

Mahatma Gandhi Antarrashtriya Hindi
Vishwavidyalaya, Wardha



FIRST ORDINANCES

ACADEMIC

APPROVED BY THE ACADEMIC COUNCIL
in Its 4th Meeting held on 14th July, 2005

*The Executive Council noted the same in its 18th meeting held on
22nd August, 2005 and authorized the Vice-Chancellor to send them to
MHRD as per the provisions of the Act.*

**FIRST ORDINANCES – approved by the Ministry
vide letter No. F.26-2/2006-Desk(U) dated 10th May, 2006 in
Consultation with the University Grants Commission in terms of
Section 28(2) of MGAHV Act, 1996.**

** Academic Ordinances **



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Ordinance 1

DRAFT ORDINANCE PERTAINING TO ADMISSION AND ENROLLMENT OF STUDENTS ON CAMPUS

Under sub-section 1(a) of Section 28 of the Act.

Admission and Enrollment of students in the University shall be regulated in the manner herein under provided:

ADM : 1.1 Qualifications for Admission on Campus

- a. Unless otherwise provided, no person shall be eligible for admission to an undergraduate course on campus in the University unless he/she has passed the Senior School Certificate Examination (10+2) of a School Board conducting these examination or Intermediate Examination of an Indian University or Board, or an Examination recognised as equivalent to either of these Examinations by the Academic Council from time to time as incorporated in Annexure I-A and possesses such further qualifications as may be prescribed by the Ordinances.

Provided that no person shall be qualified for admission to an undergraduate course of the University, unless he/she has completed seventeen years of age on the first day of October in the year in which he/she seeks admission.

Provided further that the Vice-Chancellor may on the basis of individual merits, relax the age limit upto a maximum period of one year.

- b. No person shall be admitted to any post-graduate course on campus in the University, unless he/she has passed a degree examination of a recognised University or an examination recognised as equivalent there by the Academic Council as incorporated in Annexure I-B.

Provided that no person shall be eligible for admission to any post-graduate course of the University unless he/she has passed a three-year degree course after Senior School Certificate (10+2) Course.

Provided further that the Vice-Chancellor may on the basis of individual merits, relax the age limit up to a maximum period of one year.

- c. The candidates seeking admission to a course of study in the University must fulfill the conditions prescribed for it by the Academic Council and published in the prospectus from time to time.
- d. The list of courses is provided in Annexure I-C. Provided that any addition or deletion in the list of Professional Courses shall be decided by the Academic Council from time to time.
- e. The maximum number of seats in each course shall be determined by the Academic Council from time to time.

ADM : 1.2 Provision for Admission

- a. No candidate shall be entitled to claim admission as a matter of right.
- b. The procedure of admission shall be approved by the Academic Council from time to time and shall be published in the prospectus.
- c. Provided that all the admissions to under-graduate and post-graduate courses shall be made by an Admission Committee constituted for the said purpose on the basis of merit in each category determined by the aggregate of marks in the manner prescribed and / or through an entrance test designed for the purpose by the Academic Council.
- d. There shall be no negative marking in entrance tests/ counseling in any course of study of the University.
- e. The place of centers as mentioned in the Advertisement for admission for a particular post/Under Graduate Degree or Diploma or Certificate Course may not be activated in case the number of candidates opted for such center/s is/are less than minimum requirement. However, such candidates, if interested may be opted / shifted to the nearest place of center or Head quarters on their request in writing.
- f. At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself to the disciplinary jurisdiction of the Vice- Chancellor and the other authorities of the University.

ADM : 1.3 ADMISSION COMMITTEE

- a. There shall be Admission Committee/s for all the University Courses for regulating the admissions in the University.
- b. The Committee shall:
 - (i) Consist of
 - a. Chairman – Nominated by the Vice-Chancellor
 - b. Dean of the School
 - c. Head of the Department
 - d. Two faculty members nominated by the Vice-Chancellor
 - (ii) scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed by the Academic Council from time to time;
 - (iii) conduct the Admission Test(s) and/or counseling; or as otherwise provided;
 - (iv) after the evaluation of the Admission Test(s), call from each category, candidates three times the number of seats available for admission to the course concerned;
Provided that only those candidates shall be called for counseling, who have obtained at least 33% marks in the admission Test(s);
 - (v) prepare the merit list based on the marks obtained by the candidates in the Admission Test and/or counseling;
 - (vi) prepare a list of the candidates on the basis of merit for admission to be submitted by the Chairman of the Committee to the Dean of the Faculty concerned;
 - (vii) The Dean of the School concerned shall submit the final list of admission to the Vice-Chancellor for his approval. On the approval admission may be made.
 - (viii) be duty bound to regulate admissions in accordance with the principles laid down for the said purpose by the Academic Council from time to time;

- (ix) Suggest methods to improve reliability and standard of the entrance test(s).
- c. The members of the Committee other than ex-officio members shall hold office for a term of one academic year .
- d. In case of non-availability of any teacher from any of the aforesaid categories, the Vice-Chancellor may appoint another teacher from the remaining discipline / subjects of teachers by rotation.
- e. The Chairman of Admission Committee may co-opt one member from any of the Schools representing different areas of specialisation with the approval of the Vice-Chancellor.
- f. Not less than two-third of the total number of members of the Committee shall form the quorum.

ADM : 1.4 RESERVATION OF SEATS AND OTHER SPECIAL PROVISIONS FOR ADMISSION

Reservation of Seats

- a. Save as otherwise provided, seats in various courses shall be reserved or special provisions be made for certain categories of candidates, and procedure to be adopted for purposes of admission as per details given below or as may be decided from time to time by the Academic Council taking into consideration of the directives issued by the Govt. of India from time to time in the matter.
- b. Candidates seeking admission under the belownoted categories shall be required to fulfill the prescribed conditions of the admission requirement of the course.
- c. The relaxation in the minimum prescribed percentage of marks in the qualifying examination for admission to a course shall be permissible only in one of the categories.
- d. If a candidate in the reserved category qualifies for admission in the general category he/she shall be transferred to the general category.

- e. If sufficient number of candidates are not available in a particular reserved category, (save SC/ST) such vacant seats shall be transferred to the general category.

1.4.1 Scheduled Castes and Scheduled Tribes

- a. 15% of seats will be reserved for Scheduled Castes and 7.5% for Scheduled Tribes.
- b. The reservation, as mentioned in sub-para (a) above, is interchangeable i.e. if sufficient number of candidates is not available to fill up the seats reserved for Scheduled Tribes, they may be filled up by suitable candidates from Scheduled Castes and vice-versa.
- c. Candidates belonging to Scheduled Castes and Scheduled Tribes will be given relaxation to the extent of 5% in the aggregate marks obtained in the qualifying examination.
- d. The Application Form of a candidate in this category must be submitted alongwith a Certificate of Verification from one of the following authorities:
- (i) District Magistrate/Additional District Magistrate/ Collector / Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/City Magistrate (not below the rank of First Class Stipendiary Magistrate /Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra Assistant Commissioner.
 - (ii) Chief, Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
 - (v) Administrator/Secretary to Administrator/Development Officer (Laccadive and Minicoy Islands).

An Application Form received without certificate is liable to be rejected.

- e. The vacant seats of SC/ST which remain unfilled, due to non-availability of either Scheduled Caste or Scheduled Tribe candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category in that year provided this has been notified to the Special Commission for Scheduled Castes tribes of University Grants Commission and Ministry of Human Resource Development and a concurrence to that effect has been obtained.

1.4.2 Disabled Candidates

- a. 3% seats will be reserved to the disabled candidates – 1% for physically handicapped; 1% for blind and 1% for dumb and deaf candidates.
- b. The reservation, as mentioned in sub-para (a) above, is interchangeable i.e. if sufficient number of candidates is not available to fill up the seats reserved for one category may be filled up by suitable candidates from other category and vice-versa.
- c. The candidate to claim the reservation under the above category should submit a Doctor certificate to this effect issued by Government Civil Surgeon.
- d. The vacant seats of disabled candidates which remain unfilled, due to non-availability of either disabled candidates or both, with the pass marks in the entrance test, if any, may be thrown open to the general category.

1.4.3 Candidates from North Eastern States

In view of the stated objective of the State to spread higher education rapidly in the north-eastern State of the Country, and also with a view to attract more students towards Hindi from that region, 10% seats in each course shall be reserved for the candidates belonging to North-Eastern State.

1.4.4 Ex-Service Man

1% seats will be reserved to the Ex-Service man of Defence Services as per the rules of the Govt. of India.

1.4.5 Outstanding Players

- (a) A specified number of seats in both the under-graduate and post-graduate courses, may be earmarked by Academic Council for admission of outstanding players and sports persons, who have represented their Universities/Region/State, provided that they fulfill the minimum eligibility requirements prescribed for seeking admission to various courses.
- (b) Such candidates as specified in (a) above may be provided relaxation to the extent of 5% of marks in the aggregate or in the subject, as the case may be.
- (c) Such students will be nominated by the Vice-Chancellor over and above the seats allotted to each course, on the recommendation of the Games and Sports Committee.

1.4.6 N. S. S. Volunteers

N. S. S. volunteers who have attended two 10 days' Special Camps and one National Integration Camp or Republic Day Camp may be provided a relaxation of 2% marks in the aggregate or in one subject as the case may be, for admission to **all courses**.

Relaxation of marks given on the basis of NSS certificates shall be permissible on the production of relevant Certificates **duly verified** by NSS Programme Coordinator or the Dean of Students' Welfare of the University.

1.4.7 Internal Students of the University

50% seats will be filled by internal students of the University who have passed qualifying examination from the University provided they fulfill the minimum requirements for the course and qualify the prescribed Entrance Test(s), unless otherwise specified.

1.4.8 Foreign Students

- (a) The admission of foreign students may not exceed 10% of the total number of students admitted to a course, subject to their qualifying in

the admission test and satisfying other conditions as laid down from time to time by the Academic Council.

Provided that this provision may not be applicable where the demand is less from Indian applicants and more demand from the foreign applicants.

Further provided that a course/programme is specially meant for foreign students such provision is not applicable.

- (b) In addition to the above provision the foreign candidates sponsored by the Government of India, may also be admitted as per the conditions provided in various schemes.
- (c) Every foreign student shall have to undergo a medical test (including test for AIDS) within a week from the date of admission.
- (d) Foreign students admitted in the University shall produce student visa within one month after completion of the admission. In case of failure to produce such certificate within the stipulated period the admission shall stand cancelled.
- (e) Application for admission should be submitted to the Registrar of the University.

ADM: 1.5 Restrictions for admission on certain grounds

- (i) No student shall be admitted in two full time regular courses.
- (ii) Unless otherwise provided, a student may join part-time courses provided he/she fulfills the eligibility requirements as per procedure laid down in this behalf.
- (iii) No student shall be admitted to the same course a second time. However, he/she may be admitted to a higher class or course of the same faculty provided he/she fulfills the eligibility requirements.
- (iv) Anyone who has been suspended, rusticated, debarred, expelled etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever, any time in this University.

- (v) Admission to any course of the University can be cancelled, at any time, if any information furnished by the candidate is found to be false or incorrect.
- (vi) A candidate who has taken admission to any course as a full time regular student will forfeit his/her right as an ex-student in the lamia and will not be allowed to appear at any Examination of the University as an ex-student, except in the case where he seeks it for class improvement.

