

GENERAL RULES FOR EXAMINATIONS

1. The University shall hold examinations for awarding Degrees, Diplomas or Certificates in such branches of knowledge as the University may determine from time to time.
2. The date of the commencement of the examination as well as the last date for submission of online examination forms and fee as fixed by the competent authority shall be notified by the Controller of Examinations to the University Teaching Departments/Institutes maintained and affiliated/associated Colleges admitted to the privileges of this University and the same be uploaded on the University website.
3. Students shall not be eligible for admission to a course of study for an examination unless they have passed the qualifying examination of this University or any other examination recognised by this University as equivalent thereto and possess such further qualifications, if any, as may be prescribed by the Ordinance.
4. Application for admission to an examination shall be submitted online accompanied by the requisite fee by the Head/Principal/Director of the Department/College/Institute so as to reach the University by the date fixed for the purpose after verifying the following:-
 - a) Character Certificate;
 - b) Certificate that the candidate is eligible to appear in the examination under the Ordinances prescribed for the examination concerned;
 - c) any other certificate(s) required under the Ordinances.
5. A candidate who has once submitted his/her online examination form for an examination alongwith the requisite fee, shall not be permitted to withdraw the application form on his/her own accord and claim refund of the examination fee.
6. A candidate's examination form and fee may be accepted after the last date with late fee as prescribed upto the date notified by the University. The examination form may also be accepted upto 30 days before the commencement of the Examination (subject to discretion of the Controller of Examinations) with late fee as prescribed by the University. The period of 30 days is to be counted from the date of commencement of the Examination given in the schedule of examination. Postponement of examination, if any, will have no impact upon it.

In a very exceptional and hard case, the Vice-Chancellor when he/she deems it appropriate may allow as a special case to accept the examination form 7 days prior to commencement of the examination with a late fee as fixed by the University from time to time.
7. A student is required to attend minimum lectures of theory and practical to become eligible to appear in the examinations as prescribed in the relevant Ordinance. However, the Director/Head/Principal of the Institute/Department/

College may condone shortage of attendance upto 20% of lectures in the course in all the examinations subject to fulfilment of conditions laid down in the relevant Ordinance.

8. The Academic Council shall have power to exclude any candidate from examination permanently or for a specified period for reasons to be recorded, if it is satisfied that such a candidate is not fit to be admitted to the examination.
9. If a candidate for any University Examination owes any money to the University or his college on any account and fails to pay the money or has in his possession any book, apparatus, or other property belonging to the University or the College, or any kit etc., supplied by the N.C.C./N.S.S.etc. and fails to return the same, the Controller of Examinations on receipt of such a report from the Principal of college or, the Head of a University Teaching Department may withhold or authorise the withholding of the admission card of the candidate or if the admission card has already been issued, suspend the order of admission till all such money has been paid or such property has been returned by the candidate.
10. When the candidature of a candidate is to be cancelled before his appearance in the examination on grounds of his/her being ineligible, the Branch Officer (Results) concerned is authorised to pass orders.
11. The Controller of Examinations may withhold the permission granted to any candidate by some accidental mistake or omission who was not eligible to appear at any University examination, even though an admission card had been issued and produced by him/her before the Superintendent of the Examination Centre or he/she may have appeared in one or more papers at the examination, and to cancel the result.
12. Where a candidate for an examination in which the number of chances available are limited, has missed one or more chances on account of illness, only one additional chance may be allowed if the candidate, having submitted his/her examination form and fee, informs the Controller of Examination before the commencement of the University examination, his/her inability to appear in the examination and also furnish a Medical Certificate from a Government Doctor or the Medical Officer of the University.

The Vice-Chancellor may consider the request of candidate for allowing an extra chance for clearing compartment/re-appear in lieu of any chance which he/she might have missed on account of participation in sports on behalf of the University, revision of result after-re-evaluation, delay in the declaration of result due to registration, awards, decision of unfair means case etc., due to no fault of the candidate.

