

**Indira Gandhi National Tribal University, Amarkantak  
(A Central University)**

**Draft Examination Regulation 2019**



**Office of the Controller of Examinations and Director of Admissions**

**IGNTU, Amarkantak**

**Lalpur – 484887, Madhya Pradesh, India**

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## **PREAMBLE**

The examination system is an integral part of academics in a university. An examination is a formal test of students' knowledge in a subject. It is an assessment conducted by the educational institute to facilitate the students to their talent in a particular subject to obtain a degree/diploma/certificate as a qualification. Thus, it is a continuous process of evaluation of knowledge gained by the students as imparted by the educational institute as per the prescribed syllabus in diversified subjects in a given academic period of study.

The Examination Section (ES) of the Indira Gandhi National Tribal University (IGNTU), Amarkantak is dedicated to making the process of examination more easy, students and faculty friendly keeping in mind the changing needs of the world in the field of higher education and job industry. It also aims at conducting all examinations in a smooth, transparent and flawless manner.

The IGNTU is committed to testing the knowledge of the students in their core, elective, foundational courses through a series of Internal Assessments (IAs) leading to Semester End Examinations (SEEs) by the continuous process of evaluation.

On the successful completion of all required courses by the students, the University awards degrees/diplomas/certificates to the students as per the norms. The degrees/diplomas/ certificates issued to the students by the IGNTU, the leadership qualities attained by the students in their chosen field of study by means of interaction with the faculty members and the moral values inculcated by them in their real life stand as a testimony to the excellence and promise of the IGNTU.

The Examination Section of the IGNTU is committed to bringing various reforms in all aspects of conduct of examination and evaluation in the light of the guidelines/regulations/directives issued by the University Grants Commission (UGC) and the Ministry of Human Resource Development (MHRD) from time to time.

The reforms initiated in the examination system aim at translating the vision and mission of the IGNTU vis-à-vis the aspirations and hopes of the Vice-Chancellor (VC) of the IGNTU in its true sense.

Various guidelines and regulations adopted by the IGNTU so far have been intended to ensure transparency in all stages of the examination process starting from conducting entrance examination at the national level and online admissions, Internal Assessments (IAs) and Semester End Examinations (SEEs), and finally to issuing/conferring degrees/diplomas/certificates.

The IGNTU has made several efforts to provide the degrees/diplomas/certificates/Grade Cards in accordance with the global educational standards and demands, and needs of job industry to facilitate the aspiring Indian students to go abroad for higher studies and also to seek jobs. Special steps have also been taken to ensure the safety, identity and originality of the degrees/diplomas/certificates issued by the IGNTU with the electronically inbuilt security features.

The comprehensive guidelines aim at conducting examinations and providing admissions as per the directives issued by the UGC and the MHRD from time to time are placed before the Statutory Bodies (SBs) of the IGNTU for formal approval. These guidelines shall become a part of the Ordinances of the IGNTU.

These guidelines are applicable to exam and admissions carried out at IGNTU in Amarkantak, RCM in Manipur as well as institutions/colleges with which the University offers educational programmes under collaborative schemes.

Separate guidelines issued shall govern exam and admissions related activities under collaborative schemes and PhD guidelines shall continue to be in force in letter and spirit over and above what has been stated in Exam guidelines.

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## Chapter- 1

### CHOICE BASED CREDIT SYSTEM

#### 1. Definitions:

- 1.1. **Academic Year and Semester:** An Academic Year consists of two (odd and even) semesters with a total of 180 teaching days as per UGC norms. A semester consists of 18 weeks of working duration where 90 days are devoted to teaching including internal exams. The practicals and semester end examinations are held only after 90 working days. The odd semester may be scheduled from July to December and the even semester from January to June.
- 1.2. **Course:** It means a collection of learning units offered as a component of a course of a programme. This may spread across the semester or offered as stand-alone module(s). A course may be designed to involve lectures/tutorials/laboratory work/seminar/dissertation/project work/practical training/report writing/film making/developing designs and drawings/creating products/industry or trade internship/ self-learning, etc. or a combination of these to meet effectively the desired outcome of teaching and learning. Each course will carry a distinctive code number and specific credits assigned to it.
- 1.3. **Course Instructor:** means a teacher offering a course who will also be responsible for maintaining attendance, internal assessment. S/he will also work as paper-setter, evaluator and examiner and maintain related records of all the students registered for the course.
- 1.4. **Course Coordinator:** When more than one faculty member/external resource person is teaching a course, the Head of the Department will nominate a faculty member of the department to coordinate all activities of a course and carry out role and responsibilities of the course instructor. This person is termed as course coordinator.
- 1.5. **Credit Point:** It is the product of grade point and number of credits for a course.
- 1.6. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. As a matter of guideline, one credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical/studio/field work per week. Total number of contact hours in a course will be governed by the specification L-T-P of the course which may be the combination of 1 hour lecture/tutorial per week, 2 hours of practical/fieldwork per week. However, in the courses related to design, field project, internships and alike that require substantive self-work beyond the contact hours allocated for review and guidance, the allocation of credits may be enhanced to account for the amount of time and effort a student is expected to put in for such work.
- 1.7. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 1.8. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points

secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

- 1.9. **External Examiner/Expert:** It shall mean an examiner/expert who is not in employment of the University.
- 1.10. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
- 1.11. **Letter Grade:** It is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F, X, I, W, Ab/Dt etc.
- 1.12. **Programme:** It means an educational programme, Programme of Study, leading to the award of degree or diploma or certificate. The University may designate some of the Programmes as Professional Programmes, time to time.
- 1.13. **Enrollment Numbers:** A student, at a given time, carries one identification number. Each student is given an Enrolment Number specific to the programme of study s/he is admitted to and the same is assigned at entry point to the university and is carried over for all subsequent semester admissions. Enrollment number remains valid till the issue of Migration Certificate after the successful completion of studies.
- 1.14. **Roll Number :** Every student is given a Roll Number which shall use for practical, viva-voce, Internal and Semester End Examination.
- 1.15. **Student Advisor:** All teachers of the department shall function as Student Advisors and will have more or less equal number of students. The student advisor shall also function as the mentor of the student and look after his/her general welfare. The Student Advisor will advise the students in choosing elective courses and maintain a vigil over the progress and conduct of the student. Where required the student advisor will refer the student to counseling and other student support services.
- 1.16. **Transcript and Grade Sheet/Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every academic semester. The grade certificate will display the course details (code, title, number of credits, grade secured, and percentage of marks) along with SGPA of that semester and CGPA earned until that semester. A transcript is a consolidated document carrying complete academic record of the student of all semesters indicating CGPA and grades of all courses successfully and unsuccessfully completed and all courses that were withdrawn for all the semesters.
- 1.17. **Credits, Units and Marks:** Credits are linked to units in syllabus and marks to be allotted to each credit. All core courses offered in all programmes in the University shall be of 4 (four) credits while elective, foundation and compulsory courses shall be of 3 (three) credits. Credits are to be linked to units in syllabus. A four credit course shall have four units while a three credit course shall have three units. Both three and four credit course shall carry hundred marks and dissertation or thesis of it carries 6 (six) credits it shall be 150 marks.

#### **Applicability:**

- 2.1. This Regulation shall be applicable to all programmes/courses.
- 2.2. For programmes governed by statutory authorities, councils and professional bodies like All India Council for Technical Education (AICTE), Council of Architecture (CoA), Pharmacy Council of India (PCI), Institute of Town Planners India (ITPI), Bar Council of India (BCI), Medical Council of India (MCI), National Council for Teacher Education (NCTE), Department of Science and Technology (DST), Department of Biotechnology (DBT), Indian Council of Medical Research (ICMR), Indian Nursing Council (INC), AYUSH, Sector Skill Councils (SSCs), Indian Council for Agricultural Research (ICAR), etc. the provisions as prescribed and applicable at the time of the admission to the programme will guide the respective programmes.
- 2.3. Specific provisions approved by the Academic Council on recommendations of the Faculty Board shall prevail and deemed to be made under the provisions of this regulation.

## **2. Choice Based Credit System:**

The CBCS provides choice for students to select from the prescribed courses (core, elective, foundation courses and etc.)

- 3.1. All Programmes of Study in the University shall be based on a Comprehensive Choice-Based Credit System (CBCS).
- 3.2. The Faculty Boards with approval of the Academic Council shall specify the Programme/Course requirements which shall orient the choice and combination of courses for a programme. The overall scheme of exams, compulsory and other courses along with the syllabus of each course shall be made available to the student at the beginning of the programme.
- 3.3. Each Department/Faculty through its Board of Studies (BoS)/Faculty Board shall finalize the courses to be offered during the semester before the beginning of the semester. Courses which are offered by individual teachers should have prior approval by the BoS/Faculty Board. The same will be reported to the Academic Council at its next meeting. Courses cross-listed, if any, for different programmes should be clearly stated in the prospectus/course catalogue of the University.
- 3.4. Each course shall be allotted unique course code and specified number of credits depending on the quantum of work required to be done for teaching/learning of the course in a semester.
- 3.5. The assigning of credits to a course shall be based on the general principle that one hour of theory lecture or tutorial per week shall be allotted one credit while two hours of practical/field work in a week shall carry one credit. For design or project oriented courses credit allocation shall take into account for the work that a student is required to put in beyond the classroom/studio contact hours. For vocational courses the credit framework shall be as per the guidelines of the respective regulatory bodies.
- 3.6. The Head of the Department through Student Advisor shall supervise the progress of the students and advise in selecting core courses, electives etc as per requirement and suitability.



### 3.7. Registration

- a. **Semester Registration:** A student will be required to register for a semester in the beginning of the semester by paying the requisite fees as notified by the university from time-to-time within the due date. The period of registration, as stipulated in the Academic Calendar, will be notified at the beginning of each semester by the office of CoE. If the student fails to pay registration fee within stipulated date, the semester registration will be cancelled and may be reregistered in the subsequent year after paying the requisite fee.
- b. A student shall be available full-time for the semester if s/he has registered for the semester.
- c. No candidate shall be eligible to register in a semester for the full time programme if s/he is already enrolled for any other full-time programme of study in this University or in any other University/Institution. However, any UG/PG student can enroll himself/herself for any UG/PG Diploma and Certificate courses and the classes for such UG/PG Diploma and Certificate courses have to be held in the evening. If a student is employed full time s/he will not be eligible to register for the semester for the full time programme unless s/he is on leave for the purpose and produces the leave-sanction letter for the entire duration of the semester/ Programme.
- d. Unless the Semester Registration is completed, the student's enrollment is not valid.

**3.8. Course Registration:** After Semester registration, a student is required to register for each individual elective course which s/he intends to take in the current semester in addition to core courses. The student will not be allowed to attend a course without course registration. The registration for a course includes consent of the course instructor, and of respective Student Advisor. The Dean/HoD will endorse the list of courses registered by a student and forward it to the office of CoE. S/he will not be entitled to any credit in the course unless s/he has been formally registered for the courses.

**3.9. Registration for backlog of courses:** A student who is not allowed to appear for the Semester End Examination (SEE) due to shortage of attendance in a particular course may, register for the course again on the next available opportunity and after completing all the requirements of the attendance may appear in the SEE. If the particular course has been modified or discontinued, the student may be advised by the Student Advisor/ Coordinator/HoD/Director of the Centre to take a specific equivalent course, determined on the basis of the content, standard and the number of credits.

**3.10. Re-registration in the Semester :** A student who is detained from writing all courses in semester, or who obtains himself/herself for any reason from all courses in a semester or who fails in more than 50% courses in a semester has to re-register himself/herself in the same semester even with even and odd with odd.

**3.11. Add/Drop/Change of Courses:** Students will be permitted to change their option of choice of elective courses once within the first two weeks of commencement of the classes. A student thus has an opportunity to opt out of an elective course and/or add a course within two weeks so as to match the load to his/her ability in consultation with the Student Advisor.

The entire registration process should be completed and all records will be made available to the office of COE within five weeks of commencement of the semester. The document received by the office of CoE at this stage will be considered final for all subsequent processing.

### 3. Credit Transfer for Courses outside the University

- 4.1. A student may be permitted to do certain courses in another institution/university or online courses like MOOCs/Swayam/etc. subject to compatibility of course content and assessment process with the prior approval of the Faculty Board/ Dean of the faculty through the Head of the Dept. concerned.
- 4.2. The University shall facilitate transfer of credits as per the framework and procedures prescribed.

A student can earn credit by undergoing courses offered by agencies other than the University. Credits, so earned, shall be part of the grade sheets and shall be taken into account for computing CGPA provided the following procedure is followed. Such a course can be taken by a student in lieu of an Elective Course.

Lectures are delivered by outside agency (face-to-face mode or remote mode including live/recorded video). Number of lecture hours shall determine the credit units. There are following alternatives for a student who opts for a course offered by an external agency:

- A. The attendance is monitored by this University. The internal tests/assignments/SEE are conducted by the University/Institute or external agency/Institute.
- B. The attendance is monitored by the external agency and a certificate to that effect is given by the agency. The internal tests/assignments/SEE are conducted by the University/External Agency.
- C. The attendance is monitored by the external agency. The internal tests/assignments/SEE are conducted by the external agency. The external agency also communicates the grade which is accepted by the university with/without moderation.

Subsequently before registering for such a course, the student must inform the concerned department (the HoD) his/her intention of opting for such a course and submits a request along with the course content, mode of execution and indicating the options described above. The HoD, in consultation with the advisor, shall recommend to the Dean of the concerned Faculty whether

- a. The course is useful and compatible to the objective of the programme of study.
- b. The credit assigned by the Department to the course (it may be different from the credit specified by the external agency).
- c. The course is taken in lieu of any elective course specified in the course structure or over and above the requirement.
- d. A teacher is available to mentor the course.

**Students Mentor:** The department will assign a teacher as a mentor to a course of this kind. The role of the mentor is to examine the course content, ensure that the students

actually undergo the course attending the lecture sessions regularly, that the student spends the requisite number of hours commensurate with the credit, helps the student to clarify doubts, conducts assignments, tests, SEE wherever, required and endorse the grade sheet for the course. Such course will be given half of teaching load.

## **5. Maximum Duration to Complete the Programme**

**5.1.** Every student who is admitted for a UG/PG programme shall complete the full quota of the credits stipulated for the programme is not more than (N+2) years, where N is the actual duration of the programme. For one year programmes, it is not more than two years.

### **5.2. Semester Withdrawal and Semester Break**

There may be a situation that a student is unable to attend classes for more than four weeks in a semester, due to illness or technical problems like visa allocation or compelling personal circumstances beyond his/her control. In such cases the student may apply to the Dean of the Faculty through the HoD for withdrawal from the Semester which shall mean withdrawal from all the registered courses in the Semester. However, such application shall be made under the advice of the Student Advisor, as early as possible and latest before the start of the Semester End Examination (SEE). Partial withdrawal from the semester shall not be allowed. A student will be permitted for semester withdrawal only twice in the entire duration of his programme. There will be no refund or readjustment of tuition fee in case of semester withdrawal.

### **5.3. Lateral Entry**

In case of programmes offering lateral entry options the student will be eligible to seek admission to the next level. Maximum of 10% of the sanctioned admission strength for the programme shall be taken for calculating the number of vacancies for such lateral admissions.

### **5.4. Exemption of time limit for women candidates**

The duration of exemption covered by the UGC/MHRD/GoI guidelines/ regulations in case of women candidates will be covered and above the time limit prescribed in the Ordinance.

## **6. Examination and Evaluation of Students**

**6.1.** The University shall offer all programmes of studies under semester system and examination and evaluation of students shall be through “Continuous Internal Assessment” (CIA) and every course including practical exam consists of 40% Internal Assessment and 60% for the Semester End Examination (SEE) in the overall evaluation.