ADM : 1.6 Admission Review Committee

- a. The case of a candidate seeking admission to a regular course other than research and part-time courses in languages, who has given up his/her studies for three or more academic years after passing a Degree/ Diploma/Certificate Examinations may be considered for admission by the Admission Review Committee.
- b. The decision of the Admission Review Committee on reference by the respective Admission Committee shall be final and binding.
- c. The Admission Review Committee shall consist of the following members:
 - (1) Vice-Chancellor – Chairman
 - (2) Pro Vice-Chancellor
 - (3) Dean of the Faculty concerned
 - (4) Dean Students' Welfare
 - (5) Head of the Department concerned (6) Proctor (Convenor)

ADM : 1.7 Enrollment of Students

Every student admitted to any course of the University for the first time shall be allotted an Enrolment number, and this number will become his permanent reference number for identification.

- a. No person shall be admitted to any Examination of the University, unless he/she has been duly enrolled as a student of the University.

- b. The Enrollment Fee shall be paid only once irrespective of the number of times as per rules the candidate appears at the Examinations of the University or whether he/she appears as a Regular Student or as an Ex-Student or as a Private Candidate.
- c. If a student takes a Migration Certificate to join another University, his/her enrollment with the University shall lapse until such time as he/she may subsequently return with a Migration Certificate from that University to take some other Examination of the University. Fresh enrollment by paying the necessary Fee in such cases shall be necessary.
- d. Inter-University transfer shall not be permitted.
- e. The application for enrollment together with the Enrollment Fee and the Migration Certificate from the University/ Institution concerned, wherever required, shall be submitted by the Regular Students on Campus through the Dean of the School concerned, so as to reach the Controller of Examinations on or before October 31. In case of a Private candidate, application shall be submitted directly to the Controller of Examinations or through an Officer designated for the purpose on or before October 1. Candidates, who are applying after the dates fixed and not later than December 31 under this Ordinance on account of late submission of the application or the fee or both for want of a Migration Certificate shall be required to pay a further fee in each case, prescribed under regulation as prescribed from time to time, provided he/she has been permitted by the competent authority.
- f. The Controller of Examinations shall maintain a Register of all enrolled students studying in the Schools for University or carrying on research work in the University.

In the said register the Controller of Examinations shall be required to incorporate all relevant details, at one place in a comprehensive manner; regarding the student including the date of admission and leaving the institution and details about various examinations of degree / diploma / certificate awarded to him/her. A student's name shall not appear at two places and under no condition the information pertaining to a student shall appear at any other place.

- g. The student shall be informed, on enrollment, the number under which his/her name has been entered in the Register and that number be quoted by the student in all communications with the University and in

subsequent applications for admission to an examination of the University.

- h. All applications for admissions to the University Examinations shall be scrutinized with reference to the Enrollment Register. The Controller of Examinations may refuse the application of a candidate about whom complete particulars have not been furnished and require him/her to submit a complete statement of the particulars and documents together within the prescribed time limit.
- i. Any enrolled student may obtain a certified copy of the entries relating to him/her in the Enrollment Register on payment of the prescribed fee.

ADM : 1.8 Re-admission

- a. A student of Ist year of any course who fails in the annual examination or who did not take the annual examination for reasons other than shortage of attendance will not be-readmitted for the same course of study. However, he or she may be allowed to appear as an ex-student in the next annual examination.
- b. A student of Ist year of any course who is detained due to shortage of attendance will no longer remain the student of the School. Such a candidate may, however, seek fresh admission in the coming year and will be required to go through the entire process of admission.
- c. A student of other than Ist year class, who has not taken the examination due to shortage of attendance may be given re-admission in the said class of that course. In case he/she fails to fulfill the requirement of attendance after being given readmission he/she shall not be given another chance.
- d. All students of undergraduate/post-graduate courses other than fresh students of Ist year/previous year must complete their re-admission formalities within 15 days of the commencement of the academic session or by the last date announced for the said purpose.

ADM : 1.9 Change of Name

- i. A student applying for change of his/her name in the Register of students shall submit his/her application with proof of reason to change the name to the Controller of Examinations through the Dean of the School

concerned or the Head of the Institution last attended by him/her. In the case of a Private Candidate, such an application shall be made directly to the Controller of Examinations and in the case of employees through his/her employer; accompanied by :-

- (a) The prescribed fee;
 - (b) An Affidavit relating to his/her present and proposed name, duly sworn in the presence of a Magistrate by his/her parent or guardian, in case he/she is minor, or by himself/herself, in case he/she is major;
 - (c) A cutting / clipping publication from a newspaper in which the proposed change of name has been advertised. However the provision relating to publication shall not be applicable in case where a woman candidate is wanting to change her name following her marriage.
- ii. The Examination Committee on considering such applications and taking decisions thereon shall report to the Academic Council.

ADM : 1.10 Change of Subject(s)

A student shall not ordinarily be allowed to change the optional/subsidiary subject(s) of a course, unless the same is applied for and permitted within four weeks from the date of admission. Such applications should be submitted to the Dean of the School with the consent of the Head(s) of the Department(s) concerned.

Note: In case of any ambiguity regarding revisions relating to admissions in various courses, the decision taken by the Vice-Chancellor, shall be final.

Annexure I-A (For admission to under graduate courses on campus in the University.

List of Qualifying Exams with the name of Board or University

**Annexure I-B (For admission to Post Graduate Courses on
Campus in the University.**

**List of Qualifying Exams with the name of Board or
University.**

Annexure I-C

List of the University Professional Courses.

REGULATIONS

1. Admissions Schedule :

- a. Advertisement to invite applications for admissions in various courses
- b. Last date for Sale of Prospectus cum application from.
 - (i) By Post
 - (ii) At Counter
- c. Last date to receive the filled in application from alongwith Demand Draft
 - (i) By Post
 - (ii) At Counter
- d. Date of Entrance Examination
- e. Date of declaring result of Entrance Examination and issuing Invitation letter to attend counseling session.
- f. Date/s of Counseling session/s.
- g. Finalization of admissions
- h. Commencement of classes at the head quarter and other campuses.

Ordinance 2

COURSES OF STUDY

(Under Sub Section 1(b) of Section 28 of the Act)

1. There shall be Courses of study in the University for the Degrees, Diplomas and Certificates in different Schools as incorporated in the Annexure I-C of this Ordinance.
2. In addition to the above Courses, the Academic Council shall exercise powers to introduce, modify or discontinue a course on the recommendations of the concerned School Board.
3. The percentage of marks as given in the minimum eligibility requirements and allotted seats shall be approved by the Academic Council from time to time.
4. The Degrees/Diplomas/Certificates as referred in the minimum eligibility conditions shall be from those Universities/institutions/Boards which have been recognized by the University.

Admission to the University

GUIDELINES :

1. The candidates will be registered by the University in the first instance and thereafter will be eligible to seek admission if admission committee found eligible for this purpose.
2. The students will be admitted according to merit list and SC/ST/OBC quota fixed by the university.
3. The university will monitor the admissions with the help of the Admission Committee with Dean concerned as convenor who will look into problems, if any, arising therefrom.
4. Information regarding total filled seats, reserved seats and vacant seats will be recorded by the university.
5. No travel allowance will be permissible to students for interview/written examination called for admission.

ADMISSION RULES:

I. Qualifications for M.A. Admission:

1. Eligibility for admission to this university :
 - a) Any Graduate with minimum 50% marks.
 - b) For SC/ST Graduate with minimum 45% marks.
2. Any person who does not possess minimum qualification for admission will not be allowed to appear for written examination/interview test.
3. Original copies of the T.C., Marksheet and the Qualifications Certificates shall be essential requirements during admission.
4. Admission cell/committee shall scrutinize applications to eliminate ineligible candidates and short-list of applicants to be called for written test/interview.

Admission process:

1. Admission process will be completed in two phases:
 - a) Written examination,
 - b) Interviews..
2. Applicant will be called for written examination at any centres notified by the university.
3. The questions for written test will be objective, short answer types and long answer type.
4. Classes for these courses will start from the 15th July every year.
5. No travel allowance will be paid to students for appearing in the written examination/interview.
6. Place of Written examination and Interview may be intimated accordingly.

Admission fees for M.A. :

Admission fee	150/-
*Tuition fee (per Semester)	500/-
Caution money (refundable)	250/-
**Library fee	200/-
Library membership fee (per year)	50/-
Sports fee (per year)	30/-
Cultural Activities fee (per year)	25/-
Identity Card fee	20/-
Internet fee (per year)	120/-
Project Tour for Academic purpose (per year)	110/-
Students Union fee (per year)	90/-
Students Welfare fee (per year)	25/-
Medical fee	30/-
Total :	1600/-

* To be paid per Semester.

** To be paid at the time of admission.

Other charges:

Mess fee :	} to be announced from time to time
Hostel fee:	
Bus fee:	

Process regarding M.A. Admission/Examination :

1. Registration is the sole responsibility of a student. No student shall be allowed to do a course without registration and no student shall be entitled to any credits in the course unless he/she has been formally registered for the course by the scheduled date to be announced by the university.
2. Students are allowed to get regular admission in one course only.
3. The Master Degree programmes are full time courses of 2 years duration which is divided into four semesters. Student should complete 16 courses during the period of four semesters, besides one computer course which is also essential part of the course. Each student will have to attend minimum 75% of total lectures, seminars and tutorials organised by the department during each Semester otherwise he/she will not be allowed to appear Semester exam.
4. The Monsoon and the winter Semester shall commence from and end on a date to be decided by the Academic Council provided that each Semester must have 90 teaching days excluding the days of examination and holidays.
5. University may make arrangements for the conduct of oral/written examinations, evaluations of performance in day-to-day work, including tests, seminars, viva-voce, etc.
6. Experts of related stream may be called with the approval of the authorities concerned for taking classes or to deliver lectures.
7. Examination papers will be checked or evaluated by internal/external examiners called for this purpose with the approval of the authorities concerned.
8. Students shall be required to attend lectures and participate in seminars arranged by the Department.
9. Each application for semester examination will be scrutinized for verification of i) lectures attended in respect of all courses, ii) all sessionals work, iii) No dues certificate (NOC) from all concerned departments.
10. The term end-semester results shall be placed before examination department after they have been scrutinized by a committee constituted for the purpose.
11. In order to qualify for the Master's degree, a candidate must have secured at least 35% marks or equivalent grade in each paper and 40% marks in the aggregate of all papers.
12. A candidate may be permitted to repeat any course or courses and to participate in the sessional work and the semester examination in order to improve his performance if he/she obtains 40% marks in each paper and above 45% in aggregate of all courses but below 55%.
13. No candidate will be allowed to appear in any paper more than twice and no candidate shall be allowed to appear in any paper beyond six semesters of his first admission to the programme.

14. The candidate shall be required to clear at least 2 papers in each Semester.
15. The syllabi for the courses in any subject shall be framed by the concerned department which may also prescribe reference books and other reading material for each course. However the same shall be approved by the concerned School Board and the Academic Council.
16. For external examination, the School Board shall draw a panel of paper setters/examiners which may be forwarded to the Executive Council through the Academic Council for final approval.

M.Phil. courses

The University shall organise M.Phil programme with the objective of providing deeper insights in the relevant subject, broadening horizons, emphasising the unity of all knowledge normally divided in numerous disciplines, equipping scholars with necessary tools and practical experience for further researches in different fields. The admission will be finalised on the basis of the number of seats available and the performance of the candidates.

