person shall have power to make physical search of the examinees during the course of examination. The Inspectors or any member of the Board of Inspectors shall have the power of Centre Superintendents/Asstt Supdt/Invigilators.

(ii) "Entry of un authorised persons within the periphery of 100 meters from the examination centre shall be prohibited. The Centre Supdt shall identify such prohibited area by visible signs and authorising the police & other persons connected with the exam. to prevent unauthorised persons from entering this area. The Centre Superintendent shall file a report with the police if this prohibition is defied.

8. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.

9. The Executive Council may issue such General Instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as it considers necessary for the proper discharge of their duties,

10. Subject to the provision of this Ordinance, the Executive Council may from time to time make, after or modify rules and procedure about the conduct of examination

11. (i) The Result Committee for each of the Faculties will be constituted by the Academic Council.\*\*

(2) The Results Committee shall consist of the following :

(i) Kulpati	Chairman
(ii) Dean of the Faculty Concerned	Member
(iii) One Chairman Board of Studies	Member
(iv) Registrar	Member Secretary

- (3) Three members shall form the Quorum,
- (4) The term of the Results Committee shall be of one academic year.
- (5) The functions of the Results Committee shall be as follows :
  - (i) to scrutinise and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulpati the action to be taken in any case where the result is unbalanced.
  - (ii) To scrutinise complaints against question papers and to take necessary action.
  - (iii) To decide cases of candidates who answered wrong paper.
  - (iv) To decide cases of candidates whose answer books were lost in transit.
  - (v) To exercise such other powers as the Academic Council may delegate to it from time to time.
  - (vi) To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centres, Tabulators, Collators, Co-ordinators and any other person concerned with the examinations whose cases are referred to the Committee.
  - (vii) If the results of any examination disclose understandable divergence in the marks of the candidates in any subject or divergence in the marks in any paper or subject among the candidates of the Colleges or the University Teaching Departments, the Committee may investigate into the case of such divergence. The Committee may itself scrutinise the answerbooks or may order their scrutiny by other person, and may also call an explanation from the examiner concerned for the divergence of marks.  
If after the investigation the Committee is of the opinion that such divergence may be due to leakage of paper, personal favouritism or animosity it may take such action as it deem fit including a revaluation of the answerbooks.  
If leakage of paper or favouritism or animosity in valuation of answerbooks by any examiner is proved, the Committee shall report the matter to the Executive Council which may take such action against the examiner as it thinks fit and may debar him from examinership permanently or for a specific period.
  - (viii) To recommend to the Academic Council the ways and means of the improvement of the system of examinations including the system of Tabulation and Publication of the results.

**NOTE :** (1) If any action is to be taken against any examiner/Peper-Setter/ Moderator in cases of mistakes/omissions/Negligence/Leakage in Paper Setting/Moderation evaluation, the matter shall be referred to the Executive Council with the recommendations of the Results Committee.

(2) If any action is to be taken against Centre Superintendent/Asstt Superintendents/Invigilators, the matter shall be referred to the Executive Council directly by the Kulpati.

12. The Kulpati shall appoint Two Tabulators or Two Sets of Tabulators for tabulating the results of the examinations and collators as necessary and he may issue general instruction for the guidance of tabulators in preparing the result of the examination.
13. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Registrar direct.
14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Registrar who shall place the matter before the Executive Council.
15. Except as otherwise decided by the Executive Council the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed of after 6 months from the date of the declaration of the results.
16. The Executive Council may, by a resolution, authorise the Registrar to publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University, the results, when published, shall simultancously be communicated to the principals of the colleges concerned. If any clerical error or error in the process of calculation or computerisation is discovered in the results so declared. the Kulpati shall have the power to ractify the same.
17. The remuneration of the Examiners, Superintendents, Asstt Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as given in the Appendix.
18. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted for the examination after half an hour of its commencement.

19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes. The absence shall be recorded & if the examinee fails to return within this limit of 5 minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled & sent to the Registrar by the Superintendent.
21. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :
  - (i) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
  - (ii) The statement of the examinee and the invigilator shall be recorded.
  - (iii) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfairmeans" to attempt answer within the remaining time prescribed for the examination.
  - (iv) All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialled shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
  - (v) The material so collected from the examinee together with both the answer books, viz, the answer book collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
  - (vi) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Executive Council every year.

The Committee shall consist of :

- (a) One member of the Executive Council, one of the Deans of Faculties, and one teacher who is a member of the Academic Council nominated by the Executive Council.
  - (b) One student who is in the Academic Session immediately preceding was a member of any Board of Study, nominated by the Kulpati.
  - (c) Registrar (Secretary).  
The Executive Council shall appoint one of the members included under (a) to be the Chairman of the Committee.
- (vii) The Committee shall after examining the cases, decide the action to be taken in each case and report to the Executive Council all cases of the use of unfair means together with the decision of the Committee in each case.

22. Where a candidate applies for revaluation the answer book in which revaluation is sought will be sent for valuation by the Kulpati, to Two Examiners (other than the One who initially valued it) at least one of whom shall be from a place outside the territorial jurisdiction of the University. Ten answer books valued by the same examiner and a copy of the memorandum of Instructions for the guidance of examiners if prepared by the paper setter will be sent to each of the Two Examiners to enable them to evaluate the answer book concerned in the light of the standard set by the examiner and the memorandum of instructions. If less than ten candidates had appeared at the examination in the paper concerned the answer book of all the candidates shall be sent to each of the examiners. Each of Two Examiners shall receive a remuneration of Rs. 20/- for the revaluation of an answer book.

(2) If the marks awarded in the paper by any of the two examiners varies from the marks given by the original examiner by more than 10% of the maximum marks in the paper, the average of the marks awarded by two of the examiners, the original examiner and the two revaluers and nearest to each other will be taken to represent the correct valuation. This average of marks will be awarded to the candidate for the revision of his result.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10% of the maximum marks in the paper if two difference in marks allotted by the three examiners are equal, the two marks to the best advantage of the candidate shall be taken into account for arriving at the correct valuation.

Provided further that if the original marks obtained by the students are reduced on revaluation it shall not be taken into account.



# ORDINANCE NO. 5.

## REMUNERATION FOR EXAMINATION WORK.

1. The scale of remuneration to paper setters/Examiners shall be as follows, Viz :
  - (i) Faculties of Arts, Social Sciences, Science, Life Science, Commerce, Education, Physical Education, Law, Home Science, Engineering and Technology :
1. For Ph.D., D.Sc. and D. Litt. Examinations

	Rs.
(a) Reading a thesis for Ph. D.	150-00
(b) Practical and Viva Voce Examination for Ph. D.	75-00
(c) Reading thesis for D.Sc; or D. Litt.	300-00
(d) Practical & Viva Voce examination for D. Sc. or D. Litt.	100-00
(e) for M. Phil. Examination	
(i) Setting of Question Paper	125-00
(ii) Valuation of thesis/dissertation/Project Report & Viva-Voce thereon	60-00
(iii) Valuation of each answer book	(35+25) 5-00

No remuneration will be payable to the co-ordinators.

- (ii) For M.A., M. Lib., M.P.Ed., M.Pharm., M.Sc., M. Sc. (Engineering Faculty), M.Com., M.H.Sc., Previous and Final M.Ed. & LL.M. Examination :—
  - (a) Setting a question paper
  - (b) Marking of each answer book
  - (c) Reading the thesis/ dissertation of a candidate for M.A. (Final or M.P. Ed. or M.Se. or M.Com. or M. H.Sc. or for reading a Project Report in a subject for M.A. (Final) to each Examiner.
  - (d) Practical examination of each candidate for M.Pharm., M.Sc., M.H.Sc., and M.Sc. (Engg Faculty) (Previous & Final) examination with a minimum of Rs. 150/- to each examiner.
  - (e) Valuation dissertation and Viva-Voce thereon for each candidate at M.Ed./M.Pharm.