**6.3.** SEE for theory courses shall consist of a written exam of at least 3 hours duration that will carry 60% weightage. Questions have to be set on the entire syllabus of a course.

**6.4.** For laboratory/design/field work/dissertation/project based courses and evaluation of internship, the duration and form SEE, shall be proposed by the BoS and approved by the Competent Authority and where applicable the guidelines of respective regulatory bodies such as AICTE, PCI, ACI, BCI, NCTE etc shall be given due consideration.

**6.5.** For full semester or year-long courses devoted to a self-learning course involving dissertation/project work/industry internship/field work or alike in programmes there shall be **at least one** mid-semester review/assessment per semester accounting for the CIA of 40% weight and the end of course/semester evaluation of 60% weight. All such assessment shall be done by a panel of experts.

**6.6.** It shall be the bounden duty of the concerned faculty to:

- a.** Evaluate all assignments, quizzes and internal assessment and show the same to the students preferably within one week of the date of such test/examination;
- b.** Display the internal marks/grades awarded to each student on the notice board of the Department; and
- c.** Submit duly signed copy of the internal marks/grades awarded to the students to the Head of the Department concerned.

## **7. Conduct of Examinations**

**7.1.** The CIA and SEE shall be conducted under the general supervision of the Head of the Department who shall act as the Centre Superintendent for all exams of the Department. S/he shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination. The faculty members shall be duty bound to perform the invigilation duties and/or all other tasks assigned to them by the HoD for smooth conduct of the exams.

**7.2.** The HoD shall nominate a faculty member as Departmental Coordinator of Exams who shall be single point of contact for all matters related to the attendance and examinations and shall assist the HoD to prepare the record and results. Such a coordinator shall be nominated by rotation so that all faculty members get an opportunity to gain experience of examination related matters.

**7.3.** The course instructors shall submit the results of the mid-semester CIA component 1 within seven working days of completion of the respective exam to the HoD, who shall after scrutiny, declare the results on the notice board of the department. The mid semester results duly signed by the departmental coordinator of examinations, HOD and the Dean shall sent to the CoE within ten working days of completion of the last mid-semester exam.

## **8. Schedule of CIA and SEE**

**8.1.** The internal examination shall conduct by the HoD in consultation with the course instructor as per the academic calendar of the University. In exceptional cases if a student is not able to appear in the internal exam due to medical reasons or any unforeseen circumstances or similar pressing reasons the course instructor at his/her sole discretion and with prior written permission of the HoD may conduct another exam/quiz or evaluate the student based on the written assignment/term paper.

**8.2.** The CoE in consultation with the Heads and Deans shall prepare the consolidated Time-Table of Practical and Semester End Examination and notify the same at least 15 days prior to the commencement of examinations.

## **9. Appointment of Paper Setters and Examiners**

- 9.1. The faculty shall be the paper setter and examiner also for all the CIA and SEE.
- 9.2. Wherever necessary, Vice Chancellor may appoint external paper setters and examiners for both questions paper setting and evaluating the performance of students in the SEE based on the recommendations of the Head of the Dept through Controller of Examinations.
- 9.3. For laboratory/design/field work/project based courses, the evaluation of the internship reports/project report/dissertation/drawings/model/film etc. and the viva-voce shall be done jointly by a panel of experts consisting of the instructor/project guide of the student and at least one other examiner to be appointed by the competent authority.

## 10. Question paper setting

1. Question papers are set at the Department level by the teacher in general.
2. There shall be a Departmental Moderation Committee chaired by the head of the department to moderate question papers.

## 11. Grading System

- 11.1. After adding the components of the continuous internal assessment marks to the end of course/semester examinations marks, the marks secured by a student from maximum 100 shall be converted into a letter grade. Fractional marks (even if it is 0.1) shall be rounded off to next higher number. The grade points are the numerical equivalent of letter grade assigned to a student in the points scale as per tables given below:

**Table 1 Letter Grade and Grade Points for Courses other than Professional Programmes**

Range of Marks	Letter Grade	Grade Point	Academic performance
90-100	O	10	Outstanding
80-89	A+	9	Excellent
70-79	A	8	Very Good
60-69	B+	7	Good
50-59	B	6	Above Average
40-49	C	5	Average
Below 40	F	0	Fail
-	Ab / Dt	0	Absent / Detained
-	I	0	Incomplete
-	W	0	Withdrawal
-	X	0	Continued Project

### 11.2. "I" Grade

- a. This refers to an „incomplete“ grade, which is required to be converted into a regular letter grade.
- b. If a student is absent during SEE of a course due to medical or some other reason of compelling nature or any other special circumstances, he/she may apply for the award of “I” grade to the CoE through the Head of the department (offering the course), and through the Course instructor, provided that he/she has attended 75% of the classes held for the

course. The CoE may grant “I” grade and “I” grade may be converted to proper letter grade not exceeding “B” (maximum 60% marks). The HoD in consultation with the Dean of the faculty may hold the “make-up exam” to convert the I grade, normally within 10 days of the last day of the schedule of the end of semester examinations. Under special circumstances, if a student is unable to be present in the university for taking the “make-up” examination during this ten-day period, the Head of the department with permission of the Dean of School may schedule the “make-up exam” to convert the I grade within seven working days of the start of the next semester. In such cases, the HoD will declare the results and submit them to the office of CoE through the Dean within five working days after the completion of the last make-up exam.

- c. In case of failure of a student to appear in the scheduled make-up exam, the “I” Grade shall automatically be converted to “F” grade.

### **11.3. “W” Grade**

This refers to the withdrawal from a course as per the following provisions:

- a. A student who wants to withdraw from a course shall apply, through the Head of the department, to the Dean of faculty on a prescribed form within one week from start of the classes. If his/her request for withdrawal is granted, it will be noted down in the registration record of the student and the concerned course instructor/course coordinator will be informed about the same and information thereat shall be intimated to the CoE. Such a student shall be awarded a withdrawal grade at the end of the semester.

### **11.4. “X” Grade**

- a. This grade is awarded for semester-long design thesis/dissertation/project-work/field-work/industry internship etc. when the student is unable to complete his/her work as required for fulfillment of the requirement of the course.
- b. The “X” grade will be awarded on recommendations of the industry supervisor/academic guide and the HoD in the following situations:
  - a (i) When the student is not able to make the submittals due to medical grounds or any other exigencies or unavoidable personal circumstances beyond the control of the student; and
  - b (ii) In case the panel of evaluators as approved by the Vice Chancellor find the work output presented before the panel to be:
    - i. Insufficient/incomplete or
    - ii. Not as per format prescribed by the BoS/Faculty Board or
    - iii. Lacking in quality as per University standards.
- c. In case the student is awarded an “X” grade the student concerned shall have to present his/her work again for evaluation within four weeks or as per the time prescribed by the panel of evaluators.
- d. “X” grade will be converted to regular letter grade based on the evaluation by the panel of evaluators. The “X” Grade will be automatically converted to “F” grade in case of failure of the candidate to be available for the evaluation as per prescribed schedule. Only one opportunity will be available to the candidate to convert the

“X” grade to a passing grade or not exceeding Letter Grade “B” (maximum 60% marks).

- e. Fee as prescribed by the University for the course will be payable by the student in case “X” grade is awarded to him/her before the next evaluation.

### 11.5 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

- a. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where,

$C_i$  = Number of credits earned in the  $i^{\text{th}}$  course of a semester for which SGPA is to be calculated.

$P_i$  = Grade point earned in the  $i^{\text{th}}$  course.

$i$  = 1, ..., n represents the number of courses in which a student is registered in the concerned semester.

- b. The CGPA is also calculated in the same manner taking into account all the course undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where,

$C_j$  = Number of credits earned in the  $j^{\text{th}}$  course of the programme for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j^{\text{th}}$  course.

$j$  = 1, ..., n represents the number of courses in which a student is registered obtain a grade upto the last semester of the programme for which CGPA is to be calculated.

- c. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade sheets and the transcripts. However, for the purpose of merit list and identifying the topper there will be no rounding off.
- d. In case of any difficulty, regarding the award of grades or working out SGPA or CGPA, the decision of the Competent Authority shall be final.
- e. Outstanding Performance shall be awarded, if and only if, every course of the programme offered to the student is passed in the first chance of appearing in the paper that is offered to the student. A student with any semester break or “I” grade or Grace Mark shall not be awarded the outstanding performance.

- 11.7. The FGPA or CGPA multiplied by 10 shall be deemed equivalent to percentage of marks obtained by the student for the purpose of equivalence to percentage of marks.

- 11.8.** In case of any difficulty, regarding the award of grades or working out SGPA or CGPA or FGPA, the decision of the Competent Authority shall be final.

## **12. Grade Sheet, Transcript and Other Certificates**

- 12.1.** Grade Sheet for each semester shall be issued to the students at the end of academic year as per the format approved by the Vice Chancellor. This will indicate the name of the student, parents name, photograph, enrollment number, Unique ID/Aadhaar Card number, name of the programme, name and code number of courses, credits earned, letter grades, Semester Grade Point Average of the courses registered during the semester, CGPA, FGPA, month and year of exam, date of declaration of results etc. The key points of the ordinance related to grading system etc. shall also be printed on the reverse side of the grade sheet to avoid ambiguity and possibility of miss-representation. Where required appropriate remark or a note may be recorded to provide clarity to the reader.
- 12.2.** Provisional Grade sheet may be issued by the CoE on request of the student after the declaration of the results of the SEE.
- 12.3.** The Grade once awarded shall stay in the grade card of the student and shall not be deleted even when he/she successfully completes the course later. The grade acquired later by the student will be indicated in the grade sheet of the subsequent semester in which the candidate has appeared for clearance of the back-log of courses.
- 12.4.** Duplicate Grade sheet or other certificates may be issued by the CoE on application of the student with the prescribed fee.
- 12.5.** CoE may make corrections in the Grade Sheet/Transcript with regard to any computational mistakes or typographical errors like spellings of the names, course codes, name of courses, dates, etc. Grade Sheet/Transcript with new serial number will be issued in such cases while cancelling the grade sheet issued earlier. The new grade sheet so issued shall carry a note briefly mentioning the corrections made and the serial number of cancelled grade sheet. For any corrections or change in grade sheet a student requires to pay the prescribed fee.
- 12.6.** In case the corrections are related to any change from the earlier notified results, the CoE shall obtain approval of the Vice Chancellor before issue of new Grade Sheets /Transcripts.
- 12.7.** CoE shall issue a consolidated Transcript indicating performance in all semester on application of the student along with the payment of prescribed fee. The contents and the format for the Transcript shall be as decided by Academic Council on the recommendations of the Examination Committee. Along with the information about the student, it shall include the details of courses, month and year of exams and results declared, letter grades, grade points, SGPA, CGPA and the FGPA etc. The key points of the ordinance related to grading system etc. shall also be printed on the reverse side of the Transcript to avoid ambiguity and possibility of miss-representation.

## **13. Revaluation and Recounting of Answer Scripts**



**13.1.** After the declaration of the result of a programme, the University may on a written application of an examinee along with prescribed fee, within fifteen days of the declaration of his/her result, allow him to:

- a. see his/her answer scripts(s) individually in person; and / or
- b. obtain from the University a photocopy of any of his/her answer script(s).

**13.2** A student may apply, alongwith the prescribed fee, for the

- a. Recounting of his/her result or answer script(s) or the grades awarded to him by the University within fifteen days of declaration of his result.
- b. A student may also apply, alongwith the prescribed fee, for revaluation of his/her answer script(s) within fifteen days of declaration of his/her result.
- c. The University shall take appropriate action on such applications received from the students and declare the results of the recounting /revaluation within thirty days of the last date of receipt of such applications.

No such appeal shall be admissible for dissertation/laboratory/project/ field/internship courses where a external expert(s) do the assessment.

#### **14. Grace Marks**

The Controller of Examination shall award a maximum of five (5) grace marks to a student in any one course or divide in two courses in the entire duration of the programme in case of marginal cases of failure. The “Grace” so accorded shall be recorded on the grade sheet and transcript documents of the student and it shall not consider calculating the division.

#### **15. Award of Certificate of Diploma/Advanced Diploma/Degree**

**15.1.** A student will be eligible for the award of the Certificate/Diploma/Degree of the University if:

- a. He/she has registered himself/herself, undergone the courses of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned certificate/ diploma/degree;
- b. He/she has acquired a minimum Cumulative Grade Point Average (CGPA) as prescribed in the Syllabus and Scheme of Examination of the respective programme approved by the Academic Council.

**15.2.** The minimum credit requirements for award of degree and duration of the programme shall be governed as per the approval given by the Academic Council.

#### **NOTE:**

Certificates for short term vocational, training and other educational courses may be given away by the respective Head of the Department/Coordinator organizing the course with

approval of the Dean of the Faculty and in such cases such certificates shall clearly mention duration of the course, credits if any and other details. Such certificates shall be jointly signed by at least two persons out of whom one shall be the Coordinator/Head of the Department/Director of the Centre/Dean of the Faculty. In case, such courses offer Credits that are counted towards any programme offered by the University such certificate shall also be signed by the Dean of the Faculty and the grades must also be submitted to the office of CoE.

**15.3.** The Board of Studies with the approval of the Faculty Board and keeping in view of the CBCS shall do the distribution of credits for different programmes. As a guideline following distribution will be considered:

- a. Core Courses: 60% of total minimum credits for the Programm. These are courses that are essential for the Programme of study and may include foundational courses and general education courses.
- b. Discipline Specific Electives: 20% of total minimum credits for the Programme. These will be chosen by the students from the „basket“ of electives to be offered by the Department.
- c. Generic Electives: 10% .Electives from department/schools or other elated schools as may be listed by the BoS of the respective schools.
- d. Ability Enhancement Courses: 10% .These may be courses directed towards enhancing life skills and/or employability skills and may be offered across all schools.

## 16. CREDIT POLICY OF THE UNIVERSITY

### Structure of Choice Based Credit System of IGNTU for Honors Degree Programs B. A./ B. Com./B. Sc. and BBA

#### Semester-wise Course Distribution with Credits

Semester	Semester -I	Semester -II	Semester -III	Semester -IV	Semester -V	Semester -VI
<b>Core Courses</b> [6 credits each]	Core Course -1 Core Course -2	Core Course -3 Core Course -4	Core Course -5 Core Course -6 Core Course -7	Core Course -8 Core Course -9 Core Course -10	Core Course -11 Core Course -12	Core Course -13 Core Course -14
<b>Ability Enhancement Compulsory Courses</b> [4 credits each]	English	Environmental Science				
<b>Skill Enhancement Courses</b> [4 credits each]			Skill Enhancement Course prepared by the department concerned	Skill Enhancement Course prepared by the department concerned		
<b>Discipline Specific Elective Courses</b> [6 credits each]					Discipline Specific Elective-1 Discipline Specific Elective-2	Discipline Specific Elective-3 Discipline Specific Elective-4 / Project work / Dissertation
<b>Generic Electives Courses</b> [6 credits each]	Generic Elective-1	Generic Elective-2	Generic Elective-3	Generic Elective-4		

### Course wise Credits and L-T-P Distribution

Type of Course	Number	Credits per course	Total Credits	L-T-P Distribution
Core Course	14	6	84	4-0-2 / 5-1-0
Ability Enhancement Compulsory Course	2	4	8	4-0-0
Skill Enhancement Course	2	4	8	4-0-0
Discipline Specific Elective Course	4	6	24	4-0-2 / 5-1-0
Generic Electives Course	4	6	24	4-0-2 / 5-1-0
<b>Summary</b>	<b>26 Courses</b>		<b>148 Credits</b>	

### Semester-wise Course and Credit Distribution of Masters Degree Programs: M.A. / M. Sc. / M. Com and MBA Programmes

Semester	Core Courses (minimum number)	Elective Courses	
		Discipline Specific Elective (minimum number)	Generic Electives (minimum number)
Semester -I	Core Course -1 Core Course -2 Core Course -3 Core Course -4	×	Generic Elective - 1
Semester -II	Core Course -5 Core Course -6 Core Course -7 Core Course -8	×	Generic Elective - 2
Semester -III	Core Course -9 Core Course -10 Core Course -11 Core Course -12	Discipline Specific Elective-1	×
Semester -IV	Core Course -13 Core Course -14 Core Course -15 Masters Dissertation	Discipline Specific Elective-2	×

#### Note:

1. Each department shall offer Generic Elective courses for the students of other departments.
2. Students have to choose generic elective courses from other departments to fulfill their credit requirements.
3. Students shall choose Choice Based Generic Elective Courses offered by un-related department (s) subject to stipulation as to the minimum (5 students) and maximum (40 students) ceiling strength in each course.
4. All practical courses shall be of two credits each and every practical examination shall be conducted for 50 marks.
5. Program structure and syllabus has to be submitted to the office of the Director (Academics) and a copy of the same be forwarded to the office of the CoE.