M.Phil. Admission:

1. The candidate should hold a recognised Post-Graduate Degree or a recognised equivalent degree in concerned discipline from an Indian or overseas University with minimum of 55% marks or an equivalent grade. The candidates from SC/ST category will be eligible with a minimum of 50% marks or equivalent grade.
2. Eligible candidates shall submit their applications in the prescribed form to the University. Selection of candidates will be on workshop/written test and interview conducted by the admission committee.
3. It is 1 year M.Phil. Programme. After selection, the candidate shall be admitted for the M.Phil. Programme after making payment of the prescribed admission fees to the University. The first 6 months will consist of compulsory course on research methodology and theory and written exam. After that candidate shall submit a Research Proposal and make a presentation of his or her proposed area of research before the faculty of the department concerned for approval. After the approval the student shall submit dissertation under the supervision of the teacher concerned. The dissertation will be evaluated by the supervisor concerned and the external examiner appointed by the University.

III. Regarding M.Phil. Fee :

1. Normal conditions:

- i. Student shall deposit tuition fees.
- ii. Admission generally starts from July.
- iii. Annual fees shall be paid at the commencement of each academic year.
- iv. Fees shall be payable in cash or by crossed Bank Draft in favour of the 'Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya, wardha'.

2. Refund of Fees:

Security deposit will be refundable on an application from the student along with no dues certificate.

Admission fees for M.Phil. :

Admission fee	150/-
*Tuition fee (per Semester)	500/-
Caution money (refundable)	250/-
**Library fee	200/-
Library membership fee (per year)	50/-
Sports fee (per year)	30/-
Cultural Activities fee (per year)	25/-
Identity Card fee	20/-
Internet fee (per year)	120/-
Project Tour for Academic purpose (per year)	110/-
Students Union fee (per year)	90/-
Students Welfare fee (per year)	25/-
Medical fee	30/-
Total :	1600/-

* To be paid per Semester.

** To be paid at the time of admission.

Other charges:

Mess fee : }
Hostel fee: } to be announced from time to time
Bus fee: }

M.Phil. Course Process:

1. The candidate registered for M.Phil. is required to pay the prescribed fees in every Semester, failing which his/her registration shall be liable to be cancelled.
2. To qualify for M.Phil. degree, student needs to obtain at least 50 % marks in each subject.
3. The candidate may be permitted by the Academic committee consisting of Dean of School, Head of Department, the teacher concerned to make a change in the title of the dissertation provided that the area of research remains substantially the same. The request for change of title should be made to the concerned authority at least before two months period of the submission of dissertation.
4. The candidate shall have to submit his/her dissertation within 6 months from date of submission of the synopsis. In case he/she fails to do so, he/she shall have to pay the examination fees again.
5. A dissertation if rejected may be resubmitted after revision and payment of prescribed examination fees.

II. (M.Phil.):

1. Grading pattern for internal and external examination will be as follows :

A	–	Very Good
B	–	Good
C	–	Poor
2. The evaluation of candidates both in respect of courses and the dissertation to be submitted by them shall be done numerically. Minimum pass marks shall be 50% marks in aggregate of written courses, 50% marks in the aggregate of practical courses and 50% marks in the project report/dissertation including viva-voce, separately.
3. The successful candidates of the M.Phil. examination shall be :
 1. Ist Division with distinction : 75% marks in the aggregate or above
 2. Ist Division without distinction: 60% marks or above but below 75% in aggregate
 3. Pass : 50% and above but below 60% in aggregate.
4. No student shall be allowed to appear in any part of the examination more than twice and a student must clear the M.Phil. examination within 2 years of his initial registration for the M.Phil.

5. Submission of Dissertation:

a) An M.Phil. candidate shall be required to submit a dissertation in triplicate duly recommended by the supervisor and forwarded by the department to the controller of examinations.

b) The dissertation/project work shall contain a declaration from the candidate and a certificate from his supervisor that the dissertation/project work incorporates bonafide research of the student and that this has not been submitted for another degree of this or any other university.

*The dissertation/project work should be accepted for the award of the M.Phil. degree on the unanimous recommendation of the examiners. If opinion deffer, it will be referred to third examiner to be appointed by V.C. out of the panel already submitted. The third examiner will act as the adjudicator and his decision will be final. In case the examiner suggest some improvement of the dissertation/project work on certain suggested points or lines the candidate should be asked to reply or modify the same and resubmit it within 6 months. The revised version will be examined by same examiner if original examiners are unable to examine dissertation/project work, new examiners shall be appointed from the panel already submitted.

**Removal of Difficulties: The Vice-chancellor may take such measures as may be necessary for removal of difficulties if arises due to abnormal circumstances.

Admission fees for M.A. in Mass Media and Communication :

Admission fee	150/-
Tution fee (per Semester)	800/-
Caution money (refundable)	1000/-
Library fee	500/-
Library fee (per year)	50/-
Sports fee (per year)	30/-
Identity Card fee	20/-
Cultural Activities fee (per year)	25/-
Internet fee	120/-
Project Tour for Academic purpose (per year)	750/-
Students Union fee (per year)	90/-
Medical registration fee	30/-
Students Welfare fee (per year)	25/-
Laboratory fee	1000/-
Total :	4590/-

1. GRADING/EVALUATION SYSTEM :

<u>GRADE</u>	<u>GRADE POINT</u>	<u>FINAL GRADE POINT AVERAGE</u>	<u>CLASS / DIVISION</u>
A ⁺	9	= 8.5 and above	High First Class
A	8	= 7.5 and above	Middle First Class
A ⁻	7	= 6.5 and above	Lower First Class
B ⁺	6	= 5.5 and above	Higher Second Class
B	5	= 4.5 and above	Middle Second Class
B ⁻	4	= 3.5 and above	Lower Second Class
C ⁺	3	= 3.0 but less than 3.5	Fail
C	2	= 1.5 and above, Fail	
C ⁻	1	= 0.5 and above, Fail	
F	0	= Fail	

2. A student who fails in a course shall be required either to repeat that course or to clear another course in lieu thereof.

The end semester examinations shall be conducted by the centres under the overall guidance of the Head/Dean of the school within the dates specified by the university. The Head of the centre shall report the award list in respect of all courses to the Dean's office.

- a) The end semester results shall be placed before the Dean of the School for approval after they have been screened by the committee consisting of the Head of the Centre and not more than three faculty members appointed by the Dean on the recommendations of the Head of the department concerned.
- b) Semesters results would be screened and approved by the evaluation committee consisting head of the institution as chairman and heads of the department concerned as member.

Ordinance 3

MEDIUM OF INSTRUCTION AND EXAMINATION

(Under Sub Section 1(c) of Section 28 of the Act)

The medium of Instruction and Examination at all stages of education in the University shall be Hindi.

Ordinance 4

THE UNIVERSITY EXAMINATIONS

(Under Sub Section I(d) and (g) of Section 28 of the Act)

EXA. 4.1 EXAMINATION COMMITTEE

a. There shall be an Examination Committee consisting, of the following members, namely:

- (1) The Vice-Chancellor - Chairman;
- (2) The Pro-Vice-Chancellor;
- (3) The Deans of the Schools;
- (4) The Heads of the Departments, whose Examinations are to be conducted
- (5) The Dean, Students' Welfare; and
- (6) The Controller of Examinations -(Secretary).

b. Functions and Powers:

Subject to the general control of the Academic Council the duties of the Committee of Examinations shall be:

- (1) to conduct all Examinations and to give appropriate directions for conducting the same;
- (2) to take cognizance of and action in all matters of indiscipline, misconduct, misbehaviour by the student or a staff member related to examinations. This will include cheating, use of unfair means etc. by the candidates before, during or after the Examinations;
- (3) to scrutinize and declare the results of such Examinations and to scrutinize cases of retotalling of marks and Re-evaluation of scripts, rechecking of results, whenever proper application has been made by any candidate for this purpose;
- (4) to consider the Report of Examiners and make recommendations thereon for consideration and action of the Academic Council;
- (5) to submit Annual Report on the working of the University Examinations to the Academic Council;

- (6) to appoint such Sub-Committees, as may be deemed necessary to facilitate its functioning; and
 - (7) to perform such other duties, as may be assigned to it by the Academic Council.
- c. The Committee shall meet as often as maybe necessary.
- d. Not less than half the total number of members of the Committee shall form the quorum for a meeting of the Committee.

EXA. 4.2 Admission to the University Examinations

Examinations of the University shall be open to the following Categories of candidates:

- (i) Regular Students on Campus;
- (ii) Regular Students on Distance Education mode; and
- (iii) Ex-Students.

a. Regular Students:

Students who are duly admitted and are studying in various courses on campus of the University and attending the respective classes, regularly will be called Regular Students on campus.

b. Regular Students : Distance Education Mode

All students registering for Courses under the Distance Education mode shall be called Regular Students on Distance Education mode.

c. Ex-Students:

- (i) A regular student who has failed to pass or is unable to appear for the Examination of the University (except due to shortage of attendance) in any of its courses of study, may be allowed to appear at the same Examination as Ex-Student.
- (ii) An ex-student will forfeit his right as an ex-student as soon as he takes an admission to a regular course. However he/she will be allowed to improve his/her performance of a past examination.

EXA. 4.3 Attendance for Regular Students

- a. A Candidate shall be deemed to have undergone a regular course of study in the University, if he/she has attended atleast 75% in the aggregate of lectures, tutorials and practicals in order to be eligible to appear at the Examination. Provided that the Academic Council may, in special circumstances, condone any shortage in such attendance except otherwise provided by it.
- b. A relaxation to the maximum extent of 15% of the total attendance shall be accorded to student on account of sickness, participation in university functions and the prescribed Educational Tours, Field Trips, Field work, provided that the attendance record, duly countersigned by the Teacher-incharge, is sent to the Head of the Department concerned within two weeks from the date of completion of the function/activity etc.
Provided further in case of sickness or medical disability an application for the condonation shall be supported by a medical certificate issued by a Registered Medical Practitioner/Public Hospital. Such applications must be submitted either during the period of treatment/hospitalization or within two weeks following recovery.

EXA : 4.4 Application for admission to Examination

A) For Regular Students on Campus

- a. All applications for permission to appear at any of the Examinations of the University shall be submitted on the prescribed Forms alongwith Registration fee and forwarded to the Controller of Examinations through the Dean of the School concerned.
- b. In forwarding such of those applications of the Regular Students, the Dean of the School concerned shall certify:
 - (i) That the candidate has satisfied him/her by the production of the Certificate of a competent authority that he/she has passed the Examination which qualifies him/her for admission to the Examination;
 - (ii) That the candidate has studied a regular course of study for the period prescribed and that he/she fulfills attendance requirements;
 - (iii) That his/her conduct is satisfactory;

- (iv) Certificate at Sub-Para 4.4 (b) above will be provisional and can be withdrawn at any time before the Examination, if the applicant fails to attend the prescribed percentage of lectures, tutorials, practicals etc. before the end of his/her University terms.
- c. An application alongwith the Receipt for the payment of the prescribed Examination Fee, set out in these Ordinances submitted by a Regular Student on Campus for permission to appear at the Examination shall, reach the office of Controller of Examinations on or before the date announced.
- d. A candidate may be permitted by the Controller of Examinations to submit his/her Application Form for Examination alongwith the Examination Fee with the prescribed Late Fee within 30 days of the specified last date as stated as Paras 4.1(a) and (c).
- e. Application for Supplementary Examinations where applicable shall reach the office of the Controller of Examinations within 30 days of the announcement of the result.

EXA. 4.4 (B) Application for Registration of Regular Students on Distance Education Mode.

- (a) Application for registration on prescribed form for the ensuing Examination together with the Receipt for the payment of the prescribed Registration Fee for Regular Students on Distance Education Mode and Ex-students for permission to appear at the University Examinations should reach the office of the Controller of Examination on or before the date fixed for the purpose and notified in the prospectus as the Academic Calendar each year. Provided that as a special case the Controller of Examination may entertain such applications alongwith the Registration Fee upto an extended period notified in the academic calendar of the year or any other date notified by the Controller of Examinations on payment of a late fee (non-refundable) by the aforesaid candidates, as prescribed by the Regulation made in this behalf.
- (b) The following documents shall be submitted alongwith the Registration Form for fresh registration of Regular Students on Distance Education Mode.