The additional chance shall be availed of immediately next to last admissible chance.

A candidate against whom there is a charge of unfair means and who, in the course of the enquiry, misses admissible chances of appearing in an

examination, may be given by the Vice-Chancellor, additional chance(s) if he/she is exonerated of the charge.

13. A student can pursue two programmes simultaneously through distance or combination of distance and regular modes from the same or different University(ies)/Institution(s) in various combinations, viz.
 - (a) One Degree and one Diploma/Post Graduate Diploma/Advanced PG Diploma Certificate
 - (b) One Post Graduate Diploma and one Diploma/Certificate
 - (c) One Diploma and one Certificate
 - (d) Two Post Graduate Diplomas
 - (e) Two Diplomas
 - (f) Two Certificates

Two Degree Programmes cannot be allowed to be pursued simultaneously. However, the bar shall not apply to a candidate appearing in an examination of the University for passing re-appear papers or for improvement of division/result or for additional subject. The bar shall also not apply to a candidate who has completed course of duration and the examination of that course is not held in time due to unavoidable reason(s).

14. Notwithstanding anything contained in any other Ordinance, the Academic Council shall, for reasons to be recorded, has power to admit a person provisionally to the next higher class pending his/her qualifying paper(s) which he/she may have missed though no fault of his.
15. A candidate whose result of the examination taken by him/her is notified as 'later' may be allowed to join the next higher class provisionally. In case, the candidate is ultimately declared as having failed, his/her provisional admission shall stand cancelled and he/she shall forthwith revert to the lower class. Fee paid by him/her for the higher class shall be adjusted against the lower class dues. No refund shall be admissible to the student who discontinues his/her studies. His/her attendance for the higher class will be counted for the lower class.
16. Notwithstanding anything contained in any other Ordinance, the Academic Council in the following cases shall have the power to admit any candidate to any class of a college affiliated to this University for which he/she is considered fit on the recommendation of the Equivalence Committee:
 - (a) A foreign national who is not of Indian domicile; or
 - (b) A person who is not an Indian National; or
 - (c) A person of Indian origin studying in a foreign country
17. Notwithstanding anything contained in any other ordinance, the Academic Council in order to avoid hardship to a candidate shall have power to relax any requirement of the ordinance for any examination while considering the irregular admissions for regularisation where the mistake is primarily on the

part of the Institution or the University Office. Each and every case of such nature will be considered by the Academic Council on merit.

18. A prisoner serving a term of imprisonment may be allowed to appear in an examination if:-
- (i) A certificate of good conduct is given by the Superintendent of the jail concerned; and
 - (ii) He/she is eligible under the ordinances for the examination concerned;

Provided that if such an examination is arranged in jail, the expenditure involved shall be paid to the University by the candidate(s) concerned or by the jail authorities, as the case may be.

19. The Post Graduate students will have to submit the Dissertations/Project Work/Term Paper/Training Report/Field Trip Report etc. latest by 31st July to their respective Head/Director/Principal of the Department/Institute/College. However, in case of M.Phil., the dissertation will have to be submitted to the Controller of Examinations/Secrecy Branch by 31st December of the same academic year. However, after the last date the same may be accepted on payment of the following penalty:

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| i) Within normal period | : No penalty |
| ii) After expiry of normal period: | |
| a) Upto 4 months : | Rs. 500/- |
| b) After 4 months and upto six months : | Rs. 1000/- |
| c) After 6 months and upto one year : | Rs. 1500/- |
| d) After expiry of the extended period under : | Rs. 2500/- |
| Clause (c) above and upto one year | |

No further extension will be granted and the result will be declared treating the candidate as absent, except that the Vice-Chancellor may allow further extension with further penalty as he/she may deem fit in a hard and deserving case to his/her satisfaction. A candidate, who submits his/her dissertation/project report etc. during the extended period with penalty as above, will not be entitled to University Medal.