### Semester-wise Course and Credit Distribution of Doctor of Philosophy Programs

Semester	Core Courses (minimum number)	Credits
Semester -I	Core Course -1 (Research Methodology)	4
	Core Course -2	4
	Core Course -3	4

After successful completion of course work research work will be conducted leading to Doctoral Thesis.

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### Semester-wise Course and Credit Distribution of Post Graduate Diploma Programs

<b>Semester</b>	<b>Core Courses (minimum number)</b>	<b>Credits</b>
Semester -I	Core Course -1	4
	Core Course -2	4
	Core Course -3	4
	Core Course -4	4
Semester -II	Core Course -5	4
	Core Course -6	4
	Core Course -7	4
	Core Course -8	4

XXXXX

## Chapter -2

### ENTRANCE EXAMINATION

The University shall publish a detailed advertisement in highly circulated newspapers on national level and on the University website for admission to all the U.G. (Hons), P.G., PhD, P.G. Diploma, Certificate Courses, B. Pharma, D. Pharma, B.Ed and other programs offered in IGNTU Amarkantak and RCM at Imphal in the month of January every year and the entrance exam shall be held in the month of March/April

1. There shall be entrance examination for all the programmes offered by the University as decided by the Academic Council.
2. The format of the entrance examination shall be decided and approved by the Academic Council.
3. The Entrance Examination shall be held at headquarters and other such places as specified and approved by the Academic Council.

Provided that (in case the entrance examination organized by the University) the Heads of Departments concerned shall prepare the question bank for the entrance examinations to be forwarded to the Controller of Examinations through the Dean of the Faculty concerned. The COE cell invite subject experts from outside the University and get the question papers set or he/she can avail the service of outside question paper setters to set question paper for entrance examination.

4. Question papers of all examinations including entrance examination shall be set and answered as per Medium of Instructions given in the University Ordinance.
5. During an entrance examination the candidates shall be under the disciplinary control of the Chief Superintendent of the centre, who shall issue the necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/ she may be expelled from the examination for that session.
6. The Chief Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as deem fit to the Vice Chancellor, whose decision shall be final.
7. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the Centre, he/she may be expelled from the examination.
8. Relevant provisions aimed at maintenance of discipline during entrance examinations of the relevant Ordinance shall be applicable to entrance examinations wherever applicable.
9. The syllabi, format, duration, scheme of evaluation of the entrance examination shall be decided by the Admission Committee and approved by the Academic Council.
10. The examiners for entrance examinations (if conducted) for admission to various Programmes of the University shall be appointed by the Vice-Chancellor on the basis of the recommendations of the Deans of the Faculties concerned who will also recommend the syllabi and format for the same.

#### **Reservation, Relaxation and Concession in admission**

Reservation, Relaxation and Concession in admission shall be in accordance with the provisions of the Government of India issued and amended in this regard from time to time.

### Age Limit:

Candidates seeking admission to all Hons (UG) Programme should not be more than 22 Years as on 1<sup>st</sup> July. However, relaxation in age limit is given to SC/ST/PWD students as per GoI norms.

Candidates seeking admission to all (PG) Programme should not be more than 25 Years as on 1<sup>st</sup> July. However, relaxation in age limit is given to SC/ST/PWD Students as per GoI norms.

There is no age limit for professional programs like B.Ed, B.Pharma, D.Pharma.

### ELIGIBILITY CRITERION FOR UG, PG AND PhD PROGRAMME

Programme	Minimum Qualification for admission	Entrance Exam Pattern
<b>B.A. (Hons) Ancient Indian History, Culture &amp; Archaeology, English, Hindi, History, Economics, Geography, Political Science &amp; Human Rights, Sociology &amp; Social Anthropology, Tribal Studies &amp; Psychology, BBA, BA (Hons.) in MCJ, B.C.A., B.Sc (Yoga)</b>	<p>Candidates who have passed plus two examination in any subject from a recognized Indian or foreign University/Board (as per the AIU foreign equivalence list) having scored a minimum of 50% aggregate in case of candidates belonging to General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40% marks and candidates to belonging SC/ST categories have to score a minimum of 35% marks.</p> <p><b>Note:</b> The candidates whose qualifying exam result is still awaited can also apply.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas:</p> <p>Arithmetic Reasoning General Knowledge General English</p>
<b>B. Com (Hons)</b>	<p>Candidates who have passed plus two examination in commerce from a recognized Indian or foreign University/Board (as per the AIU foreign equivalence list) having scored a minimum of 50% aggregate in case of candidates belonging to General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40% marks and candidates to belonging SC/ST categories have to score a minimum of 35% marks.</p> <p><b>Note:</b> The candidates whose qualifying exam result is still awaited can also apply.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas:</p> <p>Arithmetic Reasoning General Knowledge General English</p>

<b>B. Sc. (Hons)- Environmental Sciences</b>	<p>Candidates who have passed plus two examination in Science from a recognized Indian or foreign University/Board (as per the AIU foreign equivalence list) having scored a minimum of 50% aggregate in case of candidates belonging to General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40% marks and candidates to belonging SC/ST categories have to score a minimum of 35% marks.</p> <p><b>Note:</b> The candidates whose qualifying exam result is still awaited can also apply</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas:</p> <p>Arithmetic Reasoning General Knowledge General English</p>
<b>B. Sc. (Hons)- Botany, Zoology , Biotechnology, Chemistry</b>	<p>Candidates who have passed plus two examination in Science with Biology from a recognized Indian or foreign University/Board (as per the AIU foreign equivalence list) having scored a minimum of 50% aggregate in case of candidates belonging to General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40% marks and candidates to belonging SC/ST categories have to score a minimum of 35% marks.</p> <p><b>Note:</b> The candidates whose qualifying exam result is still awaited can also apply</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas:</p> <p>Arithmetic Reasoning General Knowledge General English</p>
<b>B. Sc. (Hons)- Mathematics, Statistics</b>	<p>Candidates who have passed plus two examination in Science with Mathematics from a recognized Indian or foreign University/Board (as per the AIU foreign equivalence list) having scored a minimum of 50% aggregate in case of candidates belonging to General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40% marks and candidates to belonging SC/ST categories have to score a minimum of 35% marks.</p> <p><b>Note:</b> The candidates whose qualifying exam result is still awaited can also apply</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas:</p> <p>Arithmetic Reasoning General Knowledge General English</p>
<b>B. Sc. (Hons)- Physcis</b>	<p>Candidates who have passed plus two examination in Science with Physics from a recognized Indian or foreign University/Board (as per the AIU foreign equivalence list) having scored a minimum of 50% aggregate in case of candidates belonging to General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40%</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas:</p> <p>Arithmetic Reasoning General Knowledge General English</p>

	marks and candidates to belonging SC/ST categories have to score a minimum of 35% marks. <b>Note:</b> The candidates whose qualifying exam result is still awaited can also apply	
<b>B. Pharm, D. Pharm</b>	Candidates who have passed plus two examination with Physics, Chemistry, Mathematics (PCM) or Physics, Chemistry, Biology (PCB) or Physics, Chemistry, Mathematics & Biology from a recognized Indian or foreign University/Board (as per the AIU foreign equivalence list) having scored a minimum of 50% aggregate in case of candidates belonging to General category SC/ST/OBC/PWD and 45% in case of students belonging to SC/ST categories are eligible to apply, To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks. <b>Note:</b> The candidates whose qualifying exam result is still awaited can also apply	The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas: Physics (35%) Chemistry (35%) Biology and/or Mathematics (30%).
<b>B. Ed. (Two Year Programme)</b>	The candidates who have passed Bachelor's Degree and/or Master's Degree in Sciences/Social Sciences/Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics from a recognized Indian or foreign University/Board (as per the AIU foreign equivalence list) having scored a minimum of 50% aggregate in case of candidates belonging to General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40% marks and candidates to belonging SC/ST categories have to score a minimum of 35% marks. <b>Note:</b> The candidates whose qualifying exam result is still awaited can also apply.	The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas: <b>PART-A (50 Marks)</b> } General Awareness } Reasoning } Teaching Aptitude } Language Proficiency  <b>PART-B (50 Marks)</b> Subjects (Science/Arts) will be covered as per the graduation level.

#### POST GRADUATE-PROGRAMME

Programme	Minimum Qualification for admission	Entrance Exam Pattern
<b>M.A. English</b>	A Bachelor degree with English as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of	The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas:  Domain Knowledge – 80 English Proficiency -



	35% marks.	20
<b>M.A. Hindi</b>	<p>A Bachelor degree with Hindi as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80</p> <p>English Proficiency - 20</p>
<b>M.A. Economics</b>	<p>A Bachelor degree with Economics/B.Com/ B.B.A/B.Sc (Mathematics/ Statistics) from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80</p> <p>English Proficiency - 20</p>
<b>M.A. Ancient Indian History, Culture &amp; Archaeology</b>	<p>A Bachelor degree in any discipline from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates belonging to SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80</p> <p>English Proficiency - 20</p>
<b>M.A. History</b>	<p>A Bachelor degree with History as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80</p> <p>English Proficiency - 20</p>

<p><b>M.A./M.Sc. Geography</b></p>	<p>A Bachelor degree with Geography as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<p><b>M.A. in Political Science and Human Rights</b></p>	<p>A Bachelor degree with Political Science or Public Administration as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<p><b>M.A. in Sociology</b></p>	<p>A Bachelor degree in any discipline from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<p><b>Master of Social Work (MSW)</b></p>	<p>A Bachelor degree in any discipline from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas.</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>

<p><b>M.A in Linguistics</b></p>	<p>A Bachelor degree from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General and OBC categories have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas.</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<p><b>M.A in Applied Psychology</b></p>	<p>A Bachelor degree with Psychology (Arts or Science) as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<p><b>M.Sc. in Physics</b></p>	<p>A Bachelor degree with Physics or Physics as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<p><b>M.A. in Tribal Studies</b></p>	<p>A Bachelor degree with Sociology and Social Anthropology/Tribal Art/Museology/ Philosophy/ History of Art/History/AIHC/Political Science as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>

<p><b>M.A. in Mass Communication and Journalism (MA in MCJ)</b></p>	<p>A Bachelor degree with MCJ as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas  Domain Knowledge – 80 English Proficiency - 20</p>
<p><b>M.B.A. in Business Administration, M.B.A. (Tourism and Travel Management)</b></p>	<p>A Bachelor degree from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas: Verbal Aptitude Quantitative Aptitude Logical Reasoning General Awareness.</p>
<p><b>M.Com</b></p>	<p>A Bachelor degree in Commerce/ Business Management/ Business Administration as an optional subject at the graduate level from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas,  Domain Knowledge – 80 English Proficiency - 20</p>
<p><b>M.A in Education</b></p>	<p>A Bachelor Degree in any Discipline from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply. To pass the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas,  Domain Knowledge – 80 English Proficiency - 20</p>

<b>M.Sc. in Botany</b>	<p>A Bachelor degree with Botany or Botany as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 35% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 30% marks</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<b>M.Sc. in Zoology</b>	<p>A Bachelor degree in Zoology or Zoology as an optional subject at the graduate level from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas:</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<b>M.Sc. in Chemistry</b>	<p>A Bachelor degree in Chemistry or Chemistry as an optional subject at the graduate level from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<b>M.Sc. in Biotechnology</b>	<p>A Bachelor degree with any one of Life Sciences as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>

<b>M.Sc. in Statistics</b>	<p>A Bachelor degree with Statistics/Math or Statistics/Math as an optional subject from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<b>M.C.A.</b>	<p>Candidates having B.C.A/B.Sc./ B.Com/B.A. degree with Mathematics as one of the subjects at 10+2 level or graduate level from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<b>M.Sc. in Environmental Science</b>	<p>A Bachelor's degree with any one of Sciences as an optional subject at the graduate level from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>
<b>M.Sc. in Mathematics</b>	<p>A Bachelor's degree in Mathematics or Mathematics as an optional subject at the graduate level from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>

	candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.	
<b>M.Sc. in Geology</b>	<p>A Bachelor's degree with Geology/Applied Geology/Earth Science as the major/optional subject at the graduate level from a recognized Indian or foreign university (as per the AIU foreign equivalence list) having secured a minimum of 50% aggregate in case of General category and 45% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure a minimum of 40% marks and candidates to belonging SC/ST/OBC/PWD categories have to score a minimum of 35% marks.</p>	<p>The question paper consists of 100 questions of multiple choice to test the candidates' knowledge in the following areas</p> <p>Domain Knowledge – 80 English Proficiency - 20</p>

### PhD Programmes

<p><b>PhD in English, Hindi; Ancient Indian History-Culture &amp; Archaeology; History; Economics; Geography; Political Science &amp; Human Rights; Sociology &amp; Social Anthropology; Tribal Studies; Education;</b></p>	<p>M.Phil or Masters Degree in relevant subjects from any University or a degree recognized by the University for this purpose or its equivalent in the relevant or allied subject having secured a minimum of 55% aggregate in case of General category and 50% in case of candidates belonging to SC/ST/OBC/PWD categories are eligible to apply.</p> <p>To qualify the entrance exam conducted by the University the candidates belonging to General category have to secure successful candidates to appear for personal Interaction. UGC-JRF/NET, ICMR-NET, ICAR-NET, DBT-JRF, DST-WS/GATE/GPAT and SLET qualified candidates are exempted from appearing in the entrance test. However, they have to attend personal interaction for selection.</p> <p>The candidates who are appearing for final exam of Master Degree can also apply.</p> <p>Note: Candidates can claim reservation either in the qualifying examination or in the entrance examination. Nobody can claim reservation at both the levels.</p>	<p>The Question Paper consists of 100 objective type questions. 70% is to test the candidates' knowledge in the domain subject, and 30% to test Research methodology.</p> <p><i>The candidates may refer University website to download the detail syllabus.</i></p>
<p><b>Business Management; Tourism Management; Commerce; Zoology; Botany; Computer Science; Bio-technology; Environmental Science; Chemistry; Communication &amp; Mass Media; Applied Psychology; Mathematics and Pharmacy; Physics; Statistics; Linguistics; Yoga</b></p>		

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## **Chapter - 3**

### **ADMISSION OF STUDENTS TO THE UNIVERSITY**

Procedure of the admission of students to the University shall be followed in accordance the provision laid down in the University ordinance – 15.

The admissions will be given to the students in the order of merit as per the results of entrance examination subject to the fulfillment of other eligibility conditions laid down for admission in the respective programme.

#### **Admission Committee**

There shall be Admission Committee for all the Programmes in each Faculty/Department for regulating the admissions to all Courses offered in the University in accordance with the provision laid down in the University Ordinance-16.