- (i) Proof of passing the last examination.
- (ii) Copy of the statement of marks obtained at the last examination
- (iii) Three copies of recent photographs of passport size to be affixed on the Application Form for Registration and Examination.

EXA 4.4 (C) Ex-Students :

- a. Ex-students on campus shall submit their Application Forms with Registration fee for Registration for the ensuing Examination through the Dean/School last attended as stated at Para 4.4 (A).
- b. Ex-students on Distance Education Mode shall submit their application forms and Registration fee along with the Students' Record Card to the Controller of Examination as stated at Para 4.4 (B).

EXA 4.5 Issue of Admission Card

A candidate, whose application has been accepted for admission to an Examination shall be issued an Admission Card containing the Name of the Candidate name of Examination and Roll Number assigned to him/her. Admission Cards shall be issued to the Regular Candidates and Ex-students on Campus through the Dean of School concerned, provided there are no dues of the University outstanding against their names.

The Admission Cards shall be issued to the Regular and Ex-Students on Distance Education Mode by the office of the Controller of Examination.

EXA 4.6 Withdrawal of Permission to take Examination

Permission granted to a candidate to appear at an Examination may be withdrawn before or during the course of Examination for his/her misconduct/indiscipline, which in the opinion of Examination Committee justifies the candidate's exclusion.

EXA 4.7 Withholding of Admission Card

The Controller of Examination comes to know, if a candidate for any University Examination owes any money to the University on any account and fails to pay the dues or has borrowed any book apparatus or other property belonging to the University and fails to return the same may withhold the Admission Card of such candidate/s or if the Admission Card has already been issued to him/her may suspend the admission card till all such dues have been cleared off or such property returned by the candidate to the University.

EXA 4.8 Conducting of Examinations

- a. The Annual Examination will normally be held in April/May every Year or as decided by the Academic Council from time to time. In case of the Semester system, the Semester wise schedule of examinations will be notified in the Prospectus every year and the examination will be held accordingly.
- b. The Supplementary Examinations, if applicable to a Course, will normally be held in August/September every year or as decided by the Academic Council from time to time.

EXA 4.9 Appointment of Superintendent of Examinations and Invigilators :

The Academic Council on the recommendation of the Examination Committee, shall appoint Superintendents of Examinations and Invigilators, who will be responsible for the proper conduct of the Examination. In case of an emergency, the Vice-Chancellor or in his absence the Controller of Examinations shall appoint Superintendents of Examinations and Invigilators, as the case may be.

Provided that the Head/Dean of the School concerned shall be the incharge of the Practical Examinations, who shall act as Superintendent of Examinations for Practical Examinations of his / her Department or School.

EXA- 4.10 Directions to Superintendents of Examinations:

- a. The Superintendent of Examinations shall see that the doors of the Examination Hall open half an hour before the time specified for the distribution of the Question Paper on the first day and a quarter of an hour before on subsequent days.
- b. The Superintendent of Examinations will be supplied by Controller of Examinations before the commencement of the Examination, with the List showing the names of the candidates who will appear at his Centre of Examination and their Optional Subjects and a Statement showing the number of candidates appearing in each Subjects of Examination.
- c. The Superintendent of Examinations shall not admit any candidate whose name is not shown in the List or shall not allow any

candidate with an Optional Subject, other than that shown against his/her name, provided that in doubtful cases the Superintendent of Examinations may allow a candidate to appear at the Examination of the Paper and immediately refer the matter to the Controller of Examinations.

- d. The Superintendent of Examinations or invigilator authorised by him/her may require any candidate to show his/her Admit Card /Hall Ticket.
- e. The Question Paper set "for the Examination shall be despatched by the Controller of Examinations in a sealed cover, which shall be opened by the Superintendent of Examinations in the presence of at least one Invigilator. The Superintendent of Examinations and the Invigilator(s) shall certify that the sealed cover was in proper condition and that it was opened in the Examination Hall at the proper time. The Certificate shall be forwarded to the Controller of Examinations on the same day.
- f. Before the commencement of the Examination, the Superintendent of Examinations shall see that the satisfactory arrangements are made for the examination. Candidates must be seated well apart to prevent collision.
- g. A Card giving the Roll Number of each candidate shall be fixed on each table so that the candidate may readily find out his/her place.
- h. Blank answer-books will be supplied from the office of the Controller of Examinations. The Superintendent of Examinations shall see that an additional answer-book is not issued to a candidate until he/she fully uses the answer-books issued earlier to him/her and that the all answer-books are at once/stitched together.
- i. The Superintendent of examinations and the Invigilators shall remain in the Examination Hall during the time allotted for each Paper; they shall on no account speak or permit any one to speak to a candidate on any subject pertaining to the Questions during the hours of examination, except for the purpose of correcting misprints or other errors which might mislead the candidate. The Superintendent of Examinations shall without loss of time draw the attention of the Controller of Examinations to any misprint, mistranslation or ambiguity, which may have come to his notice and shall be communicated to the Examiner.

- j. As soon as the allotted time has expired the answer-books shall be carefully collected and arranged in numerical order and delivered to the Controller of Examinations reporting names and/or Roll Numbers of absentees.
- k. Any attempt to use unfair means to pass the Examination or any violation of the Ordinance by the candidates shall be immediately reported by the Superintendent of Examinations to the Controller of Examinations who shall place it before the Examination Committee for consideration.
- l. The Superintendent of Examinations shall see that no candidate is permitted to leave the Examination Hall without being accompanied by a trustworthy escort, to prevent his/her communication with outsiders and that he/she does not use absence, from the Hall for any purpose other than that for which he/she had taken leave. The Superintendent of Examinations may fix a time, if necessary, within which the candidate must return to his/her seat.

EXA – 4.11 Duties of Invigilators:

- a. An Invigilator should report himself/herself on duty to the Superintendent of Examinations half an hour before the commencement of Examination.
- b. Invigilators shall remain in the Examination Hall during the time allotted for each Paper and shall not leave the Hall without the permission of the Superintendent of Examinations.
- c. Invigilators shall help the Superintendent of Examinations in the distribution of Question Papers and answer-books etc., to the candidates and in collecting the answer books from the candidates at the close of Examination. They shall also help the Superintendent of Examinations in arranging the answer-books for dispatch.
- d. The invigilators shall help the Superintendent of Examinations, preparing a List of Candidates present at the Examination and in verifying their identity by comparing their signatures with those on record.

- e. During the course of Examination, the Invigilators are expected to move within the allotted Examination Hall and not to engage themselves in study or conversation.
- f. The Invigilators shall be responsible for the maintenance of general discipline in the Examination Hall and shall exercise their discretion for the purpose. In case they feel that a situation has arisen which is beyond their control they shall, without loss of time, report the matter to the Superintendent of Examinations for the necessary action.
- g. If a candidate is found to resort to unfair means at the Examination or to create disturbance/nuisance or act in any manner so as to cause inconvenience to the other candidates, the Invigilator shall, without loss of time, report the matter to the Superintendent of Examinations.
- h. The Invigilators shall also bring to the notice of the Superintendent of Examinations any complaint or other difficulties pointed out by any candidate(s) regarding the Question Paper set for the Examination.
- i. Invigilators are expected to help the Superintendent of Examinations in any other matter connected with the conduct of the Examinations.
- j. In case, an Invigilator is unable to be present on account of unavoidable circumstances, he/she shall give at least 24 hours notice to the Controller of Examinations through the Superintendent of Examinations.

EXA – 4.12 Instructions to candidates for Examination:

- a. The doors of the Examination Hall shall be opened half an hour before the commencement of the Examination on the first day and quarter of an hour before on subsequent days.
- b. A candidate may not be admitted into the Examination hall, if he/she fails to present to the invigilator his/her Admission Card and/or satisfy the Superintendent of Examinations that it will be produced within a reasonable time.

- c. All candidates shall come to the Examination Hall before the time fixed for the Examination. If a candidate arrives not later than 30 minutes after the time fixed for the Examination, the Invigilator may allow him/her to appear at the Examination with the permission of Superintendent of Examinations. No candidate shall be allowed to appear in the examinations not later than 30 minutes after the time fixed.
- d. The candidates shall strictly obey and follow all the instructions given to them from time to time by the Superintendent of Examinations or Invigilators or any Official of the University connected with the Examinations.
- e. The candidates shall maintain and observe strict discipline in and/or near the Examination Centre/hall and shall not indulge in any such act as misbehaviour/nuisance which causes any obstruction and/or disturbance or disruption in the conduct of Examination.
- f. No candidate shall be allowed to leave the Examination Hall, until half an hour has elapsed after the distribution of the Question Paper.
- g. No candidate shall leave his/her place or go out of the Hall without the permission of the Invigilator, unless he /she has handed over his/her answer book to the Invigilator concerned.
- h. If a candidate desires to go out of the Examination Hall for a while, a reliable person shall be sent with him/her to see that he/she does not communicate with any person or use unfair means for answering the Question Paper.
- i. As soon as the time prescribed for the Question Paper expires, the candidates shall have to hand over their answer books to the Invigilator concerned.
- j. A candidate appearing at an Examination shall give a specimen signature for purpose of identification, if asked by the Superintendent of Examinations or the invigilator in the Examination Hall.

EXA – 4.13 Appointment of Amanuensis (Writer)

- a. An amanuensis shall be allowed in case of:
 - (i) Blind Candidates; and
 - (ii) The candidates, who are disabled due to an accident or disease and are unable to write with their own hands.
Candidates under 6.1(b) above shall have to produce a medical certificate from the District Civil Surgeon or the Dean, K.G.M.H., Sevagram.
- b. The Controller of Examinations, on receiving an Application from the candidate one week before commencement of Examination, will arrange for the appointment of an amanuensis and shall inform the Superintendent of Examination concerned.
- c. The amanuensis shall be a person of a lower qualification than the candidate concerned.
- d. The Superintendent of Examination shall arrange for a suitable room for aforesaid candidate and appoint a Special Invigilator from the list supplied by the office of the Controller of Examinations.
- e. One extra hour will be given to the blind candidates.
- f. The remuneration to the amanuensis will be given by the Office of the Controller of Examination at the existing approved rate.

EXA – 4.14 Use of unfair means and Misbehaviour:

- a. No candidate shall bring with him/her in the Examination Hall any book; paper, notes or other materials which may be used by him/her in connection with the Examination, nor shall he/she communicate to or receive from any other candidate or person any information in the Examination Hall.
- b. No candidate shall note or write any thing on the blotting paper or Question Paper or on any other object/material, except the answer book supplied to him/her.
- c. No candidate shall assist or receive assistance from any other candidate or person at an Examination or make use of any dishonest or unfair means in connection with the Examination.

