MANGALORE UNIVERSITY
ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

EXAMINATION MANUAL

(ಪರೀಕ್ಷಾ ಕೈಪಿಡಿ)

OFFICE OF THE REGISTRAR (EVALUATION)

MANGALORE UNIVERSITY

MANGALAGANGOTRI-574 199

October, 2015

EXAMINATION MANUAL - AUGUST 2012

HIGHLIGHTS

1. The new Examination Manual replaces the almost 3-decade old ‘Manual of Conduct of University Examinations’ with a spirit of ‘continuity with change’

2. The present ‘Examination Manual’ aims at guiding the effective, efficient and lawful conduct of university examinations comprising correspondence programme, diploma and certificate courses, UG and PG programmes and Doctor of Philosophy programmes.

3. This Examination Manual is structured around four broad dimensions : (a) Legislative Framework (b) Pre-examination process (c) Examination process and (d) Post-examination process.

4. The entire manual is structured in ten chapters containing 106 pages along with 40 appendices

5. At present, Mangalore University conducts examinations for 155 streams of B.A. course, 25 streams of B.Sc course, 6 streams of B.Com course, 15 other courses without sub-streams, 3 UG correspondence programmes (BA, B.Com & B.B.M), 3 PG correspondence programmes (MA-6 streams, M.Com & M.Sc-3 streams); 5 Regular Post-graduate Programmes (MA-8 streams, M.Sc-22 streams M.Com-3 streams, M.PED-2 streams, MBA-3 streams), 4 other PG Courses without streams (MCA, MSW, MASLP, MIB); Doctor of Philosophy-26 streams; 3-PG Diploma (Bharathanatyam, Business Management & Computer Applications) and one Certificate Course (Yogic Science); and 22 other Diploma and Certificate Courses.

6. New examination centres will be designated only after ensuring proper and adequate infrastructural facilities for the smooth conduct of examinations in a college as inspected and reported by an expert committee.

7. Gradation list of Under Graduate (UG) teachers will be updated every year and displayed on the university website.Teaching experience at Pre-university (PU) and Post-graduate (PG) levels will not be considered for including teachers in the UG gradation list.

8. After the announcement of results, corrections in the IA/practical/viva-voce marks as requested by the Principals/Chairpersons of PG Departments will not be entertained. However, any mistake occurred due to oversight while sending these marks earlier but before the announcement of results may be considered when the request is accompanied by ‘original documentary evidences’ in support of corrections to be made in the IA/Practical/Viva-voce marks.

9. IA marks and attendance shortage cases must be reported in writing to the Registrar (Evaluation) by the Principals/ Chairpersons of PG Departments at least one week before the commencement of examinations.

10. There will not be ‘sole valuation’ of answer scripts, and ‘Board Average’ should be followed in all central valuation camps.

11. The senior-most paper setter (if 3 different sets of question papers are set by 3 different examiners) will be the Chief Examiner in the Central Valuation Camp.

12. Each Deputy Chief Examiner will supervise not more than 3 Assistant Examiners (AEs) and he / she will review at least 2 papers in a packet of 15 scripts valued by the AEs to control ちerratic valuationや

13. A teacher with a minimum of 4 semesters (2 academic years) full time UG teaching experience (not less than 12 hours of teaching per week) will be included in the gradation list and thus eligible for valuation. In case of guest-faculty/ part-time teachers, a minimum of 8 semesters (4 academic years with 12 hrs., of teaching per week) teaching experience or 4 semesterや (2 academic years) UG teaching experience in two different colleges each year with a total teaching of 12 hrs., per week put together are eligible.

14. The marks awarded by the ちReviewerや(Review Marks) will be taken into account for awarding the final marks to the candidate by discarding the marks originally awarded by the Asst. Examiner.

15. A retired teacher will be considered for paper setting and valuation work only for one more semester immediately following his / her retirement by reaching the age of superannuation.

    However, if a retired teacher is reappointed as Principal of a College and the principalship is duly approved by the University, in such cases, he / she may be appointed as Chief Superintendent for the conduct of examinations in that examination centre.

16. With regard to the remuneration for central valuation (spot payment), payment may be made directly via RTGS / NEFT to the Bank Account of the examiners.

17. As far as the discard policy of examination-related documents are concerned, ちAやForm / OMR award sheets will be preserved for a minimum period of 10 years. The ちmarks ledgerやwill be preserved permanently. The valued answer scripts / project reports / practical records etc., of semester-end examinations will be preserved for a minimum period of one year after the announcement of resutls.

18. Digitisation of ちAやform and Manual Marks Ledger Books of pre-computerisation era should be initiated on a priority basis.

19. A separate, secured and ちfire-proofやRecord Room shall be designated and maintained with necessary staff.

20. A time Line for the issue of various documents from the examination section (e.g., issue of degree certificates, duplicate marks card, issue of provisional pass certificate, verification of docments etc.,) is suggested.

21. Transcript of academic records.

******

ACKNOWLEDGEMENT

'Examination Manual' is a very crucial handbook guiding the systematic and lawful conduct of undergraduate, post-graduate, Doctor of Philosophy (Ph.D) Course Work examinations of Mangalore University. The present manual replaces the 3-decade old existing manual by appropriately incorporating revisions and amendments in the changed scenario of conduct of examinations. The acid test of successful functioning of any University is the timely conduct of examinations and timely announcement of results without any room for suspicion, inordinate delay, manipulation and malpractices.

The present examination manual consists of ten chapters along with relevant annexures encompassing four broad dimensions : (a) Legislative framework (extract of relevant provisions from the Karnataka Education Act, 1983 and the Karnataka State Universities Act, 2000), (b) Pre-examination process, (c) Examination process, and (d) Post-examination process including the conduct of Annual Convocation.

In the fitness of things, exemption u/s 4(g) of Karnataka Transparency in Public Procurement Act, 1999 is already obtained for printing of question papers and outsourcing the end-to-end computerisation of examination process (From Oct./Nov. 2012 to Oct./Nov.2014). Thereafter, University will be able to handle the computerisation process independently.

The entire philosophy behind the preparation of this examination manual is 'continuity with change'- retaining the existing provisions supplemented with relevant changes in the context of amendments to statutes, regulations, notifications and syndicate decisions.

I deeply acknowledge with a sense of gratitude the moral support, guidance and courage offered by the Late Prof.T.C.Shivashankara Murthy form Vice-Chancellor for bringing out this examination manual. I humbly acknowledge the timely assistance, clarifications and support provided by our esteemed Registrar, Prof. K. Chinnappa Gowda and his team for incorporating the relevant provisions of Regulations and Statutes in this manual. I also express my gratitude to the Finance Officer of Mangalore University Prof. P. Pakkeerappa and his team for helping us in fine-tuning the precautions to be taken while preparing and submitting the examination-related remuneration bills. I am highly indebted to the timely suggestions extended by all the members of drafting committee. I place on record the much needed help and support extended by the Assistant Registra Mrs. Vasudha Karkera and Mrs.Bharathi, all the Case Workers and Superintendents of examination section. Finally, I must express my sincere thanks to Mrs. Kasturi, Mr. Manohar, Mr. Ravi, Mrs. Mohini and Miss. Geetha for executing the neat typing and assembling work.

B. NARAYANA
Registrar (Evaluation)

Date :

Examination Manual Committee

(ಮ.ವಿ/ಪ.ವಿ/ಪರೀಕ್ಷಾಂಗ ಸುಧಾರಣೆ/2010–11/ಎಸ್1 ದಿನಾಂಕ: 24–03–2011)

1. Prof. P. S. Yadapadithaya
   Registrar (Evaluation)
   Mangalore University : Chairman

2. Prof. K. K. Vijayalaxmi
   Dept., of Applied Zoology
   Mangalore University : Member

3. Prof. A. M. A. Abdul Khader
   Dept., of Chemistry
   Mangalore University : Member

4. Dr. Chandrashekar Shetty
   Former Registrar (Evaluation)
   Academic Administration Officer,
   Dr. M. V. Shetty College, Panjimogaru
   Mangalore-13. : Member

5. Sri. M. Monteiro
   Syndicate Member
   'Vijaya' Vas Lane, 3rd Cross,
   Mangalore-2. : Member

6. Prof. Ummappa Poojary
   President, AMUCT
   Sri Gokarnanatheshwara College,
   Mangalore. : Member

7. Prof. Aravind Hebbar,
   Professor, Dept., of Botany
   Bhandarkar's College,
   Kundapura. : Member

C O N T E N T S

FOREWORD		(i)
ACKNOWLEDGEMENT		(ii)
CHAPTER-I	LEGISLATIVE FRAMEWORK	1 - 10
CHAPTER-II	EXAMINATION MANUAL : PRELIMINARY	11- 37
CHAPTER-III	PRE-EXAMINATION PROCESS	38 - 48
CHAPTER-IV	EXAMINATION - THROUGH PROCESS	49 - 60
CHAPTER-V	INDISCIPLINE AND MALPRACTICES AT THE EXAMINATION CENTRES	61 - 62
CHAPTER-VI	THE CHIEF, DEPUTY CHIEF, ROOM SUPERINTENDENTS, OFFICE SUPERINTENDENTS , RELIEVING SUPERINTENDENTS AND FLYING SQUAD : DUTIES AND RESPONSIBILITIES	63 - 75
CHAPTER-VII	ACCOUNTING OF ANSWER BOOKS AND OTHER ARTICLES AND REMUNERATION	76 - 78
CHAPTER-VIII	CENTRAL VALUATION PROCESS AND ANNOUNCEMENT OF RESULTS	79 - 94
CHAPTER-IX	POST-EXAMINATION PROCESS	95 -102
CHAPTER-X	ANNUAL CONVOCATION	103 - 106
APPENDICES		107 -

CHAPTER - I

LEGISLATIVE FRAMEWORK

The Karnataka Education Act, 1983
(u/s 21-28 ; u/s 127 ; u/s 118-122)

Chapter IV	Examinations and Prevention of Malpractices etc.
Section - 21	Definitions
Section - 22	Examinations
Section - 23	Duties of certain persons entrusted with the examination work
Section - 24	Prohibition of copying at examination, etc.
Section - 25	Prohibition of impersonating at examinations
Section - 26	Prohibition of loitering near examination centre
Section - 27	Alteration of the answers written at an examination etc.
Section - 28	Duty of employees of educational institutions to do examination work
Section - 117	Penalty for copying at examination
Section - 118	Penalty for impersonating at examination
Section - 119	Punishment for loitering, etc. near an examination
Section - 120	Punishment for alteration of answers written at an examination
Section - 121	Prohibition of other malpractices at examination, etc.
Section - 122	Punishment for contravention of Section-28

THE KARNATAKA STATE UNIVERTIES ACT, 2000
(u/s 18 ; u/s 36 ; u/s 61 ; u/s 73-76)

Section - 18 Registrar (Evaluation)

Section - 36 Board of Appointment of Examiners

Section - 61 Restriction for appearance in the examinations

Section - 73 Functions and the responsibilities of the persons involved in the examination work

Section - 74 Obligation to perform the examination work

Section - 75 Punishment for abetment of offences

Section - 76 Prohibition of private tuition

CHAPTER - I

LEGISLATIVE FRAMEWORK

The Karnataka Education Act, 1983
(u/s 21-28 ; u/s 127 ; u/s 118-122)

CHAPTER IV : EXAMINATIONS AND PREVENTION OF MALPRACTICES, ETC.

SECTION : 21 DEFINITIONS

In this chapter, except in Section 22,

a. "Educational Institutions" means any University, any college affiliated to or maintained by the University, any Junior College, any School or Institution imparting Primary, Secondary or Technical Education and includes the Karnataka State Secondary Education Examination Board, the Karnataka State Board of Technical Education, The Karnataka Pre-University Board and such other institution or classes of institution as may be notified by the State Government in the official Gazette ;

b. "Examination" means an examination for the time being specified in the Schedule II and such other examinations as may be notified by the State Government in the Official Gazette and includes evaluation, tabulation, publication of results and all other matters connected therewith.

c. "Refusal to work" in relation to any person to whom any work in connection with any examination has been assigned means, his failure to attend at, or absence from, the place of work on a working day and during working hours, without obtaining permission of the authority competent to grant such permission or his refusal "to do the work", or any other conduct on his part which results in or is likely to result in cessation or substantial retardation of the work, and the words "to refuse to do the work" with all their grammatical variations and cognate expressions shall be construed accordingly; and

d. "Malpractice" in relation to any examination means taking or giving or attempting to take or give any help from or to any person or from any material, written, recorded typed or printed or from any person, in any form whatsoever.

SECTION : 22 EXAMINATIONS

1. The examination system, whether by internal assessment, external assessment or partly internal and partly external assessment, shall be so regulated by the competent authority as to make it a reliable and effective method of student evaluation.

2. The Government may make rules for all matters connected with the implementation of the examinat ion system and the conduct of examination and the pattern of examination system to which different classes of educational institutions should conform.

SECTION : 23

DUTIES OF CERTAIN PERSONS ENTRUSTED WITH THE EXAMINATION WORK

No person,

a. who is appointed as a paper setter at any examination shall supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents thereof to any person or give publicity to therein any manner, except in accordance with the instructions given to him in writing by his appointing authority in this behalf; or

b) who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purpose of any examination or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the work to him; or

c. who is entrusted with the custody, or is otherwise in possession of any question paper set for the purpose of any examination shall supply or distribute or cause to be supplied or distributed any copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession of the work to him.

SECTION : 24

PROHIBITION OF COPYING AT EXAMINATIONS, ETC.

1. No person shall in or near an examination hall copy answers to the question papers set at the examination, from any book, notes, electronic device, I- Pad, Mobile phone or form the answer paper of other candidates or commit any other malpractices. Provided that nothing in this section shall preclude such person from taking such assistance from books or materials as is permissible under the rules governing such examination.

SECTION : 25

PROHIBITION OF IMPERSONATING AT EXAMINATIONS

No person shall appear or write at any examination for or on behalf of any other candidate.

SECTION : 26

PROHIBITION OF LOITERING NEAR EXAMINATION CENTER

No person, save in the discharge of his duties or upon the orders of his superiors, shall during the hours when an examination is conducted or any evaluation or tabulation work relating to any examination is done and one hour preceding the commencement of such examination, evaluation or tabulation work, loiter within the premises wherein the examination is held or evaluation or tabulation work is done or at any public or private place within a distance of one hundred meters from such premises ;

Provided that nothing contained in this section shall apply in respect of bonafide activities of any such person.

SECTION : 27

ALTERATION OF THE ANSWERS WRITTEN AT AN EXAMINATION ETC.

No. person shall,

a. save in accordance with the rules or orders governing the conduct of an examination,
   i) change, modify, vary or alter the answers written by an examinee at such examination, or
   ii) introduce additional answer books or sheets into an answer script or remove or substitute the answer scripts or any part thereof ;

b) intentionally or knowingly,
   i) make incorrect entries in an answer script or marks register or marks card; or
   ii) total or retotal wrongly the marks obtained by any candidate; or
   iii) feed wrong data to the computer intending thereby to wrongfully increase or decrease the marks awarded or to be awarded to the examinee at an examination.

SECTION : 28

DUTY OF EMPLOYEES OF EDUCATIONAL INSTITUTIONS TO DO EXAMINATION WORK

Notwithstanding anything contained in any law for the time being in force or in any contract or any judgment, decree or order of any court or tribunal, it shall be the duty of every officer, teacher or other employee of every educational institution and every person in the service or pay of or remunerated by any educational institution to do any work assigned to him, in connection with any examination.

SECTION : 117

PENALTY FOR COPYING AT EXAMINATION

Whoever is found by an invigilator or any other person appointed to supervise the conduct of an examination contravening section 24 shall, on conviction, be punished with an imprisonment for a term which may be extended to three months or with fine which may extend to one thousand rupees or with both.

SECTION : 118

PENALTY FOR IMPRESONATING AT EXAMINATION

Any person who contravenes the provisions of section 25 shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to five thousand rupees but not less than one hundred rupees or with both.

SECTION : 119

PUNISHMENT FOR LOITERING ETC., NEAR AN EXAMINATION

Any person who contravenes the provisions of section 26 shall on conviction, be punished with imprisonment for a term which may extend to three months or with fine which may extend to one thousand rupees or with both.

SECTION : 120

PUNISHMENT FOR ALTERNATION OF ANSWERS WRITTEN AT AN EXAMINATION

1. Any person who contravenes the provisions of section 27 shall, on conviction be punished with imprisonment for a term which may extend to one year or with fine which my extend to five thousand rupees but not less than one hundred rupees or with both.

2. Any person who commits any offence affecting the body or against the property of any person entrusted with any work relating to or appointed in connection with any examination shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extended to five thousand rupees but not less than one thousand rupees or with both.

SECTION : 121

PROHIBITION OF OTHER MALPRACTICES AT EXAMINATION ETC.

Any person who adopts or takes recourse to any malpractice other than those punishable under section 115, 117, 118, 119 and 120 shall, on conviction, be punished with imprisonment for a term which may extend to three months or with fine which may extend to three thousand rupees but not less than five hundred rupees or with both.

SECTION : 122

PUNISHMENT FOR CONTRAVENTION OF SECTION 28

Any person, who without reasonable excuse, refuses to do any work connected with any examination and assigned to him, shall on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to one thousand rupees or with both.

THE KARNATAKA STATE UNIVERTIES ACT, 2000
(u/s 18 ; u/s 36 ; u/s 61 ; u/s 73-76)

SECTION : 18

REGISTRAR (EVALUATION)

1. The Registrar (Evaluation) shall be a whole time Officer of the University. The State Government may appoint an officer of the Karnataka Administrative Service, not below the rank of Group-A Senior Scale or a senior member of Faculty of any University to be the Registrar (Evaluation) of a University.

   Provided that where no such person is available then the Registrar (Evaluation) shall be appointed by the Vice-Chancellor with the approval of the Syndicate from out of a panel of not less than three persons recommended by the Vice-Chancellor. If none of the persons in the panel is approved by the Syndicate within the time prescribed by the Statutes, the Chancellor may, in consultation with the Vice-Chancellor appoint such other person as he deems fit to be the Registrar (Evaluation). The terms and conditions of service and emoluments of the Registrar (Evaluation) so appointed shall be such as may be determined by the Chancellor.

2. Registrar (Evaluation), shall be a member of the Syndicate, the Academic Council, Finance Committee and all the Faculties.

3. The Registrar (Evaluation) shall be in charge of the conduct of examinations and all other matters incidental thereto and ancillary therewith and shall perform such other duties as may be prscribed by the Statutes or Ordinances, or as may be allocated to him by the Vice-Chancellor.

4. The Registrar (Evaluation) may be assisted by one or more Deputy Registrar (Evaluation) and Assistant Registrar (Evaluation).

SECTION : 36

BOARD OF APPOINTMENT OF EXAMINERS

1. There shall be a Board of Appointment of Examiners constituted for each faculty for the purpose of preparing a list of Examiners for each year.

2. Each such Board of Appointment of Examiners shall consist of the following members namely :

   i) The Vice-Chancellor who shall be the Chairman;
   ii) The Registrar (Evaluation) ;
   iii) The Dean of the Faculty concerned ;
   iv) The Chairman of the Board of Studies in the particular subject;
   v) Two teachers teaching Under-Graduate subjects within the concerned Department of Studies in the Faculty nominated by the Vice-Chancellor ; and
   vi) Two teachers teaching Post-Graduate subjects within the concerned Department of Studies in the Faculty nominated by the Vice-Chancellor.

3. The Board of Appointment of Examiners shall prepare the list of examiners from amongst the persons included in the panels to be prepared by the Board of Studies and submit it for approval to the Syndicate.

4. The Syndicate shall not make any change in the list except after passing a resolution specifically indicating the grounds on which such a change be suggested or made.

5. If for any reason any examiner appointed by the Syndicate is unable to accept the examinership and a fresh appointment cannot be made in time by the Syndicate, the Vice-Chancellor shall appoint another examiner and report such appointments to the Syndicate.

6. A member of the Board shall not be appointed as Examiner except by a resolution passed by the Syndicate with a two thirds majority of the members present.

SECTION : 61

RESTRICTION FOR APPEARANCE IN THE EXAMINATIONS

A Student whose admission has become invalid or whose admission has not been approved by the University or who has been admitted to a college or course of study in excess of the prescribed intake shall not be eligible to appear for the examination conducted by either the College or the University.

SECTION : 73

FUNCTIONS AND THE RESPONSIBILITIES OF THE PERSONS INVOLVED IN THE EXAMINATION WORK

1. Every teacher of an University or an affiliated college shall carry out the work relating to teaching, research, examination or academic work assigned to him/her by the University from time to time.
2. For the purpose of sub-section (1) both the teaching and non-teaching employees in the service or of the University and also in the colleges affiliated to the University shall be administratively cotrolled by the University and shall or abide by the instructions or orders issued by the University from time to time.

SECTION : 74

OBLIGATION TO PERFORM THE EXAMINATION WORK

1. Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation and preparations of Marks Cards and all such activities incidental thereto and connected therewith shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.

2. If any person who has been allotted the examination work under sub-section (1) is found guilty of breach of duties or involved in any misbehaviour, shall on conviction be punished with imprisonment for a period which may extend to three years or with a fine of upto two thousand rupees or with both.

3. No court shall take cognizance of an offence punishable under this section or the abetments of any such offence save on a complaint made by the Registrar (Evaluation).

SECTION : 75

PUNISHMENT FOR ABETMENT OF OFFENCES

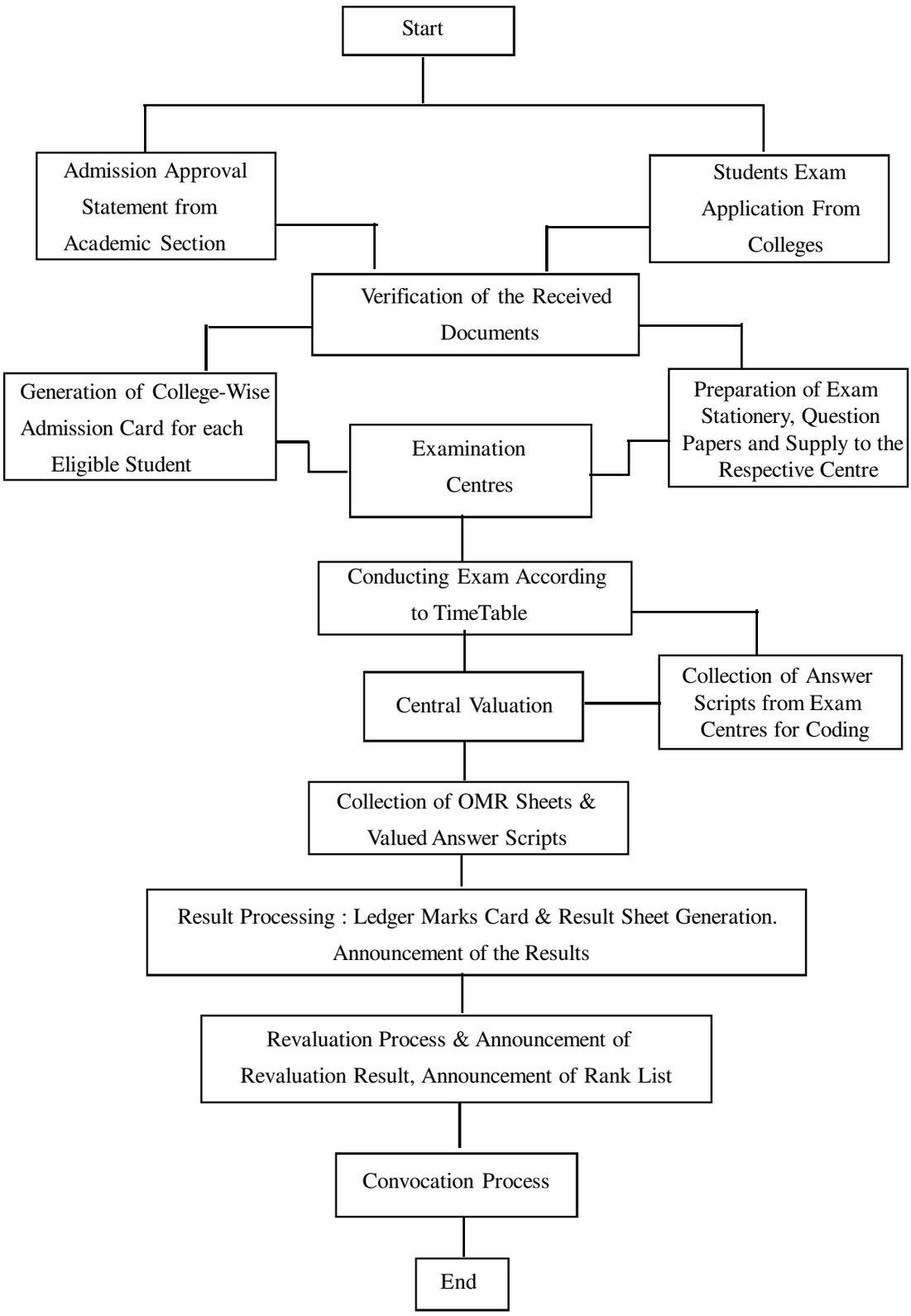
Whoever instigates or abets the commission of offence punishable under Section 74 shall, on conviction, be punished with the same punishment provided for in that section.

SECTION : 76

PROHIBITION OF PRIVATE TUITION

No Teacher of the University or Affiliated College shall engage himself in private tuition or in any other employment or job in any manner without the permission of the University or the authority which appointed him/ her.

Flow Chart of Examination Process



Mangalore University Examination Process
(as Overview)

Pre-examination process

- Admission approval
- Student registration
- Examination Application
- Candidate List
- Supply of Answer books and stationery
- Question Paper indent
- Designation of exam centres
- Exam Timetable
- Admission/Hall ticket and bar-coded sticker sheets
- BOE meeting and passing of Question Paper
- Printing and supply of Question Paper

Examination: Through process

- Appointment of supervisory staff
- Seating arrangement
- Holding examinations
- Collection of answer scripts for coding
- Coding of scripts
- Delivery of coded scripts to the designated valuation centres
- Central Valuation
- Collection of OMR/Award sheets
- Collection of valued answer scripts from the valuation centres

Post-examination process

- Processing of OMR/Award sheets and tabulation
- Result generation and announcement
- Printing of marks card and marks ledger sheets
- Removal of TAL cases
- Removal of NCL cases
- Personal seeing/photocopy of the scripts/re-totaling
- Revaluation/Challenge valuation
- Result statistics
- Provisional Pass certificate
- Duplicate marks card/correction of marks card
- Verification of marks cards
- Preparation for annual convocation
- Eligibility List
- Holding annual convocation
- Distribution of Degree Certificates
- Issue of Pass Letters
- Verification of Degree Certificate/Transcripts
- Duplicate Degree Certificate/Verification of Degree certificate

CHAPTER - II

EXAMINATION MANUAL : PRELIMINARY

2.1.0 - Definitions

2.2.0 - Correspondence programme

2.3.0 - Assignment of range of Registration Numbers to the Colleges

2.4.0 - Examination notification

2.5.0 - Student registration

2.6.0 - Admission approval

2.7.0 - Examination time table

2.8.0 - Statement of examination fees

2.9.0 - Detail of examination fees

2.10.0 - Exemption of examination fee

2.11.0 - Preparation of candidates list by the colleges

2.12.0 - Scrutiny of applications

2.13.0 - Despatch of approved candidates list to the colleges

2.14.0 - Attendance requirements

2.15.0 - Internal Assessment marks from the colleges

2.16.0 - Issue of hall-tickets / bar coded stickers

2.17.0 - End-to-End Computerization process of Examination Management System

CHAPTER - II

EXAMINATION MANUAL : PRELIMINARY

This manual called as Examination Manual is meant for the colleges and University examination centres of Mangalore University. The procedures and rules herein are applicable to all colleges and examination centres recognized by the Mangalore University. The provisions of the Manual came into force from the date of the approval of the Syndicate.

2.1.0 DEFINITIONS

2.1.1 "University" means the Mangalore University.

2.1.2 "College" means an Institution maintained by or affiliated to the Mangalore University.

2.1.3 "Principal" means Head of the College/Institution.

2.1.4 "Examination Centre" means an Institution recognized by the University to conduct the University Examinations (Under-graduate and Post-graduate).

2.1.5 "Chief Superintendent" means a person appointed by the University to be in overall charge of the conduct of University examinations at the Examination Centre.

2.1.6 "Deputy Chief Superintendent" means a person of another Institution appointed by the University to assist the Chief Superintendent in the conduct of University examinations in free and fair manner at the examination centre.

2.1.7 "Superintendent" means a person appointed by the Chief Superintendent for supervision in the examination hall and also assist or in the distribution of question papers, arrange for packing and dispatching of the answer scripts and to attend to such other duties as assigned by the Chief Superintendent. `Superintendent' includes Room Superintendent, Office Superintendent and Relieving Superintendent.

2.1.8 "Member of Flying Squad" means a person appointed by the University for surprise visits to the examination (U.G. and P.G.) centres for inspection of the conduct of examinations.

2.1.9 "Student" means one who is admitted to any Institution of the University.

2.2.0 CORRESPONDENCE PROGRAMME

2.2.1 Mangalore University has launched Correspondence Course Programmes as per the National Education Policy in order to reach higher education to all sections of the society. The objectives of these programmes are :

(a) promote higher education through non-formal means, specifically through correspondence mode

(b) promote the concept of correct intelligence among students and teachers

(c) establish networking of learners and knowledge practitioners by means of Information and Communication Technology

(d) offer both conventional and innovative courses for knowledge proliferation

(e) take such courses to the doors of socially and economically disadvantaged sections of the society

(f) collaborate with national and international educational organizations to promote excellence in non-formal education

(g) export quality higher education through communication networks

(h) encourage disadvantaged and weaker sections to acquire essential skills, informations and knowledge to cope with the demands of emerging new professions in a fast changing global society and

(i) perform such other functions as and when specified/prescribed by the University.

PROGRAMMES OFFERED:

A) U.G. Programmes

Sl.No.	Degree	Duration
1.	B.A.	3 years
2.	B.Com.	3 years
3.	B.B.M.	3 years

B) P.G. Programmes

Sl.No.	Degree	Duration
1.	M.A. (Economics)	2 years
2.	M.A. (History)	2 years
3.	M.A. (Political Science)	2 years
4.	M.A. (Sociology)	2 years
5.	M.A. (English)	2 years
6.	M.A. (Kannada)	2 years
7.	M.Com.	2 years

The examination process relating to these courses is similar as that at regular courses (Appendix-1).

2.3.0 ASSIGNMENT OF RANGE OF REGISTRATION NUMBERS TO THE COLLEGES

2.3.1 The process of examinations will commence with the issue of Notification and receipt of applications for examinations. Heads of institutions presenting candidates shall send requisition to the Registrar (Evaluation) for supply of application form soon after the Notification of the examination is issued. The University assigns the range of Register Numbers to each college every year to be assigned to the candidates admitted during the corresponding year. This range changes every year.

2.3.2 The college shall assign the Register Numbers to the fresh candidates of first year/semester out of the range of Register Numbers assigned by the Registrar (Evaluation). Once the Register Number is assigned to a candidate for the first year/semester examination, the same shall be continued until the candidate completes the particular course. The register numbers shall have 9 digits. First two digits will be the calendar year of admission of the candidate to the course (e.g., a candidate who has joined the course during the academic year 2012-13 will have 12 as the first two digits of his Reg.No.). The next two digits will be the permanent code number of college assigned by the Registrar (Evaluation). The remaining three digits of the Reg. No. shall be from the range of Reg. No. assigned by the Registrar (Evaluation) to the college every year. While giving the Reg. No., an oblique may be put between year/college code no./ Reg. No.

2.3.3 The Reg. No. assigned to a candidate by an Institution will hold good even when the candidate is transferred to another institution within the University area.

2.3.4 If a candidate migrates from another University and joins the Second or Third year/semester of the course in a college affiliated to this University, such candidates may be assigned fresh Reg. No. from the range of the respective year of admission to the first year class (e.g., a student coming from any College of any other University and joining the Second year/ semester of the course in a College of Mangalore University area in 2012-2013 shall be assigned the Reg. No. from the range of 2011-12 batch).