#### **ADMISSION STATUS**

The candidates shall be provisionally admitted to various UG/PG/PhD programmes and the admissions will be confirmed by admission committee of the department subject to verification of the documents.

The candidates, whose qualifying examination results are not declared at the time of admission, will be given provisional admission and they are required to give an undertaking in the prescribed format. Their admissions will automatically stand cancelled if:

- a. They fail to secure the required percentage of marks in their qualifying examination
- b. They fail in the qualifying examination
- c. They fail to produce documents of the necessary qualification for admission to the programme within the stipulated time mentioned by the University.
- d. The University shall not consider the marks of the supplementary examination or the marks of improvement.

#### **1.3 If selected for more than one programme and wish to take admission second time in any other programme**

If the candidates are selected for more than one programme and if they have already taken admission in anyone and if they wish to change the programme, then can do so subject to the following:

1. The candidates needs to first cancel the admission to the first programme to which they have taken admission.
2. The candidates can fill in online Application Form afresh and pay the requisite fee afresh
3. The fee that you have paid for taking first admission shall be refunded to you at a later stage for which you need to make an application
4. You are not allowed to take admission to a programme for which you have already taken the admission and cancelled it.



### **Conversion of Seats**

If the number of eligible candidates are not available in categories, the seats that remain vacant shall be converted as per the following norms:

- a. Seats reserved for OBC shall be converted to GEN if there are vacant seats.
- b. Seats reserved for SC shall be converted to ST if there are vacant seats and vice versa.
- c. The University shall announce the list of eligible candidates and the seat matrix on its website.
- d. In case of any candidate(s) claiming admission under PWD/Supernumerary quota, such claims may be sent to the Exam Section separately for onward process.

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## Chapter-4

### ATTENDANCE

1. These rules shall be applicable to all students who take admission at IGNTU Main Campus, Amarkantak, Regional Campus, Imphal and in other institutions/centers/schools recognized by the University as Centres of Higher Learning or as Study Centres to offer UG, PG, PhD and other educational programs under collaborative scheme through valid MoU.
2. Every faculty has to compulsorily take attendance in the attendance register in every class that he/she engages and submit the same on 28<sup>th</sup> of every month to the Head who will consolidate the attendance of all faculty members, displays the same on the notice board marking copies to the Dean of the concerned Faculty, Exam and Academic Sections of the University (both soft and hard copy).
3. The students are permitted to fill in the exam form and complete the formalities but the students who acquire 60% or above of attendance in individual courses and 75% or above in aggregate will be allowed to pay fee online within the stipulated time and appear for theory and practical examinations.
4. All semester end exams including practical exams have to be held after 90 working days and the students who fulfill the attendance criterion alone shall be permitted to appear for practical and semester end exams.
5. Theory and Practical Examinations can be held for the courses for which the concerned faculty members conduct the classes as per the credits. For example, the semester End Examination for a 4 credit course cannot be held if the concerned faculty member does not conduct 60 classes of one hour duration or 60 practical's of two hours duration. Every faculty member has to submit a statement at the end of the semester on the number of the classes s/he conducted in a semester as per the credits allotted to all such courses.
6. The Course Instructor shall update the parents of the status of the attendance of defaulters at regular intervals to prevail upon them to ensure that their wards maintain the required percentage of the attendance in each course and keep the record of the same.
7. The Course Instructor submits the final attendance of each student for each course s/he handles at least seven days prior to the commencement of the semester end and practical exams after duly displaying the same on the notice board drawing the attention of the concerned students to the Head of the Department to be consolidated and forwarded to the Exam section for further course of action.
8. The course instructor shall update the students about their attendance and also counsel them periodically during the course. During the semester, the interim attendance reports for each course before the mid-semester examination shall be notified by the HoD. At the end of the course, the course instructor shall submit details of attendance to the HoD/Dean who in turn shall forward this information to the CoE

9. A student shall not be permitted to appear for the practical and semester end examination in the course in which he/she does not have less than 60% of attendance.
10. However, 5% of attendance can be condoned by the Dean of the Faculty on the recommendation of the Head of the concerned Department on the basis of student's participation in sports and games at the state/national level and 5% of attendance can be condoned by the Vice Chancellor on the recommendations of the Dean on medical ground and the students who claim such a concession have to produce a valid medical certificate issued by Government Medical Officer/Doctor working in the government hospital, not below the rank of District Medical Officer (DMO)/University Medical Officer.
11. The NCC/NSS students attending national camps, parade may be given attendance in proportionate to the number of days they are away from academic work only on the production of valid certificates and recommendation of the concerned officers.
12. A student who is detained from writing any one or more courses for want of attendance has to repeat such course/courses odd with odd and even with even and he/she acquires the required percentage of attendance by attending classes in the concerned course/courses.
13. The attendance rules of Pharmacy Council of India (PCI) shall be applicable to the students of the B. Pharm and D. Pharm programmes.
14. If a student is detained from writing any practical or semester end exam for want of attendance (greater than 50% of the total courses offered by a student) the student shall have to repeat the semester by taking fresh admission and paying the requisite fee. In such cases the students have to register for only those courses in which they are detained and the internal marks scored by the students shall be declared null and void and they have to undergo continuous internal assessment on par with the regular students.
15. If a student is detained from writing any practical or semester end exam (s) for want of attendance ( lesser than 50% of the total courses offered by a student) the student will have to repeat the entire course(s) again at the next available opportunity including fulfilling the requirements of the attendance, the CIA component and the SEE. The Heads of the concerned departments have to arrange for such classes to make up the short attendance. In such cases the students have to register for only those courses in which they are detained and the internal marks scored by the students shall be declared null and void and they have to undergo continuous internal assessment on par with the regular students.
16. If such course is discontinued or modified, the student will take an alternative equivalent course as approved by BoS and permitted by the HoD. In case of electives or open choice courses, the student may choose an alternate elective/equivalent course as may be approved by the HoD.
17. If a student is not permitted to appear for the SEE because of shortage of attendance and/or not completing the requirement for appearing in any component of the continuous internal assessment, "Dt" grade will be awarded with a mention to this effect in the remark column on the grade sheet.

18. The attendance requirement shall also not be applicable for self-study courses, courses involving field/project work or industry internship for which there are no formal class room instructions. However, for such courses the HoD shall obtain a certificate from the industry supervisor/academic guide and satisfy that all requirements prescribed for the course are completed.
19. If a course has a part of lectures and part of field work, attendance will be counted for the regular lectures portion of the course along with the certificate of satisfactory participation in rest of the course.
20. The students who were detained from writing the semester end exam for want of attendance shall take admission afresh in the same semester odd with odd and even with even and fulfill the attendance criterion and appear for the exam on par with other students. Such student shall appear for internal and practical exams also afresh.
21. The students who were detained from writing the exam for the above said reason have mistakenly paid the semester fees and such students may request the university to refund the same.

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## Chapter-5

### SEMESTER END EXAMINATIONS

1. 4. In this ordinance and in other Ordinances relating to the examinations, unless there is anything repugnant in the subject or context:-
  - a Admission to an Examination means the issuance of an admission card to a candidate in token of his/her having complied with all the conditions laid down in the relevant Ordinance, by a Competent Officer of the University. Provided that a candidate who does not fulfill all the conditions may, at the discretion of a Competent Officer of the University, be admitted provisionally and, in case these Conditions are not fulfilled by him in due course his/her admission to the examination shall be liable to be quashed.
  - b Applicant means a person who has submitted an duly filled application to the University in the form prescribed for admission to an examination.
  - c Candidate means a regular student, who has been admitted to an examination by the University/ Regional Campus/ Centre.
  - d Examinee means a candidate who presents himself for an examination to which he has been admitted.
  - e Examination means an examination prescribed by the University under an Ordinance (Conduct of Examination No. 28).
  - f Examination Fee means the fee prescribed by the Academic Council and includes the fee for Mark Sheets, but does not include any other fee.
  - g An Ex-student is a student, who, having once been admitted to an examination of this University is again required to take the same examination by reason of his failure or absence thereat and shall include a student who may have joined a University/Regional Campus/Centre again in the same class.
  - h Under-Graduate Examination means an examination leading to the First Degree of the University.
  - i Each Academic year shall be divided into two Semesters. First Semester shall be commencing from July to December and Second Semester shall be commencing from January to June.
5. The Director/H.O.D. shall send to the Competent Authority a certificate of fulfillment of required attendance and credits at least two weeks before the date of the commencement of the written examination.
6. If an examinee is suffering from any communicable diseases or disability, the Centre Superintendent shall make separate arrangements in the examination centre.
9. University candidate shall submit his/her application form alongwith the prescribed fees for admission to the examination through the Director/H.O.D.
10. The Director/H.O.D. shall forward such forms and fees to the Competent Authority before the scheduled date as prescribed by the University.
11. Application forms received after the prescribed date shall not be accepted;

Provided that candidates who are unsuccessful at the semester Examinations may submit their application forms for admission to the corresponding examinations to be held in next semester within the scheduled date prescribed by the University. Provided further that any person may apply for admission to the examination within 7 days from the last date, on payment of a late fee as prescribed by the University.

12. No examination shall, as far as possible, be held on a Sunday or a Public Holiday, except the Entrance Examination.
13. Ordinarily the Syllabi and the scheme for the University Examinations shall be available on the University Website ([www.igntu.nic.in](http://www.igntu.nic.in)).
14. The University shall notify the Academic calendar after the approval of the Academic Council.
16. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examinations shall be determined from time to time by the Academic Council after considering the recommendations of the Board of Studies and the Faculties concerned. All changes in Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses.
17. Examinations shall be held at such places and the dates as may be notified by the University/competent authorities.
18. (i) (a) A candidate who is unable to present himself/ herself for any examination shall not receive a refund of his fees;  
(b) An applicant who is found ineligible for an examination shall not be entitled to refund the examination fee.  
(ii) If a candidate suppresses some vital information and tries to appear at an examination for which he is not entitled and later on it has come to the notice of the authority concerned, he/she shall be debarred from the examination and the total amount of fee paid by him shall be forfeited.
19. All examinations except sessional/practical and viva-voce shall be conducted by means of printed or computerized question papers.
20. Unless otherwise specified, examinees shall have the option to write their answer as per the Medium of Instruction Ordinance no. 17 of the IGNTU, Amarkantak.
21. Unless otherwise specified, each paper shall be of three hours duration.
22. In order to pass an examination, an examinee must satisfy the condition as laid down in the ordinance of the concerned examination.
23. Unless there is a specific provision in an examination ordinance, no student shall be allowed to appear simultaneously with another University examination.
24. All the physically challenged candidates (i.e. the blind, the deaf, Dependent children of Leprosy affected persons etc.) appearing at any of the university examination shall be

exempted from payment of all fees prescribed for the examination including the fee for the Mark Sheets.

25. Notwithstanding anything to the contrary in this ordinance, no person shall be admitted to a university examination if he has already passed the same examinations or an examination of another university which has been recognized as equivalent to that examination.
26. In light of the issues/matters pertaining to non-submission of semester end practical examination marks and internal examination marks in the examination section, the Heads of Departments in IGNTU Amarkantak and Regional Campus Manipur are hereby requested to maintain the records of the used answer scripts of practical and internal examination at their respective departments till the approval of the Competent Authority for their disposal. The Heads of Departments shall be responsible to provide information related with practical and internal examination marks of students for the said period.
27. A student is required to score a minimum of 40% in each course in the End Semester Examination of every semester to qualify the exam.

#### **CONDUCT OF EXAMINATIONS**

1. Examinations of the University, other than the doctorate examination shall be open to regular and eligible students, i.e. such students who have undergone a regular course of study in the University for a period specified for that course of study after fulfilling the minimum attendance and credit requirements as laid down by the University.
2. All examinations of the University (except entrance examinations) shall be conducted at University headquarters/Regional Campuses/Centres through internal assessment by the faculty members concerned. The format and timing of continuous internal assessment shall be decided by the concerned faculty member and the format and timing of the end-semester examinations shall be decided by the Faculty. Provided however that all end-semester examinations for different Departments/Centres in a Faculty shall normally be conducted in a commonly agreed time frame within the semester.
3. Question papers of all examinations shall be set and answered as per Medium of Instructions mentioned in the Ordinance No. 21.
4. Dates of all University Examinations shall be published for general information not less than fourteen days before the date of commencement of the examination. However the period may be reduced in extreme circumstances subject to approval of Vice-Chancellor.
5. All arrangements for the conduct of the Examinations shall be made by the Controller of Examinations/ Competent Authority through the HoD's.
6. Examiners shall be appointed by the Controller of Examinations in accordance with the provisions of the statute.
7. Internal and External Examiners:

An Internal Examiner means a person who is a member of the University/Regional Campus/ Centre.

An External Examiner means a person who is not a member University/Regional Campus/ Centre.

8. A teacher of the University may be appointed as an External Examiner at the Practical Examination in another Department/ Campus/Centre in the Under-graduate and Post-graduate examinations.
12. If the number of examinees for a paper at an examination exceeds 200, there may be appointed one Head Examiner and one or more co-examiners, depending upon the number of examinees for each paper.
13. The Head examiner shall:
  - (A) Set the paper, and
  - (B) Prepare a memorandum of instructions for the guidance of his co-examiners.
14. The Head Examiner and Co-examiner shall evaluate such number of answer books as may be assigned to them by the Controller of Examinations/Competent Authority, subject to the overall control of the Vice-Chancellor.
15. Intimation of appointment to the External examiners shall be accompanied by a copy of the Ordinance relating to the examination for which they are appointed, as also information regarding the remuneration which they shall be entitled to draw if they act as examiners. The examiners shall also be furnished with a list of all matters which they are expected to perform.
16. Provided that out of three copies of Dissertation submitted to the University, the first copy shall be sent to the Examiner who shall always be an external expert. In case, a candidate offers an identical subject for dissertation in the same year which has been offered by another candidate at his or other places, such dissertation shall be sent to the same examiner for adjudication.
16. Each paper setter shall submit the two sets of question papers alongwith soft copy of the same to the Head of the Department in turn moderate and submit the same to the Controller of Examinations/Competent Authority, addressed by name with the required number of copy(s) of question paper(s) to be printed in a sealed cover, enclosed within another sealed cover so as to reach on or before the prescribed date. He/she shall also furnish a certificate to the effect that he has destroyed all notes and manuscripts in connection with the question paper(s) he has set. Copyright of any question paper set by an examiner shall vest in the University.
17. Paper-Setters not sending their question papers to the Controller of Examinations/Competent Authority within the time fixed shall ipso facto cease to be examiners.
18. Examiners shall be appointed for the examinations of one semester only, but they shall be eligible for reappointment. The examiners shall be required to keep secret the fact of their appointment and marks awarded by them to examinees.
19. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations/Competent Authority for future guidance.
20. Paper setters and moderators shall observe absolute secrecy with regards to the contents of the question paper set or moderated by them.
21. (i) If a near relation of a member of the Paper-setter/Moderator is expected to appear in the Examinations for which the Committee is to moderate the question papers, the member shall



not be present at the meeting when that question paper is being moderated. His absence and reasons thereof shall be recorded in the minutes.

(ii) In case the number of remaining members is only one the Vice-Chancellor shall appoint an additional member of the committee.

(Note: near relation shall mean and include son, daughter, father, mother, brother, sister, wife, husband, first cousins, direct in-laws, direct grand-children and direct dependents of the member).