20. The Controller of Examination shall publish the results of various University examinations in such a manner as may be decided by the Academic Council. Before declaration, the results of an examination together with a statement of pass percentage in the whole examination and in each subject for current examination shall be submitted to the Controller of Examinations by the concerned result branch.
21. The Controller of Examinations may withhold the results of any candidate who by an act of omission or commission might be found to be guilty of either contravening the provisions of the Act, the Statutes, the Ordinances or the

Regulations or of non-compliance thereof or for any other cause which in the opinion of the Controller of Examinations might warrant such an action.

22. The Vice-Chancellor shall have power to quash the result of a candidate after it has been declared if:-
- (i) The candidate is disqualified for using unfair means in the examinations; or
 - (ii) a mistake is found in his/her result; or
 - (iii) he/she is found ineligible to appear in the examination.

Note:

In RLA (Result Late due to Awards)/RLE (Result Late due to Eligibilities)/RLD (Result Late due to Disputes) cases, the Department/College/Institute concerned shall submit details viz., name of examination centre, date of examination, name of subject (where Award Wanting (A.W.) has been indicated) alongwith a copy of the downloaded result to the concerned Result Branch within 20 days positively, failing which he/she will be treated 'Absent' in the said paper and result shall be finalized accordingly.

23. **(a)** A candidate shall be entitled to have his/her answer book(s) rechecked on payment of admissible fee as decided by the University from time to time subject to the following:
- (i) Application for rechecking is received by the University within 30 days of the date on which the result is declared by the University.
 - (ii) Re-checking will be done only to see if the marks awarded to various answers have been correctly added and if all the answers have been examined by the examiner and his/her roll number and awards have been correctly posted.
- (b)** If any mistake is discovered as a result of rechecking, the fee paid shall be refunded.
24. A candidate whose answer-book is lost after having been received by the Superintendent of the examination, may be permitted by the Vice-Chancellor to re-appear in the paper lost on a date to be fixed by the Controller of the Examinations, provided he/she has passed in all other subjects of the examination or is likely to be placed under compartment. If the candidates obtain pass marks in the papers in which he/she has re-appeared, he/she shall be declared to have passed the examination or placed under compartment, as the case may be.
- If there is any dispute as to whether a candidate's answer-book was duly received or not, the findings of the Controller of Examinations subject to confirmation by the Vice-Chancellor shall be final.
25. Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council shall have power in the case of all examinations held by the

- University to hold additional examination(s) in the same year for special reasons to be recorded.
26. The Academic Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question paper(s) or any other irregularity which warrants such a step.
 27. Except as otherwise decided by the Academic Council, the examination answer - books shall be destroyed or otherwise disposed off after 4 months from the date of declaration of result.
 28. Any candidate who has been declared successful at a University examination may, after the declaration of his/her result and before the award of the degree or diploma at the next convocation, apply to the Controller of Examinations alongwith requisite fee for Provisional Certificate of passing the examination.
 29. The names of first ten successful candidates in each examination who obtain first division be declared in order of merit.
 30. Provision with regard to maternity leave to married women students:
 - (a) The Women students will be entitled to avail the Maternity Leave for a period not exceeding 45 days continuously in a single stretch with the prior permission of the Head/Director of the concerned Department/Institute and the Principal of the College on production of valid Medical Certificate. The leave period may be excluded from the total lectures delivered during the semester. But the concerned student has to appear in all the minor/major Examinations etc. as per Schedule notified by the department of the University.
 - (b) However, if desired so, the student may drop the full semester but she has to complete the attendance of that drop out semester after appearing in the final semester examination and shall have to appear in the drop out semester examinations according to the Even & Odd Semester policy. In such cases, she will not be required to pay the re-admission fee and the entire semester fee (if she has already paid the drop out semester's fee) to complete the attendance of the drop out semester.
 - (c) The above instructions shall be applicable to all the U.G./P.G. Courses being run in the affiliated, maintained/Associated colleges, University Teaching Departments and U.I.L.M.S.Gurugram.
 31. Provision for appearing in additional subject(s):

A candidate who has passed three year degree course of this University may appear in additional subject(s) of B.A. (Pass Course) only in non-practical subjects in the subsequent examination except in the subject(s) with which he/she has already passed the course.