M. Lib. Sc./LL.M., examinations to each examiner  
(25-00+15-00)

- (f) Viva-Voce Practical examination of M.A. M. Com. and LL.M. per candidate, subject to a minimum of Rs. 150-00 to each Internal and External Examiners per centre 03-00
- (iii) For B. A./B. Sc./B. Com./B. H. Sc./LL. B./B.Ed./B. P. Ed./B. Lib. Sc., Bachelor Degree in Journalism & Mass Communication and B. Pharm. Examinations:—
  - (a) Setting a question paper 75.00
  - (b) Marking of each answer book 02.00
  - (c) Conducting Practical examinations and viva-voce thereon per candidate, subject to a minimum of Rs. 75/- to each Internal and External examiners, per centre. 02.00

## 2. FACULTY OF ENGINEERING :

- (I) For B. E., B. Arch., B. E., PTDC., (First, Second & Third Year) Examination :

(a) Setting each question paper	75.00
(b) Marking of each answer book	02.50
(c) Conducting practical examination (including Viva-Voce and Sessional Course work) in each subject per candidate (with a minimum of Rs. 60/- to each Internal and External Examiners per centre.	2.50

- (2) For B. E., B. Arch., B. E., PTDC., IV Year Examinations :

(a) Setting each question paper	90.00
(b) Marking of each answerbook	2.50
(c) Conducting practical examination including Viva-Voce and sessional Course work in the Mechanical or Civil or Applied Mechanics or Electrical Engineering Laboratories per candidate (with a minimum of Rs. 75/- to each of Internal and External Examiners per Centre)	2.50
(d) Conducting Practical Examination including Viva-Voce and Sessional Course in Structural Design or Electrical Design or Architectural Design or Mechanical Design per candidate (with a minimum of Rs. 75/- to each Internal and External Examiners per centre).	4.00

- (3) For B. E. and B. Arch. Vth Year Examination :

(a) Setting each question paper	125.00
(b) Marking of each answer book in a full paper including sections.	3.00

(c) Conducting Practical Examination including Viva-Voce and Sessional Course Work in (a) Structural Engineering Design and Drawing or (b) Minor and Major Project Civil or (c) Mechanical Machine Design or (d) Mechanical Engg. Project or (e) Electrical Machine Design or (f) Electrical Engineering project or (g) Architectural Design Project per candidate (with minimum of Rs. 150.00 to each of Internal and External Examiners per Centre)	10.00
(d) Conducting Practical Examination including Viva-Voce and Sessional Course work in Mechanical or Electrical Engg. or Civil or Applied Mechanics Laboratory per candidate (with a minimum of Rs. 150.00 to each of Internal and External Examiners per Centre).	03.00
(4) For M. Tech. and M. E. Examinations :	
(a) Setting each Question Paper	150.00
(b) Marking of each answerbook (minimum remuneration payable to an examiner who is not a setter, shall be Rs, 60.00)	03.00
(c) Conducting Practical Examination including Viva-Voce and Sessional Course work etc.. of each examinee (with a minimum of Rs. 150.00 per examination, per Centre).	03.00
(d) Reading of a Thesis/Dissertation including Viva-Voce.	75.00
1. POST GRADUATE DEGREE DIPLOMA IN BUSINESS ADMINISTRATIONS :	
(a) Setting each Question Paper	150.00
(b) Marking each Answer Book	03.00
2. DIPLOMA IN RUSSIAN, DIPLOMA IN TEACHING & DIPLOMA IN PHYSICAL EDUCATION :	
(a) Setting each Question Paper	70.00
(b) Marking each Answer Book	02.00
3. DIPLOMA IN PHONETICS, CRIMINOLOGY, YOGIC SCIENCE, LIBRARY SCIENCE, PHARMACY AND HIGHER DIPLOMA IN ORIENTAL LEARNING EXAMINATIONS :	
(a) Setting each Question Paper	45.00
(b) Marking each Answer Book	01.50
(c) Conducting Practical Examination of each candidate.	01.50

**NOTE :** Internal Examiners in the Practical Examination will be paid at the same rate as for External Examiner.

### ◀ MISCELL ANEOUS :

- (i) Head Examiners be paid remuneration @ Rs. 25.00 per Co-examiner. This fee includes remuneration for drafting of instructions, issue of models etc. No separate fee to be paid for drafting of instructions.
- (ii) For examining the Answer Book valued by a Co-examiner (Subject to a maximum of fifteen answerbooks from each Co-examiner).  
The rate payable to Co-Examiner.
- (iii) Drafting detailed memorandum of instructions for Co-examiners (Where no model answer books are sent by Head Examiner and the Answer Books examined by Co examiners are not re-examined by Head Examiner) 100.00
- (iv) For supplying more than two but not exceeding six copies of question papers in addition to the required number of two. 07.50
- (v) For translation of Paper from English to Hindi medium or other Indian Language and Viva-Versa 15.00
- (vi) The External Moderator will be paid remuneration 20.00 per Question Paper.

- NOTE :**
- (a) If a paper is set by Two Examiners, the remuneration shall be divided equally between them excepting in B. Ed.
- (b) If an examiner is appointed to examine answers to a paper or papers that he has not himself set, the fee for setting the paper shall be equally divided between him and the setter of the paper.
- (c) If a paper for an examination consists of two sections, both of which are compulsory, the remuneration payable for examining each answer book in a section shall be half the remuneration prescribed for examining each answer book in the full paper.
- (d) Postal expenses and freight should be reimbursed if supported by vouchers.
- (e) The minimum remuneration payable to any examiner for valuing answer books shall be Rs. 15.00
- (f) Each of the examiners appointed to reexamine answerbooks of candidates, who have applied for revaluation, shall receive a remuneration of Rs. 20.00 for each answerbook revalued.

The following shall be the rates of remuneration for the work relating to declaration of results and issue of statements of marks obtained by examinees, viz :—

	(A) B. E. Part-I, II, III IV & V examinations	(B) All remaining examinations
(i) (a) Tabulation of results per 100 candidates	60.00	50.00
(b) Collation of results per 100 candidates	18.00	15.00
(c) Checker per 100 candidates	22.00	15.00
(d) Minimum remuneration payable to a person for ;		
(a) Tabulation	60.00	50.00
(b) Collation	18.00	15.00
(c) Checking	22.00	15.00
(ii) For writing of Statements of Marks each Marksheet		00.25
(iii) For checking of Statement of Marks each Marksheet		00.15
(iv) For writing of each Degree/Diploma/Certificate in one Language		00.40
(v) For checking Degree/Diploma/Certificate each Checker.		00.20
(a) Preparing, Typing & Checking of Roll List Per Candidates.		00.10
(b) Typing & Checking of Tabulation Chart Per Candidate.		00.10
(c) Checking of Original Tabulation Sheet Per Candidate.		00.15
(d) Checking of Duplicate & Triplicate Tabulation Sheet, per candidate		00.15
(e) Scrutiny of Answer Books retotaling of Marks Per Answer Book.		00.25
(E. C. Decision 11. 9. 1986).		
3. Maximum remuneration that a single person shall be entitled to draw from the University in respect of one Academic Session for any or all of the work mentioned under paragraph I above shall be Rs. 3,000/- in case of examiners in all the Faculties of the University. All excess amount over and above the said limit shall lapse to the University.		
Provided that in subject where sufficient number of examiners are not available the Executive Council may from time to time relax the limitation of Rs. 3000/- (the above amendment will take effect from the main examination of March April 1987).		