22. All written examinations shall be conducted by means of a printed or Computerised papers. The written examination in a particular paper or a subject shall be held on the same date and at the same time at all centres of the examination, unless otherwise ordered by the Competent Authority.
23. The written part of the examination shall commence on the date prescribed by the Controller of Examinations/Competent Authority.
24. There shall be an Internal Examiner and an External Examiner to conduct the Practical Examinations.
25. The marks at the practical examination including Viva-Voce, if any, shall be allotted by the External and Internal examiners in consultation with each other, the judgment of the External Examiner being treated as final in case of difference of opinion between them. The marks for record work wherever necessary shall be indicated separately.
26. (i) The External and Internal Examiners both shall sign each page of foils and counterfoils, showing final marks allotted to the examinees. The Examiners shall submit these foils and counterfoils to the office of the Controller of Examinations/Competent Authority within 24 hours of the conclusion of the practical examination. If it is not possible to submit the foils and counterfoils personally to the office of the Controller of Examinations/Competent Authority, they shall send them by Registered/Speed Post within 24 hours of the conclusion Practical Examination.  
  
(ii) The answer booklets used by the examinees for their practical examination shall also be sent to the office of the Controller of Examinations/Competent Authority together with a copy of the question paper set for the practical examination.
27. The Director/HOD where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at Campus/Centre/Department. The expenses incurred for conducting the practical examination shall be reimbursed by the University as per rules.
28. The Vice-Chancellor shall ordinarily appoint the Director or the Head of the Department, as the Centre Superintendent for the University Examinations. Where the Head of the Department is unable to act as the Centre Superintendent, the Vice-Chancellor shall appoint a Senior Teacher of that department as the Centre Superintendent to conduct the University Examinations and shall be responsible for all the examination related activities.
29. In exceptional cases the Vice-Chancellor may appoint a person as the Centre Superintendent for the University Examinations at a Centre even though he may not be an employee in that Institution.

30. The Controller of Examinations/Competent Authority shall, at least a fortnight before the commencement of each examination, forward to the Centre Superintendent of each examination centre, the following:
- (A) General Instructions.
  - (B) Blank Answer-books.
  - (C) Code Plan with detailed Instructions.
  - (D) Rules for the Guidance of Invigilators
  - (E) Diary of Invigilators
  - (F) Docket Forms for Account of Answer-books.
  - (G) Absentee Statement.
  - (H) Statement showing details of Returned Answer-books; and
  - (I) Such other papers as are required for the proper conduct of the examinations.
31. The Controller of Examinations/Competent Authority shall be responsible for the proper arrangements connected with the conduct of all examinations of the University.
32. The Centre Superintendent shall be responsible for the smooth conduct of the examinations at his Centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules, for which purpose the Centre Superintendent may draw such advances from the University. The Centre Superintendent shall submit a detailed account of the expenses incurred by him as soon as the examinations are over at his centre and in any case within one month of the date of the last paper at his centre. The account should be submitted in the prescribed forms supplied to the Centre Superintendent by the Account Section of the University. In case the amount exceeded is more than the advance amount, the balance amount will be reimbursed by the University subject to the submission by the Centre Superintendent. The Accounts Section shall also supply of the rules and rates of remuneration for the invigilators and other concerned, and for other expenses.
33. The University shall appoint Deputy Centre Superintendent from amongst teachers of the University/Regional Campus/Centre to assist the Centre Superintendent for proper Conduct of Examination. His duties shall be as per instructions issued by the University.
- (A) The Deputy Centre Superintendent should not leave Headquarters/place of his appointment as Deputy Centre Superintendent during the examination period even on holidays, without prior permission of the Centre Superintendent.
  - (B) In case Deputy Centre Superintendent fails to report on the first day of examination, his absence be forthwith reported to the University and the Hon'ble Vice-Chancellor shall appoint another Deputy Centre Superintendent. The Centre Superintendent should verify the number of question paper packets sent by the University and actually available to him.
34. No person other than the examinees, invigilators and such other persons as may be permitted by the Centre Superintendent of a centre, shall be allowed to enter the premises of the Examination Centre.

35. Invigilators at the University Examinations at all centres shall be appointed among the teachers of the University.
36. The Vice-Chancellor may appoint an Observer at any centre, if it deems fit.
37. The Centre Superintendent, Deputy Superintendent, the Observer and the Invigilator and all other persons connected with the conduct of examinations shall be paid remuneration prescribed by the University.
38. Examinees at all examinations shall strictly follow the instructions that may be issued to them from time to time.
39. The Heads of Departments in IGNTU have to submit all kinds of marks and all kinds of exam and admission related documents through the Deans concerned to the office of CoE. In case of Regional Centres the Director of centre has to receive all marks/documents from the Heads of Departments and forward the same in soft forms to the Office of CoE. The question papers for Semester End Exam are to be set by each eligible faculty and are submitted to the Heads of Departments who in turn moderate and submit to the CoE.
40. The onus of conducting internal tests, practical exams, viva-voce tests, field tours and end semester exams maintaining fare secrecy, submitting all kinds of marks to the exam section, verification of documents, confirmation of admission within due date as per the norms of the University rests with the Heads of Departments. Any lapse in performing the above mentioned duties on the part of HoD's and individual faculties the matter would be referred to the Competent Authority for necessary action.
41. The Examiner shall report to the Controller of Examinations/Competent Authority regarding any discrepancy.
43. On receipt of the evaluated answer-books, the Controller of Examinations/Competent Authority shall arrange to have them checked to ensure that:
  - (i) All answers written by the examinees are evaluated;
  - (ii) That the marks allotted to each question are correctly recorded on the cover page of the answer-book;
  - (iii) That the total shown on the cover page is correct;
  - (iv) That if questions are evaluated in excess of the questions asked, the question/questions on which lowest marks are allotted is/are ignored and a note to that effect is made on the cover-page of the answer-books
  - (v) That the examiner has signed on the cover page of the answer-book;
  - (vi) That the number of marks reported by the examiner on the cover page of the answer-book and those reported by him in the prescribed forms (foils and counterfoils, etc.) tally.
44. The results of the examinees shall be tabulated in a form which shall be prepared in accordance with the provision of the concerned Ordinance.
45. The result of each examination shall be prepared by a person, hereinafter called the Tabulator.
46. Tabulators shall be either teachers of the University or staff members of the University office or both. They shall be appointed by the Controller of Examinations or the Vice- Chancellor.

47. Results tabulated by the tabulators shall be scrutinized by a person hereinafter called the Scrutineer.
48. (1) The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by the Executive Council from time to time.
- (2) The Tabulators shall perform the following duties:
- (i) Posting/entry of marks obtained by an examinee in the Tabulation Register/data sheet;
  - (ii) Totaling of marks including the aggregate, posted wherever so prescribed by the University;
  - (iii) Indicating failures in accordance with the provisions of the Ordinance by drawing red circles around the marks posted;
  - (iv) Stating the result at the proper place;
- (**Explanation:** The result for purposes of this ordinance include Pass, Fail, Grade, Division, Distinction)
- (v) Preparation of list of examinees entitled for any awards, and
  - (vi) Preparation of the result-sheet in the proforma prescribed for publication
- (3) The scrutineers shall also prepare the following reports for the information for the Controller of Examinations or University Authorities, namely:-
- (a) Report of all marginal cases;
  - (b) Comparative results of all centres;
  - (c) The tabulators and scrutineers shall also make suitable suggestions to the Controller of Examinations.
- (4) Scrutinizer means a person who is appointed by the Vice-Chancellor as such and who actually does the work of scrutiny of results.

**Scrutiny shall mean and include:-**

- (i) Checking of posting by the tabulators from the original statement submitted by the examiner.
  - (ii) Checking of totals;
  - (iii) Checking of circles indicating failures;
  - (iv) Checking of results prepared by the Tabulator (both in the Tabulation Register and the Result Sheet) including Division, Distinction, Merit Pass and Fail etc;
  - (v) Checking of the list of Awards prepared by the Tabulators.
49. A Result review Committee consisting of three members (Dean of concerned Faculty, Concerned Head and one person nominated by the Vice-Chancellor) shall be appointed by the Examination Committee each year to approve the results of examinations. No result shall be published by the Examination Committee unless it is approved by the Result review Committee.
50. Function of the Result review Committee:

The Result review Committee may interpret the provisions of any Ordinance, and Regulations in so far as it is necessary for publication of results, but it shall not make any alterations or changes in the Ordinances, or Regulations. The interpretation of the Result review Committee shall report to Controller of Examinations, who shall place the same before the Vice-Chancellor, whose decision thereon shall be final.

51. Rechecking of Answer books:

The answer books may be scrutinized for verification of the correctness of the total of marks recorded and for verification that all answers have been assessed. An examinee may submit an application along with the prescribed fee for such rechecking to the Controller of Examinations within a period of 15 days from the date of declaration of result.

52. On receipt of such an application, the Controller of Examinations shall allow the answer-book of the applicant to be scrutinized by one of the scrutineers or a member of the Examination Committee as he may deem fit within one month of declaration of result.

53. If, as a result of such rechecking, it is found that the result of the examinee should be changed at the examination, the Controller of Examinations shall publish a supplementary list embodying the results of the rechecking after the approval of the Vice-Chancellor.

54. Except as ordered otherwise by the Examination Committee the written answer-books shall be destroyed or otherwise disposed off after three year from the date of publication of the results.

55. No representation regarding a result shall be entertained after the expiry of three months from the date of its declaration.

56. The Vice-Chancellor may decide spot-evaluation of answer books of each examinations in such faculties at one or more centres.

57. As IGNTU, being new University, any rules causing hardship may be release by the Vice-Chancellor of IGNTU, care by care, by speaking, order in, writing to be reported to the next Academic Council for its appreciation and further advice/guidance.

58. If any discrepancy emerged, the Vice-Chancellor may take appropriate action.

#### **DISCIPLINE AMONG STUDENTS IN UNIVERSITY EXAMINATIONS**

I. The end-semester examinations shall be held under the general supervision of the Head of Department with the help of the faculty member concerned. He/ She shall be responsible for the fair and orderly conduct of the examination.

II. In case of detection of unfair means (as specified in clause 1 of General Guidelines below), the same shall be brought to the notice of the Centre Superintendent concerned who shall submit a full report of the same to the Dean concerned for further action specified under clause 5 of the General Guidelines below.

#### **Do's and Don'ts in the Conduct of Semester End Exam**

Heads of the Departments are to ensure that the following guidelines for the conduct of semester end examination at IGNTU and RCM are complied with:

1. Time-table and exam hall numbers are prominently notified on the notice board.

2. The invigilation duties are assigned to the permanent/contractual faculty working in the department through a proper notice. The Departments, as far as possible, avoid assigning invigilation duties to the PhD scholars and non-teaching staff. However, PhD scholars can be used as relievers.
3. Heads of Departments can be the Exam Centre Superintendents or Heads can appoint the seniormost Professor or the seniormost Associate Professor (if Professor/Associate Professor is not available then the Assistant Professor) as an Exam Centre Superintendent.
4. The exam-time table of the examination is displayed on the notice board at least 10 days prior to the commencement of examination.
5. The sealed Question papers are opened in the examination control room and the signatures of two students and two invigilators are taken as witnesses.
6. Students are told to bring their ID cards and duly signed admit cards to the examination hall and produce the same on demand and the invigilators verify the same.
7. Heads of Departments announce on their respective notice boards the list of students who are eligible to write the end semester examination one week prior to the commencement of examination after resolving attendance issues, if any.
8. Heads of Departments ensure that all exams are held in two sessions i.e., Forenoon and Afternoon session i.e. from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm respectively.
9. Heads of Departments hold all exams as per the time table notified.
10. Heads of Departments arrange drinking water facility for the students writing the semester end examination.

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## Chapter - 6

### Continuous Internal Assessment

1. As a matter of general guideline, the CIA component of 40% shall consist of the following:

a. Two written tests at regular intervals 10X 2= 20

(A course teacher can conduct more than two tests and consider the best of two. He can farther re-conduct a test for those students who have not done very well in the earlier one or both the tests or who have not attempted any test at all to enable them to clear internals.)

b. Home assignment 10X1=10

c. Oral presentations in the class 10X1=10

**Total = 40**

However, each department shall have the power to propose any other internal assessment pattern suiting the interest of their departments. But such a pattern should be approved by the BoS and it should be communicated to the students in the beginning of the semester in writing. The course teacher should not deviate from the pattern either proposed in the Exam Regulation or approved by the departmental BoS.

2. A student who is absent for all tests will not be permitted to appear for the End Semester Examinations and will be required to redo the particular course and equivalent one in subsequent semesters. However if the student has put in the necessary minimum attendance, he/she may be permitted to take the Internal Assessment test in a subsequent semester when the course is on offer in the department.
3. The norms and standards of evaluation of the performance of a student in various components of Internal Assessment shall be such as may be determined by the concerned Department and approved by the School Board.
4. For evaluation of Home Assignment, the University may employ one or more assessment tools such as objective tests, paper presentation, problem solving, laboratory work etc., suitable to a course.
5. A student is required to score a minimum of 40% in each course in the Continuous Internal Assessment of every semester to qualify the examination.
6. A student who is failed in CIA of any course, he shall not be permitted to appear for the SEE on same course.

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## Chapter - 7

### Practical Examinations cum Viva- Voce

#### Rules Governing Conduct of Practical Examinations

The practical exam of the university shall consist of 40% Internal Assessment and 60% marks for the semester end practical examination in the overall evaluation.

**Notification of Practical Examinations:** The University shall notify the examination schedule for conduct of practical examinations and Viva Voce examinations at least seven days prior to the commencement of practical examinations.

**Appointment of Chief Superintendent:** The Head of the Department shall be appointed as the Chief Superintendent to conduct Practical Examinations and Viva Voce.

**Appointment of Examiners:** The University shall appoint Internal and External examiners for Practical and Viva Voce examinations from the panel of examiners submitted by the respective Boards of Studies. The authority to change the examiners for any reason whatsoever shall rest solely with the University. The HOD of the concerned department / the senior most of the internal examiners shall be appointed as the coordinator/chairman for UG/PG Practical examination.

**Demand of Stationery:** The required number of answer booklets and other material shall be demanded and obtained from the University by the Chief Superintendent well in time.

**Additional Sheets Shall Not be Issued.**

**Dispatch of Practical Answer Booklets:** Practical answer booklets of each day shall be packed in separate covers and all such covers shall be enclosed in cloth bag(s) subject wise/ branch wise, super scribed appropriately and sent to the Exam Section after completion of the Practical examinations.

**Dispatch of Marks Sheets:** Marks allotted by the examiners for the practical and Viva Voce examination shall be entered in words and figures on prescribed format, in original and duplicate and enclosed separately in inner covers prescribed for the same. These in turn shall be enclosed in the outer cover for the marks sheets. The covers shall be super scribed with the details printed on each and submitted to the office of the Controller of Examinations.

**Admission Cards:** Candidates shall be in possession of Admission cards on all the days of Practical examinations. In the event of non-possession or loss of Admission card the Chief Superintendent is empowered to permit the Candidate to appear in the examination or issue a duplicate admission card, in exceptional circumstances and after verifying the identity of the candidate.

**Malpractice:** Candidates shall not bring into the examination hall any book, portion of book, manuscript, or paper of any description. They shall not copy or communicate with anyone inside or outside the hall or exchange answer books. Candidates shall not be in possession of cell phones, programmable calculators, pen scanners, blue tooth equipment or any other equipment which may be used for any kind of malpractice. Candidates violating these instructions shall be subjected



to physical check and verification by authorized persons. If found to be indulging in malpractice the candidate shall be booked for malpractice and sent out of the examination hall immediately. The answer book shall be seized, marked as “malpractice case” and signed by the Chief Superintendent and packed and sent separately to the University.

**Remuneration:** Remuneration for the external examiners shall be paid, after completion of the assigned duties and after necessary documentation, at the University, along with TA/DA, remuneration for valuation, as applicable. The relevant forms shall be completed and verified at the Centre, countersigned by the Chairman of the examiners and the Chief Superintendent and presented at the Department for payment. Miscellaneous expenditure for conduct of practical examination shall be paid out of Departmental imprest funds and subsequently a consolidated claim shall be preferred based on approved rates in vogue, supported by bills in original.

