

ORDINANCE NO. 61

Term End Examinations

Part - I : Definitions

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing at an examination of the University for a degree or a diploma or certificate either generally or for a particular examination, unless there is anything repugnant in the subject or context :
 - (i) "A student" means a student of the University and includes any person who has enrolled himself for pursuing any course of study of the University through open and distance learning mode.
 - (ii) Ex-student candidate means a person who was admitted to an Term End Examination as a registered candidate and was not declared successful candidate or was not able to appear in the examination through admission card or was not able to appear again to the said examination. Ex-student be accepted upto maximum next two consecutive Term End Examination from first Term End Examination. No extension will be granted.
 - (iii) "A course of study" means :
 - (1) Management & Commerce Programme.
 - (2) Information Technology and Computer Science Programme
 - (3) Basic Sciences Programme
 - (4) Nursing & Health Science Programme
 - (5) Humanities and Social Science Programme
 - (6) General & Special Education Programme
 - (7) Library Science, Design & Fashion Technology Programme.
 - (8) Certificate Courses Programme

Note: In this Ordinance 13 contact classes shall include in examination paper and assignment work should be completed by the student which will be allotted by the University.

(iv) "Forwarding Officer" means :

Coordinator of the Study Centre, Principal of the Institution and Regional Director of the University, where the candidate has prosecuted a course of study.

(v) "Attested" means attested and verify by forwarding officer.

Part - II : Admission of a candidate to an Term End Examination of the University

2. No candidate shall be admitted to an examination of the University unless he/she :

- (i) has been registered as a student in University in accordance with the provisions of the Ordinances;
- (ii) Possesses the minimum academic qualification for admission to the Term End Examination to which he/she seeks admission and has prosecuted a course of study for that examination;
- (iii) has been enrolled as a student of the University and send the fees in proper manner within prescribed last date of the University;
- (iv) satisfies all other provisions, applicable to him/her, of this Ordinance and any other Ordinances governing admission to the examination to which he/she seeks admission.

3. In computing the attendance for fulfillment of the condition regarding prosecution of a course of study :

(i) Attendance at contact classes and practicals/clinical/

- (ii) Attendance at any contact class delivered or practical/clinical/sessional held in prescribed period preceding the first day of the term end examination shall not be counted.
 - (iii) The submission of Assignment work must be compulsory on prescribed Answer books provided by the University to each student.
4. The number of contact classes, practicals/clinicals and sessionals held in an academic session in a study center. In all Post Graduate courses conducted by the University in Arts, Science, Health & Nursing Science, Management, Commerce, Information Technology and Library & Information Sciences. The contact classes shall not be less than 13 in each paper.
5. For special reasons such as prolonged illness, deficiency in percentage of attendance not exceeding fifty percent of the total number of contact classes and practical/clinical/sessional held in each subject may be condoned by the Kulpati on the recommendation of concerned authority of the University.
6. Except as otherwise provided, an ex-student for an^d term end examination shall on or before the last date notified by the University.
- (i) submit an application for admission to the course and term end examination in the prescribed form through the Coordinator of Centre and Regional Director indicating the subject or subjects in which he/she desires to present himself/herself for the term end examination.
 - (ii) enclose Bank draft along with the applications, the fees prescribed for the examination concerned. The fee structure be declared in admission brochure every year.
7. (i) Application submitted by ex-students together with Examination fee, shall be forwarded by the Regional Director/Coordinator of Study Centre so as to reach the Director (A&E) on or before the last date prescribed for the purpose by the University.

- (ii) The Coordinator, Study Centre through Regional Director shall send to the Director (A&E) at least three weeks before the commencement of the examination concerned, three separate lists as detailed below :
- (iii) The Coordinators of Study Centres of outside Madhya Pradesh will send their application forms through concerning faculty head of the University in place of Regional Director.

List A : Of those candidates, who have attended at least 75 percent both of the contact classes and practicals held separately in each paper of the course of instructions for the term end examination. In the case of faculties of Health and Nursing Science, the minimum attendance in the theory shall be 75 percent and in practicals and ward-clinics 85 percent separately and in the case of faculty of Science, Computer & IT 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~~^{less} than 50 percent for condonation by the Kulpati. The Regional Director and Coordinator of Study Centre concerned are required to give specific reasons for condonation of shortage along with 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 faculty Head of the University/Coordinator/Regional Director/Coordinator of Study Centre may detain a candidate from taking an examination if he/she does not pay out-standing dues, or does not return the University/study centre's property/materials and all the articles or does not pay the cost there of in case of loss, by the 15 days preceding the start of term end examination or if the conduct of the student has been ^{found} unsatisfactory between the time of

submission his/her application form from admission to completion of the examination.