4. Unless specially permitted deduction shall be made from the remuneration bills on account of the following :

- (1) Delay in despatch of foils or Counter-foils or marks to the Registrar Rs. 3/- for each day of delay.
- (2) Delay in return of answerbooks, Rs. 3/- for each day of delay.
- (3) Delay in the despatch of the report on the examination Rs. 1/- for each day of delay.
- (4) Entry of marks against wrong Roll Number, Rs. 2/- Per Mistake.
- (5) Wrong entry of Marks (e. g. 35 instead of 25) Rs. 2/-per Mistake.
- (6) If marks in award list differ from those shown on the answerbooks, Rs. 3/- per Mistake.
- (7) Omission to enter mark in award list although answerbook sent, Rs. 3/- Per Mistake.
- (8) Omission to mark a question or part of a question, Rs. 3/- per Mistake.
- (9) Mistake in totalling of marks, Rs. 3/-per Mistake.
- (10) "Remuneration bills shall be entertained up to one month from the date of despatch of answerbooks to the examiner/of practical conducted/ or despatch of documents for setting of question papers. In exceptional cases such bills would be entertained for a maximum period of six months. If however, any such bill is received after the expiry of six months a penalty at the rate of Rs. 20/- per month would be charged from the bill for a maximum period of another six months and if an examiner fails to submit remuneration bill within one year the same shall stand forfeited.

**NOTE :** If any examiner commits more than three mistakes under any of the category mentioned in the foregoing paragraph or if any examiner commites mistake or mistakes by which the result of a candidate is affected his work shall be deemed as unsatisfactory and the matter may be placed before the Executive Council for any action deemed proper.

2. Deductions at the following rates shall be made from the bills of the Tabulators :

- (a) For each mistake affecting the result Rs. 3/-.
- (b) For each mistake not affecting the result Rs. 2/-.

5. The following shall be the rates of remuneration payable to persons engaged in the work relating to University Examination at a centre viz.

(a) THEORY :

(i) Superintendent

Rs. 15.00 per session with a maximum of Rs. 30/- per day.



(ii) Asstt. Superintendent

Rs. 12.00 per session with a maximum of Rs. 20/- per day.

(iii) Invigilators

Rs. 10.00 per session.

(iv) Class III & IV Staff of the College/Dep'tt. engaged in examination work at a centre

Rs. 0.60 and 0.45 respectively per candidate for the total number of the candidates actually admitted to the examination at the centre to be distributed by the centre Supdt.

(v) The University will pay lump sum grant @ Rs. 1.50 per candidate registered at the examination centre subject to a minimum of Rs. 150.00 per centre to cover expenses on all contingent items. The Principal/Head of the concerned institution shall send a utilization certificate in this respect to the University.

Provided that actual expenditure will be paid for the Faculty of Medicine and Engineering on approved contingent items supported by vouchers.

Beside the Centre Superintendent, Asstt. Superintendents the Principal of the College shall also be appointed as Senior Centre Superintendent for all examinations and he shall be paid remuneration @ Rs. 40/- per day for main Examination & Rs. 25.00 per day for Supplementary Examination. (E. C. Decision dated-11-9-1986)

#### (B) PRACTICAL.

(i) Laboratory staff engaged in connection with practical examination in the faculties of Arts, Social Science, Science, Life-Science, Home Science, Education, Technology.

Rs. 00.75 per candidate actually admitted to the examination at the centre.

Rs. 25/- minimum per examination.

(ii) For practical examination in Engineering Faculty :

(a) Mechanics & Laboratory Asstt.

Rs. 4.50 per shift but not more than Rs. 7.50 per day.

(b) Helper. e. g. Laboratory Attendants, peons

Rs. 2.50 per shift but not more than Rs. 4.50 per day.

(iii) For practicals under the medicine Faculty :

1. Each Asstt to Examiners (subject to maximum number of 4 Asstt in a subject).

Rs. 7.50 per shift.

2. Each patient examined

Rs. 1.50

3. Technical Staff

Rs. 1.50 per examinee with a minimum of Rs. 15/- to be divided amongst all.

Provided that the following minimum amount would be payable to the staff engaged in the practical examination under the faculties of Arts, Social Science, Life Science, Home Science, Education, Technology, Engineering, Medicine and Ayurveda.

	Less than 4 Hours	4 Hours upto 7 Hours	Two Practicals Two Batches
<b>Expert Asstt</b>	Rs. 5.00	Rs. 8.00	Rs 10.00
<b>Laboratory Asstt</b>	Rs. 3.00	Rs. 5.00	Rs. 06.00
<b>Foreman</b>	Rs. 2.00	Rs. 3.00	Rs. 04.00
<b>Peon/Lab Attendant</b>	Rs. 1.50	Rs. 2.00	Rs. 03.00

**NOTE:** (1) Expert Asstt will be appointed in the case of Post-Graduate Practicals Examination wherever necessary.

(2) Remuneration for preparation/cleaning the Laboratory & Instrument will be paid only for one day.

(3) These rates will be made effective from March/April 1978 Examinations.

**C. Forwarding Officer and his staff:** Rs. 7.50 application forwarded.

(2) For supplying all necessary materials for practical examination under Faculties of Arts (in subjects where needed). Science and Home-Science namely, vegetables, Chemicals, Dissection animals, Plants, raw Material etc. the Principal of the College concerned will be paid contingentials charges, for which principal will have to issue an official receipt at the rate of (a) Rs. 1.00 per candidate actually appeared in Under-Graduate Examination (All subjects inclusively) and Rs. 1.50 per candidate actually appeared in Post-Graduate Examinations.

(3) For duplicating question papers where necessary :

(a) Superintendent of Examinations	Rs. 5/- per paper.
(b) Comparer	Rs. 3/- per paper.
(c) Typist for cutting the stencils	Rs. 2.50 per paper.
(d) Multigrapher for duplicating of question papers.	Rs. 1/- per paper.



7. In case of a work for which no remuneration has been prescribed in the foregoing paragraphs, the rate thereof shall determined by the Kulpati. No remuneration work will be given to college teachers who do not work invigilation, valuation and give active co-operation to the college in conducting on University Examination, by the University.

(E. C. Decision dated 24. 9. 1985).

NOTE : (1) Appendix to Ordinance No. 5 as came into force from 4th May 1974 as per Kuladhipati's order.

(2) (Approved by the Co-ordination Committee at its meeting held on 11. 1. 1984).

(3) The revised rates of remuneration shall come into force from the Main Examination 1984.

□ □

## ORDINANCE NO. 6 EXAMINATIONS (GENERAL)

(Refer Clouse (iii) of Section 37)

### PART—I DEFINITIONS

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing at an examinations of the University for a degree or a diploma, either generally or for a particular examination, unless there is anything repugnant in the subject or context—
  - (i) "Regular Candidate" means a person who has prosecuted a regular course of study in a University Teaching Department, School of Studies or College and seeks admission to an examination of the University as such.
  - (ii) "Ex-Student Candidate" means a person who was admitted to an examinations as a regular candidate and was not declared successful thereat or was not able to appear in the examination though admission card was correctly issued to him by the University and seeks admission again to the said examination.
  - (iii) "Non-Collegiate Candidate" means a person who seeks admission an to an examination of the University otherwise than as regular candidate or ex-student candidate.
  - (iv) "A Regular Course of Study" Means—
    - (a) In case of faculties other than the Faculties of Medicine, Ayurveda and Engineering, Attendance atleast seventy five percent of lectures practicals separately.
    - (b) In case of the Faculties of Medicine and Ayurveda, attendance atleast seventy-Five percent of lectures and Eighty-Five percent of practicals and clinicals separately.
    - (c) In case of the Faculty of Engineering, attendance atleast Eighty-Five percent of lectures and practicals/sessional work separately, In a University Teaching Department, School of Studies or College in each subject which a candidate intends to offer for an examination, In this Ordinance, unless provided otherwise, lectures shall include tutorials and Seminars.