2.4.0 EXAMINATION NOTIFICATION

2.4.1 Examination Notification issued to all the colleges coming under Mangalore University (Appendix-2).

2.5.0 STUDENT REGISTRATION AND EXAMINATION APPLICATION

2.5.1 Examination application supplied by the university will be filled by the students giving details about the course and subjects for which they are appearing. And the same will be forwarded to the university by the concerned colleges. The procedure and format of Student Registration and Examination Applications offline and online are given in Appendix-3.

2.6.0 ADMISSION APPROVAL

2.6.1 Online Admission Approval Process : Mangalore University has introduced from the Academic year 2012 an `Online Admission Approval Software' for the purpose of managing the admissions to the UG courses in the colleges and to issue examination Registration Number.

2.6.2 A web-based solution has been installed to cater to the above requirements. For the users of the solution, dedicated role-based login credentials have been created to facilitate the entry of the candidate's data. The colleges have to enter and upload the admitted student data and documents into the hosted Online Admission Approval software. The University will handle the approval process Online. Once the admissions are approved, Examination Registration Numbers will be issued to all the students admitted to the University.

2.6.3 The activities in the software commence with the entry of admitted student records at the colleges. Entry and verification of the student records at the colleges commence. Requests for extra intake by colleges to academic section on need-basis will be raised. The academic section will facilitate the required extra intake. The colleges will enter the details of the extra intake students online. Once all the student records are verified, they are then submitted by the colleges to the University.

2.6.4 The approval process then continues at the University with the verification of the student records by University case workers and supervisors. Those student records that meet the regulations will move for approval to the higher level of decision making. Those student records that are erroneous are sent back to the college for rectification with necessary comments. The student records then have to be rectified by the colleges and resubmitted to the University. The student records are taken forward for final decision making. The student records are then marked by the Asst. Registrar or Deputy Registrar as either approved, not approved, pending or dropped out

2.6.5 Once the approval process is completed, students are then assigned Examination Registration Num bers through an automatic process. The Examination Registration Numbers thus assigned have to be verified for correctness by the college. If there are any corrections to be made then, the colleges have to get in touch with the Registrar (Evaluation) section for necessary corrections. The final list is then published in the colleges.

2.6.6 Colleges will take printouts of the `Statements of Admission' for fresher, laterals and transfer admission separately in triplicate. The colleges will then submit these to the University duly signed by the Principal. The colleges will take printouts of the category-wise admission summary and Proforma E. These will then be submitted to the University duly signed by the Principal.

2.7.0 EXAMINATION TIME TABLE

2.7.1 The Registrar (Evaluation) shall commence the semester-end undergraduate and post-graduate examinations on the date of commencement of examination as indicated in the annual academic calendar of the events notified by the Registrar. In case of Under-graduate examinations, a draft time table shall be prepared by the Registrar (Evaluation) and sent to the Principals of affiliated and constituent colleges for their kind perusal and also suggesting changes, if any incorporated into the draft time table. Thereafter, a final time table will be displayed on the university website and copies of the to same will be sent to each college for displaying on the college notice-boards or bringing it to the notice of the students.

2.7.2 In respect of Post-graduate examinations, the Chairpersons of Department of Studies (D.O.S.) concerned in consultation with the members of D.O.S. shall prepare the time-table and send it to the Registrar (Evaluation) for approval. The approved time-table will be displayed on the University website and copies of these time-tables will be sent to the D.O.S. Chairpersons concerned for displaying on the notice-boards or bringing it to the notice of the students.

2.8.0 STATEMENT OF EXAMINATION FEES

2.8.1 Candidates appearing for an examination for the first time have to pay the full fees prescribed for the whole examination. There is no provision for the candidates to appear only for a Part/Subject of an examination in his/her first appearance. It shall be carefully verified whether the prescribed fee for the examination including the fee for supplying the marks card has been paid by the candidates.

2.8.2 The rates of examination fee for various examinations and for different semester/papers will be as fixed by the University Syndicate from time to time. The rates of examination fee, marks card fee and application form fee are published in the respective notifications.

2.8.3 Candidates appearing for examinations, whether freshers or repeaters, shall pay the examination fees in the respective college where they have studied.

2.8.4 Cheques, Drafts, Money Orders or Postal Orders shall not be accepted towards the examination fee.

2.8.5 The receipt of the fees paid shall be enclosed by the candidate along with the Application Form.

2.8.6 Examination fee, Marks Card fee and Application Form fee collected by the College Office should be credited to the `Mangalore University Funds' at any Nationalized bank. If the amount is collected by cash then such amount should be remitted on the very next working day to the bank. The bank will supply the required challan forms directly to the College on request.

2.8.7 Statement in the prescribed form showing the details of daily remittance and the counterfoil of the pay-in-slips should be sent to the Registrar (Evaluation) along with the examination applications and the candidate list.

2.8.8 In the event of delay in the announcement of result of revaluation or "To be Announced Later" (T.A.L.) case, if any, such candidates shall also pay the fee and submit the application in time along with other candidates. Under special case, based on the recommendation of the Head of Institution / Principal, late payment of fee with specific reasons is allowed with requisite penal fee.

2.9.0 DETAILS OF EXAMINATION FEE

2.9.1 The details of the rates of fees for various examinations are to obtained periodically from the office of the Registrar (Evaluation) or the university website. A statement in duplicate giving details of examination fees paid by the candidates in the proforma given shall be sent along with the candidates list to the Registrar (E). The statement may be prepared semester and course-wise and in the order in which the Register Numbers are given. The counterfoils of the pay-in-slips should be arranged chronologically and the statement is to be prepared accordingly (Appendix-4).

2.10.0 EXEMPTION OF EXAMINATION FEE

2.10.1 While certain categories of students are exempted from the payment of examination fee, all the candidates irrespective of the fact whether they are exempted from payment of examination fee or not, have to pay the application form fee and marks card fee.

2.10.2 Exemption of fee : The statement showing the details of fee exempted in the case of students whose family annual income is not more than or the amount fixed by the Government from time to time for the concessions and also of candidates belonging to SC/ST shall be prepared separately and attached to the candidate's list. The statement may be prepared as per the proforma given in Appendix-5. In case the sanction order is not received from the competent authority at the time of submitting the candidate's list, a reference to that effect may be made and intimated to the Registrar (Evaluation).

2.10.3 The following certificates should be recorded below the statement.

(i) Certified that `the exemption of examination fee has been given as per the existing Government Order and the original certificates issued by the competent authority, have been verified'.

(ii) Certified that `the exemption shown in the statement has been sanctioned vide order No^^^^^^^. Dated^^^^^^.. of the Regional Deputy Director of Collegiate Education ^^^^^^^^^^^../Principal/Joint Director^^^^^^^^^.. (Write whichever is relevant).

iii) Certified that the candidates named in the statement for whom exemption of examination fee is claimed, have been regular in attendance and have conformed to the relevant rules.

iv) Certified that `the Management of the Institution has not collected any extra amount from the candidates towards examination fee'.

v) Certified that `the amount claimed in this statement has not been drawn previously'.

2.10.4 The above statement may be sent to the office of the Registrar (Evaluation) only after obtaining the sanction from the competent authority. There must be clear indication in the statement that sanction has been accorded for the exemption of examination fee in particular.

2.10.5 Two copies of the sanction order obtained from the competent authority shall necessarily be appended to the statement for facilitating the University to claim the reimbursement of the examination fee of the candidates listed in the above statement. The sanction order No. as communicated by the competent authority should be recorded in the Certificate No. 2 [See 2.10.3 (ii),].

2.10.6 In respect of S.C./S.T. candidates who are eligible for Government of India Scholarship, the examination fee will be reimbursed by the District Social Welfare Officer of the Districts concerned. Heads of the Institutions have to claim the examination fee along with other items of fee such as Tuition fees, Sports fee, Reading Room fee, etc. They need to apply for examination fee only, in respect of the SC/ST candidates in a separate form. Hence, Heads of Institutions have to arrange to collect the examination fees in the case of S.C./S.T. students who are eligible for the Government of India Scholarship and remit the same to the Mangalore University funds. In respect of other S.C./S.T. candidates (repeaters) who are not eligible for the Government of India scholarship, the exemption of examination fee of such candidates has to be sanctioned by the Regional Deputy Director of Collegiate Education or authority competent to sanction exemption of examination fee, as the case may be. Hence, it may be arranged to obtain the necessary sanction order.

2.10.7 The detailed statement showing the examination fee exempted in respect of S.C./S.T. candidates who are not eligible for the Government of India Scholarship and as sanctioned by the competent authority may be sent to the Registrar (Evaluation) along with two copies of the sanction order.

2.10.8 In case of candidates belonging to OBC and minority the fee will be reimbursed by the District Officer for Backward Classes and Minorities. This also has to be sanctioned by the competent authority (Appendix-6). The repeater candidates belonging to OBC and minority whose income group of Rs. 44,500/- and below are not eligible for exemption from the payment of examination fees.

2.10.9 All the above particulars are to be sent to the Registrar (Evaluation) along with the candidates list on or before the date prescribed. Any delay in sending the candidates list would cause difficulty in scrutinizing and returning the same after due approval. Hence, the college authorities have to see that the candidates list and other statements are prepared strictly according to the instructions given above and send the same so as to reach the Registrar (Evaluation) promptly on or before the last date fixed.

2.10.10 As the preparation, scrutiny and dispatch of candidates list without any omission or delay is of such crucial importance, it is necessary that the entire procedure is clearly understood by the clerical staff of the institutions on who are responsible for preparing and scrutinizing the lists.It is also necessary to ensure that the lists are prepared correctly and without any omissions, properly

scrutinized and sent to the Registrar (Evaluation) along with all the required statement according to the time schedule prescribed. Any delay in submission of applications will seriously upset the examination programme since :

(i) Timely sanction cannot be taken to get the question papers set and printed on time.

(ii) Time-tables for the examinations cannot be finalized.

(iii) The examination branch will not have sufficient time for the proper scrutiny of candidates list. As a result of errors in the spellings of the names of candidates and in the exemptions given may creep into the candidates list, leading occasionally to the wrong declaration of results.

(iv) Approved candidates list cannot be sent to the concerned centres on time which will result in considerable inconvenience to the Chief Superintendents and also to the candidates.

2.11.0 PREPARATION OF CANDIDATES LIST BY THE COLLEGES

2.11.1 The Institution shall prepare candidate list of the proforma given in Appendix-7 clearly mentioning the month, year and name of the course in the space provided.

2.11.2 The names of the candidates with initials shall be typed as in the admission register. Names of girl students of co-educational institutions shall be underlined.

2.11.3 Names of the candidates are to be arranged course-wise (B.A./B.Sc./ B.Com. etc.) combination- wise (within the course language-wise) and also, as far as possible, alphabetically within the combinations. The arrangement of the combination of subjects in respect of B.A./B.Sc./ B.Com./LL.B./B.B.M./B.Ed etc. is given separately. There shall be no change in the arrangement of subject from year to year/semester to semester. What is given in the first year/ semester shall be continued during the subsequent years/semesters. The courses and the combination could be arranged as follows while preparing the candidate list (Appendix-8 courses approved by the Mangalore University).

2.11.4 Names of candidates appearing for the first time for all the subjects shall be arranged under each combinations under the heading `Regular Candidates'.

2.11.5 Names of candidates appearing for the second or subsequent time for any particular examination for all parts shall be arranged under each combination under the heading `Repeater Candidates'.The list of regular candidates and of repeaters shall be prepared separately.

2.11.6 The names of candidates appearing for group/parts only, i.e., group/part-I only, group/part-II only, group/parts I & II group/part-III, group/part-II & III, etc., shall be included under the respective

examinations, i.e., B.A./B.Sc./B.Com., etc. according to the optional subjects they have taken.

2.11.7 In case of repeaters, when a candidate does not apply for any group/part or subject which he/she has not completed, the words `Not Applied' shall be typed in the blank space under these subjects.

2.11.8 The word `Ditto' shall in no case be used to indicate the subjects and the matter shall be repeated wherever applicable in the application.

2.11.9 The column `Register No.' in the blank candidates' list is to be filled up by the college as described earlier.

2.11.10 Sufficient provision for 5 to 10 Register Numbers may be left in between the two courses in the range of Register Numbers allotted to the College to assign them to transferred candidates from other Universities, if any, and if required at a later date.

2.12.0 SCRUTINY OF APPLICATIONS

2.12.1 Candidates, whether freshers or repeaters, have to send their applications for examinations through the College where they studied last. Applications of candidates who have studied one year of the course in one college of Mangalore University and the subsequent year of the course in another college should not be accepted in the first college even for the earlier year examination and they should be directed to submit their applications through the second college where he/she is studying at present.

2.12.2 The candidates may be clearly instructed as to the mode of filling the application forms. Name of the candidate shall be the same as in the admission register maintained in the college. Candidates shall write their names in full with initials in their applications. Change of name, if any, shall be supported by a copy of the University order approving the same.

2.12.3 In the event of wrong entry of name or wrong spelling in the marks card, fresh marks card will be issued by the University on receipt of application through the College. However, if the candidate has given slightly different name of different spellings in the application form, other than what he had been given at the time of admission to the college, the candidate will have to pay the prescribed fee for the issue of fresh marks card.

2.12.4 The application form is the same for the freshers and repeaters. Only one application has to be submitted for all the examinations, e.g., a candidate appearing for Fifth, Third and First Semester or Sixth, Fourth and Second semester examinations simultaneously has to submit only one application giving details of each examination in the respective columns. The candidates should clearly indicate the subject code numbers in the columns provided for the said purpose.

2.12.5 In respect of undergraduate examinations. Candidates willing to write in Kannada except in English Language paper should clearly specify the same in the column provided in the application form.

2.12.6 Register No., Year and Month of passing the previous qualifying examination shall be checked with reference to the office records and mistakes, if any, be rectified.

2.12.7 In the case of failed candidates, the Register No., Year and month of first appearance and subsequent appearances shall be checked. If part or parts already completed, exemption or the benefit of ordinance which the candidate has obtained at the previous attempts, shall be clearly indicated giving Register No., month and year. The part/paper/subjects in which the candidate desires to take the examination shall be noted in the columns provided for the purpose, both in the application form and in the candidates list (for which blank forms are supplied). Copies of the marks cards of the earlier examinations passed need not be attached to the application form.

2.12.8 In respect of fresh candidates of first year/first semester, the college shall assign the Register Number and write the same in the space provided in the application form. In respect of subsequent examinations, the candidates should fill their original Register Numbers assigned to them in the first year/semester in the space provided. The space provided to write the Sl.No. need not be filled by the candidates. After receiving all the applications, the college office should assign the Sl. Nos. each candidate will carry/continue the same register number throughout the course and for all examinations of the course thereafter.

2.12.9 In the case of candidates who migrate from other Universities, the original or Photostat copies of the marks cards of the earlier examinations passed and copy of the approval of admission by the Registrar of Mangalore University shall also be enclosed along with the application form and same shall be pasted to respective marks card Register.

2.12.10 The college shall scrutinize and take full responsibility for all the entries made by the candidates.

2.12.11 The particulars in respect of attendance of fresh candidates shall be filled after checking the attendance of the candidate. Candidate whose attendance is not satisfactory at the time of scrutiny, but who are likely to make up the shortage during the remaining part of the term may be cautioned of the deficiency by notifying their names and extent of deficiency on the Notice Board of the College well in advance. The applications of such candidates may be accepted after obtaining an undertaking from them to the effect that they are applying for the examination at their own risk.

2.12.12 If the last date for the receipt of applications is a holiday, for any reason, the Head of the Institution shall receive the applications and fee on the following working day.

2.12.13 The Head's of Institutions must affix facsimile or their signature on the application forms.

2.12.14 In the case of candidates appearing for the first time, clear instructions shall be given that they have to produce the class records (in respect of subjects involving practical examinations) at the time of taking the practical examination by making an announcement in the class rooms and by announcing the same on the notice board. No candidate shall be permitted to take the practical examination without producing the class record duly certified by the Head of the Department when he/she appears for the first time.

2.13.0 DESPATCH OF APPROVED CANDIDATES LIST TO THE COLLEGES

2.13.1 Heads of Institutions shall send the candidate list in triplicate along with the filled applications of the candidates to the Registrar Evaluation within the prescribed date.

2.13.2 The last date for payment of examination fee by the candidates or for despatching the candidates list by the college will not be extended under any circumstances.

2.13.3 A detailed statement showing the exact number of candidates registered (both with and without penal fee cases included) for each semester under each examination shall be sent in duplicate while forwarding the applications.

2.13.4 This statement shall be prepared carefully and sent on time and a certificate shall be recorded in the form that it is accurate and that there are no omissions.

2.14.0 ATTENDANCE REQUIREMENTS

2.14.1 The minimum of attendance for a course is 60% to 75%. However, in Under-graduate programme candidates having above 60% to 75% but below 60% to 75% are eligible for condonation for valid reasons.

2.14.2 The attendance requirement of the courses is specified in the regulations governing each course of study.

2.14.3 If the candidate is falling short of attendance in any one particular subject, he/she shall not be allowed to take the whole examination irrespective of his/her having attendance in other subjects.

2.14.4 As applications for examinations are called long before the close of academic year/semester, it may not be possible to calculate the attendance of the candidates at the time of forwardal of applications to the University (Refer para 2.12.11).

2.14.5 In calculating the No. of periods, the actual number of periods held in a subject after practical as the case may be, shall be taken into consideration. The calculation shall be made from the date of commencement of the course.

2.14.6 The names of candidates whose attendance fall short of the prescribed minimum, shall be notified on the notice board and the statement showing the names of such candidates shall be sent to the Registrar (Evaluation), at least 15 days before the date of commencement of the examination concerned. Such candidates shall not be issued the admission/hall tickets even though the names had been included in the candidates' list and paid the examinationfee.

2.14.7 Payment of fee does not automatically entitle the candidate to appear for the examination, unless the candidate submits the application within the last date prescribed and also the other conditions such as attendance, satisfactory conduct, etc., are fulfilled.

2.14.8 Those who run short of attendance, will have to readmit and repeat their course as per the respective regulations and may appear subsequently on fulfilling the requirement.

2.15.0 INTERNAL ASSESSMENT MARKS FROM THE COLLEGES

2.15.1 The internal assessment (I.A.) marks shall be sent (offline/online) to the Registrar (Evaluation) at least one week before the commencement of semester-end examinations. Request for any corrections in the I.A. marks already submitted shall be made with sufficient evidence before the closure of respective semester-end examination. However, no such requests for corrections of I.A. marks shall be entertained once the results are announced.

2.16.0 ISSUE OF HALL-TICKETS/BAR-CODED STICKERS

2.16.1 Computer-generated admission/hall tickets shall be sent to the Principals of colleges/ Chairperons of P.G. Departments at least 10 days before the commencement of examinations. Further, the encrypted bar-coded sticker sheets shall be delivered to the designated examination centres at least one week before the commencement of examinations.

2.17.0 END-TO-END COMPUTERIZATION PROCESS OF EXAMINATION MANAGEMENT SYSTEM

2.17.1 The computer section shall prepare its own calendar of events to activate the workflow based on the `final time-tables of examinations' and the `predetermined result announcement dates' for different courses. The workflow plan encompasses the following critical processes:

(a) Online administration of examination application and student registration (if offline, issue and receipt of applications from the colleges concerned).

(b) Examination application processing (online/offline)

(c) Online/offline submission and processing of internal assessment/ practical marks.

(d) Scripting and coding of answer booklets

(e) Printing and issue of O.M.R. awards sheets.

(f) Receiving and processing of O.M.R. award sheets.

(g) Printing and supply of marks card and marks ledger sheets.

(h) Revaluation process.

2.17.2 Data: This is prime and sensitive information calling for more attention when received from the University. The Data is collected / received as soft copy from the University authorized officials (Technical / Computer department). Master Data consists of Course Details, Streams, Syllabus, Course Subjects, Course Subject Grouping, Course Scheme, Affiliated College Info, Student / Candidate Details / College transfer details. The Data needs to be burnt in three CDs :

(a) One soft copy of CD for computer section ;

(b) One soft copy of CD for the University and 1 soft copy of CD is sealed and signed-off by University authority and retained by the computer section. The above said process is meticulously followed to avoid future uncertainty and also to bring transparency in the delivery of services.

2.17.3 Back Reference : The history (DATA) of a candidate's marks, his / her previous semester / year marks is called as `Back Reference'. This data needs to be converted into a portable format to synchronize with the software.

2.17.4 Application Printing & Supplying (Pre-Printed stationery) (Offline)

(a) Designing
(b) Approval from University
(c) Placing an order based on the requirement
(d) Supplying to the University based on the timeline provided
(e) The University distributes the Application to colleges / institutions/ P.G. departments.

2.17.5 Application receiving (from University/Institutions/P.G. Departments) (Offline/online)

(a) Receiving the filled-in Application from the University officials

b) Accounting and storing

(c) Racking of application college-wise/P.G. Department-wise.

* Stream-wise

* Stream subject-wise

* Stream subject code-wise

(d) All the above details are captured and kept ready for processing and an acknowledgement is provided to the University for record purpose.

2.17.6 Application processing (Offline and Online)

(a) Scanning for Offline application / Gunning for online application

(b) Manual Entry - If the application has no features of ICR/OMR.

(c) Verification - This can be once or twice, based on the type of application.

(d) Printing of Bundle cover sheet - This helps in racking / retrieving of application.

(e) Printing of Hall ticket

(f) Printing of candidate list

(g) Printing of Invigilator Diary Output of Application Processing

(h) Attendance Sheet

(i) Printing of seating pattern

(j) Printing of Address labels

2.17.7 Internal Assessment Marks (I.A.)/Practical Marks

(a) The I.A. marks need to be received well-in-advance for processing the results - minimum duration for receiving the same from the University / Institutions will be one month in advance to result generation or one week before the commencement of the Examination.

(b) Format to be given to University / Institution

* Web based (or)

* CD

(c) Institutions need to submit the hard copy of the same (IA / Practical) for clarification and clarity and counter-checking.

2.17.8 Regulations governing various courses along with the scheme of examination provide the detailed information about a stream, individual subjects optionals/electives, combination, minimum marks, maximum marks, eligibility criteria, gracing policies and so on (Appendix-9 : Regulations governing different U.G. and P.G. courses).

2.17.9 Process of Receiving Answer booklet (from examination centres.)

(a) The Answer booklets are received and segregated based on the subject code.

(b) Tracking of receipt through the computerized

(c) Acknowledgement is given to the Registrar (Evaluation) on the receipt of answer booklets.

2.17.10 Coding/Scripting

(a) The answer scripts are stacked subject code-wise.

(b) The answer script is gunned, where the candidate's register number is captured.

(c) A duplicate new number (Coded Number) is generated and printed.

(d) The top one-fourth portion of the first page (facing sheet) of an answer script is torn (where the Candidate's Register Number is stuck / written). 30 candidate's `torn top portion' of answer scripts are stapled separately and maintained with high security for future reference.

(e) A defined plastic cover is used for packing the Answer booklet.

(f) A Bundle would comprise of ?

* 15 number of answer scripts of same subject code

* An award (OMR) sheet for the bundle (for PG courses, two number of sheets, as double evaluation is applicable).

* A Bundle number (sticker with barcode and number) is stuck above the transparent plastic cover of the bundle for easy identification and sorting purpose.

2.17.11 Printing of Award (OMR) sheet for answer booklet processing

(a) The award (OMR) sheet replaces the traditional A-form which had been followed in the University for decades.

(b) Maximum of 15 and minimum of 1 candidate's details can be filled in a single OMR sheet.

(c) Award (OMR) sheet predominantly acts for retrieving the total marks awarded by the evaluator to the candidate for a particular subject/ paper.

2.17.12 Receiving of award (OMR) sheets after Evaluation

(a) The award (OMR) sheets are being collated and received from the Evaluation centers

(b) Cross-checking is made on the award (OMR) sheet sent and received (Subject Code-wise & Semester / Year-wise)

(c) The details of the discrepancy (if any) in receiving of award (OMR) sheets are informed to the Registrar (Evaluation).

(d) Acknowledgement is provided to the Registrar (Evaluation) on the receipt of award (OMR) sheets.

2.17.13 Processing of award (OMR) sheets

(a) Scanning
(b) Verification
(c) Editing/Discrepancy solving

Score generation	Output
I.A. marks addition Practical mark addition Viva-voce marks addition Applying gracing policies GPA (Grade Point Average)	* Complete candidate details on his/her performance in the semester/year examination currently appeared. * Generation of Marks Card and ledger sheets.

2.17.14 Printing and supplying of Marks card (pre-printed)

Marks cards are indented and ensured that the pre-printed marks cards are as per the university approved format. A few security features are incorporated in addition to the old version.

2.17.15 Ledger sheets

(a) The size/dimensions of these sheets specify for our universities.
(b) The major sheet used at the universities include the following types:
* Legal
* FS
* A3 size sheets
(c) These sheets are indented based on the number of candidates, predominantly one sheet will contain the details of one candidate.

2.17.16 Printing of candidate data in the marks cards

(a) As mentioned above, the combination of Theory marks, I.A. marks, Practical marks, Gracing Policy and GPA all put together and the applicable details are printed in the marks card for an individual candidate.

(b) This indicates whether the candidate is PASS or FAIL.
(c) Consolidated Marks cards are also processed and printed.

2.17.17 Revaluation

This is the next set of process which may comprise of the revaluation or re-totalling or photocopy of the script and the same set of process is followed as new as a fresh candidate and script.

2.17.18 Withheld results

The various grounds on which the candidate's result may be withheld are listed below :

" Malpractice
" Absent during the examination
" I.A. marks not received from the Institution
" Practical marks not received
" Viva-voce marks not received
" Attendance shortage
" Appeared for the wrong paper
" Write/stuck wrong register number/bar coded sticker
" Admission not approved, etc.

2.17.19 The results of the candidates withheld for various reasons shall be processed and cleared as per the Regulations and Guidelines of the University.

CHAPTER - III

PRE-EXAMINATION PROCESS

3.1.0 - Allotment of examination centers

3.2.0 - Receiving indent for stationery and answer books from the colleges

3.3.0 - Supply of answer books and stationery

3.4.0 - Contingent expenses for theory examinations

3.5.0 - Contingent amount for practical examinations

3.6.0 - Advance for postage

3.7.0 - Rendering of accounts

3.8.0 - Arrangements regarding supervision-Appointment of Chief Superintendent and Deputy Chief Superintendent

3.9.0 - The scale of staff to be appointed

3.10.0 - Indenting of question papers

3.11.0 - Question Paper Setting and Scrutiny of question papers by B.O.E.

3.12.0 - Printing of question papers

3.13.0 - Collection and supply of question papers

3.14.0 - Custody of question papers

CHAPTER - III

PRE-EXAMINATION PROCESS

3.1.0 ALLOTMENT OF EXAMINATION CENTERS

3.1.1 After receiving the request from the principal of a college to consider that college as examination centre, an expert committee shall visit the college and verify the basic infrastructural facilities required to conduct the examinations effectively and efficiently. On the basis of the recommendation of the committee in its report, the Vice-Chancellor shall accord approval for considering that college as the designated examination centre.

3.2.0 RECEIVING INDENT FOR STATIONERY AND ANSWER BOOKS FROM THE COLLEGES

3.2.1 Simultaneously with the forwardal of applications for the examinations, the Head of the Institution (if it is a Centre of Examination) shall send to the Registrar (Evaluation) an indent for the supply of blank answer books, cloth bags, tags, sealing wax, various forms, and other materials.

3.3.0 SUPPLY OF ANSWER BOOKS AND STATIONERY

3.3.1 The following types of answer books are supplied by the University to the designate examination centres :

(a) For Post-graduate examinations, a single answer booklet containing 44 pages bearing Sl. Nos.

(b) For all Under-graduate examinations, a single answer booklet containing 40 pages bearing Sl. Nos.

(c) A single answer booklet containing16 pages for practical examinations with Sl. Nos. (for both U.G. and P.G.).

3.3.2 Each candidate has to be supplied with only one main answer book, unless he/she is required to answer different Parts/ Sections separately. No additional books/loose sheets will be provided to the candidates.

3.3.3 The blank answer books returned to the Chief Superintendent by the Room Superintendents (when certain candidates remain absent for an examination) shall be used at the subsequent session of the examination.

3.3.4 All answer books, cloth bags and other items of stationery supplied for the conduct of University examinations shall be used exclusively for the purpose of examination and under no circumstances, should they be used for other purposes.

3.3.5 The University in addition to the various kinds of blank answer books, supplies the following printed stationeries:

(1) Student Registration and Examination Application forms (offline)
(2) T.A. bill forms
(3) Remuneration bill forms
(4) 'A' Form and Marks list (Theory)
(5) 'A' Form and Marks list (Practical)
(6) Marks list Inner covers (PG examinations only - due to double evaluation of the scripts).
(7) Marks list Outer covers (PG examinations only - due to double evaluation of the scripts).
(8) Answer script Paper covers
(9) Cloth Bags - Big and small
(10) Malpractice Report forms
(11) Question paper opening certificate form
(12) Daily Account forms.
(13) Consolidated Absentee Statement forms
(14) Superintendent/ Invigilator's Diary
(15) Relieving Superintendent's Diary
(16) Address lables.
(17) Declaration form regarding the relatives taking the examination.
(18) Undertaking to be given by the candidate on the shortage of attendance.
(19) Candidate list forms.

3.3.6 A separate stock register has to be maintained regarding the stationeries received from the University and used for the examinations, including daily account of the stationeries. The stock register should be maintained itemwise in the proforma given in Appendix-10.

3.3.7 For each item, a separate sheet/ page may be earmarked. A stock position has to be given to the University soon after the examination is over.

3.3.8 The University will not arrange for the supply of the following stationery articles:

(1) White Paper (cut sheets)
(2) Cartridge paper
(3) Duplicating paper
(4) Black lead pencils
(5) Copying pencils
(6) Candles
(7) Thread
(8) Twine reels
(9) Needles
(10) Gum
(11) Pins
(12) Matches, etc.

3.3.9 Chief Superintendents may purchase the above articles locally observing the purchase rules which may be reimbursed from the University through Non- Detailed Contingency (N.D.C.) bills given in Appendix-11.However, the University supplies the tags and sealing wax to maintain uniformity.

3.4.0 CONTINGENT EXPENSES FOR THEORY EXAMINATIONS

3.4.1. The Chief Superintendent may draw an advance at the rate of Rs.2.00 per candidate subject to a minimum of Rs. 150/- for the whole examination, towards the conduct of theory examinations for meeting the expenditure on telephone, fax, telegrams, cost of water pots, other items, etc.

3.5.0 CONTINGENT AMOUNT FOR PRACTICAL EXAMINATIONS

3.5.1 The college may claim contingent amount for practical examination at the rates per candidate per practical as given in Appendix-11(A) towards the purchase of chemicals, specimens, etc., required for the conduct of practical examinations.

3.5.2 The advance for the above items may be drawn on the basis of the total number of candidates appearing for each of the practical examinations (I year/semester, II year/semester, III year/ semester etc.)

3.6.0 ADVANCE FOR POSTAGE

3.6.1 The colleges may draw approximate amount in advance for postal expenses. The postal expenses can be incurred only on the despatch of answer books bundles, marks lists, statements, etc., pertaining to the actual conduct of theory and practical examinations. Postage on routine correspondence and local telephone calls will not be admitted.

3.6.2 Advance of money is payable on Abstract Contingency (A.C.) bill for all the above 3 or 4 items, as the case may be ,viz., for stationeries, contingent expenses for theory examinations, contingent expenditure for practical examinations and postage. The amount of advance for all the items can be claimed on a single A.C. bill given in Appendix-12.

3.7.0 RENDERING OF ACCOUNTS

3.7.1 The statement of accounts for the above items of advance shall be prepared separately in the chronological order to tally with the statement. However, a single Detailed Contingency (D.C.) bill has to be prepared giving the gist on each item.

3.7.2 On relevant vouchers, certificate to the effect that the articles mentioned in the vouchers are taken to stock, mentioning the page No. of the Stock Register has to be recorded. In the case of the vouchers of services rendered, the relevant certificate may be recorded.

3.7.3 In the case of the contingency amount for the conduct of practical examinations, no individual vouchers need be furnished. However, a statement giving the quantum of materials/ chemicals/ specimen, etc., used may be given and a certificate may be recorded to the effect that the items and quantity mentioned have been actually utilised for the conduct of the practical examinations.