### **Duties and Responsibilities of Examiners during Practical and Viva Examination**

1. The University shall appoint External and Internal examiners as per University norms.
2. They shall report to the Chief Superintendent of the examination center one day before the examination. They shall be present at the examination center throughout the duration of the examination, as specified in their appointment order. Non availability of any examiner shall be reported to the University by the Chief Superintendent.
3. They shall ensure that the assignments of Practical and Viva examination are carried out properly as per University norms and guidelines.
4. They shall ensure that marks are awarded as per University norms and that the marks are entered in words and figures in original and duplicate marks lists.
5. They shall ensure that the marks lists are packed and sealed in prescribed covers and dispatched to the Exam Section on the same day.

They shall carry out the valuation of theory papers on the allotted days. Valuation of theory papers by internal and external examiners is compulsory.

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## Chapter - 8

### UNFAIR MEANS

The University may deal with the cases of unfair-means or indiscipline as per provisions laid in Ordinance 28 in this regard.

#### 1. GENERAL GUIDELINES

##### (1) Use of Unfair means:

A candidate shall not use unfair means in connection with any examination. The following shall be deemed to unfair means:

- a. Found in possession of incriminating material related/unrelated to the subject of the examination concerned.
- b. Found copying either from the possessed material or from a neighbor
- c. Inter changing of answer scripts.
- d. Change of seat for copying.
- e. Trying to help other candidates.
- f. Found consulting neighboring students.
- g. Exchange of answer sheets, question papers with hand-written information or any other relevant materials.
- h. Use of electronic devices for the purpose of malpractice.
- i. Writing some other candidate s register number in the main answer paper.
- j. Insertion of pre-written answer sheets (Main sheets or Additional Sheets)
- k. Threatening the invigilator or insubordinate behaviour as reported by the Chief Superintendent and/or Hall Superintendent.
- l. Consulting the invigilator for answering the questions in the examination.
- m. Cases of impersonation
- n. Mass copying.

The Executive Council may declare any other act of omission or commission to be unfair means in respect of any or all the examination.

- 2 If the Vice-Chancellor is satisfied that there has be mass-scale copying or use of unfair means on a mass-scale at particular centre (s), he may cancel the examination of all the candidates concerned and order re-examination.
- 3 Where the invigilator in charge is satisfied that one third (1/3) or more students were involved in using unfair-means or copying in a particular Examination Hall, it shall be deemed to be a case of mass copying.
  - (a) The Chief Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of the occurrence if possible, each

case where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate concerned, if any, on the forms supplied by the Controller of Examinations for the purpose.

- (b) A candidate shall not be forced to give a statement but the fact of his/ her having refused to make a statement shall be recorded by the Chief Superintendent and shall be got attested by two other members of the supervisory staff/invigilators of said examination hall on duty at the time of occurrence of the incident.
- (c) A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, but on separate answer-book. The answer book in which the use of unfair means is suspected shall be seized by the Chief Superintendent, who shall send both the answer-books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- (d) All cases of use of unfair means shall be reported immediately to the Controller of Examinations by the Centre Superintendent., examiner, or the person connected with the University examination as the case may be, with all the relevant material.

#### **4 Examination Discipline Committee**

- (a) All the cases of alleged use of unfair means shall be referred to a committee called the Examination Discipline Committee to be appointed by the Vice-Chancellor.
- (b) The Committee shall consist of three members drawn from amongst the teachers and officers of the University. One member will be nominated as Chairman from amongst them by the Vice-Chancellor.
- (c) A member shall be appointed for a term of one year, and shall be eligible for re-appointment.
- (d) Two members present shall constitute the quorum.
- (e) Ordinarily, all decisions shall be taken by the committee by simple majority. If the members cannot reach a consensus, the case shall be referred to the Dean of the concerned Faculty for decision.
- (f) All decisions taken by the Examination Discipline Committee will be placed before the Dean of the concerned Faculty.
- (g) A candidate, within one month of receiving the decision of the University, may appeal to the Vice-Chancellor, in writing for a review of the case. The Vice-Chancellor shall consider the representation of the candidate and the decision of Vice-Chancellor shall be final.

**5** The Examination Discipline Committee may recommend one of the following punishments for cases of unfair means.

Nature of unfair means	Scale of Punishment
If the candidate has used unfair means specified in sub-Clause (a) to (n) of Clause III	Cancel all the University Examinations

(1)	registered by the candidate in that session.
If the candidate has repeated the unfair means shown at III (1) (a) to (n) a second time.	Cancel the university Examination of all subjects registered by the candidate in that session and debar him/her for the next examination session (i.e. all University Examinations in the subsequent session)
If the candidate has repeated the unfair means shown at III (1) (a) to (n) a second time.	Cancel the University Examination of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination
If the candidate used unfair means in sub Clause (i) of Clause III (1)	Cancel the university Examinations of all subjects registered by the candidate during that semester only.
If the candidate used unfair means in sub Clause (j) of Clause III (1)	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two subsequent examination sessions
If the candidate use unfair means in sub Clause (k) of Clause III (1).	Cancel the University Examinations of all subjects registered by the candidate for that session and debar him/her for two years from registering and appearing for the University Examination.
If the candidate used unfair means in sub Clause (l) of Clause III (1).	Cancel the examination of all subjects registered by the candidate for that session.
If the candidate used unfair means in sub clause (m) of Clause III (1).	Cancel the University Examinations of all Subjects registered by the candidate for that session and debar him/her for two years from registering an appearing for the examination sessions. Moreover, relevant legal action shall be initiated if an outside is involved.
If the candidate used unfair means in sub Clause (n) of Clause III (1).	(ix) a) In the Single Hall : Cancel the relevant examination taken by the students of that Hall. Debar the concerned Hall Superintendent and other involved directly or indirectly form the examination work such as invigilation, question paper setting, valuation, etc. for the next six examination sessions.  (b) In a Centre: Cancel the relevant examination taken by the students of the centre. Debar the Hall Superintendents and the Chief Superintendent and other involved directly or indirectly from the examination

	work such as invigilation, question paper setting, valuation etc., for the next six examination sessions and cancel the examination Centre for two years.
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Fair and reasonable opportunities of hearing should be provided before panellizing any candidate.

## **6. Examinations Committee**

**6.1.** An examination committee shall be appointed by the Vice Chancellor and consist of seven regular members and a secretary as outlined here under:

- a.** Pro-Vice Chancellor or the Nominee of the Vice Chancellor in case the Pro-VC is not available (Chairperson)
- b.** One External Member of the Academic Council to be nominated by the Academic Council (Member)
- c.** Controller of Examinations (Member)
- d.** One Dean of the Faculty to be nominated by the Deans Committee (Member)
- e.** One Head of the Department to be nominated by the Vice Chancellor (Member)
- f.** One Associate Professor to be nominated by the Vice Chancellor (Member)
- g.** One Assistant Professor to be nominated by the Vice Chancellor (Member)
- h.** Dean and the Head of the Concerned Faculty/Department (Invited Members)
- i.** Deputy Registrar of the Examinations (Secretary)

*\*Note: The HoD and the Dean of the Faculty whose matter is under consideration shall be the invited member of the committee only for the limited purpose of specific matter related to their Department / Faculty under consideration of the Examinations Committee.*

**6.2.** The tenure of person appointed in the committee shall be two calendar years counted from the date of appointment.

**6.3.** The quorum of the committee shall be four out of seven regular members excluding the Secretary. In case of leave of absence of the Secretary, the CoE will act as Member Secretary.

**6.4.** The examination committee shall take decisions on any matters connected with this ordinance or any unforeseen issues arising, and not covered by this Ordinance or in any matters of interpretation or any other matters as may be referred to it by the Vice Chancellor. In the matters referred to it by the Vice Chancellor, the committee shall make recommendations to the Vice Chancellor who shall take final decision in the matter.

**6.5.** The committee may, if deemed necessary, call any faculty member or non-teaching staff or any student of the University or any external person to provide facts and/or to seek advice and/or to assist the committee.

## **7. Powers of the Vice Chancellor:**

- 7.1.** Notwithstanding anything contained in this ordinance, in the event of difference of interpretation, the Vice Chancellor may take a decision, after obtaining if necessary, the opinion/advice of the Examinations Committee. The decision of the Vice Chancellor shall be final and binding on all.
- 7.2.** Notwithstanding what is contained in the Ordinance, the Vice Chancellor may, in exceptional circumstances and on the recommendations of the Faculty Board or an appropriate committee appointed by the Vice Chancellor consider at his/her discretion, as well as on the merits of each individual case, and for the reasons to be recorded, relaxation if any of the provisions made under this ordinance except those prescribing the minimum requirements for award of certificate / diploma / degree or anything as prescribed by the respective professional council or statutory body.

The procedure for deciding the case of an examinee using unfair means shall be as follows.

- (A) All cases of use of Unfair Means at the examination shall be forwarded in a sealed envelope on the same day indicating UM with a RED Circle around it on the top right corner of the sealed cover.
- (B) Each case shall be reported in Form U-1 prescribed for this purpose. Form U-1 shall contain:
- i. A statement in writing from the examinee (if the examinee refuses to give a statement, remark to that effect shall be made by the Centre Superintendent,
  - ii. A report of Invigilator/Observer who first detects the use of Unfair Means with a clear and precise statement of the circumstances of the case,
  - iii. The report of the Centre Superintendent as to how far the writings on paper, etc, seized from the examinee are relevant to (a) the syllabus for the paper of the day and (b) questions set in the question paper of the day,
- (C) Form U-2 shall be accompanied by the original answer book, additional answer book given after seizing the original one, all documents seized from the examinee with his signature and Roll Number on all of them and the counter-signature and seal of the Officer-in-Charge.
- (D) Form U-2 should be dispatched at the conclusion of all examinations at the Centre. The Centre Superintendent shall give in the form date wise detailed statement of the cases reported to the University.
- (E) The Examinee found guilty of use of unfair means should be allowed to take the remaining examination. His original answer book be taken away from him and a fresh answer book will be given for any remaining part of the question paper of the day which he has yet to solve.

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## Chapter - 9

### CENTRAL VALUATION

#### Duties and Responsibilities of the Custodian

Central valuation has to be arranged at the University level to evaluate the answer scripts of semester end examinations and the entire process has to be completed within ten days after the last examination held with the marks be submitted to the Exams Section for the preparation and announcement of the results.

1. The University shall notify the venue for central valuation and the dates of the valuation. The Custodian shall be appointed by the University. The Custodian shall be overall in-charge of the valuation centre and shall be responsible for carrying out the valuation as per the University guidelines.
2. The University shall also appoint support staff as per the University guidelines.
3. The Custodian shall ensure that the valuation centre is kept open as per the timings specified in the University guidelines.
4. She/he shall ensure that only the authorized personnel are permitted into the valuation hall.
5. She/he shall ensure that silence is maintained in and around the valuation hall.
6. She/he shall instruct all the concerned to keep their mobiles switched off or kept in silent mode.
7. She/he shall ensure that the instructions are displayed prominently at the entrance to the centre/ hall.
8. The internal examiners (of required number) shall be appointed by the University for Valuation and the Custodian shall verify the same from the appointment letter at the commencement of the valuation.

She/he shall ensure that the examiners evaluate the answer scripts as per the instructions issued separately by the University and that they correctly fill up the valuation slips. She/he shall ensure that all the questions have been evaluated properly. She/he shall also check the totalling.

#### Instructions to the Examiners Appointed for Valuation

1. The coded Register number, Question paper code number, packet number and serial number of the answer books are already entered on the answer scripts and on the valuation sheets. In case of any discrepancies or omissions, the custodian shall be immediately informed.
2. Valuation shall be done only on the valuation sheets in blue or black ink and no marks of any kind shall be made on the answer scripts.
3. The examiners shall enter the marks pertaining to an answer scripts bearing a code number, carefully and correctly in the corresponding portion of the valuation sheet.
4. The total marks awarded shall be entered in figures in the space provided. Fractions if any shall be rounded off to the next higher integer. The total marks shall be thoroughly checked for ensuring the correctness of the totals.
5. If an answer is not awarded any marks, the word "Zero" (0) shall be entered in the

corresponding box.

6. If a question has not been attempted or answered “NA” (Not Answered) shall be entered in the corresponding box.
7. The examiner shall carefully check whether all questions have been answered and whether all answers have been valued.
8. The examiner shall affix his signature and write his name in capitals and date on each valuation sheet.

After valuation of all the answer scripts and valuation sheets shall be handed over to the custodian, before leaving the hall.

### **Issue of Answer scripts**

1. Heads of Departments have to give indent in the prescribed format to the Exam Section for getting answer booklets and B Forms to conduct exams
2. The unused answer booklets and B Forms should be returned to the Exam Section within a week after the last examination is held.

### **Question paper setting**

1. Question papers are set at the Department under the supervision of the Heads of Departments and the Heads shall moderate the question papers and make changes if required.
2. Each faculty should submit two question papers hard copy alongwith soft copy per subject (Theory) to the Head of the Department concerned who will in turn submit them in sealed covers to the Exam Section. The Competent Authority shall pick up one of the two question papers for printing. The Exam Section shall hand over the printed question papers to the Chief Exam Center Superintendent (CECS) to conduct the exams.

### **Answer Booklet Record**

<b>S.No.</b>	<b>Date of the receipt Answer Booklet</b>	<b>Date of the receipts of the B Forms</b>	<b>No. of scripts used</b>	<b>No. of scripts Unused</b>	<b>No of required</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					

**Head,**

**Dept. of.....**

**Forwarded by the Dean of the faculty of .....**

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## Chapter -10

### MAINTENANCE AND ISSUANCE OF ANSWER BOOKLETS

1. The number of pages in the Answer Booklets to be provided to the students for End Semester Examination will remain unchanged i.e. 28. However, the following changes would be made to the Answer Booklets:
  - i. The answer booklet should be stitched and the logo of the University be printed on each page.
  - ii. First page of the Answer Booklet should be OMR based printing.
2. Supplementary copy will not be provided to the students in the end semester examinations. Only 28 pages main Answer Booklets shall be given for end semester exam.
3. A four-page booklet copy shall be provided for conducting internal exams.
4. A ten-page practical booklet shall be provided for conducting practical exams.
5. The external examiner(s) may be invited to conduct practical exams/viva-voce test/ dissertation/on job training /internship for the final year students at Post Graduate (PG) level including B.Ed and all Pharmacy courses. The Examination Section will prepare guidelines for the same as per the University Ordinance and best practices in other CUs and it will be circulated separately.
6. To Introduce re-totaling, revaluation, disclosure of answer scripts and challenge valuation from the ensuing academic year, a sub-Committee consisting of the following has been constituted to prepare the guidelines of the same:
7. The fees for all programmes including examination fee and fee for issuing other University Certificates as per the norms be increased. A sub-Committee consisting the following has been constituted to prepare a new fee structure for the University.
8. The step-by-step flow chart of PhD programme may be implemented.
9. Re-examination only for those debarred students who attended the special classes shall be conducted by the Departments concerned.
10. The supplementary examination shall be conducted for the outgoing UG/PG students to clear their back papers only in the VI and IV Semesters of UG & PG respectively.
11. The Heads of Departments would submit letters/ documents /applications to the Examination Section, Academic Section, Finance Section as well as to the Office of the Registrar only through the Deans of Faculties concerned. The letters/documents submitted without the proper channel would not be accepted.
12. There shall be a separate “PhD Section” and an Officer at the level of AR/SO would be appointed as Nodal Officer of the PhD Section to maintain all records of all PhD scholars and also to maintain the progress of each PhD scholar. The Academic Section shall prepare the proposal for establishment of PhD section and submit the same to the Competent Authority.