(v) "Forwarding Officer" means—

- (a) In case of an ex-student candidate, the Principal of the College where the candidate had prosecuted a regular course of study.
- (b) In case of a Non-Collegiate Candidate other than one who has taken a correspondence course in the University, the Principal of the College which the candidate chooses as his examination-centre.
- (c) In case of a Non-Collegiate Candidate who has taken a correspondence course for the examination in the University, the Officer in-charge of the Correspondence Course.

(vi) "Attested" means attested by the Forwarding Officer.

## PART—II

### ADMISSION OF A REGULAR CANDIDATE TO AN EXAMINATION OF THE UNIVERSITY

2. (1) No regular candidate shall be admitted to an examination of the University unless he—
  - (i) has been enrolled as a student in a University Teaching Department, School of Studies or College in accordance with the Provisions of the Ordinances.
  - (ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of Study for that examination.
  - (iii) has been enrolled as a student of the University.
  - (iv) Satisfies all other Provisions, applicable to him, of this Ordinance and any other Ordinances governing admission to the examination to which he seeks admission.
- (2) Where a candidate offers an additional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.
- (3) In computing the attendance for fulfilment of the conditions regarding prosecution of a regular course of study :
  - (i) attendance at lectures delivered and practicals/clinicals/sessional, if any, held during the academic session shall be counted.

- (ii) attendance at any lecture delivered or practicals/clinical/sessional if, held within Twenty-Eight days preceeding the first day of the written examination shall not be counted,
- (iii) attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the Supplementary Examination.
- (iv) attendance at NCC/NSS camp during the session shall be taken as full attendance at lectures/practicals on each such day of camp and the days of journey to such camp.
- (v) Participation as a member of a University/College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.

- (4) The aggregate number of lectures delivered and practicals/clinicals/sessionals held in an academic session in a University Teaching Department, School of Studies or College for a Post-Graduate Degree Examination in the faculties of Arts, Social Science, Science, Life Science, Home Science, Commerce and for LL.B. Examination shall not be less than 180.

**Provided that** the aggregate number of lectures to be delivered in an academic session to students offering thesis for M.A. (Final) Examination shall not be less than 135.

- (5) For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent of the total number of lectures delivered and practical/clinical/sessional held in each subject may be condoned by the Kulpati.
- (6) Except as otherwise provided a regular candidate for an examination shall on or before the last date notified by the Principal of the College or Head of the University Teaching Department/School of Studies—
  - (a) Submit an application for admission to the examination in the prescribed form through the Principal of the College/Head of the University Teaching Department or School of Studies indicating the subject or Subjects in which he desires to present himself for the examination.
  - (b) Pay alongwith the application the fee prescribed for the examination concerned together with a fee of Rupees Eight for the supply of marks obtained by him in each paper at the examination.
  - (c) Application submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Principal of the College/Head

of the University Teaching Department or School of Studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University.

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

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

(b) is of good conduct.

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

**LIST—A** Of those candidates who have attended at least 75% both of the lectures delivered and of the practicals held separately in each subject of the courses of instructions for the examination (in the case of faculties of Medicine and Ayurveda, the minimum attendance in theory shall be 75 percent and in practicals and ward clinics 85 percent separately and in the case of faculty of Engineering the minimum shall be 85 percent separately of lectures for each theory paper and for practicals/sessionals).

**LIST—B** Of those candidates whose attendance is short by not more than 15 percent for condonation by the Kulpati. The Principal or the Head of the University Teaching Department/School of Studies concerned are required to give specific reasons for condonation of shortage alongwith their recommendation.

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

(8) The Principal of a College or the Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay out standing college dues, or does not return the college property and all the articles and unifrom issued to him for Sports or NCC or does not pay the cost thereof in case of loss, by the 15th of February preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar 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

(1) No Ex-Student candidate shall be admitted to an examination of the University unless he submits his application for appearing in the examination—

(i) The statement of marks (in original) obtained by him at the said examination issued by the University together with an attested copy thereof, or

(ii) In case he was duly admitted to the said examination as a regular candidate but could not appear threat a certificate from the Principal of the College last attended by him showing the year, the Roll Number and the examination to which he was admitted as a regular candidate.

(2) No person shall be admitted as an Ex-Student candidate —

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

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

(3) An Ex-Student candidate for an examination shall—

(a) Submit through the forwarding officer the Principal of the College wherein he had prosecuted a regular course of study. An application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein—

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

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

(4) Submit with his application evidence or having been addmitted to the examination earlier as required in paragraph 9 (i) above.

(5) Affix with his application for admission to the Examination if he is a male candidate his two latest passport size photographs one in attestation form and other on admission card duly authenticated by the forwarding officer. In case of a Female candidate the passport size photograph shall be submitted to the Forwarding Officer along with her examination application form to the forwarding officer for issuing indentity card in favour of the candidate which she will produce on each day of the examination in the examination hall.



- (iv) Pay the fee prescribed for the examination together with the additional fee of Rs. 8/— for the statement of marks obtained in each paper at the examination. Fees shall be paid through Crossed Bank Draft drawn in favour of the Registrar of the University or in any other manner prescribed by the University.
- (11) (i) An Ex-Student candidate shall offer the Subjects or optional papers which he had previously offered as a regular candidate unless on account of change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.
- (ii) An Ex-Student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects.
- (12) Every Ex-Student candidate shall appear at the Examination Centre at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing.
- Provided that the Registrar may, for sufficient reasons require or allow a candidate to change his Examination Centre.

#### PART—IV

#### ADMISSION OF A NON-COLLEGIATE CANDIDATE TO AN EXAMINATION OF THE UNIVERSITY

- (13) (1) It shall be a prerequisite condition for every Non-collegiate candidate for any examination of the University that he should be a bonafide resident of a district within the territorial jurisdiction of the University or should have been residing on the date of submission of application form for admission to an examination for atleast Twelve Months in a place situated within the territorial jurisdiction of the University.
- Provided that in case of a Madhya Pradesh or Central Government Employee on transfer or his dependent, the above mentioned period may be relaxed by the Kulpati.
- Provided also that in case of Non-Collegiate candidates who have taken a correspondence course for the examination concerned in the University such residence qualification shall not be necessary.

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

Provided that the State Government may, by notification issued under clause (10) of Section 6 of the Adhiniyam permit women candidates to appear as Non-Collegiate candidates in an examination leading to a Bachelor's Degree in the faculty of Law.

- (3) No Non-Collegiate candidate shall be admitted to an examination of the University unless such candidate if he has offered a subject for such examination for which a course of practical work is prescribed, has completed such work in a University Teaching Department or a School of Studies or a College and submits to the Registrar before the last date notified by the University a certificate of such completion from the Head of the Teaching Department or School of Studies or the Principal of the College.
- (14) (1) Every Non-Collegiate candidate seeking permission for admission to an examination shall apply to the Registrar on or before the last date notified by the University in the prescribed form through the forwarding officer i.e. the Principal of the College which the candidate chooses as his examination centre or officer in charge correspondence course, as the case may be. The candidate shall submit with his application the following—
- (i) The original statement of marks obtained at the qualifying examination together with an attested copy thereof or at the examination in which he is to appear if he had failed at the examination earlier.
- (ii) Certificate in original from the Collector or Deputy Collector of a District included within the territorial jurisdiction of the University showing that he is a bonafide resident of the district or has been residing in the district for a period of not less than Twelve Months on the date of application for admission to the examination or a certificate of such residence in original from the principal of a college affiliated to the University duly supported by an affidavit sworn by the candidate's father, mother, guardian or husband as the case may be.