3.7.4 The expenditure on any item shall not exceed the prescribed limit, the amount earmarked for one item shall not be utilised for other items.

3.8.0 ARRANGEMENTS REGARDING SUPERVISION- APPOINTMENT OF CHIEF SUPERINTENDENT AND DEPUTY CHIEF SUPERINTENDENT

3.8.1 Appointments of Chief Superintendents and Deputy Chief Superintendents shall be made by the University. Office Superintendents, Room Superintendents, Relieving Superintendents, clerical and Group `D' employees shall be appointed by the Chief Superintendent of each examination centre as per the scale given in Appendix-13. All persons in charge of supervision work at examinations, viz., Chief Superintendent, Deputy Chief Superintendents (wherever appointed), Superintendents of all categories and also the clerical staff shall make a declaration regarding their relatives taking the examination at the centre to which they are posted. The declarations made by the Chief Superintendents and Deputy Chief Superintendents shall be sent to the Registrar (Evaluation) and the declarations of others shall be lodged in the college office.(NOTE: A relative means and includes son/daughter/grandson/grand daughter/ husband/ wife/brother/sister/brother's son/daughter, Sister's son/ daughter, son-in-law/ daughter-in-law, brother-in-law/sister-in-law-1st cousin).

3.8.2 Only teaching staff including Librarians and Physical Directors shall be appointed as Room Superintendents/OfficeSuperintendents.

3.8.3 Any teacher who is appointed as Superintendent is unable to attend to the work for some valid reasons shall intimate his/her inability at least 24 hours in advance to enable the Chief Superintendent to make alternative arrangements.

3.8.4 The Examinership of the teacher is liable to be withdrawn in the event of his / her refusal to assist the Chief Superintendent in any capacity in the conduct of University Examinations.

3.8.5 The Chief Superintendent shall hold a meeting of all supervisory staff at least a day prior to the commencement of the examination and explain to them their duties and responsibilities. He/she shall particularly impress upon them the need to prevent malpractices by constant vigilance and scrupulous observance of instructions. He/she shall also explain to the Superintendents the procedure for making a report when they find cases of malpractices.

3.8.6 The Chief Superintendent shall ascertain at the meeting, if any relatives of the supervisory staff are taking the examination at his/her centre. In such cases, he/she shall not post the Superintendents to the room where the Superintendent's relative is taking the examination.

3.8.7 There shall be 35 to 40 candidates in each room, unless the total number of candidates falls below that number or unless no halls/rooms are available where 35 candidates can be accommodated.

3.8.8 The Chief Superintendent shall ensure that, as far as possible, no Superintendent is posted to duty to the same room more than once. He/she will also ensure that ordinarily no teacher who has taught a particular paper is posted as Room Superintendent to a room where the examination in that particular paper is being held.

3.8.9 The Chief Superintendents may appoint Relieving Superintendents for theory examinations to give relief to the Room Superintendents and to perform such other functions as may be assigned

to them.When there is examination in three and fewer than three rooms, no Relieving Superintendent shall be appointed. The relief has to be given by the Office Superintendent insuch cases.

3.8.10 The ministerial staff appointed shall be responsible for the proper accounting of answer books, additional answer books and other items of stationery and will assist Office Superintendents in despatching answer books under the supervision of the Chief Superintendent.

3.8.11 A typist/ Data Entry Operator is required to do other items of examination work in addition to typing work.

3.8.12 The peons shall perform all the duties assigned to them by the Chief Superintendents including stitching of answer book bundles, taking them to the Post Office, etc. Peons are also expected to supply water to the candidates. No separate watermen are to be appointed.

3.8.13 When two sessions of theory examinations are held on one day, the Chief Superintendents shall, as far as possible, appoint different persons for supervision and clerical work for the different sessions.

3.8.14 If there is a morning session and an afternoon session, the remuneration shall be paid separately for the staff for each session.

3.9.0 THE SCALE OF STAFF TO BE APPOINTED

3.9.1 The number of supervisory staff, clerks, typists and peons to be appointed shall be worked out separately for each session of the examination based on the number of candidates registered at each session of Theory/ Practical Examinations. The scale is given in (Refer Appendix 11)

3.9.2 On the days of practical examinations, the laboratory staff (other than clerks, typists and store keepers) of the department concerned, may be appointed for rendering assistance to the practical examiners as prescribed.

3.9.3 In addition, the Chief Superintendent is permitted to incur an expenditure at the rate of 1.00 per candidate for the whole examination of all subjects, subject to a min. of Rs. 100.00 and a max. of Rs.300.00 for Practical examination irrespective of number of practicals at the examination for providing clerical assistance to him/her. The remuneration shall be distributed among the staff drafted for this work, no ministerial staff shall be appointed on daily rate basis for practical examinations.

3.9.4 In case of Post-graduate practical examinations, the Chairpersons of post-graduate departments are empowered to appoint the clerical staff and class-IV staff (Refer Appendix 11).

3.10.0 INDENTING OF QUESTION PAPERS

3.10.1 After the preparation of candidate list, each centre should prepare the requirements of question papers in each subject/class/paper/scheme for the centre and send the question paper (QP) indents to the Registrar (Evaluation) one month before the commencement of examinations, as per the proforma given in Appendix-14.

3.10.2 While preparing question papers indents, actual number of question papers and 10% or a maximum of 20 extra whichever is less may be indented.

3.10.3 In addition to the actual requirement of question papers, if any centre is in need of additional indent of question papers, such additional question paper indents should be sent to the Registrar (Evaluation) at least 15 days before the commencement of examination.

3.11.0 QUESTION PAPER SETTING AND SCRUTINY OF QUESTION PAPER BY B.O.E.

3.11.1 As far as possible, three different sets of question papers shall be prepared by three different examiners for each subject. Senior-most paper setter shall appointed as the Chief examiner at the central valuation camp.

3.11.2 Since there is no proof-reading of the question paper by the B.O.E. Chairperson/ Member just before printing, the B.O.E. chairpersons , members and paper setters shall be jointly and severally responsible for any mistake in the question paper and the consequences arising there from. Keeping this in view, the paper-setters,B.O.E. chairperson and the members of B.O.E. concerned shall pay attention and care to the following aspects :

(a) Name of the course, examination, subject/paper code, repeater/regular scheme, shall be clearly and legibly written on the top of the question paper manuscript.

(b) The duration of paper, maximum marks, marks for each question and specific instructions (e.g., Scientific calculator may be allowed/ mathematical tables will be supplied on request) shall be given.

(c) The number of choices and total number of questions shall be checked and verified.

(d) Repetition of question shall be avoided.

(e) The question paper shall be set covering all the chapters/units in the syllabus.

(f) Grammatical errors and wrong spelling, etc. shall be avoided.

3.12.0 PRINTING OF QUESTION PAPERS

3.12.1 Registrar (Evaluation) shall make necessary arrangements in consultation with the Vice-chancellor to get the question papers printed.

3.13.0 COLLECTION AND SUPPLY OF QUESTION PAPERS

3.13.1 The Chief Superintendents or a senior staff member authorized by him/her shall personally take delivery of question papers after checking the question paper packets against the indents.

3.13.2 The question papers could also be delivered at various examination centres by the Registrar (Evaluation).

3.14.0 CUSTODY OF QUESTION PAPERS

3.14.1 The Chief Superintendent shall be responsible for the safe custody of question papers. He/she shall take special care that the keys of the box and the room containing question papers are always kept in his/her personal custody and no one else possesses duplicate keys of the same.

3.14.2 At the time of delivery of question papers, he/she shall check that all the question paper packets are sealed and are intact. He/she shall further check whether the required number of question papers in all the subjects and for the number of candidates taking examination at his/her centre (including for the candidates who are attached to his/her centre) are supplied.

CHAPTER - IV

EXAMINATION - THROUGH PROCESS

4.1.0 - Seating arrangements

4.2.0 - Examination Timing

4.3.0 - Schedule of bells

4.4.0 - Opening of question paper packets

4.5.0 - Misprint of question papers

4.6.0 - Distribution of question papers to the examination halls

4.7.0 - Admission of candidates and supervision

4.8.0 - Bar-Coded Stickers and Computer Coding

4.9.0 - Verification of hall ticket and admission to the examination hall

4.10.0 - Rules for appointment of amanuenses

4.11.0 - Rules for the grant of extra time to the physically challenged

CHAPTER - IV

EXAMINATION - THROUGH PROCESS

4.1.0 SEATING ARRANGEMENTS

4.1.1 At least one day before the commencement of the examination, the Chief Superintendent shall make all necessary seating arrangements for the conduct of theory examination. The Register Numbers at the desks as well as the range of Register Numbers at the door of each room shall be displayed legibly. Different colours of chalks shall be used to indicate the Register Numbers of different examinations to avoid confusion. The confusion may be on account of the fact that the last three digits of the Register Numbers will be sometimes common to different examinations/ batches/centres (Appendix-15).

4.1.2 Seating arrangement should be done in such a way that no communication is possible between the candidates.Gallery rooms should be avoided.

4.1.3 Seating arrangement should be such that each candidate is visible and easily accessible to the Room Superintendent.

4.2.0 EXAMINATION TIMING

4.2.1 Ordinarily, morning session of examination with 3 hours duration will be between 9.00 a.m. and 12.00 noon and 2.00 p.m. and 5.00 p.m. in the afternoon session.

4.3.0 SCHEDULE OF BELLS

4.3.1 Bells have to be rung at the examination as per the schedule given below:

(a) One long bell shall be given 10 minutes before the commencement of examination.
(b) One short bell 5 minutes before the commencement of the examination.
(c) One short bell at the commencement of the examination.
(d) One bell at the end of the first half an hour.
(e) One bell, half an hour before the closure of the examination.
(f) One warning bell 5 minutes before the closure of the examination.
(g) One long bell at the closure of the examination hall.

4.4.0 OPENING OF QUESTION PAPER PACKETS

4.4.1 Each packet containing question papers shall be opened in the chamber of the Chief Superintendent by the Chief Superintendent not earlier than half an hour before the time fixed for thecommencement of examination in the presence of the Deputy Chief Superintendent wherever

appointed, and the Office Superintendent. The Chief Superintendent shall open the question paper packet after carefully seeing the subject in which examination is to be conducted during that session. The packet has to be opened leaving the seals intact. Soon after the question paper packets are opened, the Chief Superintendents, together with the witnesses have to sign the question paper opening certificate (Appendix-16).

4.4.2 At the time of opening the question paper packets, there shall be nobody else in the Chief Superintendent's room except the Deputy Chief Superintendent and Office Superintendent who are there to assist the Chief Superintendent.

4.4.3 As soon as the question paper packet is opened, the Chief Superintendent shall verify before the distributing them that it is right question paper or given in the time-table for that session and not the one meant for any other session of the day.

4.4.4 If the Chief Superintendent notices any discrepancy in the date or time assigned for a particular paper as given in the time-table and the date or time given on the sealed packet containing the question paper, the date and time in the time table shall be followed. All such cases shall be reported forthwith on telephone/fax/ E-mail (wherever possible) to the Registrar (Evaluation) and followed by a letter.

4.4.5 If any envelope in the possession of the Chief Superintendent,is found to be tampered the Deputy with Chief Superintendent and the other witness shall record the observation in the remarks column followed by a statement which may be sent to the Registrar (Evaluation) telegraphically, but the examination shall continue.

4.4.6 If by chance, the number of copies of question paper is fewer than the number of candidates, the Chief Superintendent shall arrange to get sufficient number of copies either by photocopying/ fax to the candidates and given them extra time equal to the time spent. A report shall be made forthwith to the Registrar (Evaluation) by name immediately.

4.5.0 MISPRINT OF QUESTION PAPERS

4.5.1 The Chief Superintendent shall immediately bring it the notice of the Registrar (Evaluation) by letter/fax/telephone/ E-mail any serious misprint, mis-translation or ambiguity found by him/her in the question paper. The Chief Superintendent shall not on his/her own give any clarifications.

4.6.0 DISTRIBUTION OF QUESTION PAPERS TO THE EXAMINATION HALLS

4.6.1 The question papers shall be counted carefully so as to supply only the exact number required for each room and sufficient care should also be taken to see that if candidates of different subjects are in a room, the corresponding question papers are supplied to them. In other words, the exact number of question papers of various kinds equal to the number of candidates assigned to that room, shall be supplied. No extra question papers shall be supplied to any room.

4.6.2 There shall be a separate question paper cover for each room. Soon after the required number of papers are put in the respective covers, the covers are to be closed by a strap and the strap sealed

so that the question papers are not removed on the way or they slip out by any chance. The Room Superintendent will just open the strap and distribute the question papers in the examination hall.

4.6.3 The covers containing the question papers are to be handed over by the Chief Superintendent at the respective rooms with the assistance of Deputy Chief Superintendent and the Office Superintendent, as the case may be. This shall be done just five minutes before the commencement of the examination. The Room Superintendents shall stay in their respective rooms for receiving the question papers from the Chief Superintendent. Under no circumstances, should the Chief Superintendent distribute the question papers in his/her own chamber to the Room Superintendent.

4.7.0 ADMISSION OF CANDIDATES AND SUPERVISION

4.7.1 The Room Superintendent should see that only those candidates bearing registered numbers allotted to the respective room are admitted with hall tickets.

4.8.0 BAR-CODED STICKERS AND COMPUTER CODING

4.8.1 In this computerized end-to-end examination process, based on the admission approval (I Semester), examination application and student registration particulars, computer section of the university examination division will be able to generate encrypted bar-code stickers (student name and registration number), computer-generated code for each answer script, and admission/ hall ticket.

4.8.2 In the examination hall, each student will be supplied with a `bar-coded sticker' to be pasted in the specified place on the top of the facing sheet of the answer booklet. This sticker contains bar-code, registration number and the name of the student for enabling computer coding of the answer script before sending it for Central Valuation. As duly assisted by the room superinten dent/invigilator, the student concerned will check and verify both his/her name and registration number, removes the sticker from the sheet possessed by the room superintendent and then sticks to the answer booklet. He/she will affix signature on the sticker sheet for having collected and pasted the sticker on the booklet. Finally, the unremoved stickers on the sticker sheet in the hands of the room superintendent/invigilator indicate the `absentees for the examination concerned' in a particular hall.

4.8.3 At least once in two days, the university will make logistical arrangement (vehicle, route chart and staff) to collect the answer scripts from the designated examination centres and deposit the with the computer section for `coding of the answer scripts'. Based on the bar-coded stickers alreadypasted by the student in the examination hall, the computer will generate an unique code number to be pasted on the bottom three-fourth of the facing sheet of the answer script and immediately the top-one fourth of the facing sheet will be removed from the answer booklet. A copy of the newly assigned computer-code number will also be pasted on the back of the already removed

top one-fourth of the facing sheet of the answer script for future checking and verification, if necessary.

4.8.4 Once this process is completed, computer-coded answer scripts without top one-fourth of the facing sheets will be delivered to the designated valuation centres and deposited in the safe custody of the custodian of the valuation centres. Thereafter, the answer scripts will be recognized only through the computer-generated random code numbers by concealing the identity of the student without registration number or the name. This system and process guarantee theanonymity of the script at the time of central valuation. The same code number will also be mentioned on the optic mark recorder (O.M.R.) sheet supplied to the Assistant Examiner for entering the total marks secured by the student in respect of the given subject/paper.

4.8.5 A typical O.M.R. sheet contains provision for recording the total marks of fifteen students separately. Relevant details in respect of examination, semester, subject/paper code, examiner I.D., maximum marks, computer-coded number for each student perfectly matching with the number already pasted on the bottom three-fourths of the answer booklet, name of the examiner (A.E.) valuing the script, signature of the Asst. Examiner, and name and signature of the reviewer (if reviewed).

4.8.6 The Asst. Examiner concerned will check and verify the contents already printed on the O.M.R. Sheet, write his/her name in capital letters (one letter in one box), enters the total marks in three ways for each student : numerical (in figures, for e.g., 042) ; shading the relevant figure in 3 band stream ranging from 0 to 9 in each band) ; words (for e.g., zero four two).

4.8.7 O.M.R. sheets will be collected from the valuation centres on a daily basis, processed immediately, tabulated electronically, discrepancies/irregularities detected and rectified through flawless counter-checking process, computer-generated ledger sheets prepared, results displayed on the University website (candidate-wise and college-wise) on a pre-determined date.

4.8.8 In respect of multiple-choice objective type (MCOT) question papers (for e.g., Indian Constitution, Environmental Studies), O.M.R. answer sheets will be supplied to the students. Later on, these answer scripts will be machine-valued and marks recorded accordingly without any human error.

4.9.0 VERIFICATION OF HALL TICKET AND ADMISSION TO THE EXAMINATION HALL

4.9.1 As soon as the approved list of candidates and the admission/hall tickets are received from the Registrar (Evaluation), the Chief Superintendent shall arrange to distribute the admission/hall tickets to those candidates whose admission to the examination is approved.Before distributing the admission tickets to the candidates, their signature have to be obtained on one of the copies of the candidate list/or on a separate Register opened for the purpose.

4.9.2. There could be certain names in the candidate list which are not approved by the Registrar (Evaluation) for certain reasons. In such cases, admission/hall tickets shall not be issued. There may also be cases whose names had been included in the candidate list earlier, but now run short of attendance, in such cases also, admission/hall ticket shall not be issued to them. However,

there could be cases whose names have been approved conditionally. Only such candidates may be issued admission tickets after taking an undertaking from them that they are taking the examination at their own risk subject to the fulfillment of the conditions. (In some cases, the admissions to the examintion would have been conditional, but the Principal not having informed the same to the candidates when the results are withheld by the University ; in such cases, it has been questioned in the Court of Law. The Head of the Institutions are solely responsible for such lapses)(Appendix-17).

4.9.3 While issuing the admission/hall ticket, it should be ensured that the candidate has affixed his/her signature on the admission ticket.

4.9.4 The admission ticket issued is not valid unless the candidate brings with him/her to the examination hall, the identity card with photograph attested by the Principal.

4.9.5 In the case of candidates of an Institution which is not a centre of examination and who have to take their examination at a different centre, their admission/hall tickets are to be issued by the Principal of the College where they studied along with a letter of identification in respect of each candidate to the examination centre. The candidate has to furnish the identification letter with an attested photograph at the centre where he/she is taking the examination.

4.9.6 The University will not withhold the results of the candidates for the dues owed to the colleges.

4.9.7 In case a candidate has lost the admission/hall ticket, the Chief Superintendent may admit the candidate by issuing a `duplicate admission ticket' after collecting a penal fee of Rs.25/-which amount could be utilized by the College.

4.9.8 The doors of the examination hall shall be opened each day 15 minutes before the commencement of the examination. All candidates shall be in the examination hall before the time fixed for the commencement of the examination. No candidates shall be admitted to the examination hall 30 minutes after the commencement of the examination.

4.9.9 Candidates suffering from any serious contagious disease shall not be allowed to sit in the examination hall. However, if the Room Superintendent suspects any such case while the candidate is writing the examination, he/she may be permitted to continue to write. A report of the case must be made to the Chief Superintendent.

4.9.10 The candidates shall use blue/black ink to write the answers in theory papers. Colour ink and pen, pencils/sketch pens/whitener/marker shall not be used, except for drawings/sketches.

4.9.11 The Chief Superintendent shall arrange to supply to the candidates the tags provided by the University whenever needed.

4.10.0 RULES FOR APPOINTMENT OF AMANUENSES

4.10.1 Provision is made for the appointment of amanuenses to assist disabled candidate to take University Examinations. The following are the rules to be considered for sanctioning the assistance of amanuenses.

(a) An amanuensis shall be allowed in the case of
 (i) Blind Candidates (Visually impaired).
 (ii) Candidates who cannot make use of his/her own hand to write the examination, due to permanent disability. Persons with temporary disability due to accident or sudden illness cannot be considered as disabled (physically challenged). Only the disability of permanent nature has to be considered for extending the facility of amanuenses.

(b) A candidate seeking the assistance of an amanuensis shall send his/her application through the Principal of the college where he/she studies, at least 45 days before the actual commencement of the theory examination and the college shall forward such application to the Registrar (Evaluation) at least 30 days before the commencement of the theory examinations.

(c) The Principal shall satisfy himself/herself before forwarding the application that the candidate is really disabled and needs the assistance of an amanuenses.

(d) On being satisfied about the need for an amanuensis, the Principal, while forwarding the application, should also propose a panel of three names of persons who could be appointed as amanuensis, to the Registrar (Evaluation). The Registrar (Evaluation) will select one of them and communicate the name of the amanuensis to the Principal.

(e) In the event of an appeal, the Vice-Chancellor's decision is final in the matter.

(f) The scribe/amanuensis appointed need not have a lower qualification than the student, provided that the scribe should not have the qualification (with the same optionals and languages) pertaining to the examination which the student is writing.

(g) The name of the amanuensis shall also be proposed by the Principal in his/her forwarded letter.

(h) The Chief Superintendent shall arrange for a suitable room for the disabled candidate and appoint a Superintendent to that room. The Superintendent so appointed shall be changed daily.

(i) The amanuensis shall be paid a remuneration of Rs. 5/- per session from out of the examination contingent amount given to the centre.

(j) In case where an amanuensis has been duly sanctioned, the candidate may be allowed an extra time of 20 minutes per hour.

4.11.0 RULES FOR THE GRANT OF EXTRA TIME TO THE PHYSICALLY CHALLENGED

4.11.1 Provision is made for granting extra time to the physically challenged persons who have genuine difficulty in writing at a reasonable speed with the right or left hand or difficulty in sitting continuously for 2 ½ to 3 hours.

4.11.2 But no assistance of amanuensis shall be given to such person except allowing the extra time.

4.11.3 An extra time subject to a maximum of 20 minutes per hour of the examination as scheduled is allowed subject to the following conditions :

(a) The nature of disability must be such that it seriously affects the candidate's speed of writing.

(b) The candidate must produce a certificate, at his/her own cost, issued by the District Medical Officer clearly spelling out the nature of the handicap or defect and its effect on sitting and writing.

(c) The certificate should have been issued in less than 3 months prior to the date of forwarding such application by the Principal to the Registrar (Evaluation).

(d) The candidate must submit his/her application along with the Medical Certificate to the Head of the Institution at least 45 days before the commencement of the theory examination. The Principal has to make his/her own recommendation on the disability of the candidate as observed by him/her repeatedly regarding the poor writing performance of the candidate. Such recommendation alongwith the application of the candidate and the Medical Certificate issued by the District Medical Officer has to be forwarded to the Registrar (Evaluation), atleast 30 days before the commencement of the theory examinations.

(e) Each case will be examined on its merits and the decision regarding granting of extra time or otherwise and the quantum of extra time will be decided by the Registrar (Evaluation). However, the Vice-Chancellor's decision in this behalf will be final.

CHAPTER - V

INDISCIPLINE AND MALPRACTICES AT THE EXAMINATION CENTRES

5.1.0 - Indiscipline

5.2.0 - Malpractices

5.3.0 - Detection of malpractice at the stage of checking and dispatching of answer books

CHAPTER - V

INDISCIPLINE AND MALPRACTICES AT THE EXAMINATION CENTRES

5.1.0 INDISCIPLINE

5.1.1 In the normal course, on the eve of the examination the Chief Superintendent of the Centre should address a letter to the nearest police station requesting for the necessary `bandobust' for the safe custody of question papers and the general discipline during the examination, if necessary.

5.1.2 In the event of situation beyond his/her control, the Chief Superintendent shall contact the nearest police station, if necessary, the Superintendent of Police and also the Registrar (Evaluation) on telephone and a detailed report on the incident may be sent later to the Registrar (Evaluation) by name.

5.2.0 MALPRACTICES

5.2.1 The cases of alleged malpractice committed by the candidates are to be reported to the Registrar (Evaluation) by name.

5.2.2 The rules regarding the malpractice are given in Appendix-18.

5.3.0 DETECTION OF MALPRACTICE AT THE STAGE OF CHECKING & DESPATCHING OF ANSWER BOOKS.

5.3.1 If a suspicion arises at the time of checking and despatching of answer book with regard to any particular answer book, such answer book shall be sent separately to the Registrar (Evaluation), by name and the cover superscribed as "STRAY ANSWER BOOK - MALPRACTICE CASE". A detailed report from the Chief Superintendent stating the ground of suspicion has to be sent. The statement of the person who first noticed that case, the statement of the Room Superintendent and the Room Superintendent diary shall also be enclosed. The candidate shall, however, be permitted to take the subsequent papers/practicals, etc.

5.4.0 DETECTION OF MALPRACTICE BY THE FLYING SQUAD/DEPUTY CHIEF SUPERINTENDENT

5.4.1 During the examination, the case of malpractice detected by the members of the flying squad or Deputy Chief Superintendent or Room Superintendent shall be reported to the Chief Superintendent, and in turn, the Chief Superintendent shall send a detailed report of malpractice in the prescribed format along with evidences and necessary enclosures duly signed by the parties concerned (Appendix-19).

CHAPTER - VI

THE CHIEF, DEPUTY CHIEF, ROOM SUPERINTENDENTS, OFFICE SUPERINTENDENT, RELIEVING SUPERINTENDENTS AND FLYING SQUAD : DUTIES AND RESPONSIBILITIES

6.1.0 - Duties of the Chief Superintendent

6.2.0 - Duties of the Deputy Chief Superintendent

6.3.0 - Duties of the Room Superintendents

6.4.0 - Duties of the Office Superintendent

6.5.0 - Duties of the Relieving Superintendents

6.6.0 - Duties of the Flying Squad

CHAPTER - VI

THE CHIEF, DEPUTY CHIEF, ROOM SUPERINTENDENTS, OFFICE SUPERINTENDENT, RELIEVING SUPERINTENDENTS AND FLYING SQUAD : DUTIES AND RESPONSIBILITIES

6.1.0 DUTIES OF THE CHIEF SUPERINTENDENT

6.1.1 Ordinarily, the Head of the Institution by name is appointed by the University as the Chief Superintendent. However, the University may appoint anybody else on its own or on the recommendation of the Head of the Institution.

6.1.2 The Chief Superintendent is in overall charge of the conduct of examination at his/her Centre on behalf of the University.

6.1.3 The Chief Superintendent should appoint the Room Superintendents/ Office Superintendents/ Relieving Superintendents/ clerical and Group `D' staff for the conduct of theory or practical examinations.

6.1.4 The Chief Superintendent shall be responsible for the safe custody of the question papers and the proper conduct of examinations at his/her Centre as per rules. He/She shall take all necessary actions before, during and after the examination for the proper conduct of the examinations.

6.1.5 The Chief Superintendent alone in the presence of Deputy Chief and Room Superintendent shall open the sealed question paper packets and hand over the question paper covers to the Room Superintendents at their respective rooms.

6.1.6 When the examination is in progress, the Chief Superintendent shall go round, as frequently as possible, the various examination halls to ensure that all the Room Superintendents are discharging their duties properly and that there is no scope for malpractice.

6.1.7 Under no circumstances, he/she shall leave the premises of the examination centre when the examination is in progress. In an unavoidable emergency situation, he/she may hand over the charge to one of the senior faculty members or Deputy Chief Superintendent recording it with the time in the log book and reporting it to the Registrar (Evaluation). Both must sign the log book entry.

6.1.8 The Chief Superintendent, shall physically check that the answer scripts are properly counted (in relation to the Register Numbers) packed and sealed properly. He/she shall also ensure that the answer script bundles are kept in his/her safe custody until they are despatched.

6.1.9 Meticulous care by the Chief Superintendent in the proper scrutiny of various entries avoids many problems. Smooth conduct of examination mostly depends upon the earnestness, integrity and efficiency on the part of the Chief Superintendent.

6.1.10 The Chief Superintendent, shall not leave the head quarters during the examination schedule. However, if he/she must, he/she shall take prior permission of the Registrar (Evaluation), making suitable alternative arrangement. Under no circumstances should he/she leave the head quarters by making alternative arrangements and then write to the Registrar (Evaluation) for post-facto approval.

6.1.11 The Chief Superintendent is the drawing and disbursing officer for all the financial transactions in connection with the conduct of examinations at his/her centre.

6.2.0 DUTIES OF THE DEPUTY CHIEF SUPERINTENDENT

6.2.1 The Deputy Chief Superintendent is appointed by the University from some other College, generally from a panel of names recommended by the Principal which need not always be on seniority basis from the gradation list.

6.2.2. The Deputy Chief Superintendent shall report himself/herself for duty to the Chief Superintendent one hour before the commencement of the first day's examination and at least half an hour before the commencement of examinations on other sessions.

6.2.3 The Deputy Chief Superintendent shall be present at the time of opening the sealed packets containing question papers to ensure that the question papers were kept in tact and secrecy was preserved. He/she shall assist the Chief Superintendent in checking and arranging the question paper packets in the serial order of the sessions.

6.2.4 When the examination is in progress, he/she shall constantly be moving around the examination halls to ensure that all the Room Superintendents are discharging their duties properly and that there is no scope for malpractice.

6.2.5 He/she shall be present in the Institution throughout when the examination is in progress.

6.2.6 With the Chief Superintendent, he/she shall supervise the packing and sealing of the answer book bundles and its safety.

6.2.7 In case of answer books which cannot be despatched on the very day, the answer book bundles shall be sealed with the seal of the Chief Superintendent as well as the seal of the Deputy Chief Superintendent.

6.2.8 He/she shall give his/her own report when malpractice cases are detected.

6.2.9 As soon as all the examinations are over in that centre, the Deputy Chief Superintendent shall send a report to the Registrar (Evaluation) as to whether the examination was conducted on proper lines or any irregularities were noticed by him/her. This may be sent along with the remuneration bill. However, he/she shall also report to the Registrar (Evaluation) of any improper or irregular aspect in the conduct of examinations as soon as it is noted, taking appropriate measures to rectify it with the help of the Chief Superintendent.

6.3.0 DUTIES OF ROOM SUPERINTENDENT

6.3.1 The Room Superintendent shall be present in the examination centre half an hour before the commencement of the examination and collect the blank answer books and the Invigilator's Diary, and place the blank answer books at the Register Numbers assigned to the room.

6.3.2 Only one answer book (main) shall be given unless the answers of different sections/parts are required to be answered in separate answer books.

6.3.3 The Room Superintendent shall see that every candidate takes his/her proper seat and writes his/her correct Register Number (stickering) and other particulars required on the facing sheet of the answer book.

6.3.4 The Room Superintendent shall read out loudly the instructions to the candidates as given in the Invigilator's Diary before the question papers are distributed and instruct the candidates to read and follow the instructions printed on the answer books.

6.3.5 The Room Superintendent shall collect the question paper covers from the Chief Superintendent at the room.

6.3.6 Before the distribution of question papers to the candidates, the Room Superintendent shall see that the correct question paper according to the time-table is supplied to him/her. If he/she finds a wrong question paper, it shall be returned at once to the Chief Superintendent.

6.3.7 Sometimes, in the same room, the candidates of more than one subject/paper are seated. In such cases, utmost care shall be taken to see that the wrong question papers are not distributed.

6.3.8 The candidates may be asked to check whether they have received the right question paper.

6.3.9 Soon after the examination begins, the Room Superintendent should obtain the Sl. No. of the main answer book and the signature of the candidates on the Invigilator's Diary.

6.3.10 The Room Superintendent shall check the candidate's admission/hall ticket every day by putting initial with date. In doubtful cases, he/she should demand the identity card of the candidate.

6.3.11 The Room Superintendent shall then check whether the candidate's signature on the diary agrees with his/her specimen signature on the admission/hall ticket. Minor variations which are not uncommon could be ignored. However, if there is glaring variation, the Superintendent shall bring it to the notice of the Chief Superintendent. The Chief Superintendent shall make an enquiry after the candidate has finished writing his/her paper. If the Chief Superintendent is convinced that it is a clear case of impersonation, he/she shall not permit the candidate to take remaining papers of the examination.

6.3.12 The Room Superintendent has to see that all entries in the Invigilator's Diary are made, on the facing sheet, inside sheets and the last page.

6.3.13 A candidate may be allowed to enter the examination hall till the first half an hour bell is given. But once the candidate has entered, he/she shall not be allowed to go out of the examination hall during the first half an hour. However, any candidate who desires to leave the hall after writing his/her examination could be allowed to do so any time after the first half an hour bell is given by handing over/submitting his/her answer book to the Room Superintendent.