Part - III : Admission of an Ex-student candidate to Term end examination of the University

9. No ex-student candidate shall be admitted to an examination of the University unless he/she submits with his/her application for appearing in the examination;

(i) the statement of marks (in original) obtained by his/her at the said examination issued by the University together with two attested copies thereof.

OR

(ii) in case he/she was duly admitted to the said examination as a candidate, but could not appear ~~thereat~~, a certificate from the Director (A&E)/ Regional Director/ Coordinator of Study Centre last attended by him/her showing the year, the roll number, and the examination to which he/she was admitted as a candidate.

(iii) in case candidate registered as student in university but University has not allotted roll number and admission card. So ^{even} ~~this~~ student shall not be treated as ex-student after next two Term - End - Examinations, ~~after main - Term - End Examination.~~

10. An ex-student candidate for an examination shall :

(i) submit his/her application form through the forwarding officer i.e. the Regional Director/ Coordinator of Study Centre wherein he/she had prosecuted a course of study, an application for admission to the term end examination in the prescribed form on or before the last date notified by the University and specify therein :

(a) whether he/she is a candidate for the Term end examination.

(b) the subject or subjects in which he/she desires to present himself/herself for the term end examination.

- (ii) submit with his/her application evidence or having been admitted to the term end examination earlier as required in paragraph 9 above.
 - (iii) attach with his application for admission and term end examination, his/her latest passport size photograph duly attested by the forwarding officer.
 - (iv) pay the prescribed fee for the admission and examination. Fees shall be paid through crossed bank draft drawn in favour of the "Registrar, M.P. Bhoj (Open) University, Bhopal". *Or the place where Regional Centre located.*
11. (i) An ex-student candidate shall offer the subjects or optional papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him/her earlier ceases to be a part of the scheme of examination or syllabus for the examination and he/she 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 in force in the University.

12. Every ex-student candidate shall appear at the examination centre at which ~~the candidates from the study centre in which~~ he/she had prosecuted a course of study, ~~shall be appearing~~.

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 Provided that the Registrar may, for sufficient reasons, require or allow a candidate to change his/her examination centre with the *due* approval of Kulpati.

Part IV : General Conditions Applicable to All Candidates

13. Where there are two or three examinations 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 II/III/final examination, as he/she has taken in the Part-I/II/previous examination.

- (b) the candidate is eligible for admission to term end examination,
- (c) the fees as prescribed have been paid by the candidate.

Provided that if a candidate is not able to comply with all the above conditions, till the last date prescribed for submission of application form, the Director, Admission and Evaluation on recommendation of Regional Director may, at his/her discretion admit a candidate to the Term end examination provisionally and issue a Provisional Admission Card to him/her for enabling him/her to fulfill the required conditions by a prescribed date, subject to the condition that if the candidate does not comply with such conditions by the date prescribed, the provisional admission so given to the examination shall be cancelled.

- (2) Where the practical examination is held earlier than the examination in theory paper a candidate shall not be deemed to have been admitted to the examination until he/she is issued an admission card for appearing in the examination.
- (3) The admission card issued in favour of a candidate and also the permission given 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 admission to a College/Study Centre or admission to an examination is false or incorrect.
- (4) The Director, Admission and Evaluation may, if he/she is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a ~~further fee~~ ^{fee} as decided by the University from time to time. ~~Such card shall show in a prominent place~~ ^{Such card shall be} the word "Duplicate" ~~shall be~~ ^{depicted on it by the issuer,}

(5) The Centre Superintendent also have the power to withdraw ~~or~~ cancel the admission card on the basis if he/she found something wrong about the information regarding eligibility, or admission.

20. A candidate shall not be admitted into the examination hall unless he/she produces the admission card before the Superintendent of the Examination Centre or the invigilator ~~or satisfies such officers~~ *Present in the* hall, ~~that it shall be produced.~~ A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator or any member of flying squad or inspection team constituted by ^{the} University or District Administration.

21. (a) In the Examination Hall the candidate shall be under the disciplinary control of the Centre Superintendent and he/she shall obey his/her instructions. In the event of the candidate disobeying the instructions of the Centre Superintendent ~~or~~ *of* his/her ~~undisciplined~~ conduct or insolent behaviour towards the Superintendent or any invigilator, the candidate may be excluded from the day's examination and if he/she persists in misbehaviour, he/she may be excluded from the rest of the examinations by the Superintendent of the Centre and inform to Director (A&E) immediately.

(b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Centre Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner lively to the authorities ~~in the~~ discharge of their duties, the Centre Superintendent may expel the candidate from the centre and he/she may take police help.

(c) If a candidate brings any dangerous weapon within the precincts of the examination centre he/she may be expelled from the centre and/or handed over to the police by the Superintendent.

