

## Common Ordinance for all Under Graduate Three Years (Six semesters) courses

{Unless otherwise specified in any other relevant Ordinance, this Ordinance will be applicable to all Under Graduate Three Year (Six semesters) courses}

1. The duration of the course shall be three academic years, divided into six semesters. The examination for the first, third and fifth semesters shall ordinarily be held in the months of December/January and for the second, fourth and sixth semesters, in the month of May/June on such dates as may be notified by the Controller of Examinations.  
A supplementary examination for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semesters shall be held alongwith their regular 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester examinations. However, the supplementary examination for 5<sup>th</sup> and 6<sup>th</sup> semesters shall be held simultaneously after every six months.
2. The examination schedule containing the dates of receipt of examination forms with and without late fee shall be notified by the Controller of Examinations from time to time.
3. A person who has passed the Senior Secondary Examination (10+2) from Board of School Education Haryana, Bhiwani or any other examination recognized by M.D.University, Rohtak as equivalent thereto shall be eligible for admission The detailed eligibility conditions e.g. percentage of marks in the qualifying examination subject(s) combination etc. etc. shall be notified in the Admission Brochure as approved by the Academic Council from time to time.  
However, lateral entry in BBA-3<sup>rd</sup> semester is allowed to those candidates who have passed Diploma in Business Management or an equivalent examination approved by the State Board of Technical Education, Haryana with atleast 45% marks in aggregate.
4. Every candidate shall be examined in the subject(s) as laid down in the syllabus and scheme of examination prescribed by the Academic Council from time to time. The fail/re-appear candidates will also appear in the exam as per syllabus applicable to regular students of that semester.

Note:

- (i) A candidate coming from Non-Hindi speaking area shall if, he/she did not offer Hindi/Punjabi/Sanskrit/Urdu in the qualifying examination for admission, offer in lieu of compulsory Hindi/Punjabi/Sanskrit/Urdu, the subject of Additional English which shall carry the same marks as for Hindi/Punjabi/Sanskrit/Urdu.
- (ii) The students offering restructured vocational/Career/Job-Oriented courses as per UGC scheme shall be required to take up the combination of traditional and compulsory subjects and will be entitled to additional Diploma/Advanced Diploma/Certificate as per Scheme of Examination. The minimum marks to pass the Diploma examination and for the award of division are given in clause-9 and 14 respectively.
5. 20% marks in each written paper (excluding viva-voce), shall be assigned for internal assessment. The Head of the Department/Principal shall forward the internal assessment marks awarded by the concerned teacher on the basis of class test, written assignment and attendance in the classes etc. to the Controller of Examinations as per the following schedule:
  - (i) The Internal Assessment/Sessionals marks shall be supplied by the Heads of the Departments/ Institutions/Principals of the Colleges of the invariably within 20 days after commencement of the examination.
  - (ii) Thereafter, a late fee @ Rs.25/- per candidate per subject shall be charged from the Department/College/Institute concerned.
  - (iii) Non Internal Assessment/Sessional marks shall be entertained if the same are received by the University after 30 days of the declaration of results. However, the Vice-Chancellor may condone the delay with late fee after taking into consideration the merit of each case.

6. The Head of the Department/Principal will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University upto three months from the date of declaration of the semester examination results.
7. The candidate will be allowed to appear in the examination if he meets the following requirements:-
  - a) Bears a good character
  - b) Has been on the rolls of the Department/College/institution during the semester.
  - c) Has attended not less than 65% of lectures delivered in theory as well as practical. Relaxation in shortage of lectures upto 20% will be allowed by the Head of the Department/Principal of the College/Institute on the following grounds:
    - (i) Self illness;
    - (ii) Illness/death of parents, brother, sister or any other close family member;
    - (iii) Any other reasons beyond the control of the student to the satisfaction of the Head of the Institution/Department.
8. (i) The medium of instruction shall be Hindi/English/Language concerned.  
 (ii) The question papers will be set in:
  - (a) Hindi in case of Sanskrit;
  - (b) The language concerned in the case of other languages;
  - (c) In both Hindi and English in the case of other subjects;
  - (d) In BBA/BCA and other professional courses, the question paper shall be set in English only.
 (iii) The candidates shall write their answer in:
  - (a) The language concerned in the case of English and Modern Indian and Oriental Language, except Sanskrit in which the answer may be written in Hindi;
  - (b) Hindi or English in the case of other subjects.
9. The minimum percentage of marks to pass the examination in each semester shall be:
  - (i) 40% in each theory paper
  - (ii) 40% in each practical examination or viva-voce/Project/Training Report/Dissertation wherever prescribed.
  - (iii) 40% in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper).
10. The examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time.
11. (i) A candidate who fails to pass or having been eligible, fails to appear in any semester examination will be allowed to clear the re-appear(s) and also for improvement of result after passing a semester examination within a period of six years. While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the papers /practicals in which he/she has secured 40% pass marks.  
**Note:** Improvement in LL.B. 3 year course is not allowed.  
 (ii) The candidate shall be treated as promoted to the next semester/class automatically subject to fulfilment of conditions as laid down in clause-7 of the Ordinance.
12. The internal assessment awards as well as viva-voce awards of a candidate who fails in any semester examination shall be carried forward to the next examination.
13. Soon after the termination of the examination, the Controller of Examinations shall declare the result as early as possible.
14. The list of successful candidates after the sixth semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester examinations taken together, and the division obtained by the candidate will be mentioned in his/her Degree:-

- |  |                 |
|--|-----------------|
| (a) Those who obtains 60% or more marks                          | First Division  |
| (b) Those who obtains 50% or more marks but less than 60% marks. | Second Division |
| (c) Those who obtains less than 50% marks                        | Third Division  |

If a candidate secures 75% or more marks in a course in first attempt, he/she will be awarded 1<sup>st</sup> Class Degree with Distinction.

**Note:** For awarding degree to students admitted in BBA course under lateral entry, aggregate of 3<sup>rd</sup> to 6<sup>th</sup> semester examination shall be considered for determining the division.

15. (i) A candidate who has passed B.A. three years degree course of this University may appear in additional subject(s) prescribed for the course in the subsequent examination except in the subject(s) with which he/she has already passed the course.  
(ii) A candidate who has passed B.Sc./B.Com./BBA/BCA may also appear in additional subject(s) of B.A. (Pass course) in the subsequent examination.
16. After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed in Clause-11 (i). Only improved marks (higher score) will be taken into account. The candidate will have to appear according to the current syllabus.
17. The grace marks will be allowed as per University rules.
18. The Training Report/Field Report/Project Report etc. wherever prescribed in the syllabus/scheme of examination and required to be submitted to the University must reach in the concerned office within 20 days after the commencement of the theory examinations.