6.3.14 No candidate shall be allowed to go out of the examination hall temporarily on the plea of the call of nature, telephone calls, meeting someone urgently, etc.

6.3.15 Immediately after 30 minutes of the distribution of question paper, the Superintendent shall return the remaining question papers, if any to the Chief Superintendent. No question paper is to be given to any outsiders.

6.3.16 The Room Superintendent shall be vigilant in his/her duty. Most of the time, he/she shall keep moving inside the examination hall. Reading books, newspaper, magazines or knitting, using mobil phone, tabletes, laptop, etc. by the Room Superintendent are not allowed inside the examination hall.

6.3.17 Room Superintendent shall not allow any candidate to speak to any other candidate in his/her room. No letters, telegrams, etc., shall be given to the candidates till they hand over the answer books and leave the examination hall.

6.3.18 The Superintendent shall see that no candidate makes notes, attempts to copy from other candidates, or has in his/her possession or in his/her desk any book or paper not issued in the examination hall. He/she shall ensure that no candidate disturbs his/her neighbour while writing. He/she shall further ensure that no candidate detaches/tears off any paper from the answer books and that every candidate hands over his/her answer book before he/she is permitted to leave the examination hall. The Superintendent shall also see that the candidates have properly and securely attached the drawing sheets/graphs/maps, etc. to the main answer book.

6.3.19 In no case shall a member of the supervisory staff make a change of Register Number of a candidate. Answer books with doubtful Register Numbers shall be sent by Registered post to the Registrar (Evaluation) by name (along with the Superintendent's Diary) by the Chief Superintendent giving his/her opinion based on the facts of the case as revealed by the Superintendent's Diary and after enquiry. The packet shall be superscribed as STRAY ANSWER BOOK DOUBTFUL REGISTER NUMBERS'.

6.3.20 No Room Superintendent is permitted to leave the examination hall during the first and last half-an-hour of the examination. During the remaining period, he/she may leave the examination hall after the Relieving Superintendent has taken charge of supervision of the room/row as the case may be. Relief shall not be taken for more than 15 minutes.

6.3.21 In case there is a report from the candidate that in his/her answer book there are defects such as improper stitching/pinning of the booklet, no printing of serial no. of the booklet, jumbled page numbers of the booklet, damaged page/s in the booklet, the Room Superintendent shall certify to that effect on the facing sheet of the answer booklet.

6.3.22 Candidates shall be clearly instructed that they shall not write anything on the back of the wrapper sheet and also on the margin. It will create a problem when that script comes for revaluation. They shall also be instructed not to write anything on the question paper except tick-marking the question answered by the candidate.

6.3.23 Whenever a Flying Squad of the University makes a surprise visit, on being satisfied of the bonafide of the members of the Squad, they shall be allowed to enter the examination hall for surprise check.

6.3.24 Whenever malpractice cases are detected, the Chief Superintendent should be called immediately for taking further action.

6.4.0 DUTIES OF THE OFFICE SUPERINTENDENT

6.4.1 Office Superintendent has to report himself/herself for duty at least half an hour before the commencement of an examination.

6.4.2 The Office Superintendent has to get the question paper covers meant for the rooms ready before opening the question paper packets.

6.4.3 He/she has to assist the Chief Superintendent in opening the sealed question paper packets and check whether it is the correct question paper meant for the day's examination, as per the time table.

6.4.4 After the Chief Superintendent opens the sealed packets, the Office Superintendent shall assist the Chief Superintendent in counting the question papers required for each room and place them in the covers meant for the respective rooms.

6.4.5 He/she has to check the Register numbers of the absentees after obtaining the absentee statement from the rooms.

6.4.6 The Office Superintendent has to check the draft of the `A' form/ mark list before it is given for typing and after typing. The Office Superintendent has to verify again whether the `A' Form/ Marks List has been typed correctly, specially whether all the seven digits in the Reg. No. are correct.

6.4.7 The Office Superintendent has to collect the answer scripts from the Room Superintendent soon after the examination is over and check the same in relation to the number of Reg. No's allotted to the respective rooms.

6.4.8 He/she has to count the number of answer scripts to be placed inside the paper packets at the rate of 15 so as to tally with the Reg. No.s typed on the `A' form.

6.4.9. He/she has to supervise packing and pasting of paper packets and stitching, sealing and despatching of answer scripts cloth bundles.

6.4.10 He/she has to assist in preparing the daily account of answer books despatched.

6.4.11 The Office Superintendent has to discharge any other duty assigned by the Chief Superintendent in connection with the conduct of University examinations.

6.5.0 DUTIES OF THE RELIEVING SUPERINDENTS

6.5.1 The Relieving Superintendent has to report himself/herself at the time of commencement of the examination.

6.5.2 He/she has to give relief to a specific No. of Room Superintendents assigned to him/her.

6.5.3 No relief shall be given during the first and last half an hour.

6.5.4 He/she has to do any other work assigned by the Chief Superintendent in connection with the conduct of University examinations.

6.6.0 DUTIES OF THE FLYING SQUAD

6.6.1 Only teachers who are regular employees and who have put in more than 3 years of teaching experience and who volunteer to take up the responsibility can be appointed as members of the Flying Squad. A senior-most member among the Flying Squad shall be nominated as the Chief by the Registrar (Evaluation).

6.6.2 Each Flying Squad member will be provided with an identity card duly signed by the Registrar (Evaluation) with attestation of his/her signature/photograph, etc. This identity card must be produced whenever they enter into a room for inspection to the Room Superintendent on duty.

6.6.3 The members are required to undertake surprise visits to the examination centres with utmost caution, courtesy and tact.

6.6.4 The members may be permitted to verify/check any confidential materials such as question paper packets, answer books, question paper opening statements/invigilator's dairy, `A' Forms, etc., at the Centre.

6.6.5 The number of flying squads to be constituted for each semester-end examination shall depend upon the number of examination centres and the duration of examination. Ideally, one flying squad can discharge the duties effectively and efficiently by regularly visiting not more than 25 examination centres during the period of one semester (odd/even) examination.

6.6.6 There shall be at least one `lady member' in each flying squad for the smooth and effective performance. There shall be at least `five' members in every flying squad. Ordinarily, the senior-most teacher among them shall be designated as the Chief by the Registrar (Evaluation).

6.6.7 The malpractice cases detected by the members of the flying squad must be reported to the Chief Superintendent and he/she will report the case to the Registrar (Evaluation). However, in addition to this procedure, the Flying Squad should submit in the prescribed format, dairy consisting the regarding the malpractice cases, other activities at the centre, etc., every subsequent day to the Registrar (Evaluation).

6.6.8 In case of women candidates, where the suspected malpractice, the squad delarscan avail the assistance of a lady teacher of that particular centre for examining/checking the candidate.

6.6.9 Under any circumstances, the Flying Squad should not misbehave with any of the candidates.

6.6.10 Since, these `flying squads' are paying `surprise visits' to the examination centres, there is no pre-allotment of the centres to be inspected at the time of their appointment. In consultation with the Registrar (Evaluation) and mutual cooperation, coordination and communication among the leaders of the flying squads, they can interchange the examination centres to be visited on a daily basis members

6.6.11 Separate flying squads shall be constituted for U.G. and P.G. examinations. The flying squad visiting P.G. examination centres shall consist of teachers teaching only at the post-graduate level.

CHAPTER - VII

ACCOUNTING OF ANSWER BOOKS AND OTHER ARTICLES AND REMUNERATION

7.1.0 - Accounting of answer books and other articles

7.2.0 - Remuneration for examination work

CHAPTER - VII

ACCOUNTING OF ANSWER BOOKS AND OTHER ARTICLES AND REMUNERATION

7.1.0 ACCOUNTING OF ANSWER BOOKS AND OTHER ARTICLES

7.1.1 The Chief Superintendent shall ensure that a proper account of answer books, cloth bags and other articles is maintained. In particular, it is necessary to maintain the day-to-day accounts of answer books and cloth bags used. A separate Register for the daily use of the above stationery has to be maintained. The Registrar (Evaluation), the Finance Officer or the staff deputed by the University will inspect the accounts from time to time.

7.1.2 The account of printed stationery has to be rendered at the time of sending the indent for the next session of examinations. The proforma of the stock book of the printed stationeries is given in Appendix-9.

7.1.3 Using the examination stationery such as blank answer books, etc., for purposes other than the examination would amount to misuse of stationery and will be treated as an offence and an act of abutting and aiding malpractice.

7.1.4 Chief Superintendents shall render accounts of advances drawn on A.C. Bills within a month of the completion of all examinations at their centre. The statement of accounts shall be supported by vouchers. As the advance drawn for one examination cannot be utilized for the next examination, unutilized balance, if any shall be credited to `Mangalore University Funds'.

7.2.0 REMUNERATION FOR EXAMINATION WORK

7.2.1 The rates of remuneration for various items of examination work are given in Appendix-11. However, the rates of remuneration are subject to change from time to time as per the Syndicate decisions.

7.2.2 The Chief Superintendent shall claim the remuneration of self and of supervisory, clerical and Class-IV staff in two separate bills as shown below.
Remuneration of teachers appointed as Superintendents and of Class-IV staff appointed on examination duty in one bill. This bill shall be sent as soon as all the examinations at his/her centre are concluded. The bill shall contain the following certificates:
"Certified that the No. of Superintendent and Class-IV staff engaged on each day of the examination is according to the scale laid down".

(NOTE: When persons belonging to another institution are appointed as Superintendents according to the orders of the University, the remuneration of such persons shall also be drawn on the same bill and disbursed by the Chief Superintendent).

7.2.3 Remuneration of the Chief Superintendent and other clerical staff shall be claimed in another bill after all the examinations are over and after sending all the returns and rendering accounts to the University. This remuneration bill shall contain the following certificates :

(a) Certified that daily account of answer books and cloth bags used, and accounts for forms and other articles of stationery have been maintained.

(b) Certified that the unspent balance of advances drawn has been credited to `Mangalore University Funds' and that accounts supported by vouchers have been already rendered for advance of money drawn for (i) stamps, (ii) approved contingent expenditure, (iii) stationeries, and (iv) practical examinations.

(c) Certified that the "Consolidated Statement of Absentees" (Theory examinations) has been sent to the University.

7.2.4 In case of centres where Practical/Viva-voce examinations are held, the following additional certificates shall be recorded :
Certified that the "Consolidated Statement of Absentees" and "Statement of Workdone of the Practical/Viva-Voce Examination" have been sent to the University. Certified further that copies of "Statement of Workdone" have also been sent to the Chairman concerned.

7.2.5 The Deputy Chief Superintendent shall submit his/her bill along with attendance certificate issued by the Chief Superintendent of the Examination Centre and forward it directly to the Registrar (Evaluation).

7.2.6 He/she will also send the report on the conduct of examinations along with the bill.

7.2.7 Remuneration bills which are complete in all respects and contain the required certificates will be passed for payment promptly.

CHAPTER - VIII

CENTRAL VALUATION PROCESS AND ANNOUNCEMENT OF RESULTS

8.1.0 - Gradation List (U.G.)

8.2.0 - Central Valuation

8.3.0 - Central Valuation (UG & PG) - Eligibility criteria

8.4.0 - Central Valuation for UG Examination : Board Average

8.5.0 - Reviewer marks

8.6.0 - Remuneration bills

8.7.0 - Collection of OMR sheets from the valuation center

8.8.0 - Generation of results through computerized process

8.9.0 - Grace rules

CHAPTER - VIII

CENTRAL VALUATION PROCESS AND ANNOUNCEMENT OF RESULTS

8.1.0 GRADATION LIST (U.G.)

8.1.1 The duly approved gradation list after notification shall be displayed on the university website. Every year, the University shall obtain the authentic data and information from the affiliated/ constituent colleges about the changes/ revisions (if any) to be incorporated into the gradation list. Thereafter, every year the B.O.S. (U.G.) concerned shall scrutinize, approve and send the corrected copy of the gradation list to the Registrar (Evaluation) in order to place it before the Syndicate for approval. With a view to facilitating this process, the Registrar (Evaluation) shall send the draft copy (incorporating revisions/changes to the previous year's gradation list based on the inputs collected from the respective institutions) to the chairperson of the B.O.S. (U.G.) concerned well-ahead of the scheduled B.O.S. meeting for approval after making necessary corrections.

8.1.2 The names, designations, employing institution, date of birth, date of joining teaching service (in the present and other similar institutions in the past), teaching experience (only U.G), courses and subjects taught, experience as B.O.E. Chairperson/member for the last five years, etc. shall be included in the gradation list (Appendix-20)

8.1.3 The teaching experience at the pre-university/post-graduate levels shall not be taken into account while preparing the U.G. Gradation list of teachers. While preparing and finalizing the gradation list, sufficient care shall be taken to see that the name of an eligible teacher appears only in one place with a view to avoiding multiple entries and the consequent problems arising therefrom. For instance, a teacher may teach B.Com. and B.B.M. courses or B.A. and B.Com./B.B.M. courses or B.Sc. and B.Com./B.B.M. courses. If a teacher takes equal number of classes (teaching load) per week for two different courses, he/she may exercise his/her `option' to include the particulars in an `opted course' in the gradation list. On the other hand, if he/she engages unequal number of classes (teaching load) per week, his/her name would appear in respect of the course with maximum number of classes taken per week in the gradation list.

8.1.4 This would avoid the confusion and concomitant consequences while distributing examination-related work (e.g., paper setting and valuation). After completing the assigned valuation work in respect of answer scripts belonging to their respective course, they may attend the valuation camp of other courses, provided they have taught the subject for at least four semesters of another course, mutual consent of two chairpersons of B.O.E. (U.G.) concerned is obtained with the prior approval of the Registrar (Evaluation).

8.2.0 CENTRAL VALUATION

8.2.1 The B.O.E. (U.G. and P.G.) Chairperson, Chief, Deputy Chief and Asst. Examiners shall be jointly and severally responsible for the effective and efficient conduct of central valuation of answer scripts. The central valuation team in respect of each course shall pay special attention and care to the following aspects :

(a) Counting the number of answer scripts contained in each packet issued for valuation.

(b) Ensuring that the course and subject/paper are in order.

(c) O.M.R. sheet kept inside each packet is in order and not damaged.

(d) No answer script shall be valued without the question paper and scheme of valuation concerned.

(e) Assistant Examiner (A.E.) shall carefully and meticulously go through the question number, value and award marks inside the booklet outside the margin legibly for each answer, clearly `round-off' the marks awarded for extra-answers (if any) attempted by the student, transfer these marks to the respective columns on the facing sheet of the answer booklet, round-off `extra-answer mark', total these marks (double-check), then transfer the `total marks' to the O.M.R. sheet by clearly checking the Computer code number of the answer booklet and the same code number on the O.M.R. Sheet.

(f) Asst. Examiner shall also put signature and write legibly his/her name at the bottom of the facing sheet of the answer booklet.

(g) At the time of collecting the valued packet of answer scripts from the Asst. Examiners, the Deputy Chief shall check and verify whether the computer-code of the candidate and total marks mentioned on the facing sheet of the answer booklet match exactly with the computer-code and total marks entered on the O.M.R. sheet. Deputy Chief shall also recheck the total marks awarded by the Asst. Examiners in order to avoid/prevent totalling/posting errors.

(h) In respect of post-graduate examination answer scripts, valuers shall not value and award marks inside or outside the answer booklet for facilitating the double-valuation of answer scripts. However, a separate `marks list' will be provided for entering the marks to individual answers and O.M.R. sheet for entering the total marks for each student.

8.3.0 CENTRAL VALUATION (UG & PG) : ELIGIBILITY CRITERIA

8.3.1 A qualified teacher with a full-time (at least 12 hours of teaching per week) teaching experience for four semesters (2 academic years) shall be eligible for valuing answer scripts. As far as possible, a teacher shall value the scripts belonging to the subjects of his/her teaching to avoid the possibility of `erratic valuation'. The same eligibility criteria as

applicable to central valuation of answer scripts shall also be applicable for serving as `examiners' for conducting `practical examinations' in respect of `courses with practicals'.

8.3.2 With regard to part-time teachers (with less than 12 hours of teaching per week), they shall be eligible for central valuation of answer scripts/for conducting practical examinations only when :

(a) he/she has got teaching experience for eight semesters (4 academic years), in one institution/ another institution for different years ; or

(b) he/she taught for four semesters (2 academic years) in two different institutions each year with at least 12 hours of teaching per week put together.

8.3.3 A Teacher with criminal records/under suspension/enquiry proceedings pending/ debarred from examination work shall not be allowed for any examination-related work including paper-setting and valuation.

8.3.4 However, a `retired teacher (reaching the age of superannuation)' shall be allowed for examination-related work (paper setting and valuation) only for the semester immediately following his/her retirement.

8.3.5 If a retired teacher is reappointed as Principal of an affiliated/constituent college of Mangalore University and his/her principalship is duly approved by the university, he/she may be appointed as the Chief Superintendent for conducting examinations.

8.4.0 CENTRAL VALUATION FOR UG EXAMINATION : BOARD AVERAGE

8.4.1 Course-wise and stream-wise account of all answer scripts will be issued to the valuation centre well-in-advance along with the eligible list of valuers. The Chairperson of respective B.O.E. will divide the total number of answer scripts to be valued among the eligible valuers and thus arrive at the board average. As far as possible, board average shall be introduced and implemented for all U.G. courses.

8.5.0 REVIEWER MARKS

8.5.1 Under-graduate answer scripts are single-valued by the Assistant Examiners (A.E.). Each A.E. will be provided with one packet of 15 answer scripts along with an O.M.R. sheet for the morning session (9.30 a.m. to 12.30 p.m.) and another packet for the afternoon session (1.30 p.m. to 4.30 p.m.).

8.5.2 Each A.E. shall value and award marks for every answer inside the answer booklet, transfer the respective marks to the relevant columns on the facing sheet of the answer booklet, carefully and meticulously total all the marks, enter the total marks in the relevant box on the facing sheet of the answer booklet and then fill up the O.M.R. sheet as per the instruction (Appendix-21).

8.5.3 Each Deputy Chief shall have a maximum number of three Assistant Examiners (A.E.) under his/ her supervision. Deputy Chief shall review at least two scripts per packet of 15 answer scripts

valued by the A.E. and the reviewed marks must be shown on both the inside and facing sheet of the answer booklet. Sufficient care should be taken to see that the reviewer transfers the `review marks' to the relevant box shown in the O.M.R. sheet. This process is very crucial because `reviewer marks' shall only be considered for the final award of marks by discarding the marks originally awarded by the A.E.

8.6.0 INSTRUCTIONS ON THE CENTRAL VALUATION

GENERAL

8.6.1 Central Valuation is held under the overall supervisions of the Custodian and Co-ordinator.

8.6.2 Central Valuation will be held daily from 9.00 a.m. to 5.00 p.m. with lunch interval, including general holidays, if any except on Sundays.

8.6.3 Attendance Register will be maintained and all examiners will have to sign the register in the morning and in the afternoon.

8.6.4 No visitors are allowed into the premises of valuation. The examiners are not expected to go out frequently.

8.6.5 The examiners are not allowed to bring into the valuation hall any books, bag, suitcase, Laptop, tablets, cell phone etc., except materials to be used for valuation.

8.6.6 Answer books Shall not be taken out of the premises of the valuation centre. Violation of this rule amounts to a serious offence.

8.6.7 Any examiner/official found under the influence of alcohol at the valuation centre is liable to be penalized by cancellation of his/her examinership on the spot and disciplinary action would be initiated against such individuals.

CHAIRMAN/CHIEF EXAMINER/DEPUTY CHIEF EXAMINER

8.6.8 The Chairman will nominate the Chief Examiners, Deputy Chief Examiners on the basis of seniority in the gradation list and Assistant Examiners are assigned the paper for valuation. He/she will also make re-allotments or adjustment as necessary on the eve of or during the valuation. The Chairman will also prepare/certify the workdone statement, etc., as necessary.

8.6.9 The Chief Examiner will prepare the scheme of valuation, with details of the main points of answer, solutions wherever relevant, the award of marks to each main and sub question, etc., and he/she will conduct the meeting of valuers during the first session on the opening day for determining and explaining the Scheme of Valuation. The scheme shall indicate all possible versions of solutions to the questions. A written scheme of valuation as finalized at the meeting of valuers, shall be given to all valuers.

8.6.10 A copy of the finalized scheme of valuation shall be handed over by the Chief to the Co-ordinator for transmission of the same to the Registrar (Evaluation), which will be required at the time of revaluation.

8.6.11 Each Chief/Deputy Chief Examiner shall not have more than 3 Assistant Examiners under him/ her.

8.6.12 The Chief Examiners and Deputy Chief Examiners will function independently with their respective group of Examiners, once the valuation scheme is discussed, understood and finalized.

8.6.13 The Chief Examiners shall allot the papers to Deputy Chief Examiner, Asst. Examiners and to himself/herself as detailed in para 8.6.42 and 8.6.43.

8.6.14 If the valuation of Asst. Examiner is not satisfactory, the reviewer may ask the examiner to revalue all answer scripts of the day in the light of his/her review. If there is a disparity of more than 10% in the mark allotted by the valuer and reviewer, the reviewer should insist revaluation of whole packet by the original valuer after giving him/her suitable instructions. The matter should also be reported to the Registrar (Evaluation).

8.6.15 The reviewer should affix the letter (R) before the review marks to each question and also on the facing sheet of the answer script.

8.6.16 The reviewer should use green ink to distinguish from the award of the first valuer.

8.6.17 The reviewer should enter the reviewed marks in the OMR award sheet against the correct Reg.No. of the paper actually reviewed.

8.6.18 A Review statement containing the Reg.No., the award of the first valuer and the award of the reviewer has to be prepared and submitted to the Co-ordinator at the end of the valuation.

8.6.19 The Chief/Deputy Chief examiner shall necessarily affix his/her signature in every OMR award sheet in addition to that of the Examiner.

8.6.20 The Chief/Deputy Chief Examiners shall collect the papers every day from the Co-ordinator and acknowledge the receipt of the same and further distribute the packets to the valuers in the valuation room, recording the distribution.

8.6.21 At the end of the day, the Chief/Deputy Chief Examiner shall collect the answer scripts from each Asst. Examiner and record such receipts. He/she will also collect from the valuers the O.M.R. sheets for the scripts valued by them and hand them over to the Co-ordinator and obtain the acknowledgement.

8.6.22 At the end of all valuation, the Chief/Deputy Chief examiner will prepare a work done statement in Duplicate in respect of each paper/valuer and hand it over to the Co-ordinator, for arranging smooth payment of remuneration on the spot to the extent possible.

VALUATION

8.6.23 All valuers will collect the answer scripts from the Chief/Deputy Chief examiners acknowledging the receipt of the same. Before commencing the valuation, they will check the number of scripts inside the packets and compare the same with O.M.R. sheets. If there is any discrepancy in the number, they will report in writing immediately to the Chief/Deputy Chief examiner.

8.6.24 Any cases of suspected malpractice or manipulation of any kind may also be reported. All such answer books shall be returned to the Co-ordinator. The cover of such packets have to be super scribed as `Suspected Malpractice Reported'.

8.6.25 The examiners will value 30 scripts a day, except on the first day when it could be 15. Not more than 15 scripts will be given per session. A fresh packet will be issued only after the valuation of the earlier packet is completed.

8.6.26 If there are unvalued scripts left at the end of the day, they shall be returned to the Co-ordinator and collected the next day. Under no circumstances, the answer scripts should be taken out of the valuation centre.

8.6.27 The Assistant examiners will use only red ink for making the award of marks.

8.6.28 The valuers will make enough markings on each page of script to indicate adequately the correctness or otherwise of the answer and indicate the marks in the margin against each answer (at the end of it) before carrying them over to the table on the facing sheet and check the entries and the total twice to ensure that each answer is valued, marks posted and the totaling is correct.

8.6.29 In view of the fact that there is provision for revaluation and the marks now awarded are to be concealed, the examiners are requested to write the award of marks within the margin and shall not extend it to the body of the answer. This instruction should be strictly adhered to (Penalty for omission Rs.20/-).

8.6.30 The examiner shall carefully see that no answer or part of it is left out in valuation and proper marks are assigned to all answers and parts thereof. (Penalty for each omission Rs.5/-).

8.6.31 If in the opinion of the valuer the answer to any question deserves no marks, `zero' shall be invariably written in word. (Penalty for each omission Rs.5/-).

8.6.32 If a candidate has answered more questions than the number of questions required to be answered, all answers shall be awarded marks. But when calculating the total marks obtained by the candidate, the marks for the required number of answers only shall be added up to the best advantage of the candidate. (i.e., the answers for which least marks are awarded shall be omitted and also mention of `Extra' has to be made against such extra answers. (Penalty for each omission Rs.10/-).

8.6.33 The marks awarded for each question shall be entered on the facing sheet of the answer script in the column provided and the totaling be checked twice. (Failure to post the marks awarded to the

facing sheet, wrong posting and wrong totaling involved penalty of Rs.30/-).

8.6.34 The Total marks on the facing sheet should be written in words also, just close to the total in figures. (Failure involves penalty of Rs.5/- for each case).

8.6.35 After the entries are made on the facing sheet, he/she shall affix his/her full signature. (Penalty for each omission Rs.5/-).

8.6.36 The valuers are requested to enter the marks in the OMR list both in figures and words clearly and correctly. (Penalty for discrepancy between figures and words is Rs.15/- each case).

8.6.37 The name of the examiner has to be necessarily entered legibly in the column provided in the OMR Marks List. (Omission involved penalty of Rs.10/- each case).

8.6.38 At the end of the day, the examiners will submit the OMR marks lists to the Chief/Deputy Chief Examiners.

8.6.39 It has been found during re-totalling that generally the following types of mistakes of a mechanical nature are committed by examiners : Therefore, the examiners must avoid :

(i) Mistakes in totaling
(ii) Omissions to award marks to a question or its part.
(iii) Mistakes in posting the marks awarded to the facing sheet
(iv) Mistakes in transferring marks from the facing sheet of the answer book to the OMR marks list.

8.6.40 In addition to the above, the Registrar (Evaluation) / Co-ordinator of the Central Valuation may issue further instructions, if any.

8.6.41

Stationeries will be supplied to the valuation center except pen.

8.6.42

VALUATION WORK TO BE DONE AT THE CENTRAL VALUATION BY THE CHIEF/ DEPUTY CHIEF EXAMINERS: Each Chief / Deputy Chief Examiner shall not have more than 3 Assistant Examiners under him/her. He/she shall review atleast 2 scripts per packet of 15 answer scripts assigned to each of the Assistant Examiners and also value a certain number of answer scripts depending upon the number of Assistant Examiners as per the following table and distribute the remaining script equally among the Asst. Examiners. Though the scripts for review may be chosen, at random, special attention be paid to the top bracket and border range cases

Sl. No.	No. of Asst. Examiners	No. of Scripts to be valued by the Chief/Deputy Chief in addition to the review
1.	3	15% of the total scripts assigned to each Asst. Examiners
2.	2	25% of the total scripts assigned to each Asst. Examiners
3.	1	45% of the total scripts assigned to each Asst. Examiners

Note: The Chief/Deputy Chief Examiners shall check the posting of marks from the answer book to the O.M.R. sheets, total marks and the signature is to be affixed on the O.M.R. sheet to the effect that he/she has verified the posting and totaling of the same in the O.M.R. sheet.

8.6.43 The remuneration to the Chief/Deputy Chief Examiners shall be equal to the average remuneration of the Assistant Examiners under him/her plus Rs.300/-. The Chief/Deputy Chief will not be entitled to any remuneration for the valuation/review done by them. However, when the Chief/Deputy Chief values the answer scripts in excess of the scripts assigned as per the table given above due to the non-availability of the Assistant Examiner, the remuneration for valuation of answer scripts in excess of the above required numbers may be paid to them. For this purpose a prior approval of the Registrar (Evaluation) shall be obtained.

8.6.44 Statement showing the scale for appointment of Examiners in proportion to the number of scripts.

No. of scripts	Chief Examiners	Deputy Chief Examiners	Assistant Examiners	Total
1-150	1	--	1	2
151-300	1	--	1	2
301-400	1	--	2	3
401-600	1	--	3	4
601-900	1	1	4	6
901-1200	1	1	5	7
1201-1500	1	1	6	8
1501-1800	1	2	7	10
1801-2100	1	2	8	11
2101-2400	1	2	9	12
2401-2700	1	3	10	14
2701-3000	1	3	11	15
3001-3300	1	3	12	16
3301-3600	1	4	13	18
3601-3900	1	4	14	19
3901-4200	1	4	15	20
4201-4500	1	5	16	22

Notes: (1) If the total number of scripts to be valued in any subject is less than 150, the above table shall not apply.

(2) If total number of scripts to be valued in any subject is less than 150, the Chief examiner will have one A.E. and the average number of papers valued by the A.E. will be considered for payment of remuneration to the Chief Examiner.

8.7.0 REMUNERATION BILLS

87.1 University shall make all the relevant formats, instructions, guidelines, frequently asked questions (FAQs), precautions to be taken while submitting the examination-related vouchers and bills, and other relevant details on the university website (Appendix-22).

8.7.2 As far as possible, remuneration for valuation can be paid via RTGS/NEFT directly to the bank account of the respective examiners in order to avoid delay in payment. At the time of issuing appointment orders to the examiners, a request may be made to obtain their bank account numbers.

8.7.3 All pending remuneration bills shall be cleared within 2 months after the announcement of semester-end examination results.

8.7.4 E-Mail may be encouraged to communicate with the examiners in respect of clarifications/ corrections in the remuneration bills to avoid postal delay.

8.8.0 COLLECTION OF OMR SHEETS FROM THE VALUATION CENTER

8.8.1 OMR/award sheets will be collected from the valuation centres at least once in two days for further processing by the computer section.

8.9.0 GENERATION OF RESULTS THROUGH COMPUTERIZED PROCESS

8.9.1 The computer section will scan OMR/award sheets, verify, edit, solve discrepancies (if any), generate scores, add internal assessment/ practical/viva-voce marks, apply gracing rules, computer Grade Point Average (GPA), generate results and display the results on the university website (college-wise and candidate-wise) (Refer chapter-II, 2.17.0).

8.10.0 GRACE RULES

8.10.1 Regulations governing the award of grace marks in Mangalore University examinations are shown in Appendix-23.

CHAPTER - IX

POST-EXAMINATION PROCESS

9.1.0 - Printing and issue of marks cards

9.2.0 - Printing and issue of marks ledger sheets

9.3.0 - Maintenance of record of marks in the college/institution and the University

9.4.0 - Disposal of 'To be Announced Later' (T.A.L.) cases

9.5.0 - Challenge valuation (P.G.)

9.6.0 - Rejection of results

9.7.0 - Improvement of results (P.G.)

9.8.0 - Revaluation process

9.9.0 - Personal seeing, retotalling, photocopy of the scripts

9.10.0 - Removal of `Not Cleared Lower' (N.C.L.) examinations

9.11.0 - Issue of Provisional Pass Certificate

9.12.0 - Preparation of Result Statistics

9.13.0 - Research Programme - Master of Philosophy

9.14.0 - Research Programme - Doctor of Philosophy

9.15.0 - D.Litt/D.Sc. Programme

CHAPTER - IX

POST-EXAMINATION PROCESS

9.1.0 PRINTING AND ISSUE OF MARKS CARDS

9.1.1 Marks cards will be printed, sorted (course-wise, semester-wise, candidate-wise and college-wise) and dispatched to the colleges concerned ***(Appendix-24)*** by the computer section.

9.2.0 PRINTING AND ISSUE OF MARKS LEDGER SHEETS

9.2.1 Computerised marks ledger sheets will be printed & sorted out by the computer section and the university will make arrangements for dispatching these ledger sheets along with the marks cards to the respective colleges ***(Appendix-25)***

9.3.0 MAINTENANCE OF RECORD OF MARKS IN THE COLLEGE/INSTITUTION AND UNIVERSITY

9.3.1 After the results are announced, marks cards will be issued to the institution, along with the computer generated marks ledger sheets. Accordingly, colleges should get these ledger sheets bound for their record and future reference.

9.3.2 Marks cards are to be checked before issuing to the candidates to see whether there are any mistake in the declaration of results, in the Register No., name and initials, any discrepancy between figures and words, totaling etc.