- d. Any candidate, detected cheating or making use of any dishonest or unfair means in connection with an Examination shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or any Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration, which may if satisfied that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period of not more than three years.
- e. Any candidate detected using unfair means in an Examination Hall shall be reported to the Controller of Examinations by the Superintendent of Examinations or through him by an Invigilator or by any Official of the University, as the case may be. The Controller of Examinations shall place the aforesaid matter before the Examination Committee for consideration. Which may if satisfied that the facts alleged are true, but do not disclose any premeditation, disqualify the candidate from passing that Examination and debar him/her from appearing at any University Examination for a period not exceeding two years.
- f. Any candidate bringing any book, paper, notes or other material to the Examination Hall shall be reported to the Examination Committee for consideration by the Controller of Examinations, as reported by, the Superintendent of Examinations or through him by an invigilator or by any Official of the University, as the case may be, and the Examination Committee may, if satisfied that the facts alleged are true, but that the candidate has not made and use thereof, disqualify the candidate from passing that Examination.
- g. Any candidate, who in the opinion of the Superintendent of Examinations is guilty of any misconduct in the Examination Hall, other than the misconduct within the meaning of the aforesaid Sub-Paras 1,2,3,4,5 and 6 of this Ordinance, may be expelled by the Superintendent 'of Examinations for that Paper and shall be replied to the Examination Committee by the Controller of Examinations. The said Committee may, if

satisfied that the facts alleged are true, disqualify him/her from passing the Examination for that year.

- h. Any candidate approaching an Examiner directly or indirectly or seeking ways or means of bringing pressure to bear on the Examiner, so that higher marks may be awarded to him/her than his/her answers justify or attempting to influence the Controller of Examinations or any person employed in his office for the same purpose shall be deemed to have used unfair means. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and debar him/her from appearing at any Examination for a period not less than one year.
- i. Any candidate found guilty of seeking ways and means or harassing or pressurizing or using or threatening to use force to make the Superintendent of Examinations or Invigilator or any Official of the University desist from his duties relating to the conduct of Examination shall be deemed to have used unfair means and indulged in gross misconduct. Such a case shall be reported to the Examination Committee by the person concerned through the Controller of Examinations. The Examination Committee may, if satisfied that the facts alleged are true, disqualify the candidate from passing that Examination and/or expel him/her from the University and declare him/her to be not a fit and proper person to be admitted to any future Examination of the University.
- j. Any candidate who has been punished under Sub-Paras 4, 5, 6, 7, 8 and 9 above, shall not be admitted to any Course as a Regular Student. Such a student may be allowed to appear at the next Annual Examination only, in which he/she is entitled to appear as an Ex- Student after the expiry of the period of punishment.
- k. In case, a person, who is not a bonafide candidate, is found to be taking an Examination on behalf of a bonafide candidate, it will be assumed that this impersonation is being done at the instance and with the connivance of the bona fide candidate and action against such person and such bonafide candidate would be taken as under:

- (i) The bonafide candidate, who did not take the Examination himself/herself shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
 - (ii) In case, the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
 - (iii) If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.
- l. In case, a candidate is appearing at the Examination for improvement of Division/Percentage of Marks and is found to be using unfair means, the result of his/her Examination in the Paper(s) in which he/she has already appeared, would also be cancelled, in addition to the action that might be taken against him/her for using unfair means, while reappearing for improvement of his/her Division/ Percentage of Marks.
- m. Any punishment imparted on the erring student shall be following due consideration of the defense presented by him/her.

EXA – 4.15 Appointment of Examiners and Moderators and Moderation Committee:

- A. Appointment of Examiners and Moderators:
- (i) The list of Examiners and Moderators for all Examinations other than those of the Schools, shall be drawn up by the Board of Studies concerned.
 - (ii) The list of Examiners and Moderators for the School Examinations, conducted by the Controller of Examinations, shall be drawn up by the Committee of Courses for Schools and submitted to the Academic Council for approval.

- B. The result of Examination shall be tabulated by two Tabulators appointed by the Vice-Chancellor on the recommendation of the Controller of Examinations.
- C. **Moderation Committee:**
- (i) There shall be a Moderation Committee for each course in a Department of Studies under each School to moderate the Question Papers of examinations of the University.
- (ii) The Moderation Committee shall consist of the following members, namely:**
- (a) The Head, Department of Studies -(Chairman); and
- (b) Two persons having expert knowledge of the subject, appointed by the Board of Studies. However, the Board of Studies may increase the number of experts upto four, provided there is a requirement of the course.
- (c) The Control of Examination are his nominee shall be the Ex officio Secretary.
- Provided further that one of the Moderators shall be drawn from outside the University.
- D. Two members shall constitute the quorum for a meeting of the Committee.

EXA – 4.16 Evaluation and Tabulation of Results:

- (i) Evaluation of the Answer Scripts.**
- a. The Controller of Examinations shall issue instructions to Examiners with regard to due provisions for secrecy and any other matters incidental thereto.
- b. (i) Examiners shall send their Papers to the Controller of Examination in sealed covers before a date to be notified on their appointment by the Controller of Examination under instructions of the Academic-Council.
- (ii) The appointment of an Examiner may be cancelled, if he fails to send the Question Paper by the date so-fixed in this regard.

- c. Examiners shall submit the results to the Controller of Examinations in sealed covers before a date fixed by the Controller of Examinations.

(ii) Tabulation :

- a. The two Tabulators shall tabulate the results independently; one from the foils of the marks sheets and the other from the counterfoils. They shall draw the attention of the Controller of the Examinations to any discrepancy in the result.
- b. (i) The two Tabulators shall compare the Tabulation Sheets in the presence of the Controller of Examinations or a person appointed for the purpose by him, before these are submitted to the Examination Committee.

(ii) The Controller of Examinations shall also check that the marks entered in the foils and counter-foils of the Mark Sheet also tally with the marks entered in the answer books. The discrepancy, if any, shall be certified by the Controller of Examinations.
- c. The remuneration shall be paid to each Tabulator at the rate prescribed from time to time.

EXA – 4.17 Answer books:

- a. The Examiners' awards, as shown in the result statements submitted by them, shall be final, provided that the errors may be rectified by the Controller of Examinations after checking the answer books.
- b. The answer books shall be preserved and be in the custody of the Controller of Examinations, till the expiry of three months from the publication of the results.
- c. The Controller of Examinations at the instruction of the Examination Committee is hereby empowered to issue appropriate instructions/directions from time to time for the proper and effective conduct of the Exams.

EXA – 4.18 Pass Percentage and Promotion of Candidate

Pass percentage of promotion of candidates of various courses shall be as set out in **Annexure X-B** of this Ordinance.

EXA – 4.19 Results Committee:

- a. There shall be a Results Committee consisting of the following members:
- (i) Dean of School concern
 - (ii) Head of the Department
 - (iii) Nominee of the Vice-Chancellor;
 - (iv) One of the Tabulators, nominated by the Vice-Chancellor and
 - (v) Controller of Examinations (Convener).

b. The Results Committee shall:

- (i) Ensure the compliance of the prescribed rules of the Courses;
- (ii) Consider and award grace marks as per the provisions of the Ordinances;
- (iii) Do sample checking of answer books and award lists, if required;
- (iv) Prepare a Report for the Examination Committee to be finally submitted to the Academic-Council for its consideration.

c. Amendment of Results:

In any case where it is found by the Results Committee that the result of an Examination has been affected by an error, malpractice, fraud, improper conduct or other matter of whatever nature, it shall report the matter to the Examination Committee, which shall have the power to amend such result in such a manner as shall be in accordance with the true position and to make such declaration as it may consider necessary fit in that behalf.

Provided that no result shall be amended after the expiry of three months from the date of publication of the result.

EXA – 4.20 Grace Marks:

If the Examination Committee considers it necessary, it may award grace marks on the following pattern:

- a. A maximum of three (3) grace marks in all Courses of the University. Provided that the system of awarding grace marks shall not be applicable to Courses, where grades are awarded.

- b. Grace marks shall be given only to those candidates, who by obtaining them are able to either pass the Examination or secure a Compartment or granting the divisions. The award of grace marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.
- c. Only minimum grace marks, as required to pass the Examination or to secure a Compartment, shall be awarded.
- d. The grace marks awarded shall not be counted in computing the percentage or Grand total or aggregate.

EXA – 4.21 Declaration of Results

The results of Examinations will be declared normally within 30 days from the last day of the examination schedule each semester/year.

EXA – 4.22 Issue of Marks Sheet/Certificate etc.

- a. The Mark sheets will be issued to the students on campus from the offices of the respective Schools and to the Students on Distance Education Mode from the office of the Controller of Examinations after ten days from the date of declaration of results.
- b. Provisional Certificates etc. will be issued after 15 days from the date of declaration of results and within five (5) days after depositing the required Fee alongwith the application in the office of the Controller of Examination.
- c. Mark sheet/Certificate may be withheld by the Controller of Examinations, on reasonable grounds.

EXA – 4.23 Retotalling of Answer Scripts:

- a. The marks of the candidate shall be retotaled on an application received from the candidate on payment of the prescribed fee per Paper. The above Fee will be refunded, if the total is found to be incorrect.
- b. No application for retotalling shall be entertained, unless it is made within fifteen days from the date of the publication of the result.

EXA – 4.24 Re-Evaluation of Answer Script:

- a. (i) Any candidate, intending to apply for re-evaluation of answer scripts (s) of any Paper/Subject of his/her written Examination, may do so on the prescribed Application Form within 15 days from the date of issue of marks sheet.

(ii) The re-evaluation of scripts will not be allowed in more than two of the written Papers of an Examination.
- b. Each application for re-evaluation shall be accompanied by the original Statement of Marks issued to the candidate.
- c. Re-evaluation shall not be permitted in the case of Practical Examinations, viva voce, Project Report, Sessionals/Internal Assessment and Dissertation, as also the answer scripts of any Examination which have already been valued in full by Joint Examiners/Board of Examiners.
- d. The candidate applying for re-evaluation shall be required to pay the prescribed Fee per Paper or part thereof; No refund shall be made in any case except if marks increased more than 20%, in a paper/subject.
- e. The Controller of Examinations will select an Examiner for revaluation from amongst a panel of at least three Examiners in each paper recommended by the Board of Studies. The said panel shall exclude the name of the initial examiner.
- f. The merit list, declared in the results of the respective Examination shall not be prejudiced owing to re-evaluation of scripts.
- g. If there be any change in the result of the Examination due to re-evaluation of answer scripts, no examinee can complain in the Court of Law, nor any action can be initiated against the Examiner (s) concerned.
- h. (i) If the award of the Re-evaluator (second Examiner) varies from the original award upto and including $\pm 5\%$ of the maximum marks secured earlier, the original award shall stand.

- (ii) If the award of the Re-evaluator varies from the original award upto and including $\pm 20\%$ of the maximum marks secured earlier, then the answer script shall be sent to the second re-evaluator (Third Examiner).
- (iii) The average of the marks awarded by the Second and Third Examiners shall be final.
- i. All cases of re-evaluation of scripts shall be referred to the Examination Committee.
- j. Applications for re-evaluation of answer scripts only for Term-end Examination shall be accepted.
- k. Answer scripts of those examinees who appeared for improvement of division or Percentage of Marks shall be final and shall not be subject to re-evaluation.

EXA – 4.25 Obtaining Certificates on false statement

Subject to Statute 30 the Executive Council shall have the power to withhold or withdraw Degree/Diploma/Certificate or any other academic distinction and disqualify a person, if he/she is found guilty of obtaining or attempting to obtain a Degree/Diploma/Certificate fraudulently for which he/she is not entitled. The period of such disqualification will be according to the circumstances, as stated below:

- (i) from appearing at any Examination of the University for a specified period, if he/she makes a correct statement of facts and surrenders the Degree/Diploma/ Certificate voluntarily; and
- (ii) from appearing at any further Examination of the University, if he/she has deliberately lied to cheat the University.

EXA – 4.26 Carry over system:

The Carry over system shall be applicable to the following courses only:-

- a. Procedure for Carry Over/Promotion of candidate of various courses shall be incorporated in Annexure X-B.