XXXXX

## Chapter-11

### PASSING AND PROMOTION CRITERIA

These rules shall be applicable to all students who take admission at IGNTU Main Campus, Amarkantak, Regional Campus, Imphal and in other institutions/Organizations/Centers/Colleges recognized by the University as Centres of Higher Learning or as Study Centres to offer UG, PG, PhD and other educational programs under collaborative scheme through valid MoU.

1. To clear any program of study, a student shall have two years over and above the specific duration of the program, from the date of his/her admission in the first semester/entry level for lateral entry programs i.e., for three year Under-Graduate (UG) program, s/he shall get 05 years (03+02). Similarly for two-year Post-Graduate (PG) program, a total of four-year time shall be permitted.
2. A student shall only be promoted to the next semester, if s/he has a minimum eligibility to appear in the Semester End Examination (SEE) and fulfill other criteria as given below. Else, the student shall remain in the same semester and shall be treated as an ex-student:
  - a. S/he must have paid all the requisite fee;
  - b. In order to appear in the End Semester Examinations, it is mandatory for a student (across all programs) to secure a minimum of attendance of 75% of in that particular semester.

A student who has been detained from appearing in the SEE in more than 50% of the total courses for want of attendance shall not be promoted to the next semester; and s/he shall be required to re-register as a regular student in the same semester with the next batch of students;

A student has to pass at least 50% of the total courses in a semester to be promoted to the next semester. But a student who fails in two consecutive semesters shall not be promoted.

In case the number of courses to be cleared falls in decimal points, the next whole number shall be considered, as specified in the table, in the SEE of the particular semester;

Total number of courses	Minimum Number of courses a student have to clear
03	At least 02 courses
05	At least 03 courses
06	At least 03 courses
07	At least 04 courses
08	At least 04 courses

- e. It is compulsory for all students to appear in the Internal Assessment (IA) examinations, and secure a minimum of 16 marks to be eligible to appear for the

SEE. To pass a course a student has to secure a minimum of 16 marks in continuous internal assessment and 24 in the semester end exam.

- f.** A student, who failed in practical/field work/project work/teaching practice examinations of a particular semester, has to clear the same with the next batch of students.
- g.** If a student fails in two consecutive semesters he/she shall not be allowed further promotion. The case will be treated as Year Back and the student has to take admission afresh and appear for all exams including CIA and practical exams as the courses already passed and marks obtained earlier shall be treated as null void.
- h.** The admission of a student shall stand cancelled if s/he fails more than twice in two consecutive semesters.

The rules and regulations of the Pharmacy Council of India (PCI) as governing promotion as appended below shall be applicable to B.Pharm and D.Pharm programs.

- 3.** A student is required to put in at least 80% attendance in a semester, both in theory and practical separately. Failing to do so, s/he shall not be allowed to appear in the end semester examinations of the particular semester.
- 4.** The duration for the completion of the program shall be fixed as double the actual duration of the program and the students have to pass within the said period, otherwise they have to get fresh Registration.
- 5.** A student shall be declared PASS and eligible for getting grade in a course of B.Pharm program if s/he secures at least 50% marks in that particular course including internal assessment. For example, to be declared as PASS and to get grade, the student has to secure a minimum of 50 marks for the total of 100 including continuous mode of assessment and end semester theory examinations and has to secure a minimum of 25 marks for the total 50 including internal assessment and end semester practical examinations.
- 6.** In case a student fails to secure the minimum 50% in any theory or practical course as specified above, then s/he shall reappear for the end semester examinations of that course. However his/her marks of the Internal Assessment shall be carried over and s/he shall be entitled for grade obtained by him/her on passing.
- 7.** A student shall have the opportunity to improve his/her performance only once in the sessional exams component of the internal assessment. The re-conduct of the sessional exams shall be completed before the commencement of next end semester theory examinations.
- 8.** Academic progression rules are applicable as follows:

A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, s/he shall not be eligible to attend the courses of V semester until all the courses of I & II semesters are successfully completed.

A student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, s/he shall not be eligible to attend the courses of VII semester until all the courses of I, II, III & IV semesters are successfully completed.

A student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, s/he shall not be eligible to get the course completion certificate until all the courses of I, II, III, IV, V & VI semesters are successfully completed.

9. A student shall be eligible to get his/her CGPA upon successful completion of the courses of I to VIII semesters within the stipulated time period as specified in clause 2 above.
10. A lateral entry student shall be eligible to carry forward all the courses of III, IV and V semesters till the VI semester examinations. However, s/he shall not be eligible to attend the courses of VII semester until all the courses of III and IV semesters are successfully completed.
11. A lateral entry student shall be eligible to carry forward all the courses of V, VI and VII semesters till the VIII semester examinations. However, s/he shall not be eligible to get the course completion certificate until all the courses of III, IV, V & VI semesters are successfully completed.
12. A lateral entry student shall be eligible to get his/her CGPA upon successful completion of the courses of III to VIII semesters within the stipulated time period as specified in clause 2 above.
13. Any student who has given more than four chances for successful completion of I/III semester courses and more than three chances for successful completion of II/IV semester courses shall be permitted to attend V/VII semester classes ONLY during the subsequent academic year as the case may be. In simpler terms there shall NOT be any ODD BATCH for any semester.

**Note:** *Grade AB should be considered as failed and treated as one head for deciding academic progression. Such rules are also applicable for those students who fail to register for examination(s) of any course in any semester.*

#### **Re-examination of end semester examinations**

Re-examination of the End Semester Examinations (ESEs) for B.Pharm course shall be conducted as per the schedule given below. The exact dates of examinations shall be notified from time to time.

<b>Tentative schedule of ESEs</b>		
<b>Semester</b>	<b>For Regular Candidates</b>	<b>For Failed Candidates</b>
I, III, V & VII	November/December	May/June
II, IV, VI and VIII	May/June	November/December

## **B. Promotion & Examination and scheme of D. Pharm**

### **1. Minimum marks for passing the examination:**

A student shall not be declared to have passed Diploma in Pharmacy unless he /she secures at least 40% marks in each of the subject separately in the theory examinations, including sessional marks and at least 40% marks in each of the practical examinations including sessional marks.

### **2. Eligibility for promotion to Diploma in Pharmacy (Part-II)**

Students who have appeared for all the subjects and passed the Diploma in Pharmacy Part-I examinations are eligible for promotion to the Diploma in Pharmacy Part-II class. However, failing in more than two subjects shall debar them from promotion to the Part-II.

The Admission Committee under the supervision of the Head of the Department has to carry out the promotion of each students in each program offered in each department and submit the same to the Examination Section through the Dean, Faculty concerned and the examination section shall notify the same on the website and conduct examinations accordingly.

**Xxxxx**

## Chapter - 12

### FEES PAYABLE BY STUDENTS OF THE UNIVERSITY

**In continuation with Ordinance-19 of the University, the other details of the fees are as under:**

#### **1. Examination and Other Fees**

- 1.1.** The CoE shall with the approval of the Competent Authority notify the fees payable by the students for various examinations, revaluation, transcripts, duplicate documents, and various certificates etc.
- 1.2** A student if he/she is not pleased with the marks awarded in one or more courses can opt any or all of the below measures to get the same rectified as per norms. For recounting and revaluation a student has to submit an application through the Head of the concerned Department within 15 days after the declaration of results and the same shall be processed by the exam section within 15 days and if a student is not pleased with the marks of revaluation he/she can apply for challenging. The exam section has invite examiners from other central universities/institutes for both revaluation and challenging valuation.

#### **Fees for recounting, Revaluation and Challenge Valuation:**

1	Fees for recounting per subject	150
2	Fees for Revaluation per subject	500
3	Fees for Challenge Valuation per subject	5000

- 1.3.** A student who has not paid the prescribed fees prior to examinations shall not ordinarily be eligible to appear in the examination.
- 1.4.** The Vice-Chancellor may at his/her discretion, allow in certain cases of genuine hardship, an extension in the last date of payment of fees with or without fine. The result of such students shall, however, be withheld till all the dues are cleared.
- 1.5.** The University shall provide semester grade cards and transfer certificates to all registered students after the successful completion of their programme for which no separate fee is charged. The students have to pay for postscript, migration certificate provisional degree certificate. In case of loss or theft of a grade card a student can apply for a duplicate grade card for which has to produce a judicial affidavit along with police intimation report to this effect. All grade cards and certificates shall be issued to the applicants within three days from the receipt of such applications complete in every respect.

#### **Fees for issuing various certificates:**

<b>Si No.</b>	<b>Particulars</b>	<b>Amount (in Rs.)</b>
1	Migration Certificate	300
2	Duplicate Migration Certificate	300
3	Degree Certificate (in Person)	500
4	Degree Certificate (in Absentia)	700
5	Provisional Degree Certificate	300
6.	Duplicate Provisional Degree Certificate	300
7.	Duplicate Grade Card	400
8	Exam fee per semester including repeaters	300/200
9	Correction of name etc. in Grade Cards/ in any other Certificate	150 (Per Certificate)
10	Transcript	500
11	Verification of University Grade Cards for the purpose employment	500 (Indian) 1000 (Foreign)

**XXXXX**

## Chapter-16

### CONVOCATION

*Under Section 32 (1) of the IGNTU Act, 2007 read with Statute 32 and ordinance 31*

#### 1. Annual

**Convocation** Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with prior approval of the Chancellor.

#### 2. Special Convocation

- a. A special convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary degrees in accordance with the procedure laid down in Statute 29(1) for the purpose of conferring other degrees under special circumstances on the recommendation of the Academic Council.
- b. The Convocation shall consist of the body corporate of the University.
- c. The Chancellor shall, if present, preside over the Convocations of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside over the convocation.

#### 3. Notice

- a. Not less than four week's notice shall be given by the Registrar of all meetings of the Convocation.
- b. The Controller of Examinations shall notify a programme of the procedure to be observed thereat.
- c. The candidates 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 this will not be applicable to the First Convocation at which candidates for preceding years shall also be admitted to their respective degrees. Provided also in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorize admission of successful candidates in the year to their respective degrees in absentia and issue the degrees on payment of prescribed fees.

#### 4. Application

- a. A candidate for the degree must submit to the Controller of Examinations his application on or before the date prescribed for the purpose for admission to the degree at the Convocation in person along with the prescribed fees.
- b. Such candidates as are unable to present themselves in person at the Convocation shall be admitted to the degree in absentia by the Chancellor or in his/her absence by the Vice-Chancellor and their diplomas shall be given by



the Controller of Examinations on application and payment of the prescribed fees.

## **5. Fees**

The fees for admission to the degree at the Convocation in person shall be Rs. 200/-.  
The fees for admission to the degree at the Convocation in absentia shall be Rs. 300/-.

## **6. Honorary**

- a. Honorary degree shall be conferred only at a Convocation and may be taken in person or in absentia.
- b. The presentation of the persons at the Convocation on whom honorary degrees are to be conferred shall be made by the Vice-Chancellor of the University.
- c. Candidates at the Convocation shall wear gowns and hoods appropriate to their respective degrees as specified below. No candidate shall be admitted to the Convocation who is not in proper academic dress prescribed the University.

## **7. Academic Dress**

The academic dress of the University for the Convocation shall be as follows:

- i. For Visitor; Gown of Purple velvet
- ii. For Chancellor: Gown of Yellow velvet
- iii. For Vice-Chancellor: Gown of deep violet velvet
- iv. For Deans: Gown of Blue velvet
- v. For Chief Guest: Gown of Maroon velvet
- vi. For members of EC: Gown of Maroon velvet
- vii. For members of AC: Gown of Green velvet
- viii. For Registrar: Gown of Crimson velvet
- ix. For Faculty of Science candidates: Gown of Light Blue colour
- x. For Faculty of Computeronics candidates: Gown of Orange colour
- xi. For Faculty of Commerce and Management candidates: Gown of yellow colour
- xii. Faculty of Humanities and Philology candidates: Gown of Cremson Colour
- xiii. Faculty of Social Science candidates: Gown of White colour
- xiv. Faculty of Tribal studies candidates: Gown of Purple colour
- xv. Doctor of Philosophy in Science candidates: While silk gown.
- xvi. Master of Philosophy candidates: Black silk gown.

## **8. Convocation Procedure**

- a. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice-Chancellor for admission to their respective degrees. The Deans of Faculties will present the candidates of respective faculties for various degrees i.e. UG,

PG, M.Phil. and Ph.D. The names of the recipients of medals and prizes shall be read by the Registrar.

- b. The Controller of Examinations or the person appointed for the purpose will present the candidates for their degrees in absentia for admission to their respective degrees.
- c. Degree Certificates shall be supplied to the candidates in a manner to be prescribed by the Vice-Chancellor after the Convocation is over.
- d. The Chancellor, the Chief Guest, the vice-Chancellor, the Pro-Vice-Chancellor (if any), the Registrar, the Controller of Examinations, the Deans of Schools and the members of the University authorities shall wear their special robes prescribed by the University.
- e. The Chancellor, the Chief Guest, the Vice-Chancellor, the Pro-Vice-Chancellors (if any), the Registrar, the Deans, the members of the University authorities shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the convocation hall.

The Controller of Examinations  
The Court  
The Academic Council  
The Executive Council  
The Board of Studies of Departments  
The Deans of Faculties  
The Registrar  
The Pro-Vice-Chancellor  
The Vice-Chancellor  
The Chief Guest  
The Chancellor

- f. The Chancellor, the Chief Guest, the Guest of honour (if any), the Vice-Chancellor, the Pro-Vice-Chancellor (if any), the Controller of Examinations, The Registrar, The Deans, the Members of University Authorities shall take their seats in places reserved for them.
- g. 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.
- h. When the Chancellor and the Chief Guest are present, the Vice-Chancellor will welcome them.
- i. The Convocation address will be delivered by the appointed Speaker.
- j. The Controller of Examinations the Chancellor or in his/her absence the Vice-Chancellor shall declare the convocation open. The Chancellor, or in

his/her absence the Vice-Chancellor shall then say, "Let the candidates be presented".

- k. The persons appointed for the purpose of presentation of candidates for their respective degrees shall present in the manner as given below. The candidates when presented shall rise in their seats.
  1. "Madam Chancellor/Chancellor Sir, I present to you .....
  2. Candidates who have been examined and found qualified for the Degree of to which I pray that they may be now admitted".
  3. The Chancellor or in his/her absence the Vice-chancellor will admit the candidates to the degree in the following words:
  4. " By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of IGNTU, I admit you to the degree of .....and I charge you that ever in your life and conversation you show yourselves worthy of the same".
  5. The candidates will then take their seat.
- l. The Controller of Examinations shall then request the Chancellor or in her/his absence the Vice-Chancellor to admit the candidates in absentia to the various Degrees in the following words:
  1. " Madam Chancellor/Chancellor Sir, on behalf of the other..... candidates who have been examined and found qualified for the Degree of and have been permitted to receive their Degrees in absentia, I pray that they be admitted to their respective degrees".
  2. The Chancellor or in her/his absence the Vice-Chancellor will admit those candidates to their respective degrees in following words:
  3. "By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of IGNTU, I admit those candidates to their respective degrees in absentia".
- m. When all candidates have been admitted to their degrees, medals and prizes the Registrar shall propose a vote of thanks.
- n. After this the Controller of Examinations shall request the Chancellor to declare the Convocation Closed.
- o. The procession shall then leave the Convocation Hall in the same order as that in which it entered, the graduates and the audience shall remain standing till the procession leave the convocation hall.

A Regulation for the award of Gold Medal is as under.