9.3.3 Before sending the marks cards for correction to the university, the college shall cross-verify the entries with the candidate's list sent.

9.3.4 The signature and seal of the Principal have to be affixed on the marks card before it is issued to the candidate.

9.3.5 Signature of the candidate has to be obtained for having received the marks card.

9.4.0 DISPOSAL OF 'TO BE ANNOUNCED LATER' (T.A.L.) CASES

9.4.1 Computer section will ascertain the reasons for T.A.L. cases and proper steps will be taken to clear these cases within two weeks after the announcement of results ***(Appendix-26)***

9.5.0 CHALLENGE VALUATION

9.5.1 Guidelines for implementing the Challenge valuation in various Choice Based Credit System Post-Graduate courses are shown in ***Appendix-27***

9.6.0 REJECTION OF RESULTS

9.6.1 The candidates can reject their results of the whole examination of single appearance within 30 days from the date of announcement of results. The applications shall be forwarded to the Registrar (Evaluvation) with special recommendations of the principal. There is no provision to reject the results subjectwise or paperwise. While forwarding the applications, it has to be verified whether the candidate is exercising this option for the first time as there is no provision to reject the results of any examination more than once. A candidate who rejects the results is eligible only for class and not for ranking ***(Appendix-28)***

9.6.2 The original marks card has to be surrendered along with the application.

9.6.3 Required fee has to be collected for each of rejection and receipt/challan for having paid the fee has to be enclosed with the application.

9.6.4 After having received the permission of the university for the rejection of results, the same may be recorded in the ‘marks register’ maintained in the college.

9.6.5 In the case of those candidates who have been permitted to reject the results, their examination applications have to be sent separately with a covering letter indicating that those applications are of the candidates who have rejected their results.

9.7.0 IMPROVEMENT OF RESULTS (P.G.)

9.7.1 A Candidate who passes all the courses/papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.

9.7.2 The reappearance could be permitted twice during double the period without restricting it to the subsequent examination only. The regulation governing maximum periond for completing various degree/diploma programme notified by the university from time to time shall be applicable for improvement of results also.

9.7.3 The student could be permitted to apply for the improvement examination 45 days in advance of the pertinent semester examination whenever held.

9.7.4 If the candidate passes in all the subjects in the reappearance, higher of the two aggregate marks secured by the candidate shall be awarded to the candidate for that semester. In case the candidate fails in the reappearance, candidate shall retain the first appearance result.

9.7.5 A candidate who appears for improvement is eligible for class and not for ranking.

9.8.0 REVALUATION PROCESS

9.8.1 The last date for receiving the applications for personal seeing/photocopy/retotaling/revaluation of the answer scripts will be notified by the Registrar (Evaluation). The applications received after the last date shall not be entertained ***(Appendix-29)***

9.8.2 Applications received from the candidates will be scrutinized and processed. In case of any discrepancies, the candidates concerned will be informed to resubmit after corrections within a week. Registrar (Evaluation) will also intimate the date/s for personal seeing and obtaining the photocopy of the answer scripts through all possible forms of communication (including displaying on the university website) to the principals of the colleges concerned.

9.8.3 Once the process of personal seeing and photocopy of the answer scripts is completed, the next step is the "masking" of individual marks and total marks awarded by the Assistant Examiners/Reviewers (if reviewed), and the name and signature of the Assistant Examiner/ Reviewer. A newly generated computer code number will be pasted on the facing sheet of the answer script in order to make it ready for revaluation. Accordingly, the revaluer will not be knowing the marks (individual and total) awarded by the previous examiner/s and also the names and signatures of the Assistant Examiner/Reviewer. Further recoding of the valued answer script will also ensure the anonymity of the answer script at the time of revaluation.

9.8.4 Separate "A" form to record individual and total marks along with the preprinted bar-coded OMR marks sheets will be provided to the revaluers.

9.8.5 In case of revalued scripts qualifying for "third valuation" as per the Regulation, third valuation of those scripts will be carried out by a different examiner.

9.8.6. Once the revaluation process is completed , the award (OMR) sheets will be processed, results generated and the revaluation results will also be displayed on the university website.

9.8.7 Thereafter, as usual, revaluation marks cards and marks ledger sheets will be dispatched to the colleges concerned,

9.8.8 If candidates are eligible for refund of 50% of revaluation fee as per the Regulation, the applications for refund of fee submitted by the principals of colleges concerned will be scrutinized, processed and refunded ***(See Regulation governing revaluation in Appendix-30)***

9.9.0 PERSONAL SEEING, RETOTALLING, PHOTOCOPY OF THE SCRIPTS

9.9.1 Students can apply for personal seeing of answer scripts and retotalling of marks awarded or obtaining the photocopy of the answer scripts within the specified date by paying prescribed fees.

9.10.0 REMOVAL OF 'NOT CLEARED LOWER' (N.C.L.) EXAMINATIONS

9.10.1 Students can submit their applications along with the payment of prescribed fee for removal of N.C.L. cases once they clear the lower examinations through the Principals of the colleges concerned.

9.11.0 ISSUE OF PROVISIONAL PASS CERTIFICATE

9.11.1 Once the marks cards are issued to the students and before the annual convocation, students can apply for provisional pass certificate by paying a prescribed fee ***(Appendix-31)***

9.12.0 PREPARATION OF RESULT STATISTICS

9.12.1 The computer section will prepare and display the result statistics on the university website pertaining to even semesters under various heads, overall, region-wise, course-wise and college-wise.

9.13.0 RESEARCH PROGRAMME - MASTER OF PHILOSOPHY

9.13.1 The Registrar shall notify the vacancies for admission to Master of Philosophy (M.Phil.) in different P.G. Departments of Studies of Mangalore University inviting applications from eligible candidates. The entrance test will be conducted by the Department of Studies concerned. The Departments of studies shall allot students to Guides for supervising the M.Phil. dissertation.

9.13.2 The details in respect of eligibility for admission to the M.Phil. programme, duration of the programme, minimum attendance requirement, scheme of examination, qualification of guide, evaluation of M.Phil dissertation, minimum for a pass and declaration of results are in accordance with the Regulations and guidelines governing Master of Philosophy (M.Phil) degree programme ***(Appendix-32)***

9.14.0 RESEARCH PROGRAMME -DOCTOR OF PHILOSOPHY

9.14.1 Every year Registrar will notify the vacancies available for pursuing doctoral research leading to Ph.D. Degree in different P.G. Departments of Studies and other recognised research centres of Mangalore University inviting applications from eligible candidates.

9.14.2 After the last date for receiving applications, the Ph.D. admission committee in a P.G. Depart ment of Studies exclusively constituted for the purpose by the Registrar shall scrutinise the applications, conduct entrance test and viva-voce, prepare the selection list with allotment of research guides. The selected candidates finally approved by the Registrar shall be provisionally admitted to the Ph.D. course work.

9.14.3 After the completion of the Ph.D. course work, the Registrar (Evaluation) shall execute the process involved in the constitution of Board of Examiners, question paper setting and printing, conduct of exaninations, double valuation of scripts, result generation and announcement, marks card and marks ledger printing, etc.

9.14.4 The Chairman of the P.G. Department of Studies concerned shall forward the synopsis submitted by the candidates who successfully cleared the course work examination to the Doctoral Committee in order to scrutinise and approve the title of Ph.D. thesis. After approval

of the synopsis by the Doctoral Committee, the Synopsis along with the remarks and the result of the course work shall be forwarded to the Registrar for confirmation of the Ph.D. registration.

9.14.5 The Registrar shall forward the relevant documents along with the synopsis duly approved by the Doctoral Committee to the Registrar (Evaluation) for Ph.D. registration of the candidate.

9.14.6 Registrar (Evaluation) shall strictly follow the processes for monitoring the research progress of the registered candidate, evaluation of Ph.D. thesis and the award of the degree of Doctor of Philosophy as per the Ph.D. Regulation applicable to the candidates concerned ***(Appendix-33 : Ph.D. Regulations and Guidelines)***

9.15.0 D.LITT/D.Sc. PROGRAMME

9.15.1 Eligible candidates may apply for D.Litt/D.Sc. programme and appropriate steps shall be taken to process these applications and award D.Litt/D.Sc. degree as per the Regulations applicable to this degree ***(Appendix- 34 : D.Litt/D.Sc. Regulations)***

CHAPTER - X

ANNUAL CONVOCATION

10.1.0 - Statute governing the conduct of Convocation

10.2.0 - Preparation of eligibility list

10.3.0- Rank Certificate/Gold Medals/Cash prizes

10.4.0- Distribution of Degree certificates

10.5.0- Issue of Pass letter

10.6.0- Verification of documents/Issue of Transcripts

10.7.0- Issue of duplicate marks card/ degree certificate

10.8.0- Time scale for issuing various documents from the examination section

10.8.0 Discard Policy of Examination Related Documents

CHAPTER - X

ANNUAL CONVOCATION

10.1.0 STATUTE GOVERNING THE CONDUCT OF CONVOCATION

10.1.1 Annual convocation shall be held every year as per the Statute governing the conduct of Convocation ***(Appendix-35).***

10.2.0 PREPARATION OF ELIGIBILITY LIST

10.2.1 Eligibility list consists of candidates eligible for the award of degrees in the annual convocation ***(Appendix-36).***

10.3.0 RANK CERTIFICATE/GOLD MEDALS/CASH PRIZES

10.3.1 Rank certificates, gold medals and cash prizes will be awarded to the eligible candidates in the annual convocation ***(Appendix-37 : Regulation governing the declaration of Ranks and 38 List of Gold medals and cash prizes).***

10.4.0 DISTRIBUTION OF DEGREE CERTIFICATES

10.4.1 The candidates applying for the current annual convocation can receive their degree certificates either in person or in absentia. Within 3 months after the annual convocation, the degree certificates will be dispatched to the applicants.

10.5.0 ISSUE OF PASS LETTERS

10.5.1 If a student has not applied for the convocation and received the degree certificate so far, ‘Pass letters’ may be issued to the applicants.

10.6.0 VERIFICATION OF DOCUMENTS/ISSUE OF TRANSCRIPTS

10.6.1 Various documents such as marks cards, rank certificates and degree certificates will be verified by the Registrar (Evaluation) with an endorsement of ‘Verified and found to be correct’

10.7.0 ISSUE OF DUPLICATE MARKS CARD/ DEGREE CERTIFICATE

10.7.1 Duplicate marks card/ degree certificate may be obtained from the university by submitting the application along with the necessary documents and the payment of prescribed fee ***(Appendix-39)***

10.8.0 TIME SCALE FOR ISSUEING VARIOUS DOCUMENTS FROM THE EXAMINATION SECTION

Sl. No.	Nature of document	Maximum time limit from the date of receiving applications
1.	Degree certificate	3 months after the annual convocation
2.	Duplicate degree certificate	One month
3.	Duplicate marks cards	One month
4.	Provisional pass certificate	Ten working days
5.	Pass letter	Ten working days
6.	Rank certificate	Seven working days
7.	Verification of documents	Fifteen working days
8.	Consolidated Marks card/ Removal of N.C.L. cases	One month
9.	Correction of Marks cards	Ten working days
10.	Correction of Degree certificates	One month
11.	Personal seeing of answer scripts	15 working days fron the last date prescribed for receiving applications
12.	Retotalling of marks	Ten working days
13.	Revaluation (U.G.)/ Challenge valuation (P.G.)	One month
14.	Photocopy of the answer script	Seven working days

10.9.0 DISCARD POLICY OF EXAMINATION-RELATED DOCUMENTS

10.9.1 Office note sheets shall be preserved for a period of 10 years

10.9.2 Office copies of all notifications, official memorandum, correspondences and other communications shall be preserved for a period of 5 years

10.9.3 Office copy of the Ph.D. course work, registration, progress reports, pre-submission colloquium, award notification, evaluation reports, etc., shall be preserved for 10 years.

10.9.4 Documents and other materials in support of awarding internal assessment. co-curricular and extra-curricular marks, practical records, project report/dissertation, etc., shall be

preserved for at least one year by the Principal/ Chairman of the Dept. of studies in respect of each U.G. and P.G. course. However, records of student attendance shall be preserved until the completion of the course by the student

10.9.5 Crucial examination-related records such as answer form/O.M.R. sheets shall be preserved for a minimum period of 10 years and the marks ledger shall be preserved permanently. As far as possible, university should ensure the digitization of answer form and manual marks ledger of pre-computerization era on a priority basis.

10.9.6 The valued answer scripts of semester-end examination shall be preserved for a minimum period of one year after the announcement of the results of the semester concerned and no complaints whatsoever about the marks awarded to courses relating to these scripts be entertained beyond such period.

10.9.7 A separate, secured, fire-proof record room shall be designated and maintained with at least one Assistant Registrar, two superintendents, four case workers and two peons.

MANGALORE UNIVERSITY

Mangalagangothri-574199, Mangalore, Karnataka, India.

TRANSCRIPT AS PER RECORDS

1. Name:.....
2. Registration No:.....
3. Name of the College:.....
4. Year of the Entrance:.....
5. Year of the Leaving:.....
6. Degree Received:.....
7. Duration of the Course:.....
8. Medium of Instruction:.....
9. First Class with Distinction (FCD):.....
10. First Class (FC):.....
11. High Second Class (HSC):.....
12. Second Class (SC):.....

Subjects		Hour Per Week		Marks Obtained	Max. Marks
		Lecture	Drawing/ Practical		
I Semester					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Total:	Class:		Grade:		
III Semester					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Total:	Class:		Grade:		
V Semester					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Total:	Class:		Grade:		

Subjects		Hour Per Week		Marks Obtained	Max. Marks
		Lecture	Drawing/ Practical		
II Semester					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Total:	Class:		Grade:		
IV Semester					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Total:	Class:		Grade:		
VI Semester					
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Total:	Class:		Grade:		

Grand Total of I to VI Semester:.....out of .....(Max)

Class of the Degree:.....

AUTHENTIC

(Registrar Evaluation)

APPENDICES

Appendix - 1 :	Regulations governing Correspondence Programme .
Appendix - 2 :	Examination notification/practical notifcation.
Appendix - 3 :	Procedure and format of Student Registration and Examination Application ((offline and online).
Appendix - 4 :	Proforma of Statement of Examination fees.
Appendix - 5 :	Proforma for the statement of exemption of Examination fee.
Appendix - 6 :	Proforma of candidate list and statistics
Appendix - 7 :	Despatch of candidate list
Appendix - 8 :	Courses and combinations approved by Mangalore University
Appendix - 9 :	Regulations governing different U.G. and P.G. courses.
Appendix - 10 :	Proforma of Stock Register for maintaining daily account of stationeries.
Appendix - 11 :	Non-detailed contingency (N.D.C.) bill.
Appendix -11A:	Rates of contingent amount for practical examinations.
Appendix - 12 :	Abstract Contingency (A.C.) bill.
Appendix - 13 :	Appointment regarding Chief Superintendent, Deputy Chief Superintendent for the examination centres
Appendix - 14 :	Proforma of question paper indent.
Appendix - 15 :	Charts showing the 'model seating arrangement' in the examination hall.
Appendix - 16 :	Proforma of question paper opening certificate.
Appendix - 17 :	Proforma of Admission/ Hall ticket.
Appendix - 18 :	Rules regarding malpractice in the examination.
Appendix - 19 :	Proforma of Malpractice Reporting Formats.
Appendix - 20 :	Approved panel of examiners for UG degree examinations (Gradation List Format)
Appendix - 21 :	Instructions for filling up of OMR/award sheets.
Appendix - 22 :	TA/Remuneration bill formats
Appendix - 23 :	Grace marks Regulation
Appendix - 24 :	Specimen copies of Marks Cards.
Appendix - 25 :	Specimen of computerised Ledger sheet.
Appendix - 26 :	Specimen format of T.A.L.
Appendix - 27 :	Guidelines for implementing the Challenge Valuation
Appendix - 28	Format of Rejection of results
Appendix - 29	Specimen format of revaluation/retotalling/personal seeing/ refund of revaluation fee
Appendix - 30 :	Regulation governing revaluation
Appendix - 31 :	Specimen copy for issue of duplicate/consolidated/correction of marks card, N.C.L. removal /provisional pass certificates
Appendix - 32 :	Regulation governing M.Phil. degree programme
Appendix - 33 :	Regulation and guidelines governing Doctor of Philosophy programme
Appendix - 34 :	Regulation governing D.Litt /D.Sc. programme
Appendix - 35 :	Statute governing the conduct of Convocation.
Appendix - 36 :	Proforma of Eligibility list.
Appendix - 37 :	Regulation governing the declaration of ranks.
Appendix - 38 :	List of Gold medals and Cash Prizes
Appendix - 39 :	Proforma for Admission to Convocation
Appendix - 40 :	Miscellaneous.

APPENDIX-1

MANGALORE UNIVERSITY

REGULATIONS GOVERNING THE BACHELOR DEGREE PROGRAMMES THROUGH CORRESPONDENCE COURSE.

(Framed under sections 44 (1) read with section 4 (i) of the KSU Act 2000)

1. TITLE AND COMMENCEMENT:

i) These regulations shall be called ÷The Regulations governing the Bachelor Degree Programmes through Correspondence Course of Mangalore University÷

ii) These regulations shall come into effect from the date of assent of the Chancellor.

2. PROGRAMMES:

The following Bachelor÷s degree programmes shall be introduced under the correspondence course.

a) B.A

b) B.Com

c) B.B.M

Any other programmes introduced from time to time through correspondence course shall become part of this regulations.

3. ELIGIBILITY:

A candidate who has passed the two year Pre-University examinations conducted by the Pre- University Education Board in the State of Karnataka or any other examination considered as equivalent thereto by Mangalore University is eligible for admission to these degree programmes.

4. DURATION OF THE PROGRAMMES

The duration of the programmes shall extend over a period of three academic years. Similarly, as the case may be.

5. MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMMES:

The candidate shall complete the Degree programmes within the period as prescribed in the regulations governing maximum period for completing various degree/ diploma programmes offered by Mangalore university. No candidate shall be permitted to appear for examination after the prescribed period for completing the programme.

6. MEDIUM OF INSTRUCTION:

Medium of instruction and examination shall be Kannada/ Engiish.

7. SUBJECTS OF STUDY:

Subjects of study shall comprise the following:

7.1 Group-1: Languages

The candidate shall opt for General and Communicative English as compulsory subject and one of the languages listed below:

Kannada, Sanskrit, Hindi, Urdu, Persian, Arabic, Tamil, Telugu, Malayalam, Marathi, French, German, Russian,Konkani and Additional English.

a) Additional English shall be offered only for Foreign , NRI, Anglo-Indian and other Indian students whose mother tongue is other than the languages listed above

b) In addition to General and Communicative English, a candidate shall opt for any one of the two languages studied at the Pre-University or equivalent level. However, he/she may opt for Kannada even if it is not studied at the Pre-University or equivalent level. With the permission of the University a candidate may opt for any other language listed above even if he/she has not studied that language at the Pre-University or equivalent level.

c) Deaf and dumb students are exempted from studying one of the languages.

7.2 Group II -Optionals

a) B.A. - Sociology, History, Economics, English Kannada, Political Science and Journalism & Mass Communication.
b) Commerce subjects
c) Business Mangement subjects

8. CONTACT PROGRAMME

There shall be two contact programmes of 15 days durations each in a year contact programmes of 15 days per semester. The candidate shall attend atleast one of the two contact programmes in a year, failing which he/she shall not be permitted to take the examination and he/ she has to seek readmission for that year by paying the required fee. Seminars, discussions and inter-active sessions will be a part and parcel of the contact programme

9. SCHEME OF EXAMINATIONS:

The examination for the programmes shall be held at the end of each academic year of the course, ordinarily in May/June.

First year Examination :
Group I: Language (Common to B.A/B.Com/ B.B.M.)

First year Examination :
Group I: Language (Common to B.A/B.Com/ B.B.M.)

Subjects	Paper	Hours	Written Examination	Internal Assessment (Assignment)	Total
Language I	I	3	80	20	100
Language II	I	3	80	20	100
				Total	200

Group II:
B.A

Subjects	Paper	Hours	Written Examination	Internal Assessment (Assignment)	Total
Optional I	I	3	80	20	100
Optional II	I	3	80	20	100
Optional III	I	3	80	20	100
		Total	240	60	300

B.COM. :

Subjects	Hours	Written Examination	Internal Assessment (Assignment)	Total
Five Compulsory Papers	3 each	80 each	20 each	100 each
		Grand Total		500

B.B.M.:

Subjects	Hours	Written Examination	Internal Assessment (Assignment)	Total
Four Compulsory Papers	3 each	80 each	20 each	400

Second Year Examination:
Group I : Language (Common to B.A./B.Com)

Subjects	Paper	Hours	Written Examination	Internal Assessment (Assignment)	Total
Language I	II	3	80	20	100
Language II	II	3	80	20	100
				Total	200

Group II:

B.A.:

Subjects	Paper	Hours	Written Examination	Internal Assessment (Assignment)	Total
Optional I	II	3	80	20	100
Optional II	II	3	80	20	100
Optional III	II	3	80	20	100
		Total	240	60	300

B.COM. :

Subjects	Hours	Written Examination	Internal Assessment (Assignment)	Total
Three Compulsory Papers	3 each	80 each	20 each	100 each
Two Electives	3 each	80 each	20 each	100 each
			Grand Total	500

B.B.M.:

Subjects	Hours	Written Examination	Internal Assessment (Assignment)	Total
Six Compulsory Papers	3 each	80 each	20 each	600

Third Year Examination:

B.A. :

Subjects	Paper	Hours	Written Examination	Internal Assessment (Assignment)	Total
Optional I	III	3	80	20	100
	IV	3	80	20	100
	V	3	80	20	100
Optional II	III	3	80	20	100
	IV	3	80	20	100
	V	3	80	20	100
Optional III	III	3	80	20	100
	IV	3	80	20	100
	V	3	80	20	100
				Total	900

B.COM.:

Subjects	Hours	Written Examination	Internal Assessment (Assignment)	Total
Five Compulsory Papers	3 each	80 each	20 each	100 each
Two Electives	3 each	80 each	20 each	100 each
Grand Total				700

B.B.M.:

Subjects	Hours	Written Examination	Internal Assessment (Assignment)	Total
Four Compulsory Papers	3 each	80 each	20 each	400
Two Electives	3 each	80 each	20 each	200
			Total	600

10. INTERNAL ASSESSMENT (ASSIGNMENT):

Marks for internal assessment shall be awarded on the basis of assignments
Students shall submit two assignments of 10 marks each in each paper of study which shall be evaluated by the faculty concerned. The assignment marks shall be forwarded to the Registrar (Evaluation) atleast 15 days before the commencement of the annual examinations.

11. REGISTRATION FOR EXAMINATION:

A candidate shall register for all the papers/ subjects of a year when he/she appears for the examination of that year for the first time.

12. MINIMUM FOR A PASS IN GROUP I AND GROUP II:

12.1 No candidate shall be declared to have passed the First Year/ Second year examination as the case may be under Group- I, unless he/ she obtains not less than 35% marks in written examination and 35% marks in the aggregate of written examination and internal assessment put together in each of the languages.

12.2 A candidate who fails in a language under Group -I shall take the examination in that language only at any subsequent examination and he/ she must obtain minimum marks for a pass in that language as stated in para (12.1) above.

12.3 No candidate shall be declared to have passed the First Year/ Second Year/ Third year Examination as the case may be under Group -II, unless he obtains not less than 35% marks in written examination and 35% marks in the aggregate of written examination and internal assessment put together .

12.4 A candidate who fails in any of the optional subjects under Group-II shall take the examination only in the failed subject/s at any subsequent examination and he/she must obtain the minimum for a pass in that subject/s as stated in para (12.3) above.

13. CARRY OVER PROVISION:

13.1 A candidate who fails in the first/second year examination shall be allowed to go to the second/ third year as the case may be and keep term.

13.2 The results of candidates who have passed the third year examination, but not passed all the examinations of the earlier years shall be announced as NCL (not completed lower examination). Such candidates shall be eligible for the degree only after completion of all the earlier examinations.

14. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

14.1 The results of the successful candidates shall be declared as First Class, Second Class or Third Class, as the case may be, in Group I (Languages) at the end of second year of the course on the basis aggregate marks obtained by the candidates in the first and second year. There shall be no declaration of class for Group I in the first year of the course.The results of successful candidates shall be declared as First Class, Second Class or Third Class, as the case may be, in Group II (Optionals) at the end of each year of the course.

14.2 Ranks shall be declared only on the basis of the aggregate of marks obtained by the candidates in all the three years in Group II (Optionals).

14.3 For declaring the overall class for the degree, at end of the third year of the course, the aggregate of the marks obtained by the candidate in the first year, second year and third year examination in Group II (Optionals) together shall be considered.

14.4 For declaring the class, the marks obtained by the candidate in different subjects when passing them shall be considered.

14.5 PERCENTAGE OF MARKS FOR DECLARING CLASSES:

Distintion : Not less than 70% marks of the aggregate marks.

First Class : Not less than 60% of the aggregate marks

Second Class : Not less than 50% of the aggregate marks

Third Class : Not less than 35% of the aggregate marks

15. REJECTION OF RESULTS:

15.1 A candidate may be permitted to reject the results of the whole examination of any year. Rejection of result paper-wise/ subject-wise shall not be permitted. A candidate who has rejected the results shall appear for the immediately following examination.

15.2 The rejection shall be exercised only once in each year and the rejection once exercised cannot be revoked.

15.3 Application for rejection along with payment of the prescribed fee shall be submitted to the Director of Correspondence Education together with the original statement of marks within 30 days from the date of publication of the result.

15.4 A candidates who rejects the result is eligible for class and not for ranking

16. TRANSFER OF ADMISSION :

Transfer of admissions is permissible in second and third year for the students who have passed their earlier examinations in Mangalore University under regular scheme. Such candidates are eligible for class and not for ranking.

17. The Regulations/Rules/ Ordinance governing the award of grace marks, declaration of ranks, revaluation, re totaling, examination malpractice etc. applicable to the regular bachelors degree programmes offered by Mangalore University shall also be applicable to the courses offered under Correspondence course.

(Assented by the Chancellor on 13.08.2008 as communicated in Government letter No. ED 126 UDV 2007, dated 8.09.2008)

REGISTRAR

MANGALORE UNIVERSITY

DRAFT REGULATIONS GOVERNING THE POST-GRADUATE DEGREE PROGRAMMES THROUGH CORRESPONDENCE COURSE.

(Framed under Section 44 (1) read with para 4 (i) of the KSU Act 2000)

1. TITLE AND COMMENCEMENT:

i) These regulations shall be called ‘The Regulations governing the Post Graduate Degree Programmes through Correspondence Course of Mangalore University’

ii) These regulations shall come into effect from the date of assent of the Chancellor.

2. PROGRAMMES:

The following post graduates degree programmes shall be introduced through Correspondence Course.

i) M.A. in Economics, History, Political Science, Sociology, Kannada and English

ii) M.Com.

Any other post graduate degree programmes in the faculties of Arts, Science & Technology and Commerce introduced from time to time under correspondence Course shall become part of this regulations.

3. ELIGIBILITY:

Candidates who have passed any bachelor’s degree examination of Mangalore University or any other university considered as equivalent thereto by Mangalore University are eligible for admission to M.A / M.Com. Degree Programmes through correspondence course.

4. DURATION:

The post- graduates degree programmes shall be of two academic years.

5. MEDIUM OF INSTRUCTION:

The Medium of instruction and examination shall be Kannada/ English

6. MAXIMUM PERIOD FOR COMPLETION OF THE MASTERS PROGRAMME:

The candidate shall complete the Masters Degree Programmes within the period as prescribed in the regulation governing maximum period for completing various degree/ diploma programmes offered by Mangalore University under regular scheme. No candidate shall be permitted to appear for the examination after the prescribed period for completing the programme.

A candidate who fails in any year (previous/ final) may be permitted to take the examinations again at a subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following four years.

7. CONTACT PROGRAMME:

There shall be two contact programmes of 15 days duration each in a year. The candidate shall attend atleast one of the two contact programmes in a year, failing which he/she shall not be permitted to take the examination and he/she has to seek readmission for that year by paying the requisite fee. Seminars, discussions and inter-active sessions will be part and parcel of the contact programme.

8. SCHEME OF EXAMINATION:
M.A/ M.COM

Previous	**Duration**	**Marks**		**Total**
		Theory	**Internal Assessment (Assignment)**	
Paper I	3hrs.	80	20	100
Paper II	3hrs.	80	20	100
Paper III	3hrs.	80	20	100
Paper IV	3hrs.	80	20	100
Paper V	3hrs.	80	20	100
Total				500
Final				
Paper VI	3hrs.	80	20	100

Paper VII	3hrs.	80	20	100
Paper VIII	3hrs.	80	20	100
Paper IX	3hrs.	80	20	100
Paper X	3hrs.	80	20	100
Total				500
Grand Total				1000

9. INTERNAL ASSESSMENT:

Marks for internal assessment shall be awarded on the basis of assignments. Students shall submit two assignments of 10 marks each in each paper of study which shall be evaluated by the faculty concerned. The assignment marks should be forwarded to the Registrar (Evaluation) atleast 15 days before the commencement of the annual examinations.

10. REGISTRATION FOR EXAMINATION:

A candidate shall register for all the papers in the subject of the first/ final year when he/ she appears for the examination for the first time.

11. CARRY OVER PROVISION:

Candidates who fail in the first year can go to the final year and take the examinations at the end of the second year.

12. MINIMUM FOR PASS:

No candidate shall be declared to have passed in a examination unless he/ she obtains not less than 35% marks in each paper and 40% marks in the aggregate of theory and internal assessment marks put together.

13. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

i) The results of successful candidates at the end of the final year shall be classified on the basis of aggregate marks obtained in the previous and final year.

ii) The candidates who pass all the examinations in the first attempt are eligible for rank provided they secure 60% and above marks.

iii) The results of the candidates who have passed the final year but not passed previous year examinations shall be declared as NCL (not completed lower examinations). Such candidates shall be eligible for the degree only after completion of the previous year examinations.

Percentage of marks for declaring class:

Distinction	70% and above
First Class	60% and above but less than 70%
High Second Class	55% and above but less than 60%
Second Class	50% and above but less than 55%
Pass Class	40% and above but less than 50%

14. REJECTION OF RESULTS:

i. A candidate who fails in one or more papers of a year (previous /final) may be permitted to reject the result of the whole examination of that year. Rejection of result paperwise shall not be permitted. A candidate who rejects the results shall appear for the examination of that year in the subsequent examination.

ii. Rejection shall be exercised only once in each examinations and the rejection once exercised cannot be revoked.

iii) Application for rejection along with payment of the prescribed fee shall be submitted to the Director of Distance Education together with the original statement of marks within 30 days from the date of publication of the result.

iv) A candidate who rejects the result is eligible for only class and not for ranking.

15. IMPROVEMENT OF RESULTS:

i. A candidate who has passed in all the papers of a year (previous/ final) may be permitted to improve the result by reappearing for the whole examination of that year.

ii. The reappearance shall be permitted only once in each year (previous/ final).

iii. The reappearance for the examination of any year is permitted during the subsequent examination of that year.

15.4 A candidate who rejects the result is eligible for class and not for ranking.

16. TRANSFER OF ADMISSION:

Transfer of admissions is permissible in second and third year for the students who have passed their earlier examinations in Mangalore University under regular scheme. Such candidates are eligible for class and not for ranking.

17. The Regulations/ Rules/ Ordinance governing the award of grace marks, declaration of ranks, revaluation, re totaling, examination malpractice etc. applicable to the regular bachelors & degree programmes offered by Mangalore University shall also be applicable to the courses offered under Correspondence course.