Provided that where a candidate requests for relaxation of the requirement relating to the period of residence on ground that he is a Madhya Pradesh or Central Government employee or the dependent of such employee on transfer to a place within the jurisdiction of the

University, he shall submit the necessary certificate in support of such transfer from the Head of the Office where the Government Servant is employed.

Provided also that such residence certificate shall not be necessary in case of Non-Collegiate [ candidate who has taken a correspondence course of the University.

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

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

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

**ANATION :** An examinee shall be deemed to be a bonafide resident of a district if—

- (a) His/her father or mother (After the death of the father or guardian (in case of the death of both the father and the mother) or in case of a married woman her husband is continuously residing in that district for not less than Three Years preceding the year in which the application for admission to the examination is submitted.

\*Amendment approved by the Co-ordination Committee at its meeting held on 28.1.1979, 9.2.1979.

- (b) He or his father or mother is a resident of that district possessing immoveable property therein but serving elsewhere under the Central Government or the Madhya Pradesh Government.
- (iii) Affix with his application for admission to the Examination if he is a male candidate his two latest passport size photographs one in attestation form and the other on admission card duly authenticated by the forwarding officer. In case of female candidate the passport size photographs shall be submitted to the forwarding officer alongwith her examination application form to the forwarding officer for issuing identity card in favour of the candidate which she will produce on each day of the examination in the examination hall.
- (iv) The Migration Certificate in original issued by the University from which he is migrating.
- (v) An application for registration if he is not already registered for the examination concerned.
- (vi) In case the candidate has taken a correspondence course, a certificate from the officer in charge that he has satisfactorily completed the course.
- (2) In the application for admission to the examination the candidate shall specify—
- (i) Whether he is a candidate for the full examination or for supplementary examination.
- (ii) The subject or subjects in which he desires to present himself for the examination.

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

- 3 A Non-Collegiate candidate shall pay with his application for admission to an examination the fee prescribed for the examination together with the following other fees—

(i) Registration Fee	Rs. 12.00
(ii) Permission Fee	Rs. 60.00
(iii) Statement of Marks Fee	Rs. 8.00
(iv) Forwarding Fee	Rs. 8.00

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

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

Provided also that "Permission Fee" shall not be payable by a Non-Collegiate candidate, who has been declared eligible for a Supplementary Examination and appears at the examination as a Supplementary Examination candidate.

The examination Fees & other Fees will not be charged from the blind, disabled and scrippled examinees (Executive Councils decision dated 24-9-85) The non-teaching employees and their dependents may be exempted from the payment of Examination Fees of the University. (Executive Councils decision dated 18-6-86).

- N. B. (a) Permission fee shall lapse to the University if the candidate fails or does not appear at the examination for which such permission was granted by the University.
- (b) All fees shall be paid through Crossed Bank Draft drawn in favour of the Registrar of the University or in any other manner prescribed by the University.
- (4) A Non-Collegiate candidate migrating from another University or Board of Secondary Education shall send with his application for admission to an examination the Migration Certificate from the University or Board from which he is migrating and pay an immigration fee of Rs. 30/-.

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

#### PART—V

##### GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES.

- (15) Where there are Two or Three examination for any degree such as Part I, II and III or Previous and Final examinations and there are Two or more alternative subjects/courses for such a degree a candidate for the degree must take the same subject/course in part III/Final examination as he has taken in the Part-II/Previous examination.
- (16) No candidate shall appear in more than one degree examination or in more than one subject for the Master's Degree (Previous or Final) in one and the same year.

\* Provided that a student, while undergoing courses of instructions in Law, will not be permitted to offer any other Diploma (excluding Language Diploma) or Degree course simultaneously."

(17) A Candidate who has passed the Bachelor's Degree Part-I or Part-II examination or the Previous examination for a Master's Degree of another University may with the permission of the Kulpati, be admitted to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.

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

(19) An application for admission to an examination received by the Registrar after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee of Rs. 20/-.

(20) Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Kulpati may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee of Rs. 20/- even though the same is received after the expiry of the period of fifteen days mentioned in the foregoing paragraph.

(21) The Registrar shall issue an admission card in favour of a candidate, if—

- the application of the candidate is complete in all particulars in accordance with the provisions applicable to him and in order.
- the candidate is eligible for admission to examination and the fees as prescribed have been paid by the candidate.

(22) Where the practical examination is held earlier than the examination in theory papers a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.

\* Amendment approved by the Co-ordination Committee at its meeting dated 7.8.1978 and 6.1.1978.



- (3) The admission card issued in favour of a candidate and also the permission given to Non-Collegiate candidate to appear at an examination may be withdrawn if it is found that—
- (a) the admission card was issued or permission was given through mistake, or the candidate was not eligible to appear in the examination.
  - (b) any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a college Teaching Department or School of Studies or admission to an examination is false or incorrect.
- (4) The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee of Rs. 5/- such card shall show in a prominent place the word "DUPLICATE".
- (22) 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 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.
- (23) (a) In the examination hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his indisciplined conduct or ignorant behaviour towards the Superintendent or any invigilator, the candidate may be excluded from that day's examination and if he persists in misbehaviour he may be excluded from the rest of the examinations by the Superintendent of the Centre.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to the authorities in the discharge of their duties, the superintendent may expel the candidate from the centre and he may take police help.
  - (c) If a candidate brings any dangerous weapon within the precincts of the examination centre, he may be expelled from the centre and/or handed over to the police by the Superintendent.
  - (d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.

- (e) In every case where action is taken by the Superintendent under (a), (b) or (c) 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 cancelling his examination and/or debaring him from appearing at any of the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- (f) (i) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him the examination hall material connected with the examination or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his examination and also debar him from appearing at any of the examinations of the University for one or more years according to the nature of the offence.
- (g) 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 or misconduct in connection with his examination and/or was instrumental in or has abetted the tempering of Vishwavidyalaya records including the answer books, mark-sheets, result charts, diplomas and the like.
- (h) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
- (i) When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "SHOW-CAUSE" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, filed within the specified time, before awarding the penalty.
- \*A list of candidates so disqualified shall be circulated to all Universities in India requesting them not to admit these students during the period of their rustication.

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

- (i) Examination fee after deduction of Rs. 10/-.
- (ii) Fee for Statement of Marks.