- b. The syllabus of the Examination will be the same as prescribed for the Semester / year in which the candidate reappears at the Examination in the paper / subject concerned.
- c. A candidate failing in Practice Teaching/practical Examination(s) will not be promoted to the next higher class.
- d. There will be no Supplementary Examination in the Courses where "Carry Over System" is in operation. However, candidates failing in the final year of any Course may be allowed to appear in Compartmental Examination.

EXA – 4.27 Improvement of the Division:

- (i) Unless otherwise provided, a candidate will be allowed to appear at the Examination to improve upon his/her performance in the Examination held in the preceding year.
- (ii) If a candidate appears at the Examination in order to improve upon his/her previous marks of the same Subject/Paper, higher marks as obtained in his/her two such Examinations shall be taken into account for determination of his/her final result.
- (iii) A candidate desiring to improve his/her Percentage of Marks will have to submit an application to the Controller of Examinations latest by 15th September of the Year in which he/she passed the Subject/Paper, or as notified by the Controller of Examinations.
 - (iv) To improve upon the Division or Percentage of Marks, a candidate maybe allowed to appear at the next Examination only in Paper (s) concerned.
- (v) The syllabus of the Examination will be the same as the one prescribed for the year, when the candidate appeared at the Examination in the Paper concerned.
- (vi) Students who have already secured admission on the basis of their unimproved marks are eligible to appear for improvement at the time of Comptt. examination only where improvement is permitted alongwith comptt. examination as per rule (ii) above.

(vii) The student will have to appear in the improvement examination on the basis of the current syllabus in the same paper. However if the paper has been changed (Title and contents) then the student would appear as per the old syllabus of the paper.

(viii) No chance for improvement in the practical, Field work, Viva-voce, sectional, internal Assessment and Dissertation will be given.

EXA – 4.28 Time limit for passing an Examination

No person shall be allowed to appear in the Examination after the expiry of the periods specified against each Course, noted below:

Name of the Course	Maximum Duration in years. (After admission to the course) Prev/First Year
--------------------	--

EXA – 4.29 Issue of Duplicate Degree/Diploma/Certificate:

Duplicate Degree/Diploma/Certificate can also be obtained on submitting an application alongwith the receipt of the prescribed Fee, stating that the applicant has a real need for a duplicate Degree/ Diploma/ Certificate with an Affidavit signed and certified by a First Class Magistrate, showing that the original has been lost/destroyed.

EXA- 4.30 Committee on Equivalence of Examinations:

a. There shall be a standing Committee on Equivalence of Examinations consisting of the *following* members, namely:

- (1) The Vice-Chancellor - Chairman;
- (2) The Pro- Vice-Chancellor; ,
- (3) The Deans of the Faculties;
- (4) One person nominated by the Academic Council from amongst its members for a period of three years;
- (5) The Controller of Examinations; and
- (6) The Registrar - Secretary.

b. The functions of the Committee shall be:

- (1) to consider the proposal in respect of the recognition of new courses/examinations of other Universities/Boards/ Institutions together with the report of the Dean of the School concerned who has examined the courses of study and the standard of the courses and to recommend to the Academic Council the Examinations of other Universities/Boards/Institutions as equivalent to the corresponding Examinations of the University;
 - (2) to report to the Academic Council on all matters, which are referred to it; and
 - (3) to consider requests for recognition of Examinations received from other Universities and Institutions and submit its recommendations to the Academic Council.
 - (4) To prepare the case for seeking recognition of degrees/diplomas and certificates awarded by the MGAHV equivalent to the corresponding degrees, diplomas and certificates of universities and other institutions within and outside the country.
- c. Not less than half the total number of members of the Committee shall constitute the quorum for a meeting of the Committee.

EXA – 4.31 Change of Date of Birth:

The date of birth as entered in the Register of Student, shall not be altered except: On the Controller of Examinations being satisfied that there has been a clerical error in the University Office, or Provided that the Academic Council may on a reference by the Controller of Examinations and after consideration of such documentary evidence as may be produced in any case, direct and alteration to be made in the record of the Register of Students.

EXA– 4.32 Examination Expenses submitted by the Controller of Examination:

Examination expenses specially those expenses concerning printing of Question Paper etc. shall be kept under extra-ordinary secrecy. The Controller of Examinations shall be fully responsible for all the examination expenses. The Controller of Examinations shall submit the accounts of examination for approval.

Annexure X-A
(Vide Para 10 of Ordinance X)

Rates of remuneration payable to the Examiners and other staff:

- (1) The existing rates of remuneration payable to Examiners mentioned above for setting Question Papers and valuation of answer scripts are prescribed in respect of Papers, where the duration of Examination is three hours. For a Paper, where the duration of the Examination is two hours, the rate shall be Rs. 70/- only.
- (2) In respect of Papers, where the Question Paper is set in parts by separate Examiners and answer scripts thereof are also valued by them independently of one another, or in case where Question Paper is set by the Joint Examiners and the answer scripts are also valued jointly, the remuneration payable for setting the Paper shall be divided proportionately among the Examiners.
- (3) When the whole answer scripts is examined by Joint Examiners, each Examiner shall be paid the full remuneration prescribed for examining the answer scripts. In case of Joint Paper Setters, the remuneration shall be equally divided.
- (4) If an Examiner is unable to translate the Question Paper into another language no amount shall be deducted from the remuneration of the Examiner the Controller of Examinations shall get such Question Paper translated into another language and shall also pay proper remuneration for it.
- (5) Contingent Charges:
The Contingent Charges (including Postage and other Incidental Charges) will be paid at a flat rate. The Examiners shall send all communications to the Controller of Examinations "Pre-Paid" and not "To Pay". The lump sums payable to each Examiner in this connection are given below:
External Examiner ----- Rs. 25.00
Internal Examiner ----- Rs. 20.00
- (6) In case, the expenses incurred according to rules exceed the amount mentioned above, the examiner should submit the details of the expenditure alongwith the postal/railway receipt in the remuneration bill.
- (7) Remuneration payable to the Examiners, Moderators, Superintendent of Examination, Invigilators and other staff including teaching and non-teaching relating to Examinations Work shall be decided by the Examination Committee and approved by the Academic Council from time to time.

Course Calendar

Course commencement & Academic Session :

Regulation No. -----

The span of the academic year shall be arranged in two semesters of Monsoon session 15th July to 14th December and Winter session 15th December to 14th May (including holidays and vacations)

M.A. and M.Phil Courses:

1. Minimum 180 days teaching shall be ensured every year.
2. Normally classes will be arranged 6 days per week.
3. New academic session/Semester shall start from 15th July and 15th December every year.
4. All Courses and fresh batch shall start from 15th of July in Monsoon Semester and 15th December in winter Semester.
5. Examination at the end of each semester shall start from 1st December to 14th December.
6. 12th December to 30th December will be treated as winter vacation.
7. After the end of this semester term end exam shall start from 30th April to 14th May.
8. 15th May to 14th July shall be summer vacation period.

Examination :

1. The time table of examination shall be announced at least minimum one month before the commencement of examination.
2. After completion of course/semester students shall fill up and submit the examination form.
3. Admit card shall be issued after proper scrutiny of examination form. Without admit card student shall not be allowed to appear in the examination.

Rule:

Examination Question Paper:

Ist Semester :

1. Paper setting work will be done from 1st October to 20th October.
2. Moderation of question papers to be done from 21st October to 25th October.
3. Examination to be taken from 1st December to 14th December.
4. Evaluation of paper to be done from 15th December to 30th December.

IInd Semester (Term End Examination) :

1. Paper setting work to be done from 15th March to 5th April.
2. Moderation of question papers to be done from 6 April to 10 April.
3. Examination to be taken from 30th April to 14th May.
4. Evaluation of paper to be done from 15th May to 30th May.

Rule:

Remuneration to Examiners:

To be followed according to rules currently applicable :

- | 1. For M.A./M.Phil. course: | | (in Rs.) |
|--|---|-----------------|
| a. For setting each question paper | : | 500/- |
| b. For Moderation of question paper (External) | : | 300/- |
| (Internal) | : | 150/- |
| c. For marking each answer script (per script) | : | 10/- |
| d. For conducting the practical examination of each examinee.
(per student) | : | 10/- |
| e. For conducting the viva-voce examination of each examinee.
(per student) | : | 10/- |
| f. For conducting practical examination per examinee (per student) | : | 10/- |
| g. For examining dissertation (per examiner per candidate) | : | 300/- |
| h. For evaluating Ph.D. thesis. (per examiner per candidate) | : | 500/- |

For Certificate Examination :

- | | | |
|--|---|-------|
| a. For setting each question paper. | : | 250/- |
| b. For Moderation of question paper | : | 200/- |
| c. For marking each answer book (Rs.8/- per script)– <i>minimum</i> | : | 200/- |
| d. For conducting practical/viva-voce of each examinee– <i>minimum</i>
(Rs.8/- per candidate) | : | 200/- |

For Diploma Examination :

- | | | |
|--|---|-------|
| b. For setting each question paper. | : | 300/- |
| c. For Moderation of question paper | : | 200/- |
| d. For marking each answer book. (8/- per answer script) | : | 200/- |
| e. For conducting practical/viva-voce of each examinee– <i>minimum</i>
(Rs.8/- per candidate) | : | 200/- |

Examination Duty :

- | | |
|-----------------------|------------------|
| 1. Chief Invigilator | Rs.150/- per day |
| 2. Invigilator | Rs.100/- per day |
| 3. Clerical Assistant | Rs.75/- per day |
| 4. Helper | Rs.50/- per day |

An examiner who comes from out-station to conduct any viva-voce or practical examination shall be paid T.A./D.A. as per rule.

Ordinance 5

Fees to be charged for Courses of Studies

(Under sub-section 1(e) of Section 28 of the Act.)

EXA – 5.1 Examination Fee and other Fees

- a. Subject to any modification by the Academic Council the Examination Fee, Tuition Fee and other Fees shall be the same as shown in Annexure XA.
- b. Complete Applications for Registration of all students will be accepted by the Controller of Examinations, if they are in accordance with the Ordinance laid down by the Academic Council.
- c. Incomplete Applications Forms will not be entertained and rejected.
- d. The Candidates will be allowed to appear at the Examination only in those Subjects/Papers which are prescribed for such semester / year examinations.
- f. Save as otherwise provided a candidate, who fails to appear at an Examination, may be permitted by the Academic Council for sufficient cause to appear at the next Examination without further payment of fees.
- g. No application for adjustment of the Examination Fee shall be entertained if it does not reach the office of the Controller of Examination within one month of the completion of the Examination concerned.
- h. A candidate who fails to present himself/herself for Examination, shall not be entitled to any refund of the Fee or to have it kept in deposit for a subsequent Examination. Examination Fees, once paid shall not be refunded or adjusted in future examinations. Provided that a woman candidate is unable to appear at the Examination for maternity reasons her Fee may be held over for the next Examination, subject to that the application for crediting the Fee for the next Examination must be made to the Controller

of Examinations within three months from the date of conception and shall be supported by a Medical Certificate or within one month of the end of the such examination concerned whichever is earlier.

Further provided that a candidate, who falls ill during the Examination, may be permitted by the Vice-Chancellor on written request with supportive documents issued by the Govt. Civil Surgeon, KGMC, Wardha for sufficient cause to appear at the next Annual Examination without further payment of Examination Fee.

- i. If permission accorded to him/her to take an Examination is subsequently cancelled as a result of mis-statement of facts or suppression of material fact or for want of relevant information in his/her application for admission to the Examination, the fees paid by the candidate shall be forfeited.

Ordinance 6

Conducting of Convocation

(Under Clause 30 of the Statutes of the Act.)