(Assented by the Chancellor on 13.08.2008 as communicated in Government letter No. ED 126 UDV 2007, dated 8.09.2008)

REGISTRAR

APPENDIX-2

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

Accredited by NAAC with ಕ್ಷಿಣ Grade

C.O.P

ಸಂಖ್ಯೆ : ಮಂ.ವಿ./ಪ.ವಿ./ಸಿಆರ್.6/2014–15/ಇ.5

ಕುಲಸಚಿವರ (ಪರೀಕ್ಷಾಂಗ) ಕಛೇರಿ,
ಮಂಗಳಗಂಗೋತ್ರಿ –574 199.
ದಿನಾಂಕ : 21.01.2015

ಪ್ರಕಟಣೆ

2015ರ ಎಪ್ರಿಲ್ ತಿಂಗಳಲ್ಲಿ ನಡೆಯಲಿರುವ ಕ್ರೆಡಿಟ್ ಆಧಾರಿತ ದ್ವಿತೀಯ, ಚತುರ್ಥ ಮತ್ತು ಆರನೇ ಸೆಮಿಸ್ಟರ್‌ನ ಆವರ್ತಿತ ಮತ್ತು ಪುನರಾವರ್ತಿತ ಬಿ.ಎ./ಬಿಎಸ್ಸಿ./ ಬಿ.ಕಾಂ./ ಬಿ.ಎಸ್. ಡಬ್ಲ್ಯು/ ಬಿಎಸ್ಸಿ. (ಎಫ್.ಎನ್.ಡಿ.)/ ಬಿ.ಎಸ್ಸಿ.(ಆ್ಯನಿಮೇಶನ್ ಮತ್ತು ವಿಜ್ಯುವಲ್ ಇಫೆಕ್ಟ್ಸ್) ಹಾಗೂ ಪ್ರಥಮ, ದ್ವಿತೀಯ, ಮತ್ತು ತೃತೀಯ ವರ್ಷದ ಪುನರಾವರ್ತಿತ ಬಿ.ಎ./ಬಿಎಸ್ಸಿ./ ಬಿ.ಕಾಂ./ ಬಿ.ಎಸ್. ಡಬ್ಲ್ಯು. ವಾರ್ಷಿಕ ಪದವಿ ಲಿಖಿತ ಪರೀಕ್ಷೆಗಳು ದಿನಾಂಕ ***09.04.2015*** ರಿಂದ ಪ್ರಾರಂಭವಾಗಲಿರುವುದು ಬಿ.ಎ./ಬಿಎಸ್ಸಿ./ ಬಿ.ಕಾಂ./ ಬಿ.ಎಸ್. ಡಬ್ಲ್ಯು/ ಬಿಎಸ್ಸಿ. (ಎಫ್.ಎನ್.ಡಿ.)/ ಬಿ.ಎಸ್ಸಿ.(ಆ್ಯನಿಮೇಶನ್ ಮತ್ತು ವಿಜ್ಯುವಲ್ ಇಫೆಕ್ಟ್ಸ್) ಶಿಕ್ಷಣ ನೀಡುವ ಎಲ್ಲಾ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ ಮತ್ತು ಸದರಿ ಪರೀಕ್ಷೆಗಳಿಗೆ ಹಾಜರಾಗುವ ಎಲ್ಲಾ ಅಭ್ಯರ್ಥಿಗಳ ಗಮನಕ್ಕೆ ಈ ಮೂಲಕ ತರಲಾಗಿದೆ.

ಸೂಚನೆಗಳು

1. ಪ್ರಥಮ ಬಾರಿಗೆ ಹಾಜರಾಗಲಿರುವ ವಿದ್ಯಾರ್ಥಿಗಳು ಎಲ್ಲಾ ವಿಷಯಯಗಳಿಗೆ/ಪತ್ರಿಕೆಗಳಿಗೆ ಕಡ್ಡಾಯವಾಗಿ ನೋಂದಣಿ ಮಾಡತಕ್ಕದ್ದು. ದ್ವಿತೀಯ, ಚತುರ್ಥ ಮತ್ತು ಆರನೇ ಕ್ರೆಡಿಟ್ ಆಧಾರಿತ ಸೆಮಿಸ್ಟರ್ ಸ್ಕೀಂನ ಆವರ್ತಿತ ಮತ್ತು ಪುನರಾವರ್ತಿತ ಹಾಗೂ ವಾರ್ಷಿಕ ಪದ್ಧತಿಯ ಪುನರಾವರ್ತಿತ ವಿದ್ಯಾರ್ಥಿಗಳು ಆನ್‌ಲೈನ್ ಮುಖಾಂತರ ಅರ್ಜಿಗಳನ್ನು ಸಲ್ಲಿಸುವುದು. 2006ರ ನಂತರದ ಸಾಲಿನ ಕ್ರೆಡಿಟ್ ಆಧಾರಿತ ಸೆಮಿಸ್ಟರ್ ಸ್ಕೀಂನ ವಿದ್ಯಾರ್ಥಿಗಳು ಆನ್‌ಲೈನ್ ಪರೀಕ್ಷಾ ಅರ್ಜಿಯಲ್ಲಿ ಕಡ್ಡಾಯ ವಿಷಯ (ಫೌಂಡೇಶನ್ ಕೋರ್ಸ್) ಹಾಗೂ ಪಠ್ಯೇತರ ವಿಷಯ (ಇಸಿ/ಸಿಸಿ) ಕಡ್ಡಾಯವಾಗಿ ನಮೂದಿಸತಕ್ಕದ್ದು.

2. ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಗಳನ್ನು ಲಿಖಿತ ಪರೀಕ್ಷೆಗಳ ಮುಂಚಿತವಾಗಿ ನಡೆಸತಕ್ಕದ್ದು. ಈ ಬಗ್ಗೆ ಪ್ರತ್ಯೇಕ ಪ್ರಕಟಣೆ ಹೊರಡಿಸಲಾಗುವುದು.

3. ಸವಿವರವಾದ ವೇಳಾಪಟ್ಟಿಯನ್ನು ಶೀಘ್ರದಲ್ಲಿ ಪ್ರಕಟಿಸಲಾಗುವುದು.

4. ಆನ್‌ಲೈನ್ ಎಪ್ಲಿಕೇಶನ್ ಪ್ರೊಸೆಸಿಂಗ್ ಶುಲ್ಕ ರೂ. 100.00(ರೂಪಾಯಿ ನೂರ)ನ್ನು ಕಾಲೇಜು ಮುಖ್ಯಸ್ಥರಲ್ಲಿ ಪಾವತಿಸಿ ಆನ್‌ಲೈನ್ ಮುಖಾಂತರ ಅರ್ಜಿ ಸಲ್ಲಿಸುವುದು.

5. **ಅಪೂರ್ಣವಾದ ಅರ್ಜಿಗಳನ್ನು ತಿರಸ್ಕರಿಸಲಾಗುವುದು. ಹಾಗೂ ಸದ್ರಿ ವಿದ್ಯಾರ್ಥಿಗಳು ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅರ್ಹರಾಗಿರುವುದಿಲ್ಲ. ಶುಲ್ಕ ಪಾವತಿಸಿದ ರಶೀದಿ/ಚಲನನ್ನು ಪ್ರತ್ಯೇಕವಾಗಿ ಎಲ್ಲಾ ವಿವರಗಳನ್ನೊಳಗೊಂಡ ಮಾಹಿತಿಯೊಂದಿಗೆ ಸಲ್ಲಿಸತಕ್ಕದ್ದು.**

6. *ಕುಲಸಚಿವರಿಂದ ಪ್ರವೇಶಾತಿ ಮತ್ತು ವರ್ಗಾವಣೆ ಪ್ರವೇಶಾತಿ ಅನುಮೋದಿಸಲ್ಪಡದ ವಿದ್ಯಾರ್ಥಿಗಳು ಮತ್ತು ಕಡಿಮೆ ಹಾಜರಾತಿ ಪಡೆದ,* ಪ್ರವೇಶಾವಕಾಶವು ಅಮಾನ್ಯವಾಗಿರುವ ಅಥವಾ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದಿಂದ ಪ್ರವೇಶವು ಅನುಮೋದಿತವಾಗಿಲ್ಲದ ಅಥವಾ ನಿರ್ದಿಷ್ಟ ಪಡಿಸಲಾದ ವಿದ್ಯಾರ್ಥಿಗಳ ಸಂಖ್ಯೆಗಿಂತ ಹೆಚ್ಚಿಗೆಯಾಗಿ ಕಾಲೇಜಿನ ಅಥವಾ ವ್ಯಾಸಂಗ ಕ್ರಮಕ್ಕೆ ಪ್ರವೇಶ ಪಡೆದಿರುವ ಯಾವೊಬ್ಬ ವಿದ್ಯಾರ್ಥಿಯೂ, ಕಾಲೇಜು ಅಥವಾ ವಿಶ್ವವಿದ್ಯಾನಿಲಯವು ನಡೆಸುವ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅರ್ಹರಾಗಿರುವುದಿಲ್ಲ. ಅಲ್ಲದೆ ಆಯಾ ಕೋರ್ಸಿನ ನಿಯಮದ ಪ್ರಕಾರ ಪರೀಕ್ಷೆ ತೆಗೆದುಕೊಳ್ಳಲು ಅರ್ಹರಲ್ಲದ ವಿದ್ಯಾರ್ಥಿಗಳು ಅರ್ಜಿಗಳನ್ನು ಸಲ್ಲಿಸುವಂತಿಲ್ಲ **ಮತ್ತು ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆ ಕೂಡಾ ನಡೆಸಬಾರದು.**

7. ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಇಚ್ಛೆ ಬಂದಂತೆ ಪರೀಕ್ಷಾ ಕೇಂದ್ರವನ್ನು ಆರಿಸಲು ಅವಕಾಶವಿರುವುದಿಲ್ಲ.

8. ಕ್ರೆಡಿಟ್ ಆಧಾರಿತ ಸಮಿಸ್ಟರ್ ವಿ.ನಿಯಮ ಕ್ರಮ ಸಂಖ್ಯೆ 14.2 ಮತ್ತು 17.1 ರಂತೆ ಪ್ರಥಮ, ತೃತೀಯ ಹಾಗೂ ಪಂಚಮ ಸೆಮಿಸ್ಟರ್‌ನ ಪುನರಾವರ್ತಿತ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಎಪ್ರಿಲ್ 2015ರ ಸೆಮಿಸ್ಟರ್ ಪರೀಕ್ಷೆಯಲ್ಲಿ ಹಾಜರಾಗಲು ಅವಕಾಶವಿಲ್ಲ. ಈ ವಿಷಯವನ್ನು ಪ್ರಾಂಶುಪಾಲರು ಜಾಗರೂಕತೆ ವಹಿಸತಕ್ಕದ್ದು

9. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವಿನಿಯಮಾವಳಿ (ರೆಗ್ಯುಲೇಶನ್) ಪ್ರಕಾರ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅರ್ಹತೆಯನ್ನು ಹೊಂದಿದ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಮಾತ್ರ ಆನ್‌ಲೈನ್ ಮುಖಾಂತರ ಪರೀಕ್ಷಾ ಅರ್ಜಿಯನ್ನು ಸಲ್ಲಿಸಲು ಅನುಮತಿಯನ್ನು ನೀಡಲಾಗಿದೆ. **ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ತಿದ್ದುಪಡಿ ವಿನಿಯಮದ ಪ್ರಕಾರ 2008 ಹಾಗೂ ಅದರ ಹಿಂದಿನ ಸಾಲಿನ ವಿದ್ಯಾರ್ಥಿಗಳು ವಿಶ್ವವಿದ್ಯಾನಿಲಯವು ನಿಗದಿಪಡಿಸಿದ ವಿಶೇಷ ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಪಾವತಿಸಿ, ಪರೀಕ್ಷೆಗಳಿಗೆ ಹಾಜರಾಗಲು ಅರ್ಹರಾಗಿರುತ್ತಾರೆ.** ಸದ್ರಿ ನಿಯಮಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಪಾಲಿಸುವುದು. ಇಲ್ಲವಾದಲ್ಲಿ ಕಾಲೇಜಿನ ಪ್ರಾಂಶುಪಾಲರೇ ಜವಾಬ್ದಾರರಾಗುವರು.

10. ಇನ್ನಿತರ ಕಾರ್ಯ ಚಟುವಟಿಕೆಗಳಲ್ಲಿ ಭಾಗವಹಿಸಿರುವುದರಿಂದ (ಕಾಲೇಜು ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾನಿಲಯವನ್ನು ಪ್ರತಿನಿಧಿಸಿ) ಕಾಲೇಜುಗಳಲ್ಲಿ ಹಾಜರಿಲ್ಲದ ವಿದ್ಯಾರ್ಥಿಗಳು ಕೂಡಾ ನಿಗದಿತ ಶುಲ್ಕದೊಂದಿಗೆ ಪರೀಕ್ಷಾ ಅರ್ಜಿಯನ್ನು ಸಲ್ಲಿಸುವಂತೆ (ಇತರ ವಿದ್ಯಾರ್ಥಿಗಳೊಂದಿಗೆ) ಸಂಬಂಧಪಟ್ಟ ಕಾಲೇಜಿನ ಪ್ರಾಂಶುಪಾಲರುಗಳು ನಿಗಾವಹಿಸತಕ್ಕದ್ದು.

11. ಪರೀಕ್ಷೆಗಳಿಗೆ ಹಾಜರಾಗುವ ಅಭ್ಯರ್ಥಿಗಳ ಹಣಕಾಸು ತಖ್ತೆ ಹಾಗೂ ಪರೀಕ್ಷಾರ್ಥಿಗಳ ಪಟ್ಟಿಯನ್ನು ಅನುಮೋದಿಸಲ್ಪಟ್ಟ ಪ್ರವೇಶಾನುಮೋದನೆ ಪಟ್ಟಿಯಲ್ಲಿ ಸೂಚಿಸಿರುವ ಮಾದರಿಯಲ್ಲಿ ಯಾವುದೇ ಕಾಗುಣಿತ ವ್ಯತ್ಯಾಸವಿಲ್ಲದಂತೆ ದಾಖಲಿಸಬೇಕು.

12. ವಿದ್ಯಾರ್ಥಿ ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು (ದಂಡಶುಲ್ಕ ರಹಿತ ಮತ್ತು ವಿವಿಧ ದರಗಳಲ್ಲಿ ದಂಡಶುಲ್ಕ ಸಹಿತ) ಕಾಲೇಜಿನ ಮುಖ್ಯಸ್ಥರಲ್ಲಿ ಪಾವತಿ ಮಾಡಲು ಈ ಕೆಳಕಂಡ ದಿನಾಂಕಗಳನ್ನು ನಿಗದಿಪಡಿಸಲಾಗಿದೆ.

ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಕಟ್ಟಲು ನಿಗದಿಪಡಿಸಲಾದ ಅಂತಿಮ ದಿನಾಂಕ:

ದಂಡಶುಲ್ಕ ರಹಿತ	18.02.2015
ದಂಡಶುಲ್ಕ ದಿನವೊಂದಕ್ಕೆ ರೂ. 40/–ರಂತೆ	19.02.2015 ರಿಂದ 25.02.2015ರವರೆಗೆ
ದಂಡಶುಲ್ಕ ದಿನವೊಂದಕ್ಕೆ ರೂ. 70/–ರಂತೆ	26.02.2015 ರಿಂದ 04.03.2015ರವರೆಗೆ

13. ಒಮ್ಮೆ ಪಾವತಿಸಲಾದ ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಯಾವ ಕಾರಣಕ್ಕೂ ಮರುಪಾವತಿ ಮಾಡಲಾಗುವುದಿಲ್ಲ ಹಾಗೂ ಅದನ್ನು ಮುಂದಿನ ಪರೀಕ್ಷೆಗಳಿಗೆ ಸರಿದೂಗಿಸಿಕೊಳ್ಳಲಾಗುವುದಿಲ್ಲ.

14. ಅಕ್ಟೋಬರ್ 2014ರ ಪರೀಕ್ಷೆಯ ಫಲಿತಾಂಶ ಪ್ರಕಟವಾಗದ ವಿದ್ಯಾರ್ಥಿಗಳು ಮರು ಮೌಲ್ಯಮಾಪನ ಮತ್ತು ಮರು ಸಂಕಲನಕ್ಕೆ ಅರ್ಜಿ ಸಲ್ಲಿಸಿರುವ ಅಭ್ಯರ್ಥಿಗಳು ಹಾಗೂ ಫಲಿತಾಂಶ ಪ್ರಕಟವಾಗಲು ಬಾಕಿ ಇರುವ ವಿದ್ಯಾರ್ಥಿಗಳು ಸಹ ಪರೀಕ್ಷೆಗೆ ನಿಗದಿಪಡಿಸಿದ ದಿನಾಂಕದೊಳಗಾಗಿ ಪರೀಕ್ಷಾ ಶುಲ್ಕದೊಂದಿಗೆ ಅಭ್ಯರ್ಥನ ಪತ್ರವನ್ನು ಸಲ್ಲಿಸತಕ್ಕದ್ದು. ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಅಂತಹ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಪಾವತಿ ದಿನಾಂಕವನ್ನು ಮುಂದೂಡಲಾಗುವುದಿಲ್ಲ. ಪರೀಕ್ಷಾ ಅವ್ಯವಹಾರಗಳಲ್ಲಿ ಭಾಗಿಯಾಗಿ, ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ನಿರ್ಣಯ ಬಾಕಿ ಇರುವಂತಹ ಅಭ್ಯರ್ಥಿಗಳು ಸಹ ನಿಗದಿತ ಸಮಯದೊಳಗೆ ಶುಲ್ಕವನ್ನು ಪಾವತಿಸಬೇಕು ಮತ್ತು ಅಭ್ಯರ್ಥನ ಪತ್ರವನ್ನು ಸಲ್ಲಿಸಬೇಕು,

15. ಅಭ್ಯರ್ಥಿಗಳು ತಮ್ಮ ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಕಾಲೇಜು ಆಫೀಸಿನಲ್ಲಿ ಪಾವತಿಸಬೇಕು ಮತ್ತು ಆನ್‌ಲೈನ್ ಮುಖಾಂತರ ಅರ್ಜಿಯನ್ನು ಸಲ್ಲಿಸಬೇಕು. ಶುಲ್ಕವನ್ನು ಪಾವತಿಸಿದ ಬಗ್ಗೆ ಪಡೆದ ರಶೀದಿಯನ್ನು ಪ್ರತ್ಯೇಕವಾಗಿ ಕಳುಹಿಸಿ ಕೊಡಬೇಕು ಹಾಗೂ ಮೊಬಲಗು, ದಿನಾಂಕ ಮತ್ತು ರಶೀದಿ ಸಂಖ್ಯೆಗಳನ್ನು ಆನ್‌ಲೈನ್ ಪರೀಕ್ಷಾ ಅರ್ಜಿಯಲ್ಲಿ ವಿವರವಾಗಿ ನಮೂದಿಸಬೇಕು.

16.

ಕ್ರಮ ಸಂಖ್ಯೆ	ಪರೀಕ್ಷೆ	ಸೆಮಿಸ್ಟರ್/ವರ್ಷ	ಶುಲ್ಕ ದರ
1.	ಬಿ.ಎ./ಬಿ. ಕಾಂ./ ಬಿ. ಎಸ್. ಡಬ್ಲ್ಯು	(ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಗಳನ್ನು ಹೊರತುಪಡಿಸಿ) ದ್ವಿತೀಯ ಸೆಮಿಸ್ಟರ್ ..... ಚತುರ್ಥ ಸೆಮಿಸ್ಟರ್ ..... ಸೆಮಿಸ್ಟರ್ ಹೊರತುಪಡಿಸಿ ಪ್ರಥಮ/ ದ್ವಿತೀಯ ವರ್ಷ ಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ ವಿಷಯವೊಂದಕ್ಕೆ ..... (ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಯೊಂದಿಗೆ) ದ್ವಿತೀಯ ಸೆಮಿಸ್ಟರ್ ..... ಚತುರ್ಥ ಸೆಮಿಸ್ಟರ್ ..... ಸೆಮಿಸ್ಟರ್ ಹೊರತುಪಡಿಸಿ ಪ್ರಥಮ/ದ್ವಿತೀಯ ವರ್ಷಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ ವಿಷಯವೊಂದಕ್ಕೆ	 ರೂ. 240.00 ರೂ .240.00 ರೂ. 200.00 ರೂ. 110.00 ರೂ. 320.00 ರೂ. 320.00 ರೂ. 300.00 ರೂ. 160.00
2.	ಬಿ.ಎ./ಬಿ. ಕಾಂ./ ಬಿ. ಎಸ್. ಡಬ್ಲ್ಯು	(ತೃತೀಯ ವರ್ಷ ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಗಳನ್ನು ಹೊರತುಪಡಿಸಿ) ಆರನೇ ಸೆಮಿಸ್ಟರ್ ..... ಸೆಮಿಸ್ಟರ್ ಹೊರತುಪಡಿಸಿ ಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ ..... ವಿಷಯವೊಂದಕ್ಕೆ ..... (ತೃತೀಯ ವರ್ಷ ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಯೊಂದಿಗ) ಆರನೇ ಸೆಮಿಸ್ಟರ್ ..... ಸೆಮಿಸ್ಟರ್ ಹೊರತುಪಡಿಸಿ ಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ ..... ವಿಷಯವೊಂದಕ್ಕೆ	 ರೂ.320.00 ರೂ. 320.00 ರೂ. 160.00 ರೂ. 430.00 ರೂ. 430.00 ರೂ. 240.00
3.	ಬಿ.ಎಸ್ಸಿ.	(ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಗಳನ್ನು ಹೊರತುಪಡಿಸಿ) ದ್ವಿತೀಯ ಸೆಮಿಸ್ಟರ್ ..... ಚತುರ್ಥಸೆಮಿಸ್ಟರ್ ..... ಸೆಮಿಸ್ಟರ್ ಹೊರತುಪಡಿಸಿ ಪ್ರಥಮ/ ದ್ವಿತೀಯ ವರ್ಷ ಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ ..... ವಿಷಯವೊಂದಕ್ಕೆ ..... (ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಯೊಂದಿಗೆ) ದ್ವಿತೀಯ ಸೆಮಿಸ್ಟರ್ ..... ಚತುರ್ಥ ಸೆಮಿಸ್ಟರ್ ..... ಸೆಮಿಸ್ಟರ್ ಹೊರತುಪಡಿಸಿ ಪ್ರಥಮ/ದ್ವಿತೀಯ ವರ್ಷಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ ..... ವಿಷಯವೊಂದಕ್ಕೆ	 ರೂ. 320.00 ರೂ 320.00 ರೂ. 320.00 ರೂ. 110.00 ರೂ. 320.00 ರೂ. 320.00 ರೂ. 320.00 ರೂ 160.00
4.	ಬಿ.ಎಸ್ಸಿ	ತೃತೀಯ ವರ್ಷ (ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಗಳನ್ನು ಹೊರತುಪಡಿಸಿ) ಆರನೇ ಸೆಮಿಸ್ಟರ್ ..... ಸೆಮಿಸ್ಟರ್ ಹೊರತುಪಡಿಸಿ ಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ ..... ವಿಷಯವೊಂದಕ್ಕೆ ..... (ಪ್ರಾಯೋಗಿಕ ಪರೀಕ್ಷೆಯೊಂದಿಗೆ) ಆರನೇ ಸೆಮಿಸ್ಟರ್ ..... ಸೆಮಿಸ್ಟರ್ ಹೊರತುಪಡಿಸಿ ಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ ..... ವಿಷಯವೊಂದಕ್ಕೆ	 ರೂ.430.00 ರೂ.430.00 ರೂ.160.00 ರೂ. 430.00 ರೂ.430.00 ರೂ.240.00
5.	ಬಿ.ಎಸ್ಸಿ (ಎಫ್. ಎನ್. ಡಿ.)	ಪರೀಕ್ಷಾ ಶುಲ್ಕದ ದರ (1 ರಿಂದ 6ನೇ ಸೆಮಿಸ್ಟರ್) ಪ್ರತಿ ಸಮಿಸ್ಟರ್ ಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ (ಎಲ್ಲಾ ಪತ್ರಿಕೆಗಳನ್ನೂಳಗೊಂಡು) ಪ್ರತಿ ಸಮಿಸ್ಟರ್‌ಗೆ ವಿಷಯವೊಂದಕ್ಕೆ	 ರೂ. 1600.00 ರೂ. 1600.00 ರೂ. 320.00
6.	ಬಿ.ಎಸ್ಸಿ (ಆ್ಯನಿಮೇಶನ್ ಮತ್ತು ವಿಜ್ಯುವಲ್ ಇಫೆಕ್ಟ್ಸ್)	ಪರೀಕ್ಷಾ ಶುಲ್ಕದ ದರ (1 ರಿಂದ 6ನೇ ಸೆಮಿಸ್ಟರ್) ಪ್ರತಿ ಸಮಿಸ್ಟರ್ ಪೂರ್ಣ ಪರೀಕ್ಷೆಗೆ (ಎಲ್ಲಾ ಪತ್ರಿಕೆಗಳನ್ನೂಳಗೊಂಡು) ವಿಷಯವೊಂದಕ್ಕೆ	 ರೂ. 900.00 ರೂ. 320

17. ವಿದ್ಯಾರ್ಥಿಗಳು ಪರೀಕ್ಷೆಯ ಯಾವುದಾದರೂ ಭಾಗ/ ಭಾಗಗಳಿಗೆ ಪಾವತಿಸಲಿರುವ ಒಟ್ಟು ಪರೀಕ್ಷಾ ಶುಲ್ಕವು ನಿಗದಿತ ಪೂರ್ಣ ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಮೀರಬಾರದು.

18. ವಿದೇಶಿ ಅಭ್ಯರ್ಥಿಗಳು ನಿಗದಿಪಡಿಸಿದ ಪರೀಕ್ಷಾ ಶುಲ್ಕದ ಮೂರು ಪಟ್ಟು ಶುಲ್ಕವನ್ನು ಪಾವತಿಸತಕ್ಕದ್ದು.

19. ಮೇಲೆ ನಿಗದಿಪಡಿಸಿದ ಪರೀಕ್ಷಾ ಶುಲ್ಕದ ಜೊತೆಗೆ ಪ್ರತೀ ಪರೀಕ್ಷೆಗೆ ರೂ. 175/– ಅಂಕಪಟ್ಟಿ ಶುಲ್ಕ ಮತ್ತು ರೂ. 100/– ಆನ್‌ಲೈನ್ ಎಪ್ಲಿಕೇಶನ್ ಪ್ರೊಸೆಸಿಂಗ್ ಶುಲ್ಕಗಳನ್ನು ಪಾವತಿಸತಕ್ಕದ್ದು.

20. ಅ. ಪರಿಶಿಷ್ಟ ಜಾತಿ/ ಪರಿಶಿಷ್ಟ ಪಂಗಡಕ್ಕೆ ಸೇರಿದ ಕರ್ನಾಟಕ ರಾಜ್ಯದ ಅಭ್ಯರ್ಥಿಗಳು ಮಾತ್ರ ಪರೀಕ್ಷಾ ಶುಲ್ಕ ವಿನಾಯತಿ ಪಡೆಯಲು ಅರ್ಹರಾಗಿರುತ್ತಾರೆ.

ಆ. ಪ್ರ. ವರ್ಗ ಪುನ: (ಆದಾಯ ಮಿತಿ ರೂ. 2,00,000/– ಮೀರದ)ಕ್ಕೆ ಸೇರಿದ ಕರ್ನಾಟಕ ರಾಜ್ಯದ ಅಭ್ಯರ್ಥಿಗಳು ಮಾತ್ರ ಪರೀಕ್ಷಾ ಶುಲ್ಕ ವಿನಾಯತಿ ಪಡೆಯಲು ಅರ್ಹರಾಗಿರುತ್ತಾರೆ.

ಇ. ಕುಟುಂಬದ ವಾರ್ಷಿಕ ವರಮಾನ ರೂ. 44,500/– ಮತ್ತು ಕಡಿಮೆ ಇರುವ ಕರ್ನಾಟಕ ರಾಜ್ಯದ ವಿದ್ಯಾರ್ಥಿಗಳು ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಪಾವತಿಸಿ, ತದನಂತರ ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಹಿಂದುಳಿದ ವರ್ಗಗಳ/ಅಲ್ಪಸಂಖ್ಯಾತರ ಕಲ್ಯಾಣ ಇಲಾಖೆಯಿಂದ ಕ್ಲೇಮು ಪಡೆದು ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಮರುಭರಿಸುವುದು.

ಈ. ಪುನರಾವರ್ತಿತ ವಿದ್ಯಾರ್ಥಿಗಳು ಶುಲ್ಕ ವಿನಾಯಿತಿ ಪಡೆಯಲು ಅರ್ಹರಾಗಿರುವುದಿಲ್ಲ. ಆದರೆ ಎಲ್ಲಾ ಅಭ್ಯರ್ಥಿಗಳು ಪರೀಕ್ಷಾ ವಿನಾಯಿತಿ ಪಡೆಯುವ ಅಭ್ಯರ್ಥಿಗಳು ಸೇರಿದಂತೆ ರೂ. 175/– ಅಂಕಪಟ್ಟಿ ಶುಲ್ಕ ಮತ್ತು ರೂ. 100/–ಆನ್‌ಲೈನ್ ಎಪ್ಲಿಕೇಶನ್ ಪ್ರೊಸೆಸಿಂಗ್ ಶುಲ್ಕಗಳನ್ನು ಪಾವತಿಸತಕ್ಕದ್ದು.

21. ವಿದ್ಯಾರ್ಥಿಗಳಿಂದ ಪಡೆದ ಒಟ್ಟು ಶುಲ್ಕವನ್ನು ಈ ಕೆಳಗಿನ ಕೋಡ್ ಸಂಖ್ಯೆಗಳಲ್ಲಿ ಬ್ಯಾಂಕ್ ಮುಖಾಂತರ ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ನಿಧಿಗೆ ಪಾವತಿಸತಕ್ಕದ್ದು.

ಅ)	ಅರ್ಜಿ ಶುಲ್ಕ	008/14
ಆ)	ಪರೀಕ್ಷಾ ಶುಲ್ಕ	008/23
ಇ)	ಅಂಕಪಟ್ಟಿ ಶುಲ್ಕ	008/24

22. ಈ ಕೆಳಗೆ ನಮೂದಿಸಿರುವ ತಖ್ತೆಗಳನ್ನು ಮತ್ತು ದಾಖಲೆ ಪತ್ರಗಳನ್ನು ತಪ್ಪದೇ ಈ ಕಛೇರಿಗೆ ದಿನಾಂಕ **07.03.2015**ರ ಒಳಗಾಗಿ ಕಳುಹಿಸಿ ಕೊಡುವುದು. ಕೆಳಗೆ ನಮೂದಿಸಿದ ಎಲ್ಲಾ ದಾಖಲೆಗಳನ್ನು ವಿಷಯವಾರು ಅಂದರೆ ಬಿ.ಎ./ ಬಿ.ಎಸ್ಸಿ./ ಬಿ.ಕಾಂ/ ಬಿ.ಎಸ್.ಡಬ್ಲ್ಯು/ ಬಿ.ಎಸ್ಸಿ. (ಎಫ್.ಎನ್.ಡಿ)/ ಬಿ.ಎಸ್ಸಿ. (ಆ್ಯನಿಮೇಶನ್ ಮತ್ತು ವಿಜ್ಯುವಲ್ ಇಫೆಕ್ಟ್ಸ್) ಬೇರೆ ಬೇರೆಯಾಗಿ ವಿಂಗಡಿಸಿ ಕೊಡತಕ್ಕದ್ದು. ತಪ್ಪಿದ್ದಲ್ಲಿ ಕಾಲೇಜಿನವರೇ ಜವಾಬ್ದಾರರಾಗಬೇಕಾಗುತ್ತದೆ.

ಅ) ಆನ್‌ಲೈನ್ ಅಭ್ಯರ್ಥನ ಪಟ್ಟಿ – ದ್ವಿಪ್ರತಿಗಳಲ್ಲಿ

ಆ) 2006 ಹಾಗೂ ಅದರ ಹಿಂದಿನ ಸಾಲಿನ ವಿದ್ಯಾರ್ಥಿಗಳ ಮ್ಯಾನ್ಯುವಲ್ ಅಭ್ಯರ್ಥನ ಪಟ್ಟಿಯನ್ನು ಪ್ರತ್ಯೇಕವಾಗಿ ಸಲ್ಲಿಸುವುದು (ದ್ವಿಪ್ರತಿಗಳಲ್ಲಿ)

ಇ) ಕ್ರೋಢೀಕೃತ ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಪಾವತಿಸಿದ ಒಂದು ಚಲನ್.