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

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

- (2) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practicals, may be refunded through the Principal of the college concerned after deduction of Rs. 10/- (Ten).
- (3) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his or within the prescribed date, necessary fees having been paid University account, may be refunded after deduction of a sum of Rs. 10/- (Ten).
- (4) The examination and marks fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.
- (5) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.
- (1) Any candidate who has appeared at an examination conducted by the University, may apply to the Registrar for the scrutiny of his marks in the written papers in any subject and rechecking of his results. Such application must be made so as to reach the Registrar within 30 days of the publication of the result of the examination.
- (2) Such application must be accompanied by fee as per schedule given below :-
 

(a) In One Subject	Rs. 10.00
(b) In All Subjects	Rs. 30.00

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

- (3) A candidate shall not be entitled to a refund of the fee, unless his result is affected by the scrutiny.
  - (4) The result of the scrutiny shall be communicated to the candidate.
  - (5) If as a result of scrutiny it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly and the fee deposited by the candidate for scrutiny of marks shall be refunded to him.
  - (26) (1) A candidate whose result has been declared may apply to the Registrar in the prescribed form within Thirty Days of the declaration of his result for the revaluation of any answer books.  
Provided that no candidate shall be allowed to have more than Two Answer Books revalued.  
Provided also that no revaluation shall be allowed in case of scripts of practicals, field work, sessional work, tests and thesis submitted in lieu of a paper at the examination.
  - (2) The fee for revaluation shall be Rs. 100/—per Answer-Book. If the application is made within 15 days. The application received after the last date upto a maximum of 10 days shall be accompanied by a late fee of Rs. 20/—(Non-refundable) 5 days accompanied by a late fee of Rs. 10/- per day (Non-refundable).
  - \* (3) If the correct valuation arrived at as a result revaluation exceeds the marks awarded by the original examiner and affect the result, the candidate shall be entitled to a refund of Rs. 40/—per answer book after deducting the amount of remuneration payable to the two examiners out of the revaluation fee deposited by him.
  - (27) A candidate who has passed any final degree examination may after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University such application shall be accompanied by a fee of Rs. 20/-
  - (28) No person who is under sentence of expulsion or rustication from a University Teaching Department, School of Studies or College or from the University or
- \* Amendment approved by the Co-ordination Committee at its meeting held on dated 7-8-78.

be barred from appearing at examination of the University for any period of time. He shall be granted a Migration Certificate during the period for which the sentence is in operation.

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

Marks List	Rs. 10-00
Migration Certificate	Rs. 30-00
Provisional Certificate	Rs. 25-00

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 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.

Duplicate of University Diplomas shall not be granted except in cases in which Kulpati 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 Diploma or that it has been destroyed and the applicant has real need for a duplicate. In such cases a duplicate of the diploma may be granted on payment of a fee of Rs. 80/-.

The names of first ten successful candidates in each examination other than supplementary examination who obtain first division shall be declared in order of Merit for each class/subject as the case may be.

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

Provided that benefit under this para shall not be available to candidates whose marks in any paper(s)/Practical(s) are carried over from the previous examination(s) (in case of B.A., B.Sc., B.H.Sc. and B.Com., LL.B. examination). 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 nowhere be added.

This resolution was approved by the Co-ordination Committee at its meeting held on dated 10.12.2019.

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

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

(35) (1) There shall be a Supplementary Examination as far as possible in August/September every year for candidates having failed only in one subject of B.A., B.Sc., B.Com., B.H.Sc. and LL.B. at March/April Annual examination. Every candidate desirous of appearing at the Supplementary Examination shall submit an application as indicated in this Ordinance with the requisite fees. The result of candidates appearing in the Supplementary Examination shall be declared in accordance with the provisions of the ordinances.

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

Provided however such candidates as are eligible to appear in the Supplementary examination may be provisionally permitted at their own risk to attend the next higher class in the University Teaching Department or School of Studies or any College affiliated to the University and count attendance. They will however, be eligible to appear at the next higher class examination at a subsequent examination only after having passed the supplementary examination, provided they fulfil other conditions laid down in the Ordinances. In case the candidates are not able to clear the Supplementary Examination in two attempt they will revert to the lower class and will have to appear in all subjects.

(36) (1) The following shall be eligible to appear at Supplementary Examinations—

(A) Candidates who have failed at any B.A., B.Sc., B.Com., B.H.Sc. and LL.B. Examination in not more than one subject or group as the case may be. A student failing in one Subject shall be admitted to the next higher class but he shall not be eligible to appear at the examination of the next higher class until he passes in all subjects of the lower class.

(B) Candidates for examinations other than those enumerated in (a) above who are declared eligible to appear at a Supplementary Examination in accordance with the provisions of the respective examinations ordinance.



- ) In the case of a subject for Supplementary Examination in which there is also a practical test, a candidate shall be required to appear in the written papers only if he has passed at the main examination in practical and in practical only if he has passed in the written papers. A candidate who has failed both in written papers and practicals shall be examined in both the parts of the subjects.
- 3) Except when provided otherwise in the Ordinance concerned, a candidate who has been declared eligible for a Supplementanry Examination may appear as a Supplementary Examination candidate in the two examinations immediately following the Examination in which he was declared to be so eligible and thereafter he shall be required to appear in all the papers at the next examination.
- 4) "A candidate appearing in the Supplementary Examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be except when provided otherwise in the examination ordinance concerned. The actual marks obtained by the candidate at the Supplementary Examination shall be taken into account for determining his division at the examination and the number of attempts shall be mentioned in the statement of marks.

□ □

## ORDINANCE NO. 7

### ADMISSION OF STUDENTS TO A COLLEGE, UNIVERSITY TEACHING DEPARTMENT OR SCHOOL OF STUDIES, TRANSFER OF STUDENTS AND MAINTENANCE OF DISCIPLINE

(Refer Clauses i, viii and xvii of Section 37)

1. In this Ordinance, unless there is anything repugnant in the subject or context—
  - (a) "Equivalent Examination" means an examination which has been conducted by—
    - (i) any recognised Board of Higher Secondary Education, or
    - (ii) any Indian University other than this University incorporated by any law in force for the time being, and recognised by the University as equivalent to its corresponding examination or the final examination held under the MP Madhyamik Shiksha Adhiniyam 1965 as the case may be.
  - (b) qualifying examination means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to a Bachelor's or Post-Graduate Degree or Diploma conferable by this University.
2. A student seeking admission to a College, University Teaching Department or School of Studies (hereinafter called an Institution) shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned, submit his application on the prescribed form to be obtained from such Institution on payment of the prescribed fee.  
Admission to Educational Institutions shall be made on the basis of merit and seats shall be reserved therein according to the norms laid down by the State Govt. from time to time.
3. The application for admission shall among others be accompanied by (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student, (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible person certifying to the good character of the applicant. If an

# अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर (छ.ग.)



पुराना हाईकोर्ट भवन, बिलासपुर (छ.ग.) 495001,

फोन : 07752-220031, फैक्स 07752-260294, ई-मेल : registrar@bilaspuruniversity.ac.in,

वेबसाइट : www.bilaspuruniversity.ac.in

क्रमांक 120/अका./2021

बिलासपुर, दिनांक 02.02.2021

## अधिसूचना

छत्तीसगढ़ शासन, उच्च शिक्षा विभाग, मंत्रालय, महानदी भवन, नवा रायपुर, अटल नगर, जिला-रायपुर से प्राप्त पत्र क्रमांक-एफ 3-25/2020/38-2 नवा रायपुर, अटल नगर, दिनांक 13-01-2021 द्वारा अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर (छ.ग.) के अध्यादेश क्रमांक-148 (सम्बद्ध महाविद्यालयों के दो वर्षीय स्नातकोत्तर पाठ्यक्रम) में संशोधन कर समन्वय समिति की 27 वीं बैठक में अनुमोदन हेतु प्रेषित प्रस्ताव को छत्तीसगढ़ विश्वविद्यालय अधिनियम, 1973 की धारा-38 (2) के प्रावधानानुसार माननीय कुलाधिपति द्वारा अनुमोदित किया गया है:-