1. Convocation for the purpose of conferring Degrees /Diplomas shall ordinarily be held once a year at Wardha and on such date(s), as may be decided by the Vice Chancellor:

Provided that special convocations for conferring Honorary Degrees shall be held only at Wardha.

2. The Vice Chancellor shall preside over all convocations and shall confer Degrees/Diplomas.

Provided that the Executive Council on the recommendation of the Vice Chancellor, may invite a distinguished person to preside over any Convocation held at Wardha.

3. The Vice Chancellor may invite a distinguished person to deliver the Convocation address at the convocations at Wardha.
4. The Vice Chancellor shall present a report on the progress of the University at the Annual Convocation.
5. The students who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to the convocation:

Provided that in case the convocation is not held in a particular year for any reason, the Vice-Chancellor shall be competent to authorise admission of successful students in that year to the respective Degrees/Diplomas in absentia and issue the Degrees/Diplomas on payment of prescribed fees.

6. Such students as are unable to present themselves in person at the Convocation shall, at their request, and on payment of the prescribed fees, be admitted to the Degrees/Diplomas, in absentia by the Vice Chancellor, and their Degrees/Diplomas shall be issued by the Registrar, or a person designated by the Vice Chancellor for the purpose.
7. Such students who have passed their examinations and who have been issued their degrees/diplomas on payment of prescribed fees on request

before the Convocation as are unable to present themselves in person at the Convocation, shall be admitted to the Degree/Diplomas in absentia by the Vice-Chancellor.

8. The fees for admission to the Degree/Diploma in absentia shall be Rs. 100/-.
9. The procedure to be followed at the convocation shall be laid down by the regulations framed by the Academic Council.

10. (a) Academic Costumes :

(1) Chancellor

Green Velvet Gown with 3" gold lace in front and 2" gold lace on the bottom of the sleeves and a monogram of the University.

(2) Vice-Chancellor

White Velvet Gown with 2" silver lace in front and one and half gold lace on the bottom of the sleeves.

(3) Pro- Vice-Chancellor

Purple Velvet Gown with 2" gold lace in front and one and half gold lace on the bottom of the sleeves

(4) Registrar

Grey Satin Gown with 2" silver lace in front and 1" lace; on the bottom of the sleeves.

(5) Deans

Maroon Velvet Gown with 1" gold lace in front.

(6) Recipient of Honorary Degree

Scarlet Silk Gown With 3" gold lace and 2" gold lace on the bottom of the sleeve, white with golden lining hood.

(7) Others

Black Gown

(b) Colours of Hoods for various Degrees/Diplomas :

- (1) Ph. D. : White with golden lining
- (2) M.Phil : White golden lining with mauve colour.
- (3) M.A. : Black with red lining having 2" golden border.
- (4) Post Graduate Diploma : Black with 3" orange border.
- (5) Advanced Diploma : Green with red border

Regulations for Convocations

(Clause 9 of Ordinance 6)

1. Not less than four weeks notice of the Convocation shall be given by the Registrar or an Officer designated for the purpose by the Vice Chancellor.
2. The Registrar, or the Officer designated for the purpose, shall issue to each member of the Convocation along with the notice, a copy of the programme of the Convocation and information about the procedure to be observed thereat.
3. A candidate for a degree/diploma must submit his application to the Registrar or the Officers designated on or before the date prescribed for the purpose, for the award of the degree/diploma at the Convocation in person or in absentia.
4. Honorary degree(s) shall be conferred only either at the annual or at the special Convocation held at Wardha. only and may be taken in person or in absentia.
5. The presentation of the person(s) on whom honorary degree(s) is/are to be conferred at the Convocation shall be made by the person specified by the Vice Chancellor.
6. The Presiding Officer, Chief Guest(s), the other members of the Academic procession and the candidates receiving degrees/diplomas, shall wear the academic robes as specified by the Academic Council.
7. The Academic Procession shall comprise the Registrar, Director/s, Deans of School of Studies, Members of the Planning Board, Academic Council, Executive Council, the Pro Vice-Chancellor, the Vice Chancellor, Chancellor and the Chief Guest.

The procession shall be led by the Registrar, followed in double file by the Director/s, Dean of Schools of Studies, Members of the Planning Board, Members of the Academic Council, Members of the Executive Council, Members of the Court, the Pro Vice-Chancellor, Chancellor in that order, and, in the end, the Vice-Chancellor paired with the Chief Guest.

The persons forming the Academic procession shall assemble and stand in the prescribed order. They will be introduced to the Chief Guest/ the

Chairman by the Vice Chancellor after which the Procession will enter the Hall.

8. The members of the Academic Procession shall take the seats on the dais as reserved for them. The seating on the dais shall be as follows;

In the front, close to the audience, will be the seats earmarked for the Chancellor, Vice-Chancellor, the Chief Guest and other dignitaries, if any, specially invited to the Convocation. On both sides will be the podia with the mikes.

Behind the seats of the dignitaries will be, at some distance, rows of seats divided by a central passage, each row consisting of 5-6 or more seats depending on the length of the stage, on the left and an equal number on the right of the passage. The number of rows will depend on the number of persons joining the Academic Procession. Each seat will be given a specific number and each person in the procession will be informed of his seat number in advance. The seating will be arranged in such a way that the PVCs and members of the Executive Council will occupy the front rows followed by Members of the Academic Council, the Planning Board, Deans of School of Studies and Director/s in that order. The Registrar will be allotted a seat nearest to the left side podium.

9. When the Procession enters the Convocation Hall/ the candidates and the audience shall rise and remain standing until the members of the Procession have taken their seats.

10. Invocation.

11. The Registrar requests the Vice-Chancellor in the following words to open the Convocation and present his report.

"Vice Chancellor, Sir, I request you to declare the Convocation open and present the Progress Report of the Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya."

12. The Vice Chancellor will declare the Convocation open, with the permission of the Chancellor/Chairman, in the following words:

"I declare the Convocation open."

13. The Vice-Chancellor will welcome the gathering and present the progress report of the University.

14. The Vice Chancellor will then say : “Let the candidates for the award of Degrees, Diplomas be presented.”
15. The candidates, who are to be awarded Degrees and Diplomas at the Convocation, shall be presented by the respective Deans of the Schools in the following order:

(1) The Schools of Languages :

- (a) Doctor of Philosophy (Ph. D.);
- (b) Master of Philosophy (M. Phil);
- (c) Master of Arts (M. A.);
- (d) Advanced Diplomas
- (e) Diplomas
- (f) Certificates

(2) School of Literature :

- (a) Doctor of Philosophy (Ph. D.);
- (b) Master of Philosophy (M. Phil);
- (c) Master of, Arts (M. A.);
- (d) P .G. Diplomas

(3) School of Culture :

- (a) Doctor of Philosophy (Ph. D.)
- (b) Master of Philosophy (M. Phil)
- (c) Post-Graduate Diplomas

(4) School of Translation & Interpretation :

- (a) Doctor of Philosophy (Ph. D.)
- (b) Master of Philosophy (M. Phil);
- (c) Master of Arts (M. A.) in
- (d) Diplomas

16. The Deans of Schools concerned will present the candidates for award of University Degrees /Diplomas, in the following words:

"Sir, I present to you ___ candidates of Degree / Diploma in ___ including _____ candidates in absentia, whose names are given in the list, who have successfully completed the programme and have been found qualified for the award of the Degree/Diploma in _____. I request that Degree/Diploma be awarded to them."

The candidates receiving the University Degrees/Diplomas shall stand while they are being presented and remain standing until the Vice-Chancellor admits them to the respective Degrees, Diplomas.

17. The Vice Chancellor will admit the candidates to the degrees/diplomas in the following words :
"By virtue of the authority vested in me as Vice Chancellor of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalay, I award you the degree / diploma in _____ and charge you to be worthy of the qualifications that you have earned."
18. The Honorary Degree(s), if any, shall be conferred by the Vice Chancellor on presentation of the candidate(s) who is/are to receive degree(s) by the person appointed for the purpose, who will read the citation.
19. The Vice Chancellor shall confer the Honorary degree in the following words:
"By virtue of the authority vested in me as the Vice Chancellor of Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalay, I confer on you the Degree of _____ (honourous causa)".
20. The Vice Chancellor will request the Chancellor, Chief Guest to award the Medals to the eligible candidates.
The Pro Vice Chancellor/Registrar will present the candidates for award of Gold Medal in the following words:

"Sir, I present to you _____ candidates for the award of the medals, as they have been found meritorious. I request that the University Medals be awarded to them."
21. The Vice Chancellor will then request the Chief Guest to address the Convocation."
"I request _____ to address the Convocation."
22. The Registrar shall obtain the signatures of the Vice Chancellor in the Convocation Register.
23. The Registrar will request the Vice Chancellor in the following words to close the Convocation:
"Vice Chancellor, Sir, I request you to declare the Convocation closed."

24. The Vice Chancellor, with the permission of the Chancellor/Chief Guest, will declare the Convocation closed in the following words :
“I declare the Convocation closed”.
25. The National Anthem (all present to stand.)
26. The academic procession will then leave the Convocation Hall in the reverse order. The degree/diploma holders and the audience in the Hall will remain standing till the procession has left the Hall.

27. General Instructions :

- (a) A rehearsal may be arranged on or before the day of the Convocation.
- (b) Candidates must appear in the prescribed academic dress.
- (c) The candidate, who fails to attend the Convocation, shall pay the prescribed fee to the University before he/she is admitted to the Degree/Diploma.

Ordinance 7

Award of Degrees, Diplomas and Certificates

(Under sub-section 1(d) of Section 28 of the Act.)

The Degrees, Diplomas and Certificates shall be awarded by the Vice-Chancellor in the Convocation on the approval of the Academic Council.

Ordinance 8

Hall of Residence

(Under sub-section 1(h) of Section 28 of the Act.)

8.1 General

- a. Depending on needs, there may be different hostels to accommodate students separately. The allocation may be made school-wise or on the basis of academic and research categories within a Hall.
- b. There shall be two separate and distinct halls of Residence for male and female students.
- c. Each of the Hall of Residence and Hostels may be given such names as decided by the Academic Council.
- d. Students will be admitted to the Halls of Residence/Hostels subject to availability of seats.
- e. The students residing in the University Hostel shall pay such fees as may be prescribed by the Executive Council from time to time.
- f. All Halls of Residence shall be under the charge of the Proctor.
- g. Each Hostel shall have Warden(s), who shall be appointed by the Vice-Chancellor on the recommendation of the Proctor for a period of two years and may be reappointed on such terms and conditions as may be prescribed by the Executive Council from time to time.
- h. The Proctor may, if necessary, designate one of the Wardens in a Hostel as Senior Warden, Warden (Mess), Warden (Sports), Warden (Common Room) etc.
- i. The Proctor and the Wardens shall be entitled to such honorarium as may be decided by the Executive Council from time to time.
- j. There shall be one Warden for each Hostel of two hundred students capacity.
- k. The Warden shall ordinarily be required to stay in the Warden's quarter during the tenure of his office.

- l. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation. The warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice-Chancellor on the recommendation of the Proctor concerned for retaining the room.
- m. Every Hall of Residence shall maintain such register and records, as may be prescribed by the authority, and shall furnish such statistical information as may be required, from time to time.
- n. Every resident shall have to observe discipline as per the hostel rules.