1. Gold Medal will be awarded to each candidate securing first position in the order to merit in each M. Phil Post Graduate and Under Graduate programmes.
2. Chancellor's Gold Medal shall be awarded to an all round best student of the University on the basis of the composite index for academic culture and sport activities.
3. Vice-Chancellor's Gold Medal known as Vice-Chancellor's Gold Medal to be awarded to an Under Graduate Hon's Programme Student.
4. Usha Smirit Gold Medal to be awarded each year to a candidate securing the highest marks in Bachelor of Arts in Humanities and Social Sciences.
5. Smt. Giriraj Kishori Agrawal Smriti Gold Medal to be awarded each year to a Gold Medal candidate securing the highest marks in the UG Programme of the University.
6. Gold Medal known as Bisahu Das Mahant Gold Medal to be awarded to UG by Student who secures the highest marks in UG Programme of the University.

### **Regulation for the Award of gold Medal**

#### **Gold Medals**

- ) One gold Medal will be awarded to each candidate securing first position in order of merit in each M.Phil. & Post Graduate Programme.
- ) One Gold Medal will be awarded to each candidate securing first position in order of merit at each Under Graduate (Hon's) Programme.
- ) All medals will bear the University crest and an inscription giving the name of candidate to whom the medal is awarded with the name and year of the examination.
- ) The medals will be presented at the convocation.  
Those candidates who are not able to receive the medals in person may obtain the same from the office of the university after establishing their identity in the manner to be prescribed by the University.
- ) Details of the specifications of the Gold Medal Each Gold Medal shall contain 35 gms of silver with thick gold polish in 2"Dias per design. The medal shall contain name and logo of the University on front side and on the back side of the medal name of the student, enrollment No., programme title and the year of passing will be engraved. However, the value and the weight of gold medal shall be determined by the competent authority as and when required.

#### **Chancellor's Gold Medal**

- ) At the end of each academic year a Gold Medal named as Chancellor's Gold Medal shall be awarded to an all-round best student of the University on the basis of the composite index for academic, culture and sports activities.
- ) A graduating student from any faculty of the University shall be eligible for being considered for the award of the medal subject to the condition that he/she has:
  - ) Obtained minimum 70% or above in the qualifying examination (UG and PG) without availing the improvement facility; and

- ) Has secured a place among top ten students in the merit list of the University in that year; and
- ) Passed the Bachelor Degree as a regular student; and
- ) Successfully completed the Degree within the minimum prescribed period; and
- ) Never been found guilty during his/her enrolment in this University, for any act of indiscipline by the University including a punishment under the Unfair Means (UFM) Rules of the University; and
- ) Has actively participated in at least one extra curricular/co-curricular activity; and
- ) Criteria for Evaluation
  - Any applicant for the award of medal shall be evaluated by
  - 1. For academic performance 70%
  - 2. Cultural activity 15%
  - 3. Sports/extra curricular activities/NSS 15%
- ) At the end of each academic year, the Dean Student Welfare/COE shall notify that all graduating students who are eligible and desirous for being considered for the Gold Medal should submit their candidature along with all supporting documents within the specified date.

**Vice-Chancellor's  
Gold Medal**

- ) There shall be Gold Medal known as Vice-Chancellor's Gold Medal to be awarded to an Under Graduate student.
- ) An Under Graduate student who has secured the highest marks among all the faculties shall be eligible for being considered for the award of the medal subject to the condition that the/she has:
  - ) Obtained minimum 60% or above aggregate marks without availing the improvement facility; and
  - ) Passed the Bachelor Degree as a regular student; and
  - ) Successfully completed the Degree within the minimum prescribed period; and
  - ) Never been found guilty during his/her enrolment in this University, for any act of indiscipline by the University including a punishment under the Unfair Means (UFM) Rules of the University; and
- ) At the end of each academic year, the Dear Student Welfare/COE shall notify that all graduating students who are eligible and desirous for being considered for the Gold Medal should submit their candidature along with all supporting documents within the specified date.

**Usha Smriti Gold  
Medal**

- ) There shall be a Medal known as Usha Smriti Gold Medal to be awarded from out of the annual income accruing from the endowment made by Prof. M.N.P. Tiwari, BHU, Varanasi.

- ) The Medal shall be awarded each year to a candidate securing highest marks in Bachelor of Arts in Humanities and Social Sciences, subject to the condition that he/she has:
  - (i) Obtained 60% or above without availing the improvement facility; and
  - (ii) Passed the Bachelor Degree as a regular student
  - (iii) Successfully completed the Bachelor Degree within the Prescribed period.
- ) In the event of no candidate being found eligible for the award, the income accruing from the endowment shall be added to the endowment fund.

**Smt. Giriraj  
Kishori Agrawal  
Smriti Gold Medal**

- ) There shall be a Medal known as Smt. Giriraj Kishori Agrawal Smriti gold Medal to be awarded from out of the annual income accruing from the endowment of Rs.1 Lakh made by Mr. Ashutosh Kumar Agrawal, New Delhi.
- ) The Medal shall be awarded each year to a candidate securing highest marks among the girls student out of all discipline of UG Courses of the University, subject to the condition that he/she has:
  - (i) Obtained 60% or above without availing the improvement facility; and
  - (ii) Passed the Bachelor Degree as a regular student
  - (iii) Successfully completed the Bachelor Degree within the prescribed period.
- ) In the event of no candidate being found eligible for the award, the income accruing from the endowment shall be added to the endowment fund.

**Bisahu Das  
Mahant Gold  
Medal**

- ) There shall be a Gold Medal known as Bisahu Das Mahant Gold Medal to be awarded from out of the annual income accruing from the endowment of Rs. 1 Lakh made by Dr. Charan Das Mahant, Union Minister of State, Agriculture and Food Processing.
- ) The Medal shall be awarded each year to a UG Student who secures highest marks among all **UG programmes of all faculties** of the University, subject to the condition that he/she has:
  - (i) Obtained 60% or above without availing the improvement facility;
  - (ii) Passed the Bachelor Degree as a regular student
  - (iii) Successfully completed the Bachelor Degree within the prescribed period.
- ) In the event of no candidate being found eligible for the award, the income accruing from the endowment shall be added to the endowment fund.
- ) The medal shall be presented at the annual Convocation of the University.

## Appendex-1

### 8 FORMATS /DECLARATION FORMS



#### INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY AMARKANTAK (M.P.) 484887

#### ANNEXURE I

#### AFFIDAVIT BY THE STUDENT

1. I,.....(*full name of Student with admission/registration/enrolment number*) S/o D/o Mr./Mrs./Ms....., having been admitted to Indira Gandhi National Tribal University, Amarkantak, M.P. have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case. I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this .....day of .....month of.....year.

**Name:**

**Signature of deponent:**

#### VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at IGNTU, Amarkantak, on this the  
.....(day).....of.....(month).....(year).....

**Signature of  
deponent:**

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Solemnly affirmed and signed in my presence on this  
the....(day)....of.....(month),.....(year).....after reading the contents of this affidavit.

**OATH COMMISSIONER**

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**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY AMARKANTAK  
(M.P.) 484887**

**ANNEXURE II**

**AFFIDAVIT BY PARENT/GUARDIAN**

1. I, Mr./Mrs./Ms.....(full name of parent/guardian) father/mother/guardian of .....(full name of student with admission/registration/enrolment number.....,having been admitted to Indira Gandhi National Tribal University, Amarkantak, M.P. have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.
  2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
  3. I have also, in particular, perused clause 7 and clause 9.1 Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
  4. I hereby solemnly aver and undertake that
    - a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
    - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
  5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
  6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
- Declared this .....day of .....month of.....year.

\_\_\_\_\_  
**Signature of deponent**

**Name:**

**Address:**

**Telephone/Mobile No.:**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at IGNTU, Amarkantak, on this the .....(day).....of.....(month).....(year).....

**Signature of deponent:**

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Solemnly affirmed and signed in my presence on this  
the....(day).....of.....(month),.....(year).....after reading the contents of this affidavit.

**OATH COMMISSIONER**



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY AMARKANTAK  
(M.P.) 484887**

**ANNEXURE III**

**Undertaking from the Students as per the provisions of  
Anti-ragging verdict by the Hon'ble Supreme Court**

I, Mr./Ms. .... Roll No. ....

Programme: ..... Student of.....do hereby

Undertake on this day ..... month ..... year ..... the  
following with respect to above subject and Office Order No. :Dir- .....

- 1)That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above reference. (Available at <http://www.peoplesgroup.in>)
- 2)That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the same is banned by the Court of Law.
- 3)That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/ legal proceedings including expulsion from the institute, if the above statement is found to be untrue or the facts are concealed, at any stage in future.
- 4)That I shall not resort to ragging in any form at any place and shall abide by the rules/ laws prescribed by the Courts, Govt. Of India and the Institute authorities for the purpose from time to time.

Signature of Student

---

I hereby fully endorse the undertaking made by my child / ward.

Signature of Mother/ Father and or Guardian

---

Witness:



**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY AMARKANTAK  
(M.P.) 484887**

**ANNEXURE IV**

**DECLARATION /UNDERTAKING FROM THE STUDENT ON  
QUALIFICATION AND CODE OF CONDUCT**

I, Mr./Ms.....

Roll. No.....the student of Programme:..... Dept.

.....of IGNTU Amarkantak M.P.

On this.....(day), of.....(month),..... (year), do hereby declare

1. That the entries made by me in the Application Form are complete and true to the best of my knowledge and based on records.
2. That I will present the original documents immediately upon demand by the concerned authorities of the University.
3. That my admission may be cancelled, at any stage, if I am found ineligible and/or the information provided by me is found to be incorrect.
4. That I will abide by the admission rules and regulations, concerning discipline, attendance, etc. of the University, and also to follow the Code of Conduct prescribed for the Students of the University, as in force from time to time and subsequent changes/modifications/amendment made thereto. I acknowledge that the University has the authority for taking punitive actions against me for violation and/or non-compliance of the same.
5. That I understand that 75% attendance in each class is compulsory and I commit myself to adhere to the same. I also understand, in case my attendance falls short, for any reason, the competent authority of the University may take such punitive action against me, as may be deemed fit and proper.
6. That I will neither join in any coercive agitation/strike for the purpose of forcing the authorities of the University to solve any problem, nor I will participate in any activity which has a tendency to disturb the peace and tranquility of life of the University campus and/or its Hostel premises.
7. That as per rules and regulations of the University, I will not be permitted to possess or use any motorized vehicle inside the University campus, unless I am permitted to do so by a written prior authorization from the Dean (Students' Welfare).
8. That I shall be solely responsible for my involvement in any kind of undesirable /indisciplinary activities outside the campus, and shall be liable for punishment as per the law of the land. I, further understand that, the University shall in no way provide any support to me and will not be held responsible for my any such action.

9. That I hereby undertake to inform the University, about any changes in information submitted by me, in the Application Form and any other documents, including change in addresses and phone nos., from time to time.

**Signature of the Student**

I will endeavour to induce my child/ward to do his/her best to observe the above undertaking in words and spirit.

**Date:**

**Signature of Mother/Father/Guardian**

**INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY**

**AMARKANTAK (M.P.) 484887**

**ANNEXURE V**



**DECLARATION FROM THE STUDENT ON PHYSICAL FITNESS**

I, Mr./Ms. ...., Registration No.....:

Have taken admission in the Programme....., Dept.

....., IGNTU, Amarkantak M.P. do hereby undertake the following on this

.....(day), of..... (Month),..... (Year):-

1. that I am not suffering from any serious/contagious ailment including psychology related symptoms.
2. that the declaration on physical fitness submitted by me is correct.

**Signature of the Student**

I hereby fully endorse the undertaking made by my child/ward.

**Signature of Mother / Father or Guardian**

**Place :**

**Date:**

## ANNEXURE VI

### FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD

#### CLASSES APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs) UNDER THE GOVERNMENT OF INDIA

*This* \_\_\_\_\_ *is* \_\_\_\_\_ *to* \_\_\_\_\_ *certify* \_\_\_\_\_ *that*  
*Shri/Smt./Kum.* \_\_\_\_\_ *Son/Daughter* *of*  
*Shri/Smt.* \_\_\_\_\_ *of*

*Village/Town* \_\_\_\_\_ *District/Division*  
\_\_\_\_\_ *in the* \_\_\_\_\_ *State belongs to the*  
\_\_\_\_\_ *Community*

#### **Which is recognized as a backward class under:**

- i. Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- ii. Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- iii. Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- iv. Resolution No. 12011/96/94-BCC dated 9/03/96.
- v. Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- vi. Resolution No. 12011/13/97-BCC dated 03/12/97.
- vii. Resolution No. 12011/99/94-BCC dated 11/12/97.
- viii. Resolution No. 12011/68/98-BCC dated 27/10/99.
- ix. Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- x. Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- xi. Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- xii. Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- xiii. Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- xiv. Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- xv. Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

- xvi. Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated 12/03/2007.
- xvii. Resolution No. 12015/2/2007-BCC dated 18/08/2010.
- xviii. Resolution No. 12015/13/2010-BCC dated 08/12/2011.

*Shri/Smt./Kum.* \_\_\_\_\_ *and / or his family ordinarily reside(s) in the* \_\_\_\_\_ *District / Division of* \_\_\_\_\_ *State.* This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004 and further modified vide OM No. 36033/3/2004-Estt. (Res.) dated 14/10/2008 or the latest notification of the Government of India.

**Dated:**

**District Magistrate / Deputy Commissioner/**

**Competent Authority**

Seal

**NOTE:**

- a) The term „Ordinarily“ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- b) The authorities competent to issue Caste Certificates are indicated below:
- i. *District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/ Ist Class Stipendiary Magistrate / Sub-Divisionalmagistrate/Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner (not below the rank of I<sup>st</sup> Class Stipendiary Magistrate).*
  - ii. *Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magis-trate.*
  - iii. *Revenue Officer not below the rank of Tehsildar' and*
  - iv. *Sub-Divisional Officer of the area where the candidate and / or his family resides.*



**ANNEXURE VII**

**DECLARATION/UNDERTAKING**

**FOR OBC (Non-creamy Layer) CANDIDATES**

I, \_\_\_\_\_ son/ daughter of

Shri \_\_\_\_\_ resident of

village/town/city \_\_\_\_\_ district \_\_\_\_\_ State

\_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004 and further modified vide OM No 36033/3/2004-Estt.(Res.) dated 14/10/2008 or the latest notification of the Government of India.

**I also declare that the condition of status/annual income for „Creamy Layer“ of my parents is within prescribed lim-its as on financial year ending on March 31, 2015.**

**Signature of the Candidate**

**Place:**

**Date:**

***Declaration / undertaking not signed by Candidate will be rejected.***

**NOTE:**

*“The admission is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to the creamy layer is false, his/her admission will be terminated forthwith with-out assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.”*

### **Admissions**

The Heads of all the Departments are hereby requested to comply with the submission of documents like Transfer Certificate/Migration Certificate/Caste Certificate etc of the students admitted to UG, PG and PhD programmes for the year 2018-19 in original to the Exam Section within 10 days from the issue of this circular. The students who fail to submit the said documents shall not be allowed to write their semester end examination.

Further no request will be considered in this regard.

**CHAPTER-13**

**FORMAT**

**IGNTU Amarkantak**

**Documents verification records for provisionally admitted students in UG/PG programme**

**Name of Department:  
programme:**

**Name of the**

**(Please write YES of No or NA wherever application in the relevant column, who have submitted/  
not submitted the requisite Certificate with duly filled in application form)**

<b>S. No</b>	<b>Name of Students</b>	<b>Gender</b>	<b>10<sup>th</sup></b>	<b>12<sup>th</sup></b>	<b>U G</b>	<b>P G</b>	<b>T C</b>	<b>CC</b>	<b>M C</b>	<b>DoB</b>	<b>Category</b>	<b>Caste Cert.</b>	<b>Eligible</b>	<b>Remarks</b>

**Detail of Electives**

Name of the Department           --

Name of the Faculty             --

Sl.No.	Name of the Student	Name of the Parent Department	Title of the Elective Course	Date of Commencement of Classes	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

**Signature of Head of the Department**

**Signature of Dean of the Faculty**