अ.क्र.	कं. क्र.	वर्तमान प्रावधान	कंडिका क्रमांक	संशोधित प्रावधान	औचित्य
148	4	<p>A student securing 36% marks in internal assessment and completing 75% class attendance in each semester shall be allowed to appear in semester end examination.</p> <p>A student failing to secure less than 36% marks in any paper separately (Theory and Practical) shall be allowed to pursue the courses for next semester under following scheme-</p> <p>(i) A candidate is eligible to continue and shall be promoted to the II<sup>nd</sup> Semester after the I<sup>st</sup> Semester examination with any number of back papers.</p> <p>(ii) A Candidate shall be promoted to III<sup>rd</sup> semester with not more than 50% back papers (Theory and Practical) of I<sup>st</sup> and II<sup>nd</sup> semester consolidated (maximum 4 papers out of 8 papers, 5 out of 10 papers, and 6 out of 12 papers in subject concerned)</p> <p>(iii) A Candidate shall be eligible to continue the IV<sup>th</sup> Semester after III<sup>rd</sup> Semester examination with any number of back papers in III<sup>rd</sup> Semester.</p> <p>(iv) Such promotion scheme shall be applicable only when students have appeared in semester end examination either partially or fully.</p> <p>(v) The provision of revaluation will not be available; however a candidate may apply for</p>	4	<p>A student having 75% class attendance in each semester shall be allowed to appear in semester end examination.</p> <p>A student securing 36% marks jointly in external and internal of any paper (Theory and Practical) shall be allowed to pursue the courses for next semester under following scheme-</p> <p>(i) A candidate is eligible to continue and shall be promoted to the II<sup>nd</sup> Semester after appearing fully or partially the I<sup>st</sup> Semester examination with any number of back papers.</p> <p>(ii) A Candidate shall be promoted to III<sup>rd</sup> semester with not more than 50% back papers (Theory and Practical) of I<sup>st</sup> and II<sup>nd</sup> semester consolidated (maximum 4 papers out of 8 papers, 5 out of 10 papers, and 6 out of 12 papers in subject concerned)</p> <p>(iii) A Candidate shall be eligible to continue the IV<sup>th</sup> Semester after appearing fully or partially III<sup>rd</sup> Semester examination with</p>	छात्रों को ज्यादा अकादमिक स्वतंत्रता प्रदान करने एवं शैक्षणिक गुणवत्ता में वृद्धि करने हेतु।

छ.ग.शासन, उ.शिवि.मंत्रालय, नवा रायपुर के पत्र क्रमांक-एफ 3-17/2020/38-2 दिनांक 13-01-2021 के अनुसार अनुमोदित।



	<p>re-totaling of marks in answer book, only within 15 days of result declaration.</p> <p>(vi) Re-examination for back papers shall be allowed in succeeding semester (back papers of odd semester in next odd semester examination and back papers of even semester in next even semester examination)</p> <p>(vii) A student has to clear all papers of each semester within maximum 8 semesters during 4 years from the date of academic session.</p> <p>Not Exist</p>		<p>any number of back papers in III<sup>rd</sup> Semester.</p> <p>(iv) Such promotion scheme shall be applicable only when students have appeared in semester end examination either partially or fully.</p> <p>(v) The provision of revaluation will not be available; however a candidate may apply for re-totaling of marks of answer book as per university rule.</p> <p>(vi) Candidate can appear in back papers examination of odd semester and even semester in odd and even semesters respectively.</p> <p>(vii) A candidate having back paper in any semester examination shall have to appear in external examination only as per clause (vi). Marks of internal examination obtained by the candidate shall be carry forwarded.</p> <p>(viii) A student has to clear all papers of all the semesters in maximum 4 academic years (8 semesters) otherwise his/her enrollment for such program shall be cancelled.</p> <p>(ix) Provided further that a special ATKT examination shall be conducted with IV<sup>th</sup> semester for the students having maximum 50% back papers in III<sup>rd</sup> semester along with back papers of IInd semester as per clause 4(vi).</p> <p>Provided further that they have cleared all the papers of I<sup>st</sup> semester.</p> <p>Also for counting back papers in any semester 0.5 shall be treated as 1 (One).</p> <p>For Example</p> <p>Eligible for special ATKT:</p> <ol style="list-style-type: none"> <li>Aregular/Ex student who has cleared all the papers of I<sup>st</sup> semester and having any number of back papers in II<sup>nd</sup> semester along with 50% back</li> </ol>	
--	---	--	---	--



				<p>papers in III<sup>rd</sup> semester.</p> <p>Not - Eligible for special ATKT:</p> <p>i. A regular/Ex student who is having back papers in I<sup>st</sup> semester and having any number of back papers in II<sup>nd</sup> semester along with 50% back papers in III<sup>rd</sup> semester.</p> <p>ii. A regular/Ex student who has cleared I<sup>st</sup> semester and having any number of back papers in II<sup>nd</sup> semester along with more than 50% back papers in III<sup>rd</sup> semester</p>	
--	--	--	--	--	--

उपरोक्तानुसार संशोधित अध्यादेश कार्यपरिषद् की अनुशंसा तिथि 16-05-2019 से प्रभावशील होगा।

आदेशानुसार,


  
कुलसचिव

पृ.कमांक...121.../अका./2021

बिलासपुर, दिनांक 02/02/2021

प्रतिलिपि:-

1. माननीय कुलपति महोदय के सूचनार्थ प्रेषित।
2. अवर सचिव, छ.ग.शासन, उच्च शिक्षा विभाग, सी-30, द्वितीय एवं तृतीय तल, इंद्रावती भवन, नया रायपुर(छ.ग.) को सूचनार्थ प्रेषित।
3. परीक्षा नियंत्रक, अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर को सूचनार्थ प्रेषित।
4. विभागाध्यक्ष/विभाग प्रमुख, अटल बिहारी वाजपेयी विश्वविद्यालय, जिला-बिलासपुर(छ.ग.) को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।
5. प्राचार्य, समस्त सम्बद्ध महाविद्यालय, अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

  
सहा.कुलसचिव(अका.)

**कार्यालय आयुक्त उच्च शिक्षा संचालनालय**  
ब्लॉक-03, द्वितीय एवं तृतीय मंजिल, इन्द्रावती भवन, नवा रायपुर अटल नगर, (छ.ग.)  
e-mail: highereducation.cg@gmail.com, website: highereducation.cg.gov.in

क्र. 13 / आ.उ.शि. / 2020

रायपुर, दिनांक 28/01/2020

प्रति

कुलसचिव,  
समस्त विश्वविद्यालय,  
छत्तीसगढ़।

प्राचार्य  
समस्त महाविद्यालय,  
छत्तीसगढ़।

विषय - दिव्यांगजनों के शैक्षणिक परीक्षाओं के संबंध में निर्देश।

संदर्भ - 1 इस कार्यालय का पत्र क्रमांक 153/आउशि/2019 दिनांक 16.12.2019.