8.2 Power and Functions of the Proctor:

The Proctor shall:

- (a) supervise the Hostels in matters relating to the overall functioning, the resident students' welfare and discipline;
- (b) inspect periodically the Hostels and be *in* contact with the Wardens, staff and students;
- (c) permit stay of any guest according to the Hostel Rules;
- (d) have the power to take punitive action, including the ordering of eviction of a resident from the Hostel;
- (e) prepare the budget of the Halls of Residence and operate it after it has been duly approved by the Vice-Chancellor;
- (f) Sanction leave for Wardens,
- (g) Disbursement of various grants:
- (h) ensure maintenance of discipline and decorum in the premises of the halls of residence;
- (i) be responsible for all matters relating to health, hygiene, sickness, food, sanitation and cleanliness of the Halls;
- (j) supervise the functioning of the Mess and the working of the Mess Staff;

- (k) supervise the system of purchases of mess stores and provisions etc.;
- (l) ensure the correctness of receipts, issuance of mess stores, crockery etc. and of the stock balance;
- (m) attest all entries in the relevant Stock Register and check the valuation of the closing stock;
- (n) check and certify the bills received from suppliers with reference to the Stock Register;
- (o) be responsible for drawal and adjustment of temporary advances;
- (p) suspend mess facilities in respect of resident students defaulting payment of Mess Bills; and
- (q) be responsible for the overall security of the Hostels and coordinate his/her responsibility with the security staff of the University.

8.3 Powers and Functions of Wardens :

The Wardens of Hostels shall perform such duties as may be assigned to them by the Proctor from time to time. They shall function under the overall charge of the Proctor. In addition to specific duties assigned by the Proctor, the Wardens shall:

- a. be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;
- b. ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel;
- c. have the right to inspect Hostel Rooms;
- d. be individually and collectively responsible for the smooth functioning of the Hostels;
- e. ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall

promptly report to the Proctor all cases of misbehaviour, indiscipline and sickness of the resident students in his/her charge;

- f. be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students;
- g. be responsible for the proper upkeep and maintenance of such properties of the concerned Hostel, as are under his/her charge;
- h. allot and supervise Hostel Rooms and Guest Rooms;
- i. check the Resident Student's Register and the Guest Room Register;
- j. if desirable permit stay of a resident student's guest up to a period of 3 days;
- k. take disciplinary action against a resident student for keeping any unauthorized guest;
- l. order double-locking of rooms of resident students and their re-opening, when required;
- m. take action for the eviction of resident students in consultation with the Proctor; and
- n. periodically verify the furniture and fittings of the Hostel with the assistance of the Estate Manager / Caretaker and take action or their repairs/replacement for obtaining additional furniture.

8.4 Warden's Leave:

- a. The prior approval of the Proctor shall be necessary for a Warden to go on leave.
- b. When a Warden is on leave his/her responsibilities and functions will be distributed among other Wardens or to a person nominated by the Proctor for the duration of his/her absence.

Hostel Regulations

1. The inmates of the hostel shall be admitted every year for a period of one academic year only.
2. However they shall be eligible to apply for readmission to the hostel in the subsequent years, but the admission will be made by the Warden based on the conduct of the inmate in the previous year.
3. Inmates, who are found to cause nuisance and the same is established on enquiry, will be dismissed by the Warden.
4. The name of the University has been associated with the father of nation i.e. Mahatma Gandhi. During his life period he preached and adopted the principle of Non-violence. The inmates are also expected to follow his principles during their stay at the University. Hence the food availability at the hostel/s shall be vegetarian food only. Further no inmate shall use alcohol in the hostel.
5. Inmates who are found to be under the influence of Neuro-Toxic Stimulants including smoking in the hostel premises or who are found to be in possession of or who are found to persuade other inmates to take Neuro-Toxic Stimulants or smoke will be immediately dismissed.
6. Inmates should not entertain guests in the hostel without the prior permission of the Warden.
7. Inmates who engage in RAGGING will be immediately dismissed.
8. The cost of the repair/replacement resulting from the damage/loss caused by a particular inmate or inmates will be collected from them or from all the inmates depending upon the circumstances of the case.
9. The inmates will observe SILENCE HOURS on all the days except the days preceding all University Holidays, Saturdays and Sundays, SILENCE HOURS shall be from 10.00 p.m. to 6.00 a.m.
10. The Mess Fees and the last date for paying it will be displayed on the Hostel Notice Board. The inmates who will fail to pay the fees within the stipulated time will not be permitted to use the mess facilities, until they will have paid the mess fees. Such defaulters will not be allowed as guests also for dining in the mess.
11. While on leave, reduction can be availed, if mess reduction application forms are duly filled in and submitted to the office one day prior to the day from which reduction is applied for.

12. The students requesting permission to go out of the Hostel on whatsoever reasons, will do so at their own risk and the Hostel Authorities will not be responsible for any mishappenings at the time the student is outside the Hostel.
13. The Warden will have the right to discontinue Hostel facilities for any inmate found guilty in any case of misconduct.
14. At the time of admission/readmission, the parent/guardian will sign an undertaking to the Hostel Authorities that their wards will observe the rules and regulations governing the Hostel. ACTION TAKEN FOR THE MISCONDUCT OF ANY INMATE WILL HAVE TO BE ACCEPTED BY THE PARENTS.
15. The authorities of the hostel will have the right to intimate the mess-dues to the parents and also take legal and other measures to collect the dues from the students and their parents/guardians.
16. Use of any equipment which consumes electricity including the computer will be permitted on case by case basis by the Warden on payment of prescribed fees.
17. Scholarship / Fellowship students and those who seek bank loans shall make their own arrangements to pay their dues in time.
18. The inmate who wishes to bring to the notice of the Warden the nuisance/inconvenience caused by another inmate/ inmates shall contact the Warden or the Proctor.

Ordinance 9

Students Discipline

(Under sub-section (p) of Section 26 of the Act and Statute no. 29)

9.1 Rules :

- a. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
- b. The following and such other rules as framed by the University from time to time, shall be strictly observed by the students of the MGAHV:
 - (i) Every student of the MGAHV shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.
 - (ii) No student shall visit places or areas declared by the Registrar as "Out of Bounds" for the students.
 - (iii) Every student shall always carry on his/her person the Identity Card issued by the University.
 - (iv) Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctorial Staff, Teaching and Library Staff and the Officials of the University.
 - (v) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
 - (vi) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor.
 - (vii) If student is found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls.
He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee or fine. He/she will not be readmitted beyond the prescribed period.

9.2 Breach of discipline, inter-alia, shall include:

- a. irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
- b. causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
- c. disobeying the instructions of teachers or the authorities;
- d. misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
- e. misconduct or misbehaviour of any nature at the Examination Centre;
- f. misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
- g. causing damage, spoiling or disfiguring to the property/equipment of the University;
- h. inciting others to do any of the aforesaid acts;
- i. giving publicity to misleading accounts or rumour amongst the students;
- j. mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
- k. visiting places or areas declared by the proctor as out of bounds for the students;
- l. not carrying the Identity cards issued by the Proctor;
- m. refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University; and
- n. any other conduct anywhere which is considered to be unbecoming of a student.

9.3 Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:

- (1) Fine
- (2) Campus Ban
- (3) Expulsion; and
- (4) Rustication.

However, no such punishment shall be imposed on a erring student unless he is given a fair chance to defend himself. This shall not preclude the Vice-Chancellor from suspending an erring student during the tendency of disciplinary proceedings against him.

9.4 All powers relating to discipline and disciplinary action in relation to the students shall vest in the Vice-Chancellor. However the Vice-Chancellor may delegate with reference to sub clause 2 of clause 29 of Statute all or any of his powers as he deems proper to the proctor or such other officer/s as the case may be or any functionary of the University.

9.5 Powers relating to discipline/misconduct shall be regulated by Statute 29 read with Section 26 of the Act.

9.6 (i) Without prejudice to section 26 of the University Act 1997 as also Statute 29, there shall be a Discipline Committee comprising of the following members

- (1) The Pro- Vice-Chancellor;
- (2) The Dean of Students Welfare
- (3) The Proctor;
- (4) The Deans of the Faculties;
- (5) The Warden, who shall be invited, when the matter concerning his/her Hostel/Kitchen is required to be placed before the Committee for consideration; and

(ii) Subject to any powers conferred by the Act and the Statutes on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

(iii) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University.

(iv) The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee shall be empowered to review its decisions

(v) One-third of the total members shall constitute the quorum for a meeting of the said Committee.

Ordinance 10

THE COMMITTEES FOR IMPROVING THE ACADEMIC LIFE

(Under Sub-Section 1(m) of Section 28 of the Act)

10.1 Health Committee

- a. There shall be University Health Committee consisting of the following members, namely:
- (i) The Pro- Vice-Chancellor or a senior faculty member nominated by the Vice-Chancellor - Chairman;
 - (ii) The Registrar
 - (iii) The Chief Medical Officer of the Health Centre if any;
 - (iv) Two experts in the field nominated by the Vice-Chancellor for two years;
 - (v) Two persons nominated by the Vice-Chancellor, one each from amongst the teaching and non-teaching staff for two years;
 - (vi) The Dean, Students' Welfare -(Convener).
- b. The Committee shall:
- (1) monitor the working of the Health Care Schemes and the University Health Centre;
 - (2) prepare the budget for the Health Care Schemes and the Health Centre and Dispensaries;
 - (3) plan and supervise the coordination and implementation of Schemes for maintaining hygienic conditions on the University Campus; and
 - (4) cause the inspections to be made of the Dining Hall, Kitchen or Kitchens, Restaurants and Canteens and Shops of eatables within the University Campus and forward the recommendations, if any, to the Vice-Chancellor.
- c. The Chief Medical Officer shall:
- (1) be a whole -time salaried Medical Officer of the University;
 - (2) supervise the Medical Wards in the Health Centre;

- d. The Chief Medical Officer or in his absence the Dean, Students' Welfare will
 - (1) advise the Committee on ways and means for promoting the general health and improving the hygienic conditions of the University Campus;
 - (2) be responsible for the supervision and administration of the Health Centre and the health care schemes.
 - (3) be responsible to execute the directives of the Health Committee;
 - (4) operate the budget of the Health Centre and the health care schemes;
and
 - (5) perform such other functions, as may be assigned to him/her by the Vice-Chancellor or the Health Committee from time to time.
- e. The Health Committee shall meet at least twice a year. Special meetings may be convened at any time by the Convener of the Health Committee.
- f. Five members shall form the quorum for a meeting of the Health Committee.

10.2 Games and Sports Committee

- 1. (a) There shall be a Games and Sports Committee consisting of the following members, namely:
 - (1) Chairman, appointed by the Vice-Chancellor;
 - (2) The Dean Students' Welfare;
 - (3) Presidents of various Games and Sports Clubs;
 - (4) One Outstanding Sportsman from among the students on rolls, nominated by the Chairman for a period of one year.
 - (5) The Director of Physical Education, who shall be the Ex-Officio Secretary of the Games and Sports Committee,

(b) The Chairman of the Committee shall hold office for a term of two years.

2. The Committee shall :

- (1) make arrangements and supervise the games and sports of the University and frame Regulations in this regard;
 - (2) frame the budget for games and sports;
 - (3) allocate finances to the various Clubs;
 - (4) maintain the play-grounds, gymnasias, swimming pools of the University;
 - (5) hold contests, competitions, tournaments, athletic meets etc.;
 - (6) recommend to the Vice-Chancellor the names of outstanding players and sportsmen to be nominated for admission; and
 - (7) perform such other functions, as may be assigned to it by the Academic Council from time to time.
 - (8) take measures to attract the sports talent available in the University.
3. The Director, Physical Education will operate the budget under the supervision of the Director of Students' Welfare.
 4. The Committee shall hold its meetings at least once in two months under the supervision of the Director of Students' Welfare.
 5. One-third of the total members shall form the quorum for a meeting of the Committee.