(d) A candidate ^{shall be} expelled on ~~the~~ any of the grounds mentioned in (b) or (c) [?] above will not be allowed to appear in the subsequent papers ^{of examination.}

(e) In every case where action is taken by the Centre Superintendent under (a), (b) or (c) above a full report shall be sent to the University and the Kulpati ~~may~~ according to the gravity of the offence, further punish a candidate by canceling his/her examination and/or debarring him/her from appearing at the examinations of the University for one or more year 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 note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him/her in the examination hall material connected with the examination or failure of an examinee to hand over his/her answer-book to Superintendent/Invigilator or taking away his/her own answer-book(s) out of the examination hall or in any other manner whatsoever, the Kulpati or the Committee appointed for the purpose by the Kulpati may cancel his/her examination and also debar him/her from appearing at the examination of the University for one or more years according to the nature of the offence.

(ii) The Kulpati may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of Vishwavidyalaya records including the answer-books, mark-sheets, result-charts, diplomas and the like.

(iii) The Kulpati may cancel the examination of a candidate and/or debar him/her 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 Term end examination

by misrepresenting the facts or by submitting false or forged certificates/documents.

(ii) 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/her and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty. *explain*

22. A candidate, who has passed any final degree examination may, after the declaration of his/her result and before the date of the next convocation apply to the Registrar for a degree/Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee of Rs. 100/- *(one hundred)*

23. Duplicate copies of the following certificates shall be granted on payment of the fee mentioned against each, viz. :

(i) Mark List	-	Rs. 50/-
(ii) NOC in lieu of migration	-	Rs. 50/-
(iii) Provisional Degree	-	Rs. 100/-

Provided further that duplicate copy of NOC shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the NOC 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.

24. Duplicate of University Diplomas/Degrees/Certificate shall not be granted except in cases in which the 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 real need for a duplicate. In such cases, a duplicate of the diploma/degree/certificate may be granted on receipt of a fee of Rs. 200/- as decided by the University from time to time.

25. The Kulpati may award 'One' grace mark in case the candidate is failing by one mark or missing a division by one mark. Where the deficiency is so condoned, one mark shall nowhere be added.

26. 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.

27. (1) The following shall be eligible to appear as supplementary candidate in failed subject along with next year Term end examination with higher year in degree/diploma courses examination whenever held :

(a) candidates who have failed at B.A., B.Sc. or B.Com. in not more than one subject or group as the case may be.

(b) Candidates for examinations other than those enumerated in (a) above, who are declared eligible to appear as a supplementary candidate in accordance with the provisions of the respective examination Ordinance concerned.

Provided that the candidate failing in one or more subjects or groups or subjects as the case may be, shall have the option to appear in all subjects or only in those subjects or groups of subjects wherein they have failed. If a candidate appears in all the subjects, marks obtained by him/her even in the subjects in which he/she passed earlier will stand cancelled automatically.

(2) In case of a subject for supplementary examination in which there is also a practical test, candidate shall be required to appear in the written papers only if he/she has passed at the main examination in practical and in practical only if he/she 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 i.e. in written papers as well as in practicals.

(3) Except when provided otherwise in the Ordinance concerned, a candidate, who has been declared eligible for a Supplementary examination, may appear as a Supplementary examination candidate in the subjects/groups of subjects in which he/she has failed. He/she will be entitled to appear in the next examination immediately following the examination in which he/she was declared to be so eligible and thereafter he/she shall be required to appear in all the papers at the next examination.

(4) In the case of the supplementary candidate appearing in the subsequent examination in only those subjects or groups of subjects in which he/she has failed, the marks obtained by him/her in such examination, shall be added in full, and the marks of the subjects/groups in which he/she has passed earlier, shall be carried forward. Such carried forward marks shall be shown early in the mark-sheets to be issued to the candidate.

Provided that there shall be no carry forward of marks from previous examinations, in case of a candidate who appears in full in all subjects or groups of subjects, inclusive of practicals, if any.

(5) Supplementary examination to be held along with the Term end examination.

28. Of those students who have not submitted his/her assignments, work, sessional work and practical record ^{within the} in prescribed time limit which will be declared by University or Regional Director or candidates who have absent in practical examination or viva-voce examination due to any reason, the result of those candidates shall be declared with denote 'Absent' in Assignment, Sessional Practical or any type of Internal or external assessment. No revision will be made in declared result on application submitted by candidate on any ground. Assignment, sessional viva-voce and practical examination shall not be organized after declaration of result of Term-end examination of those candidates.

29. The Kulpati shall appoint External examiners or practical examination in each class and examiners for valuation of Assignment, sessional answer books and viva-voce examination on

the recommendation of examination committee of concerned subject and Registrar and Director (Admission & Evaluation) the Coordinator/Centre Superintendent/Regional Director/Principal of the Institution has no power to appoint the external examiners without ^{the} approval of Vice Chancellor.