ಈ) ಹಣಕಾಸು ತಃಖ್ತೆ – ಆನ್‌ಲೈನ್ ಪ್ರಿಂಟ್

ಉ) ಪರಿಶಿಷ್ಟ ಜಾತಿ/ ಪರಿಶಿಷ್ಟ ಪಂಗಡ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ನೀಡಲಾದ ಶುಲ್ಕ ವಿನಾಯಿತಿ ತಃಖ್ತೆ ಅಂತಹ ಯಾವುದೇ ಬೇಡಿಕೆಗಳು ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಶೂನ್ಯ ವರದಿಯನ್ನು ತಪ್ಪದೆ ಕಳುಹಿಸಿಕೊಡಬೇಕು.

ಊ) ವರ್ಗ–1 ಕ್ಕೆ ಸೇರಿದ (ಆದಾಯ ಮಿತಿ ರೂ. 2,00,000/– ಮೀರದ) ವಿದ್ಯಾರ್ಥಿಗಳ ಸರ್ಕಾರಕ್ಕೆ ಕ್ಲೇಮು ಸಲ್ಲಿಸಿ ಸ್ವೀಕೃತಿ ಪಡೆದ ಬಿಲ್ಲಿನ ಪ್ರತಿಯನ್ನು ಕಳುಹಿಸಿಕೊಡಬೇಕು. ಇಂತಹ ಯಾವುದೇ ಬೇಡಿಕೆಗಳು ಇಲ್ಲದಿದ್ದಲ್ಲಿ ಶೂನ್ಯ ವರದಿಯನ್ನು ಕಳುಹಿಸುವುದು.

ಋ.) ಪ್ರತೀ ಸೆಮಿಸ್ಟರ್ / ವಾರ್ಷಿಕ ಪದ್ಧತಿಯ ಪುನರಾವರ್ತಿತ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗುವ ವಿದ್ಯಾರ್ಥಿಗಳ ಸಂಖ್ಯೆಯನ್ನು ಸೂಚಿಸುವ ತಃಖ್ತೆ (ಲಗತ್ತಿಸಲಾಗದ ನಮೂನೆಯಲ್ಲಿ).

ಎ. ಇತರ ಕಾಲೇಜು/ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಗಳಿಂದ ವರ್ಗಾವಣೆ ಪ್ರವೇಶಾತಿ ಹೊಂದಿದ ವಿದ್ಯಾರ್ಥಿಗಳ ಬಗ್ಗೆ ಪ್ರತ್ಯೇಕ ವಿವರ ಸಲ್ಲಿಸುವುದು.

23. ಆಂತರಿಕ ಮಾಪನದ ಅಂಕಗಳನ್ನು ಆನ್‌ಲೈನ್ ಮುಖಾಂತರ ಸಲ್ಲಿಸಿ, ಅಂತಿಮ ಆನ್‌ಲೈನ್ ಪ್ರಿಂಟೌಟ್ ಪ್ರತಿಗಳನ್ನು (ದ್ವಿಪ್ರತಿಗಳಲ್ಲಿ) ಲಿಖಿತ ಪರೀಕ್ಷೆಗಳನ್ನು ಪ್ರಾರಂಭವಾಗುವ 15 ದಿನಗಳ ಮುಂಚಿತವಾಗಿ ಈ ಕಛೇರಿಗೆ ತಪ್ಪದೆ ಸಲ್ಲಿಸಲು ತಿಳಿಸಲಾಗಿದೆ.

ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)

ಲಗತ್ತು : ವಿದ್ಯಾರ್ಥಿಗಳ ಸಂಖ್ಯೆಯನ್ನು ಸೂಚಿಸುವ ತಃಖ್ತೆ

ರಿಗೆ: ಬಿ.ಎ./ಬಿ.ಎಸ್ಸಿ./ಬಿ.ಕಾಂ/ಬಿ.ಎಸ್.ಡಬ್ಲ್ಯು ಬಿ.ಎಸ್ಸಿ.(ಎಫ್.ಎನ್.ಡಿ.) / ಬಿ.ಎಸ್ಸಿ. (ಆ್ಯನಿಮೇಶನ್ ಮತ್ತು ವಿಜ್ಯುವಲ್ ಇಫೆಕ್ಟ್ಸ್) ಪದವಿ ಹೊಂದಿರುವ ಎಲ್ಲಾ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ.

ಪ್ರತಿ:

1. ಕುಲಸಚಿವರು/ಹಣಕಾಸು ಅಧಿಕಾರಿ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ
2. ಉಪ ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ), ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ
3. ಸಹಾಯಕ ಕುಲಸಚಿವರು(ಪರೀಕ್ಷಾಂಗ) 1 ಮತ್ತು 2, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ
4. ಕುಲಪತಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಮಂಗಳಗಂಗೋತ್ರಿ.
5. ಜಂಟಿ ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ, ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಕಾಲೇಜು ಆವರಣ, ಮಂಗಳೂರು.
6. ಜಿಲ್ಲಾ ಸಮಾಜ ಕಲ್ಯಾಣ ಅಧಿಕಾರಿ, ಡಿ.ಸಿ. ಆಫೀಸಿನ ಬಳಿ, ದ.ಕ., ಮಂಗಳೂರು.
7. ಆಪ್ತ ಸಹಾಯಕರು, ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ), ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಮಂಗಳಗಂಗೋತ್ರಿ .
8. ಅಧೀಕ್ಷಕರು ಎಸ್.1, ಎಸ್.2, ಎಸ್.3, ಎಸ್.4, ಎಸ್.6.
9. ಸಿಸ್ಟಂ ಅನಾಲಿಸ್ಟ್, ಕಂಪ್ಯೂಟರ್ ವಿಭಾಗ, ಕುಲಸಚಿವ (ಪರೀಕ್ಷಾಂಗ)ರ ಕಛೇರಿ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ
10. ಇ.2/ಇ.9/ಇ.11//ಇ.10/ಇ.20/ಇ.30 ಕಾರ್ಯನಿರ್ವಾಹಕರು.

MANGALORE UNIVERSITY

STATEMENT OF THE CANDIDATES (STATISTICS) APPEARING FOR THE CREDIT BASED SEMESTER DEGREE OF B.A./B.Sc./B.Com./B.S.W. EXAMINATIONS OF APRIL 2015

Name of the College: ... ...

Degree	Fresh candidates			Repeater candidates			Total		
	II Sem	IV Sem	VI Sem	II Sem	IV Sem	VI Sem	II Sem	IV Sem	VI Sem
B.A withount Practical									
B.A with Practical									
B.A (Vocational)									
B.Sc.									
B.Sc. (Vocational)									
B.Com									
B.Com. (Vocational)									
Total :									

SIGNATURE OF THE PRINCIPAL.

MANGALORE UNIVERSITY

STATEMENT OF THE CANDIDATES (STATISTICS) APPEARING FOR THE B.A./B.Sc./B.Com./B.S.W. DEGREE EXAMINATIONS OF APRIL 2015(ANNUAL SCHEME)

Name of the College: ... ...

Degree	**Year**		
	I	**II**	**III**
B.A.			
B.Sc.			
B.Com			
Vocational Subject : B.A.			
B.Sc.			
B.Com.			
Total :			

SIGNATURE OF THE PRINCIPAL.

MANGALORE UNIVERSITY

STATEMENT OF THE CANDIDATES (STATISTICS) APPEARING FOR THE CREDIT BASED SEMESTER DEGREE OF B.Sc.(F.N.D) EXAMINATIONS OF APRIL 2015

Name of the College: ... ...

Degree	Fresh candidates			Repeater candidates			Total		
	II Sem	IV Sem	VI Sem	II Sem	IV Sem	VI Sem	II Sem	IV Sem	VI Sem
B.Sc. (F.N.D)									

SIGNATURE OF THE PRINCIPAL.

MANGALORE UNIVERSITY

Accredited by NAAC with ಎ ಗ Grade

No.MU/EXB/CR.41/2011-12/E.5

Office of the
Registrar (Evaluation)
Mangalagangothri-574 199.
Date: 18.02 .2015

Sir/Madam,

Sub: I, III,V Credit Based Semester and Supplementary B.A./ B.Sc./ B.Com/. B.S.W./ B.Sc.(F.N.D.)/ B.Sc. Animation and Visual Effects/B.A Security and Detective Science degree examination of April/ May 2015-Conduct of Practical/ Viva Examinations-reg.

With reference to the above, I am directed to state that you are appointed as the Co-ordinator in the subject .....for conducting Practical/ Viva Examination for the examination of April/ May 2015.

In this connection, I am to request you to communicate with the various Principals and obtain the time-table and the names of the staff members on the rolls of the college, qualified for appointment as examiners for practical examination in the subject. Kindly approve the same after necesssary scrutiny and communicate the same to the respective Principal.

You are also requested to appoint only qualified examiners found **as per the 2014 approved gradation list** for conducting the practical examination at various centres.

Instructions for appointing Examiners:

1. The Practical Examinations may be arranged at any time during **12.03. 2015** to **07.04.2015** October 2011 and a compliance report be sent to the University soon after the completion of the examination.
2. There shall be two examiners for the practical examinations, one Internal and one External. The External Examiner shall be preferably from a college of the same town or a nearby place. If no qualified internal examiner is avaliable, two external examiners may be appointed. Practical Examination should not be conducted with only two internal examiners.
3. Eventhough there is a provision in the regulation to conduct the practical examinations in two different ways, (80 marks 1 practical or 40 marks 2 practicals) to avoid confusion in computerization all the practical co-ordinators are strictly instructed to adopt 1 practical examination of 80 marks.
4. The examiners for practials have to be selected only from the Gradation list which is being supplied to you. Under no circumstances, examiners other than those in the Gradation List are to be appointed. .
5. After obtaining the provisional time table which would also give an idea of the total number of batches in various centres, the work may be assigned to the examiners in such a manner that the examiners get more or less equal remuneration (not applicable to UGC Scale holders). To facilitate this equitable distribution, the time-table has to be got from the colleges, positively by **07.03.2015.**

6. Instructions to the Examiners and Chief Superintendent:

a) The mark lists should be prepared in the prescribed manual sheet and put in the inner cover and sealed and handed over to the Chief Superintendent. The marks are to be entered both in figures and words.Whenever the marks are in single digit a zero should precede the number to avoid any interpolation. The answer scripts of practical examination may also be handed over to the Chief Superintendent, and the answer scripts should be sent to the Registar (Evaluation) only after announcement of results.

b) The award of marks to the practical class record should not be recorded on the practical class record books of the candidates. The register making the entries of the class record marks duly signed by both the examiners is to be maintained in the respective colleges. The record marks are not be divulged to the candidates. The examiners may also be instructed to be more objective in the valuation of records.

c) As per Regulation No.10(ii), candidates shall not be admitted to the practical examination unless he/she produces the practical class record book duly certified by Head of the Department in the subject concerned at his/ her first appearance. It has come to the notice of the Registrar (Evaluation) that some examiners have permitted the candidates to take practical examination without practical class record.The concerned examiners will be held responsible for the violation of this provision

. d) However, for the subsequent appearance, the submission of practical class record need not be insisted upon. But the Examiners concerned shall make a note in the mark list that the candidates marks are held in the University.

e) The claim for T.A/D.A in connection with the practical examination may be sent directly to the Registrar (Evaluation), Mangalore University, Mangalagangothri- 574 199, D.K. along with the Attendence Certificate of Chief Superintendent of the College.

f) The work done statement in respect of Practical Examinations held in varios centres are to be prepared by the Chief Superintendent and they should send the same to the concerned Chairman/Co-ordinator for his counter signature and for onward transmission to the Registrar(Evaluation). However, one copy of the same may be sent in advance to the Registrar (Evaluation).

g) The details of the Practical Examination, remuneration claim by the Examiner must include the date, the time, the number of candidates assigned, the number of candidates examined and the remuneration claimed for each batch. The remuneration bill of all practical examinations have to be sent directly to the Registrar (Evaluation).by the concerned examiner.

7. A contingent expenditure of 1.25 paise per candidate actually taking the practical examination subject to the minmum of Rs.150.00 and maximum of Rs.500.00 is payable to the Co-ordinator/ Chairman towards obtaining the assistance of Clerk/Attender/Peon and also for purchasing of stationery and other requirements, in connection with the arrangement of practical examination. This claim has to be made based on the number of candidates appeared, for the practical examination.

8. Contingent amount for Co-ordinating the Practical.

To be claimed by the Co-Ordinator/ Chairman to meet the expenses on clerical and menial staff purchase of stationery etc. (Postage will be reimbursed separately on production of postal receipts etc.)	1) Telephone charges - a maximum of Rs. 750.00 for boards of Conputer science and for other boards Rs. 500.00 subject to production of self certified statement of cells made. 2) Rs. 1.25 per candidate. 3. Min. Rs. 150.00 Max.Rs. 500.00

CO-ORDINATORS FOR PRACTICAL EXAMINATION OF OCTOBER/NOVEMBER 2011

Sl.No.	Subject		Name and Address
1	Physics	.....	Dr. S. Anantha Padmanabha Bhat Associate Professor of Physics Poornaprajna College Udupi.
2.	a) Electronics	.....	Smt. Suprabha Selection Grade Lecture Vivekananada College Puttur.
3.	Chemistry	.....	Dr. Ramesh Chimbalkar Associate Professor Dept. of Chemistry Bhandarkar's College Kundapura.
4.	Botany	.....	Dr. Prasanna Rai K. Associate Professor Botany St. Philomena College Puttur- 574 202.
5.	Zoology	.....	Dr. A. Prakash Associate Professor Dr.G. Shanker Govt. Women's F.G College, Ajjarakadu, Udupi
6.	Statistics	.....	Dr. U.A. Lavaraj Dept.of Statistics M.G.M. College Udupi.
7.	Geography	.....	Prof. Thulasi K.S. Dept.of Geography Cauvery College Gonikoppal
8.	Psychology	.....	Smt. Deepa Kotary Lecturer Alva's College Moodabidri
9.	Bio-technology	.....	Dr.Rama Bhat Alva's College Vidyagiri, Moodabidri
10.	Home Science	.....	Smt. Archana Prabhath Alva's College Vidyagire, Moodabidri
11.	Bio-Chemistry		Smt. Usha B. Alva's College Vidyagire, Moodabidri
12.	Microbiology	.....	Smt. Suma G.R. Dept. of Microbiology Bhandakar's College Kundapura.
13.	Tax Procedure(Vocational) (including Project Evaluation & its Viva)	.....	Sri Suresh Mayya M.G.M.College Udupi
14.	a) Secretarial Practice b) O.M. & S.P (Vocational) (including Project Evaluation & its Viva)	.....	Ms. Jyothi Crossland College Brahmavar.

15	a) Computer Science b) Computer Application (Vocational) (including Project Evaluation & its Viva) c) Data Processing	...	Sri Prakash Dept.of Computer Science Vivikananda College Puttur.
16	Bharathantyam, Western Music, Carnataka Music	...	Mrs. Mary Bini Asst. Professor Alva's College Vidyagiri, Moodabidri
17	B.Sc. (F.N.D.)	...	Smt.. Archana Prabhat Alva's College Vidyagiri, Moodabidri
18	Physical Education	...	Sri Rathnakar Puthi Alva's College Vidyagiri, Moodabidri
19	B.A (Security & Detective Science)	...	Sri Vivek Vallabh M.I.F.T. College Opposite K.M.C. Hospital Attavar, Mangalore -575 001
20	B.Sc. (Animation & Detective Science)	...	Sri Thanveer Sri Sharada College Kodialbail, Mangalore
21	Bachelore of Visual Arts	...	Sri Sharath Kumar Sheety Dept.of Visual Arts Alva's College Vidyagiri, Moodabidri.

Co-Ordinator for Viva-Voce Examination

1.	B.S.W	...	Sri. Paul Herald Mascarenhas Lecturer St. Philomena College Puttur
2.	Business Management	...	Mr. Raghuram Shetty Lecturer, Dept.of Business Mgt. St. Mary's Syrian College Brahmavar.

The relevant instructions given above may kindly be brought to the notice of the examiners appointed for practical examinations.

For the attention of the Principals of Arts, Science and Commerce College with a list of Co-ordinators and with the following instructions:

a) Principals are requested to send the provisional time-table and names of staff members working at present in the concerned subject whose names are included in the Gradation list of examiners to the respective co-ordinators under copy to this office so as to reach them on or before **07.03.2015**

b) Further, the Principals are also requested to circulate the relevant instructions given above to the examiners at the time of the Practical Examination at their centre.

c) Practical Examinations may be arranged during **26th September 2011 to 26th October 2011**.

LIST OF COLLEGES WHERE SUBJECTS WITH PRACTICALS ARE TAUGHT AS OPTIONAL SUBJECTS IN MANGALORE UNIVERSITY

1.	University College, Mangalore		Physics,Chemistry, Botany, Zoology, Geography Statistics, Geology, Computer Science, Micro-Biology, Computer Applications. Tourism and Travel Management.
2.	St. Agnes College, Mangalore		Electronics, Physics,Chemistry, Botany, Zoology,

			Phychology, Data Processing, Statistics, Computer Science, Micro-Biology, Computer Applications, O.M.& S.P (Vocational) Secretarial Practice, Bio-Technology.
3.	Canara College, Mangalore	.....	Physics,Chemistry, Botany, Zoology, Computer Sc., Electronics, Computer Applications.
4.	Govinda Dasa College, Surathkal	.....	Physics,Chemistry, Statistics, Computer Sc., Computer Applications, Journalism.
5.	S.V.S.College Bantwal	.....	Physics,Chemistry, Botany, Zoology, Computer Sc., Computer Applications,
6.	St. Aloysius College,Mangalore	.....	Physics,Chemistry, Botany, Zoology, Computer Sc., Electronics, Physical Education, Microbiology, Statistics, Data Processing, Communicative English (Vocational), Bio-Chemistry (B.Sc.), Bio-Technology, Statistics (B.A.),Psychology, B.S.W., Computer Application.
7.	Vijaya College, Mulki	.....	Physics,Chemistry, Botany, Zoology, Computer Sc., Electronics, Computer Applications.
8.	M.G.M College, Udupi	.....	Physics,Chemistry, Botany, Zoology, Computer Sc. Statistics, HomeScience,Tax Procedure.
9.	Poornaprajna College, Udupi	.....	Physics,Chemistry, Botany, Zoology, Statistics, Computer Sc.,Computer Applications,
10.	Bhandarkar's College, Kundapur	.....	Physics,Chemistry, Botany, Zoology, Statistics, Computer Sc., Phychology, Micro-Biology, Bio-Chemistry, Biotechnology, B.S.W., Journalism.
11.	Sri Bhuvanendra College, Karkala	.....	Physics,Chemistry, Botany, Zoology, Computer Sc., O.M.& S.P(Vocational), Phychology, Bio-Technology MicroBiology B.S.W., Journalism.
12.	F.M.K.M.C. College Madiker	.....	Physics,Chemistry, Botany, Zoology, Computer Sc., Computer Applications, Micro-Biology Data Processing, B.S.W., Journalism.
13.	Sri Mahaveera College Moodabidri	.....	Physics,Chemistry, Botany, Zoology, Computer Sc., Statistics, Computer Applications, Data Processing,
14.	St. Philomena College., Puttur.	.....	Physics,Chemistry, Botany, Zoology, Statistics Computer Sc.,Computer Applications, Data Processing, B.S.W.,
15.	Vivekananda College Puttur.	.....	Physics,Chemistry, Botany, Zoology, Statistics, Computer Sc., Electronics,Computer Applications, Journalism.
16.	Cauvery College, Gonikoppal	.....	Physics,Chemistry, Botany, Zoology, Geography
17.	S.D.M College Ujre.	.....	Physics,Chemistry, Botany, Statistics, Psychology, Home Science, Computer Applications,nosy, Tax Procedure, Data Processing,
18.	Milagres College, Kallianpur	.....	Physics,Chemistry.

19.	School of Social Work Roshni Nilaya, Mangalore	.....	Criminology, Psychology, Computer Applications, Secretarial Practice, B.S.W.
20.	Besant Women College	.....	Home Science, Data Processing, Computer Science, Statistics, Secretarial Practice, O.M & S.P ., B.Sc.(F.N.D.)
21.	Dr. N.S.A.M First Grade College, Nitte	.....	Electronics, Computer Science, Computer Application, Physics.
22.	Nehru Memorial College Sullia.	.....	Physics, Chemistry, Botany, Zoology, Computer Science, Computer Application, B.S.W.
23.	Crossland College Brahmavar	.....	Computer Application, Secretarial Practice, Office Practice & Management (O.P.M)
24.	Sacred Heart College Madanthyar.	.....	Secretarial Practice.
25.	St. Mary Syrian College, Brahmavar.	.....	O.M. & S.P. (Vocational)
26.	Alva College Moodabidri	.....	Microbiology, Chemistry, Zoology, Physics, Computer Science, Psychology, Bio-Technology, Botany B.S.W., Bio-Chemistry, Computer Application, B.Sc. (F.N.D) Bharatanatyam, Carnatic Music, Physical Education, Journalism.
27.	Madhava Pai Memorial College, Vidyanagar, Manipal- 576 110.	.....	Physics, Computer Science, Computer Application.
28.	Sandesh Fine Arts College Bajjody, Mangalore.	.....	Bharatanatyam, Carnatic Music, Western Music.
29.	S.A.R.S.A. College of Arts & Science, Maladi Court, Kuloor-Kavoor Road, Panjimogaru, Mangalore	.....	Bharatanatyam, Carnatic Music, Western Music.
30.	Govt. First Grade Women College, Ajjarakadu, Udupi	.....	Physics, Electronics, Computer Science, Statistics, Psychology , Rural Development, Botany, Zoology, Chemistry,
31.	Sri Dhavala College, Moodabidri	.....	Co-operation, Advertising, Sales Promotion and Sales Management, Computer Application.
32.	Vidyaniketan Fr. Gr. College Kaup.	.....	Botony, Zoology, Chemistry, Bio-Chemistry, Bio-Technology, Computer Application.
33.	Hira Women College Permannur Post Babbukatte, Mangalore-17	.....	Computer Application.
34	P.A. College, Nadupadavu Kairangala, Bantwal Taluk	.....	Computer Application, Microbiology, Chemistry, Botony.
35	Smt. Rukmini Shedthi National First Grade College, Barkur.	.....	Physics, Computer Science, Electronics, B.S.W.
39.	Beary First Grade College, Kodi, Kundapura.	.....	Computer Application.

37.	Govt. Fr, Gr. College Bantwal	.....	Physics, Mathematics, Computer Science.
38.	Govt. Fr, Gr. College Sullia	.....	Physics, Mathematics, Computer Science.
39	Dr. A.V. Baliga Instituteof Social Work, Brahmavar	.....	B.S.W., BA Psychology
40	Govt. First Grade College Bellare	.....	B.S.W.
41	Govt. First Grade College, Vittal	.....	B.S.W.
42	Govt. First Grade College, Punjalkatte	.....	B.S.W.
43	Govt. First Grade College, Hiriadka	.....	Physics, Statistics.
44.	Govt. First Grade College, Carstreet, Mangalore	.....	Physics, Computer Science.
45.	Govt. First Grade College, Thenkanidiyoor, Udupi	.....	Physics, Computer Science, B.S.W.
46.	Govt. First Grade College, Uppinangady	.....	Physics, Computer Science& B.S.W., Psychology
47.	Govt. First Grade College, Vamadapadavu	.....	Physics, Computer Science & B.S.W.
48	Govt. First Grade College, Bettampady.	.....	Physics, Computer Science, B.S.W.
49	Padu Thirupathi First Grade College, Anantha Shayana Karkala-574 104	.....	Computer Application.
50	Govt. First Grade College, Kota, Padukere	.....	B.S.W.
51.	Besant First Grade Evening College, Mangalore	.....	Computer Application.
52.	Govt. First Grade College, Hebri	.....	Physics, Computer Science.
53.	Kanachur Institute of Management & Science, Deralakatte, Mangalore	.....	Computer Application.
54.	Govt. Fr, Gr. College Virajpet	.....	Physics, Computer Science
55.	Govt. Fr, Gr. College Balmatta	.....	Physics, Computer Science
56.	Govt. Fr, Gr. College Koteshwara, Kundapura	.....	Physics, Computer Science
57.	Mangalore Institute of Fashion Technology, Mangalore	.....	B.A.in Security & Detective Science
58	Sharada College, Mangalore	.....	B.Sc. in Animation & Visual Effects

REGISTRAR (EVALUATION)

To: The Principals of all affiliated Colleges/Practical Co-ordinators.

Annexure

Registration Form

APPENDIX 3

BEFORE FILLING THE REGISTRATION FORM PLEASE READ THE INSTRUCTIONS GIVEN OVERLEAF CAREFULLY

MANGALORE UNIVERSITY

Form Serial Number

REGISTRATION FORM FOR UG / PG YEAR / SEMESTER EXAMINATION

1. Registration No.

2. Registration Year

3. Name of the Course

4. Year/Semester No.

(Enter Only if Year/Semester is other than one)

5. College Code

6. Name of the Candidate (as per SSLC records, unless officially changed later) in block letters

Space for photograph

DO NOT PINSTAPLE the photograph

Paste the photograph inside the box only

PHOTO NOT TO BE ATTESTED

7. Date of Birth

D D M M Y Y Y Y

8. Gender

1 = Male
2 = Female

9. Category

1 = SC
2 = ST
3 = I
4 = IIa
5 = IIb
6 = IIIa
7 = IIIb
8 = BM
9 = Other

10. Physically Handicapped

1 = Blind 3 = Deaf
2 = Dumb 4 = Other 5 = None

11. UG / PG

1 = UG (Under Graduate)
2 = PG (Post Graduate)

Signature of the Candidate
(Sign within the Box only)

12. Father's Name

13. Mother's Name

14. Permanent Address

PIN

Phone

STD CODE

Email

15. Annual Income of the Parent / Guardian (in rupees)

16. If you opt to write the examination other than the Kannada language subject in Kannada, enter Y or N

Y = Yes
N = No

The information given by me in this application is true to the best of my knowledge & belief.

Place :

Date :

Signature of the Candidate

Certified that particulars given by the candidate have been verified and found correct.

Signature of the Chairman University P.G. Dept / Principal of the College with seal

BEFORE FILLING THE APPLICATION FORM PLEASE READ THE INSTRUCTIONS GIVEN OVER LEAF CAREFULLY

MANGALORE UNIVERSITY

Form Number

APPLICATION FORM FOR UG / PG - CREDIT BASED SEMESTER / NON SEMESTER EXAMINATION

1. Name of the candidate (as per SSLC records, unless officially changed later) in block letters

2. Registration No.

3. Month and Year of Examination (M M Y Y)

4. College code Name

5. Name of the Exam

6. Examination Fees Paid Amount Rs.

7. Course
   - 1 = Semesterwise
   - 2 = Credit based Semesterwise
   - 3 = Yearwise

8. Examination Details :

Sl No.	Year/ Semester No.	Subject Code No.	Subject Status	Subject Name
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

9. Continuation form No.

10. If you opt to write the examination other than the Kannada language subject in Kannada, enter Y or N — Y= Yes, N= No

The information given by me in this application is true to the best of my knowledge & belief.

Place :

Date : Signature of the Candidate

Certified that particulars given by the candidate have been verified and found correct.

Signature of the Chairman University P.G. Dept / Principal of the College with Seal

APPENDIX

MU/ACC/ Fee Structure/ CR8/2011-12/A7 24/5/2012

NOTIFICATION

Sub: Fee for various U.G. Degree/Diploma and Certificate examination conducted by Mangalore University -2015-16

Ref: Vice -Chancellor's approval dated: 10-07-2015.

* * * * *

The fee prescribed for various **Under Graduate Degree/ Diploma and Certificate examinations of** Mangalore University is hereby notified as per annexure for implementation with effect from the academic year 2015-16

REGISTRAR

To:

1) The Principals of all Affiliated colleges, Mangalore University (offering U.G. courses)
2) The Principal, University College, Mangalore/F.M.K.M.C. College, Madikeri.
3) The Dean, Faculty of Arts, Science, Commerce, Education & Law, Mangalore University, Mangalagangothri
4) The Registrar (Evaluation), Mangalore University, Mangalagangothri.
5) The Student Welfare/Librarian,Mangalore University, Mangalagangothri.
6) The Finance officer, Mangalore University, Mangalagangothri.
7) The Deputy Registrar/Asst.Registrar, Mangalore University, Mangalagangothri.
8) The Special Officer SC/ST Cell, Mangalore University.
9) Asst. Registrar, SC/ST & Public Relation officer, Mangalore University.
10) The Director, Computer Centre, Mangalore University- with a request to publish in the University website.
11) The Director of Physical Education, Mangalore University.
12) The Co-ordinator of Physical Education, Mangalore University.
13) Dist Officer, Backward Class & Minority Dept, Mangalore/ Udupi/ Kodagu Dist.
14) Social Welfare Officer, Mangalore/ Udupi/ Kodagu Dist.
15) All Superintendents ACC(S1,S2) /DEV/GEN, Mangalore University, Mangalagangothri.
16) P.S to Vice-Chancellor/ P.A to Registrar, Mangalore University.
17) A3, A4, A5, A6, A8, A9 Case workers, ACC section, Registrar's office Mangalore University, Mangalagangothri.

MANGALORE UNIVERSITY

1. Details of the fee to be charged for Under-Gradute Degree/ Diploma/ Certificate Course examinations conducted by the Mangalore University-2015-16.

SI. No.	Examination		Fee to be charged (Rs.)
1.	B.A/ B.Com/ B.S.W/ BBM/ B.A B.A HRD	**I Year/ II Year**	
		(Subject without Practicals)	
		Whole Examination of each year	450.00
		Each semester Examination	500.00
		Each subject	220.00
		(Subject with Practicals)	
		Whole Examination of each year	600.00
		Each semester Examination	640.00
		Each subject	320.00
		III Year	
		(Subject without Practicals)	
		Whole Examination of each year	600.00
		Each semester Examination	640.00
		Each subject	320.00
		(Subject with Practicals)	
		Whole Examination of each year	800.00
		Each semester Examination	860.00
		Each subject	480.00
2.	B.Sc./ B.C.A./ B.C.S.	**I Year/ II Year**	
		(Subject without Practicals)	
		Whole Examination of each year	600.00
		Each semester Examination	640.00
		Each subject	220.00
		(Subject with Practicals)	600.00
		Whole Examination of each year	640.00
		Each semester Examination	640.00
		Each subject	320.00

		III Year (Subject without Practicals) Whole Examination of each year Each semester Examination Each subject Subject with Practicals) Whole Examination of each year Each semester Examination Each subject	 800.00 860.00 320.00 800.00 480.00 860.00 480.00
3.	B.V.A (Bachelor of Visual Arts)	**4 year course** **I,II & III Year** Whole Examination of each year including Practicals Each subject	 2000.00 600.00
		IV Year Whole Examination of each year including Practicals Each subject	 2200.00 800.00
4.	B.Sc. Fashion Design, Garment Design, Lather Design, Interior Design & Decoration	Each semester Each subject	1840.00 640.00
5.	B.Sc. in Animation & Visual Effects	**3 year course** Each semester Examination Each subject	 1800.00 640.00
6.	B.Sc. Speech Language & Hearing/B.A.S.L.P	Whole Examination of each year Each semester Examination Each subject	2000.00 2400.00 640.00

7.	L.L.B	**3 year L.L.B course**	
		Whole Examination of each year	860.00
		Each semester Examination	860.00
		Each subject	280.00
		5 Year L.L.B course/5 year Integrated course in Law	
		I Year/ II Year	
		Whole Examination of each year	720.00
		Each semester Examination	720.00
		Each subject	220.00
		III Year/ IV Year/ V Year	
		Whole Examination of each year	860.00
		Each semester Examination	860.00
		Each subject	280.00
8.	B.H.M	**4 year course**	
		I/II/III Year	
		Whole Examination of each year	2000.00
		Each semester	2400.00
		Each subject	600.00
		IV Year	
		Whole Examination of each year	2200.00
		Each semester	2400.00
		Each subject	700.00
9.	B.H.S/B.Sc. (Hospitality Science)	**3 year course**	
		I/II Year	
		Whole Examination of each year	2000.00
		Each semester	2400 .00
		Each subject	640.00
		III Year	
		Each semester	2400.00
		Whole Examination	2200.00
		Each subject	700.00

10.	B.Ed	Whole Examination of each year Each subject	920.00 320.00
11.	BP.Ed	Whole Examination of each year Each subject	1900.00 720.00
12.	B.e-commerce/ B.Com (e-Commerce)	Whole Examination of each year Each Semester Each subject	1600.00 1600.00 640.00
13.	B.A Security and Detective Science	Whole Examination of each year Each subject	1800.00 700.00
14.	B.Sc. (F.N.D)	Whole Examination of each year Each Semester Each subject	2200.00 2400.00 700.00
15.	All Under Gradute Diploma courses (AVE, DVT)	Whole Examination Each paper	900.00 300.00
16.	All Certificate courses/ Add-on- courses	Whole Examination Each paper	500.00 220.00
17.	Penal fee for late submission of examination application after the last qt date fixed	For first seven days For another seven days	100.00 (per day) 100.00 (per.day)

II. Details of fee to be charged for services pertaining to the University Examination 2012-13

Sl. No.	**Examination**		**Fee to be charged (Rs.)**
1.	Rejection of Results of a semester/year	All courses	350.00
2.	Improvement of results of a semester/year	All courses	600.00
3.	Re-valuation	B.A/B.Sc./B.Com/B.S.W/ B.V.A. B.B.M/ LL.B/ B.Ed./ BP.Ed/ BA Security & Detective Science	820.00-per paper (410.00-for SC/ST)
	Re-totaling	- do -	500.00-per paper (250.00-for SC/ST)
	Personal seeing	-do-	500.00-per paper (250.00-for SC/ST)

4.	Re-valuation	B.Com (e-Commerce)/ B.C.A/- B.C.S/ BA (HRD)/ B.H.S/ B.Sc. (FND)/ B.Sc. Speech Language & Hearing/ B.Sc. (FD,GD,LD,IDD) / B.Sc. in Animation & Visual Effects/ PGDCA/ PGDTHM/ PGDBM/ PGDYT/ PGDFST/ PGDHRM/ PGDBN	820.00-per paper (410.00for SC/ST)
	Re-totaling	B.Com (e-Commerce)/ B.C.A/- B.C.S/ BA (HRD)/ B.H.S/ B.Sc. (FND)/ B.Sc. Speech Language & Hearing/ B.Sc. (FD,GD,LD,IDD) / B.Sc. in Animation & Visual Effects/ PGDCA/ PGDTHM/ PGDBM/ PGDYT/ PGDFST/ PGDHRM/ PGDBN	500.00-per paper (250.00for SC/ST)
	Personal seeing	-do-	500.00-per paper (250.00 for SC/ST)

Note:

1. The total examination fee to be paid by any candidate shall not exceed the fee prescribed for the whole examinations.

2. Exemption in examination fee for the candidates belonging to SC/ST & other categories is applicable as per the Govt. order issued from time to time.