The current syllabi and scheme prevailing in the B.A. (Pass Course) of Part-I/II/III of Distance Education mode shall be applicable. The examination for

additional subject(s) shall be held in the month of March/April for Part-I and Part-II and in the month of October/November for Part-III. The passing marks shall be the same as available in the Common Ordinance for three year courses or the concerned Ordinance. A candidate appearing under this clause shall apply online for Part-I and Part-II simultaneously on the University website and for Part-III in immediate supplementary examination

For B.Ed. (Additional):

A person, who has already passed the examination for the degree of Bachelor of Education from this University, may opt, as an additional subject, any of the subjects or a craft, other than those in which he/she has already passed. He/she may be admitted to the examination on submission of application on the prescribed forms and on payment of admission fee as for the whole examination.

Provided that:

- (i) In the case of a teaching subject the candidate must have already passed the degree examination in that subject,
- (ii) In addition to the written paper of the teaching subject, the candidate shall undergo a practical test in the teaching of the additional subject taken by him/her.
- (iii) In the case of craft, he/she shall join recognized colleges for training in the craft for one term.

The examinations for B.Ed. additional subject(s) shall be held annually in the month of June/July for Part-I and II simultaneously.

It shall also be applicable to the students of old scheme.

Note:

- (a) The student appearing in additional subject(s) under this clause shall have to submit hard copy of the print out of application form, fee receipt alongwith other required documents to the concerned Result Branch. The last date for depositing the said documents in the concerned Branch of this University shall within the seven days of the last date of filling online form of the University website.
- (b) Minimum marks required to pass the additional subject(s) shall be the same as prescribed in the concerned Ordinance.

32. Internal Assessment marks:-

- (a) The Internal Assessment/Sessional marks should be supplied by the Head/Principal/Director of the Department/College/Institute within 30 days of the commencement of the examinations.

- (b) Thereafter, a penalty/late fee of Rs.100/- per student per subject shall be levied upon the concerned Department/ College/Institute upto 10 days from the expiry of period of 30 days of the commencement of the examinations. This penalty/late fee shall not be charged from the student by the Department/College/Institute.
- (c) If still, internal assessment/sessional marks are not supplied by the Department/College/Institute, then the result of the candidate(s) shall be declared by proportionating the marks of concerned theory paper in which he/she has been declared as pass. Marks of candidates having re-appear shall not be proportionate in this case.

33. External Awards(Practical Examination):

- (a) The external awards (Practical) should be supplied by the Head/Principal/Director of the Department/Colleges/Institute according to the schedule of Practical Examinations
- (b) Thereafter, late fee of Rs. 25/- per student per subject shall be charged from the Department/College/Institute concerned within 30 days after the practical examinations. This penalty/late fee shall not be charged from the student by the Department/College/Institute.
- (c) No External Awards shall be entertained by the University if the same are received in the University after 30 days of schedule of Practical Examination and after declaration of results. However, the Controller of Examinations may condone the delay on merit of each case to accept such awards, with late fee of Rs.100/- per student per subject from the concerned Department/College/Institute before next examination. This penalty/late fee shall not be charged from the student by the Department/College/Institute

34. The student who failed to qualify/pass the Environment Science subject in the 1st attempt at UG/Ist module of Integrated Course, which is a qualifying subject, shall have to submit the examination form for re-appear on the University website as a theory paper, within the maximum period prescribed in the concerned Ordinance. He/she shall appear in the re-appear examination alongwith even semester examinations. The final result shall not be declared by the University till the student has qualified this subject.