2. आर पी. डब्ल्यू. डी. एक्ट 2016 एवं छत्तीसगढ़ निशक्त व्यक्ति अधिकार नियम 2018।

-0-

उपरोक्त संदर्भित पत्र के माध्यम से भारत सरकार, सामाजिक न्याय एवं अधिकारिता मंत्रालय, नई दिल्ली का पत्र क्रमांक एफ 34-02/2015DD-III दिनांक 29.8.2018 एवं विश्वविद्यालय अनुदान आयोग नई दिल्ली का पत्र क्रमांक 6-2/2013(एससीटी) दिनांक 14.1.2019 की प्रति भेजते हुए बैंच मार्क दिव्यांगता रखने वाले विद्यार्थियों को परीक्षा हेतु विशेष सुविधा प्रदान करने तथा निर्देशों का कड़ाई से पालन करने हेतु निर्देशित किया गया था।

इस संबंध में आपके विश्वविद्यालय एवं महाविद्यालय में शैक्षणिक परीक्षा देने वाले समस्त दिव्यांगजनों के निम्ने निम्नानुसार निर्देश जारी किये जाते हैं -

1. दिव्यांगजन जो 21 बैंचमार्क डिसेबिलिटी के अन्तर्गत (40 प्रतिशत से अधिक) अंधत्व (Blindness), दृष्टि, श्रवण, वाणी, गति तथा मानसिक रूप से पीड़ित (Locomotors Disability), दिमागी अक्षमता (Cerebral Palsy) की श्रेणी में आते हैं को विश्वविद्यालयीन शैक्षणिक परीक्षाओं में विश्वविद्यालय/महाविद्यालय में उपलब्ध कंप्यूटर का उपयोग कर परीक्षा देने का प्रावधान है। इस हेतु उपलब्ध साफ्टवेयर को शैक्षणिक संस्थाओं के कंप्यूटर में उपलब्ध कराये तथा वे सभी दिव्यांगजन जो कंप्यूटर का उपयोग करने में सक्षम हों उन्हें यह सुविधा प्रदान की जाये।
2. समस्त विश्वविद्यालयों एवं महाविद्यालयों में दिव्यांगजनों हेतु Scribe Panel (सह-लेखक का समूह) बनाये जिससे कि दिव्यांगजनों को सह-लेखक की व्यवस्था उपलब्ध कराने में सुविधा हो सके।

3. दिव्यांगजनों को जो सह-लेखक की सहायता नहीं लेते हैं एवं यदि अतिरिक्त समय की माग करते हैं तो उन्हें प्रत्येक घंटे में 20 मिनट का अतिरिक्त समय दिया जाकर 3 घंटे के प्रश्नपत्र में अधिकतम 1 घंटा अतिरिक्त समय दिया जाये।
4. समस्त दिव्यांगजनों को शैक्षणिक परीक्षाओं में भूतल पर स्थित कक्षा में ही परीक्षा देने की व्यवस्था सुनिश्चित करें।

आप अपने विश्वविद्यालय एवं महाविद्यालय में इसका कड़ाई से पालन किया जाना सुनिश्चित करें।

(श्रीमती शारदा वर्मा)

आयुक्त

उच्च शिक्षा संचालनालय

नवा रायपुर, अटल नगर (छ.ग.)

पु. क्रमांक/14/आउशि/2019

नवा रायपुर, दिनांक -28/01/2020

प्रतिलिपि

1. सचिव छ.ग शासन, उच्च शिक्षा विभाग मंत्रालय, महानदी भवन, अटल नगर, नवा रायपुर
  2. कुलपति सनस्त विश्वविद्यालय, छत्तीसगढ़
  3. अपर संचालक, उच्च शिक्षा संचालनालय, इंद्रावती भवन, नवा रायपुर अटल नगर
  4. अपर संचालक, क्षेत्रीय अपर संचालक, उच्च शिक्षा, रायपुर, बिलासपुर, दुर्ग, अदिकापुर एवं नगदलपुर
- की ओर सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

आयुक्त

उच्च शिक्षा संचालनालय

नवा रायपुर, अटल नगर (छ.ग.)





# अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर (छत्तीसगढ़)

ATAL BIHARI VAJPAYEE VISHWAVIDYALAYA, BILASPUR (CHHATTISGARH)

website: [www.bilaspuruniversity.ac.in](http://www.bilaspuruniversity.ac.in)

क्रमांक/3274/ परीक्षा-गोपनीय/2020

दिनांक 29/02/2020

## —:: आवश्यक निर्देश ::—

अटल बिहारी वाजपेयी विश्वविद्यालय, बिलासपुर से संबद्ध समस्त महाविद्यालयों की परीक्षा में सम्मिलित होने वाले समस्त प्रकार के "40 प्रतिशत से अधिक दिव्यांगता वाले छात्रों" से संबंधित आयुक्त, उच्च शिक्षा संचालनालय नवा रायपुर अटल नगर (छ.ग.) के पत्र क्र./13/आ.उ.शि./2020 रायपुर दिनांक 28.01.2020 के द्वारा जारी दिशा-निर्देश का पालन करते हुए दिव्यांग छात्र-छात्राओं को निम्नानुसार सुविधाएं उपलब्ध कराना सुनिश्चित करें।

01. महाविद्यालयों में दिव्यांगजनों हेतु Scribe Panel (सह-लेखक) एवं Reader / Lab Assistant का समूह (Panel) बनावे जिससे कि दिव्यांगजनों को सह लेखक की व्यवस्था उपलब्ध कराने में सुविधा हो सके, यह जिम्मेदारी प्रथमतः महाविद्यालय की होगी एवं उपलब्ध न होने पर छात्र स्वयं से सह-लेखक उपलब्ध करा सकता है।
02. दिव्यांगजनों, जो सह-लेखक की सहायता नहीं लेते हैं और यदि अतिरिक्त समय की मांग करते हैं तो उन्हें प्रत्येक घंटे में 20 मिनट का अतिरिक्त समय दिया जाकर 3 घंटे के प्रश्नपत्र में अधिकतम 01 घंटा अतिरिक्त समय दिया जावे।
03. समस्त दिव्यांगजनों को परीक्षाओं में भूतल पर स्थित कक्षाओं में ही परीक्षा देने की बैठक व्यवस्था सुनिश्चित करें।
04. दिव्यांगजनों को एक कक्षा नीचे योग्यताधारी सह-लेखक ही उपलब्ध करायें।
05. दिव्यांगजनों के सह-लेखक मांगे जाने पर एक दिन पूर्व ही उनसे परिचित कराकर उन्हें समझने का अवसर दें।
06. आवश्यक होने पर ही अलग-अलग प्रश्न पत्र हेतु दिव्यांगजनों के मांगे जाने पर अलग-अलग सह-लेखक उपलब्ध कराया जावे। उनके इच्छा के विपरित, जो पूर्व से उपलब्ध हैं, उसे दोबारा/पुनः उपलब्ध कराने/करने हेतु बाध्य न करें।
07. इस संबंध में समस्त अधिकार प्राचार्य/केन्द्राध्यक्ष को होगा। कृपया ऐसे प्रकरण विश्वविद्यालय को प्रेषित ना करें।
08. दिव्यांगजन/सह-लेखक (Scribe) हेतु निम्नलिखित दस्तावेज आवश्यक होंगे—

- (A). दिव्यांगजन : (i) दिव्यांगता प्रमाण-पत्र (अधिकृत चिकित्सक द्वारा प्रमाणित)  
(ii) प्रवेश पत्र की छायाप्रति  
(iii) आधार कार्ड/पहचान पत्र की छायाप्रति प्रति  
(iv) सह-लेखक उपलब्ध कराने संबंधी प्राचार्य/केन्द्राध्यक्ष को संबोधित आवेदन पत्र।
- (B). सह-लेखक : (i) पासपोर्ट साईज वर्तमान का एक फोटो  
(ii) आधार कार्ड/पहचान पत्र की छायाप्रति प्रति  
(iii) अंतिम उत्तीर्ण परीक्षा की छायाप्रति।  
(iv) 10वीं की अंकसूची की छायाप्रति।  
(v) अंतिम परीक्षा उत्तीर्ण करने का शपथ-पत्र (सादे कागज में)

नोट:- राज्य शासन द्वारा समय-समय पर दिये गये निर्देशों के तहत उक्त सूचना परिवर्तनीय होगी।

संलग्न:- आयुक्त, उच्च शिक्षा संचालनालय द्वारा जारी पत्र/दिशा-निर्देश।

*29/2/2020*

कुलसचिव

अटल बिहारी वाजपेयी विश्वविद्यालय,  
बिलासपुर (छ.ग.)