3. The students who are foreign nationals shall pay three times the fee fixed on all the items prescribed above.

REGISTRAR

APPENDIX-5

ನಮೂನೆ – 1

2012–13 ಸಾಲಿಗೆ ಶುಲ್ಕ ವಿನಾಯಿತಿ ಮರುಪಾವತಿಗಾಗಿ ಸಲ್ಲಿಸಲಾದ ವಿದ್ಯಾರ್ಥಿಗಳ ವಿವರ

ಕ್ರಮ ಸಂಖ್ಯೆ	ವಿದ್ಯಾರ್ಥಿಯ ಪೂರ್ಣ ಹೆಸರು	ಕೋರ್ಸು	ಸೆಮಿಸ್ಟರ್	ನೋಂದಣಿ ಸಂಖ್ಯೆ	ಜಾತಿ ವರ್ಗ	ಆದಾಯ	ಗಂಡು /ಹೆಣ್ಣು	ಅಂಗವಿಕಲರೇ ಇದ್ದಲ್ಲಿ ದೃಢೀಕರಣ ಪತ್ರ	ಪರೀಕ್ಷಾ ಶುಲ್ಕದ ವಿವರ		ಒಟ್ಟು ಮೊತ್ತ	ವಿದ್ಯಾರ್ಥಿಗಳ ಸಹಿ
									ಅಕ್ಟೋಬರ್ 2012	ಎಪ್ರಿಲ್ 2013		
1	2	3	4	5	6	7	8	9	10	11	12	13

(ಎ) ನಮೂನೆ–1ರಲ್ಲಿನ ವಿದ್ಯಾರ್ಥಿಗಳ ವರ್ಗವಾರು, ಕೋರ್ಸುವಾರು ವಿವರ

ಕ್ರಮ ಸಂಖ್ಯೆ	ಕೋರ್ಸು	ವರ್ಗ–1	2ಎ	2ಬಿ	3ಎ	3ಬಿ	ಇತರೆ	ಒಟ್ಟು	ಗಂಡು	ಹೆಣ್ಣು	ಅಂಗವಿಕಲರು
1	2	3	4	5	6	7	8	9	10	11	12

(ಬಿ) ಅಲ್ಪ ಸಂಖ್ಯಾತರ ವಿದ್ಯಾರ್ಥಿಗಳ ಕೋಮುವಾರು, ಕೋರ್ಸುವಾರು ವಿವರ

ಕ್ರಮ ಸಂಖ್ಯೆ	ಕೋರ್ಸು	ಮುಸ್ಲಿಂ	ಕ್ರಿಶ್ಚಿಯನ್	ಜೈನ್	ಬುದ್ಧಿಸ್ಟ್	ಸಿಖ್	ಪಾರ್ಸಿ	ಒಟ್ಟು	ಗಂಡು	ಹೆಣ್ಣು
1	2	3	4	5	6	7	8	9	10	11

APPENDIX-6

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ಸಂಖ್ಯೆ : ಮಂ.ವಿ./ಪ.ವಿ./19/ಪ ಶುಲ್ಕ/2011–12/ಇ.6

ಕುಲಸಚಿವ(ಪರೀಕ್ಷಾಂಗ)ರ ಕಛೇರಿ,
ಮಂಗಳಗಂಗೋತ್ರಿ –574 199

ದಿನಾಂಕ : 14.02.2012

ರಿಗೆ:

ಕುಲಸಚಿವರು
ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
ಮಂಗಳಗಂಗೋತ್ರಿ.

ಮಾನ್ಯರೇ,

ವಿಷಯ: ಬಿ.ಬಿ.ಎಂ ಪದವಿ ಕಾಲೇಜುಗಳ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ನೀಡಿರುವ ಪರೀಕ್ಷಾ ಶುಲ್ಕ ವಿನಾಯಿತಿ ಬಗ್ಗೆ.

ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳಲ್ಲಿ ವ್ಯಾಸಂಗ ಮಾಡುತ್ತಿರುವ ಈ ಕೆಳಗೆ ಕಾಣಿಸಿದ ಕಾಲೇಜುಗಳ ವಿದ್ಯಾರ್ಥಿಗಳ ವಾರ್ಷಿಕ ವರಮಾನ ರೂ. 11,000/– ಕ್ಕಿಂತ ಕಡಿಮೆ ಮತ್ತು ವರ್ಗ–1ರ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಅಕ್ಟೋಬರ್ 2011/ಎಪ್ರಿಲ್ 2012ರಲ್ಲಿ ನಡೆಯುವ ಪರೀಕ್ಷೆಗಳಿಗೆ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ವಿನಾಯಿತಿ ನೀಡಿರುವ ಪರೀಕ್ಷಾ ಶುಲ್ಕದ ತಖ್ತೆಗಳನ್ನು ತ್ರಿಪ್ರತಿಯಲ್ಲಿ ತಯಾರಿಸಿ ತಮ್ಮ ಮಂಜುರಾತಿ ಮತ್ತು ಮೇಲು ರುಜುವಿಗಾಗಿ ಕಳುಹಿಸಿ ಕೊಡಲಾಗಿದೆ.

ಕ್ರ. ಸಂ.	ಕಾಲೇಜುಗಳ ಹೆಸರು	ಪದವಿ / ಕೋರ್ಸು	ವಿದ್ಯಾರ್ಥಿಗಳ ಸಂಖ್ಯೆ ಮತ್ತು ಪರೀಕ್ಷಾ ಶುಲ್ಕ	ಶುಲ್ಕ ವಿನಾಯಿತಿ ಮೊತ್ತ ರೂ.

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)

APPENDIX-7

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ಸಂಖ್ಯೆ : ಮಂ.ವಿ./ಪ.ವಿ./ಸಿ.ಆರ್.14/2009–10/

ಕುಲಸಚಿವ(ಪರೀಕ್ಷಾಂಗ)ರ ಕಛೇರಿ,
ಮಂಗಳಗಂಗೋತ್ರಿ –574 199
ದಿನಾಂಕ:

ಮಾನ್ಯರೇ,

ವಿಷಯ: ಮೇ/ಜೂನ್ 2009ರ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲಿರುವ
ವಿದ್ಯಾರ್ಥಿಗಳ ಪಟ್ಟಿ ಅನುಮೋದನೆ ಕುರಿತು

ಮೇಲಿನ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ತಾವು ಸಲ್ಲಿಸಿದ ಪದವಿಯ ಮೇ/ಜೂನ್ 2009ರ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲಿರುವ ವಿದ್ಯಾರ್ಥಿಗಳ ಪಟ್ಟಿಯಲ್ಲಿರುವ ಈ ಕೆಳಗೆ ನಮೂದಿಸಿದ ವಿದ್ಯಾರ್ಥಿಗಳನ್ನು ಹೊರತುಪಡಿಸಿ ಉಳಿದ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಈ ಮೂಲಕ ಅನುಮತಿ ನೀಡಲಾಗಿದೆ ಆದಾಗ್ಯೂ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಪರೀಕ್ಷಾ ನಿಯಮಾವಳಿ ಪ್ರಕಾರ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅನರ್ಹರಾಗಿರುವ, ಕಡಿಮೆ ಹಾಜರಾತಿ ಇರುವ, ಅನುಮೋದನೆಯಾಗದ ವಗಾವಣೆಗೊಂಡ ವಿದ್ಯಾರ್ಥಿಗಳ ಹೆಸರು ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಕುಲಸಚಿವರಿಂದ ನೋಂದಣಿ ಅನುಮೋದಿಸದ ಹೆಸರು ಸದ್ರಿ ವಿದ್ಯಾರ್ಥಿ ಪಟ್ಟಿಯಲ್ಲಿ ಸೇರ್ಪಡೆಗೊಂಡಿದ್ದಲ್ಲಿ **ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಪ್ರವೇಶ ಪತ್ರವನ್ನು ನೀಡಬಾರದಾಗಿ** ಈ ಮೂಲಕ ಆದೇಶಿಸಲಾಗಿದೆ ಈ ಬಗ್ಗೆ ತೆಗೆದುಕೊಂಡ ಕ್ರಮಗಳನ್ನು ಈ ಕಛೇರಿಗೆ ಜರೂರು ವರದಿ ಮಾಡಲು ಸೂಚಿಸಲಾಗಿದೆ.ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅರ್ಹತೆ ಹೊಂದಿಲ್ಲದವರನ್ನು ಪರೀಕ್ಷೇಗೆ ಬರೆಯಲು ಅವಕಾಶ ನೀಡಬಾರದೆಂದು ತಿಳಿಸಲಾಗಿದೆ. **ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವಿವಿಧ ಕೋರ್ಸುಗಳನ್ನು ಪೂರ್ಣಗೊಳಿಸುವ ಗರಿಷ್ಠ ಅವಧಿಗೆ ಸಂಬಂಧಿಸಿದ ತಿದ್ದುಪಡಿ ವಿ–ನಿಯಮದಂತೆ ಗರಿಷ್ಠ ಅವಧಿಯೊಳಗೆ ಪದವಿ ಕೋರ್ಸುಗಳನ್ನು ತೇರ್ಗಡೆ ಹೊಂದಿರದ ವಿದ್ಯಾರ್ಥಿಗಳು ವಿಶ್ವವಿದ್ಯಾನಿಲಯವು ಕಾಲಕಾಲಕ್ಕೆ ನಿಗದಿಪಡಿಸಿದ ವಿಶೇಷ ಪರೀಕ್ಷಾ ಶುಲ್ಕವನ್ನು ಪಾವತಿಸಿ ಪರೀಕ್ಷೆಗಳಿಗೆ ಹಾಜರಾಗಲು ಅನುಮತಿಯನ್ನು ನೀಡುವುದು.**

ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅನುಮತಿ ನೀಡಲಾಗದ ಅಭ್ಯರ್ಥಿಗಳ ನೋಂದಣಿಸಂಖ್ಯೆ/ ಪದವಿ

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

ರಿಗೆ:
ಪ್ರಾಂಶುಪಾಲರು,

ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)

Form ಕ ಗ3

MANGALORE UNIVERSITY

CANDIDATES LIST

Examination-III Year Degree----------April / October 200.....

Name of the College/Centre .....

Sl. No.	Reg.No.	Name	SUBJECTS OFFERED										M/F	SC/ST/ Others
1	2	3	4										5	6
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											
			III Year											
			II Year											
			IYaer											

MANGALORE UNIVERSITY

STATEMENT OF THE CANDIDATES (STATISTICS) APPEARING FOR THE B.A./ B.Sc./ B.Com./ B.S.W DEGREE EXAMINATIONS OF OCTOBER 2012 (ANNUAL SCHEME)

Name of the College: .....

Degree	**Year**		
	I	**II**	**III**
B.A			
B.Sc			
B.Com			
Vocational Subject: B.A			
B.Sc.			
B.Com.			
Total			

SIGNATURE OF THE PRINCIPAL

Appendix-**8**

COURSES APPROVED BY MANGALORE UNIVERSITY

Under Graduate Courses

1. Bachelor of Arts (Bas)

Sl.No.	StreamCode	Stream Name	Stream Subject Code	Stream Subject Name
1.	BAS	Bachelor of Arts	BASAHCOE	Ancient History and Archeology Co-operation Economics
2.	BAS	Bachelor of Arts	BASAHEOK	Ancient History and Archeology Economics Kannada Optional
3.	BAS	Bachelor of Arts	BASAHEP	Ancient History Economics Political Science.
4.	BAS	Bachelor of Arts	BASAHES	Ancient History Economics Sociology
5.	BAS	Bachelor of Arts	BASAHOES	Ancient History and Archeology English Optional Sociology
6.	BAS	Bachelor of Arts	BASASCOE	Ancient History Co-operation Economics
7.	BAS	Bachelor of Arts	BASBCMH	Bharathanatyam Carnatic Music History
8.	BAS	Bachelor of Arts	BASBHOK	Bharathanatyam History Kannada Optional
9.	BAS	Bachelor of Arts	BASBMOMCA	Business Management Office Management and Computer Application
10.	BAS	Bachelor of Arts	BASBMOMSP	Business Management Office Management SP
11.	BAS	Bachelor of Arts	BASBMOPME	Business Management OPM and English
12.	BAS	Bachelor of Arts	BASBMSPOK	Business Management SP Opt Kannada
13.	BAS	Bachelor of Arts	BASBOEH	Bharathanatyam English Optional History
14.	BAS	Bachelor of Arts	BASBWMH	Bharathanatyam Western Music History
15.	BAS	Bachelor of Arts	BASCAJPS	Computer Application Journalism Psychology
16.	BAS	Bachelor of Arts	BASCAOEJ	Computer Application Optional English Journalism
17.	BAS	Bachelor of Arts	BASCEEJ	Communicative English Economics Journalism
18.	BAS	Bachelor of Arts	BASCEPSS	Communicative English Psychology Statistics
19.	BAS	Bachelor of Arts	BASCMHOK	Carnatic Music History Kannada Optional
20.	BAS	Bachelor of Arts	BASDPEOMSP	Data Processing Economics OM and SP
21.	BAS	Bachelor of Arts	BASDPEP	Data Processing Economics Political Science
22.	BAS	Bachelor of Arts	BASDPPOMSP	Data Processing Psychology OM and SP
23.	BAS	Bachelor of Arts	BASDPPSE	Data Processing Psychology English
24.	BAS	Bachelor of Arts	BASEBMCA	Economics Business Management Computer Application
25.	BAS	Bachelor of Arts	BASECARD	Economics Comp Application Rural Development
26.	BAS	Bachelor of Arts	BASECASP	Economics Comp Application SP
27.	BAS	Bachelor of Arts	BASECSP	Economics Criminology SP
28.	BAS	Bachelor of Arts	BASECSRD	Economics Criminology Rural Development

29.	BAS	Bachelor of Arts	BASEDPOPM	Economics Data Processing OPM
30.	BAS	Bachelor of Arts	BASEHDP	Economics History Data Processing
31	BAS	Bachelor of Arts	BASEHJ	Economics History Journalism
32.	BAS	Bachelor of Arts	BASEOEG	Economics English Optional Geography
33	BAS	Bachelor of Arts	BASEOEH	Economics English Optional Homescience
34.	BAS	Bachelor of Arts	BASEOEJ	Economics English Optional Journalism
35.	BAS	Bachelor of Arts	BASEOHG	Economics Hindi Optional Geography
36	BAS	Bachelor of Arts	BASEOKG	Economics Kananda Optional Geography
37.	BAS	Bachelor of Arts	BASEOMPS	Economics Office Practice and Management Psychology
38.	BAS	Bachelor of Arts	BASEOPMP	Economics OPM Political Science
39.	BAS	Bachelor of Arts	BASEOPMSP	Economics OPM SP
40.	BAS	Bachelor of Arts	BASEPCA	Economics Political Science Computer Application
41.	BAS	Bachelor of Arts	BASEPOE	Economics Political Science English Optional
42.	BAS	Bachelor of Arts	BASEPOH	Economics Political Science and Hindi Optional
43.	BAS	Bachelor of Arts	BASEPS	Economics Political Science Sociology
44.	BAS	Bachelor of Arts	BASERDDP	Economics Rural Development and Data Processing
45.	BAS	Bachelor of Arts	BASESCA	Economics Sociology Computer Application
46.	BAS	Bachelor of Arts	BASESE	Economics Sociology English
47.	BAS	Bachelor of Arts	BASESPH	Economics SP English
48.	BAS	Bachelor of Arts	BASESPS	Economics SP Sociology
49.	BAS	Bachelor of Arts	BASESRD	Economics Sociology Rural Development
50.	BAS	Bachelor of Arts	BASESSP	Economics Sociology Sec Pra
51.	BAS	Bachelor of Arts	BASHECA	History Economics Computer Application
52.	BAS	Bachelor of Arts	BASHEDP	History Economics Data Processing
53.	BAS	Bachelor of Arts	BASHEG	History Economics Geography
54.	BAS	Bachelor of Arts	BASHK	History Economics Kannada
55.	BAS	Bachelor of Arts	BASHEOE	History Economics Opt. English
56.	BAS	Bachelor of Arts	BASHEOK	History Economics Optional Kannada
57.	BAS	Bachelor of Arts	BASHEOMSP	History Economics OM & SP
58.	BAS	Bachelor of Arts	BASHEP	History Economics Political Science
59.	BAS	Bachelor of Arts	BASHEPS	History Economics Psychology
60.	BAS	Bachelor of Arts	BASHES	History Economics Sociology
61.	BAS	Bachelor of Arts	BASHESN	History Economics Sanskrit
62.	BAS	Bachelor of Arts	BASHESP	History Economics SP
63	BAS	Bachelor of Arts	BASHHSP	History Home Science Psychology

64. BAS	Bachelor of Arts	BASHJDP	History Journalism Data Processing
65. BAS	Bachelor of Arts	BASHJOK	History Journalism Optional Kannada
66. BAS	Bachelor of Arts	BASHMSOE	History Military Science English Optional
67. BAS	Bachelor of Arts	BASHOECM	History Opt. English Carnatic Music
68.. BAS	Bachelor of Arts	BASHOEP	History Opt. English Political Science
69. BAS	Bachelor of Arts	BASHOEPS	History English Optional Psychology
70. BAS	Bachelor of Arts	BASHOES	History Opt. English and Sociology
71. BAS	Bachelor of Arts	BASHOEWM	History Opt. English Western Music
72.. BAS	Bachelor of Arts	BASHOKP	History Opt. Kannada Political Science
73 BAS	Bachelor of Arts	BASHOKWM	History Kannada Optional Western Music
74 BAS	Bachelor of Arts	BASHOPMSP	History OPM Sec Pra
75. BAS	Bachelor of Arts	BASHOSP	History Opt. Sanskrit Political Science
76 BAS	Bachelor of Arts	BASHPSP	History Psychology Political Science
77. BAS	Bachelor of Arts	BASHPSSP	History Psychology SP
78. BAS	Bachelor of Arts	BASHRS	History Rural Development and Sociology
79 BAS	Bachelor of Arts	BASHSB	History Sociology Bharathanatyam
80. BAS	Bachelor of Arts	BASHSCM	History Sociology Carnatic Music
81. BAS	Bachelor of Arts	BASHSKP	Home Science Kannada Political Science
82. BAS	Bachelor of Arts	BASHSOK	History Sociology Opt Kannada
83. BAS	Bachelor of Arts	BASHSOPM	History Sociology OPM
84. BAS	Bachelor of Arts	BASHSP	History Sociology Political Science
85. BAS	Bachelor of Arts	BASHSPS	History Sec Pra and Sociology
86 BAS	Bachelor of Arts	BASHSSOE	Home Science Sociology Opt English
87. BAS	Bachelor of Arts	BASHSSP	Home Science Sociology Political Science
88. BAS	Bachelor of Arts	BASJEDP	Journalism English Data Processing
89. BAS	Bachelor of Arts	BASJEOH	Journalism Economics Optional Hindi
90. BAS	Bachelor of Arts	BASJEPS	Journalism English Psychology
91. BAS	Bachelor of Arts	BASJKDP	Journalism Kannada Data Processing
92. BAS	Bachelor of Arts	BASJKPS	Journalism Kannada Psychology
93. BAS	Bachelor of Arts	BASJOEPS	Journalism Opt. English Psychology
94. BAS	Bachelor of Arts	BASJOKE	Journalism Optional Kannada Economics
95. BAS	Bachelor of Arts	BASJOKOE	Journalism Kannada Optional English Optional
96. BAS	Bachelor of Arts	BASJOKPS	Journalism Opt. Kannada Psychology
97. BAS	Bachelor of Arts	BASJOKS	Journalism Optional Kannada Sociology
98. BAS	Bachelor of Arts	BASJPSRD	Journalism Psychology Rural Development

99.	BAS	Bachelor of Arts	BASKCRD	Kannada Criminology Rural Development
100	BAS	Bachelor of Arts	BASKEP	Kannada Economics Political Science
101	BAS	Bachelor of Arts	BASKES	Kannada Economics Sociology
102	BAS	Bachelor of Arts	BASKHPS	Kannada History Psychology
103	BAS	Bachelor of Arts	BASKSRD	Kannada Sociology Rural Development
104	BAS	Bachelor of Arts	BASKSSP	Kannada Sociology SP
105	BAS	Bachelor of Arts	BASKWMKM	Kannada Western Music Karnatak Music
106	BAS	Bachelor of Arts	BASMSEG	Mil.Science Economics Sociology
107	BAS	Bachelor of Arts	BASMSOEP	Mil. Science Opt. English Political Science
108	BAS	Bachelor of Arts	BASMSOKG	Mil. Science Opt. Kannada Geography
109	BAS	Bachelor of Arts	BASOEBH	English Optional Bharathanatyam History
110	BAS	Bachelor of Arts	BASOEJH	Optional English Journalism History
111	BAS	Bachelor of Arts	BASOEPOM	English Optional Political Science Office Practice and Management
112	BAS	Bachelor of Arts	BASOEPS	English Optional Political Science Sociology
113	BAS	Bachelor of Arts	BASOKAHP	Opt. Kannada Ancient History Political Science
114	BAS	Bachelor of Arts	BASOKAHS	Opt. Kannada Ancient History and Archiology Sociology
115	BAS	Bachelor of Arts	BASOKHPS	Opt. Kannada History Psychology
116	BAS	Bachelor of Arts	BASOKHSP	Opt. Kannada Home Science Political Science
117	BAS	Bachelor of Arts	BASOKOSS	Kannada Optional Sanskrit Optional Sociology
118	BAS	Bachelor of Arts	BASOKPS	Kannada Optional Political Science Sociology
119	BAS	Bachelor of Arts	BASOPMEE	OPM Economics English
120	BAS	Bachelor of Arts	BASOPMEOE	OPM Economics Opt. English
121	BAS	Bachelor of Arts	BASOPMESP	OPM Economics SP
122	BAS	Bachelor of Arts	BASOPMPOE	OPM Psychology Opt. English
123	BAS	Bachelor of Arts	BASOPMPSE	OPM Psychology English
124	BAS	Bachelor of Arts	BASOPMPSP	OPM Psychology Political Science
125	BAS	Bachelor of Arts	BASOPMPSSP	OPM Psychology SP
126	BAS	Bachelor of Arts	BASPJOE	Political Science Journalism Opt. English
127	BAS	Bachelor of Arts	BASPJOK	Political Science Journalism Opt. Kannada
128	BAS	Bachelor of Arts	BASPSCAE	Psycology Comp. Application English
129	BAS	Bachelor of Arts	BASPSCARD	Psycology Comp. Application Rural Development
130	BAS	Bachelor of Arts	BASPSCE	Psycology Criminology English
131	BAS	Bachelor of Arts	BASPSCRD	Psycology Criminology Rural Development
132	BAS	Bachelor of Arts	BASPSCSP	Psycology Criminology SP
133	BAS	Bachelor of Arts	BASPSPEH	Political Science Physical Education History

134	BAS	Bachelor of Arts	BASPSPES	Political Science Physical Education Sociology
135	BAS	Bachelor of Arts	BASPSSE	Psychology Sociology English
136	BAS	Bachelor of Arts	BASPSSRD	Psychology Sociology Rural Development
137	BAS	Bachelor of Arts	BASPSSP	Psychology Sociology SP
138	BAS	Bachelor of Arts	BASSEAD	Sociology Economics Advertisement and consumer Psychology
139	BAS	Bachelor of Arts	BASSEJ	Sociology Economics Journalism
140	BAS	Bachelor of Arts	BASSHOH	Sociology History Hindi Optional
141	BAS	Bachelor of Arts	BASSHSP	Sociology History SP
142	BAS	Bachelor of Arts	BASSJOE	Sociology Journalism Optional English
143	BAS	Bachelor of Arts	BASSPEPS	Sec Prac Economics Pol Science
144	BAS	Bachelor of Arts	BASSPJOE	Sec Pra Journalism Opt English
145	BAS	Bachelor of Arts	BASSSPSCE	Sociology Psychology Communicative English
146	BAS	Bachelor of Arts	BASSSPSOK	Sociology Psychology Optional Kannada
147	BAS	Bachelor of Arts	BASTMVHE	History Economics Tourism and Travel Management
148	BAS	Bachelor of Arts	BASESOE	Economics Sociology Optional English
149	BAS	Bachelor of Arts	BASHET	History Economics Tourism
150	BAS	Bachelor of Arts	BASHKOP	History Kannada Optional Political Science
151	BAS	Bachelor of Arts	BASEBMS	Economics Business Management Sociology
153	BAS	Bachelor of Arts	BASPRDJ	Psychology Rural Development Journalism
154	BAS	Bachelor of Arts	BASHJE	History Journalism English
155	BAS	Bachelor of Arts	BASESD	Economics Sociology Data Processing

2. Bachelor of Science (BSC)

1	BSC	Bachelor of Science	BSCBCBMB	BioChemistry Botany Micro-Biology
2	BSC	Bachelor of Science	BSCBCMI	Botany Chemistry Micro-Biology
3	BSC	Bachelor of Science	BSCBTBCB	Biotechnology Bio-Chemistry Botany
4	BSC	Bachelor of Science	BSCBTBYZ	Biotechnology Bio-Chemistry Zoology
5	BSC	Bachelor of Science	BSCBTCB	BSc Biotechnology Chemistry Botany
6	BSC	Bachelor of Science	BSCBTCZ	Biotechnology Chemistry Zoology
7	BSC	Bachelor of Science	BSCBYBZ	BSc Bio- Chemistry Botany Zoology
8	BSC	Bachelor of Science	BSCCBH	BSc Chemistry Botany Horticulture
9	BSC	Bachelor of Science	BSCBPH	BSc Chemistry Botany Pharmacognosy
10	BSC	Bachelor of Science	BSCCBPS	BSc Chemistry Botany Psychology
11	BSC	Bachelor of Science	BSCCMZ	BSc Chemistry Maths Zoology
12	BSC	Bachelor of Science	BSCECSM	Electronics Computer Science Mathematics
13	BSC	Bachelor of Science	BSCEMC	BSc. Electronics Maths Chemistry
14	BSC	Bachelor of Science	BSCMCZ	BSc. Maths Chemistry Zoology
15	BSC	Bachelor of Science	BSCMSCS	BSc. Maths Statistics Computer Science
16	BSC	Bachelor of Science	BSCMYZC	BSc. Micro-Biology Zoology Chemistry
17	BSC	Bachelor of Science	BSCPCM	BSc. Physics Maths Chemistry
18	BSC	Bachelor of Science	BSCPMCA	BSc. Physics Maths Computer Applications
19	BSC	Bachelor of Science	BSCPMCS	BSc. Physics Maths Computer Science
20	BSC	Bachelor of Science	BSCPME	BSc. Physics Maths Electronics
21	BSC	Bachelor of Science	BSCPMI	BSc. Physics Maths Instrumentation
22	BSC	Bachelor of Science	BSCPSM	BSc. Physics Statistics Maths
23	BSC	Bachelor of Science	BSCSMCA	BSc. Statictics Maths Computer Application
24	BSC	Bachelor of Science	BSCSMCS	BSc. Statictics Maths Computer Science
25	BSC	Bachelor of Science	BSCZBC	BSc. Zoology Botany Chemistry

3. Bachelor of Commerce (BCM)

1	BCM	Bachelor of Commerce	BCM	Bachelor of Commerce
2	BCM	Bachelor of Commerce	BCM	BCMOSV-Office Management & Secretarial Practice
3	BCM	Bachelor of Commerce	BCM	BCMTPV -Tax Procedure
4	BCM	Bachelor of Commerce	BCM	BCMCAV - Computer Application Paper
5	BCM	Bachelor of Commerce	BCM	BCMADV -Advertising Sales Promotion And Sales Management Paper
6	BCM	Bachelor of Commerce	BCMN	Bachelor of Commerce- Normal

4. OTHER COURSES WITHOUT SUB-STREAMS

SI.No.	StreamCode	Stream Name	StreamSubjectCode	Stream Subject Name
1	BBM	Bachelor of Business Management	BBM	BBM
2	BED	Bachelor of Education	BED	BED
3	BCA	Bachelor of Computer Application	BCA	BCA
4	BSW	Bachelor of Social Work	BSW	BSW
5	BID	B.Sc (Interior Design & Decoration)	BSC BID	BSC BID
6	BHS	B.Sc. (Hospitality Science)	BSC BHS	BSC BHS
7	BHM	Bachelor of Hotel Management	BSC BHM	BSC BHM
8	BFD	B.Sc. (Fashion Design)	BSC BFD	BSC BFD
9	BGD	B.Sc. (Garmemt Design)	BSC BGD	BGD
10	FND	B.Sc.(Food, Nutrition & Dietetics)	BSC FND	BSC FND
11	BAD	BAD-BA Degree Programme in Security and Detective Science	BAD	BA Degree Programme in Security and Detective Science
12	BVA	Bachelor of Visual Arts	BVA	BVA
13.	BPED	Bachelor of Physical Education	BPED	Bachelor of Physical Education
14.	BSLP	Bachelor of Audiology and Speech Language Pathology	BAP	Bachelor of Audiology and Speech Language Pathology
15.	BAV	Bachelor of Animation & Visual Effects	BAV	BAV

Under Graduate Correspondence Course

SI.No.	StreamCode	Stream Name	StreamSubjectCode	Stream Subject Name
1.	BADE	Bachelor of Arts(Correspondance Course)	BADE	BADE
2.	BCOMDE	Bachelor of Commerce (Correspondance Course)	BCOMDE	BCOMDE
3.	BBMDE	Bachelor of Business Management (Correspondance Course)	BBMDE	BBMDE

PG Correspondence Course				
SI.No.	**StreamCode**	**Stream Name**	**StreamSubjectCode**	**Stream Subject Name**
1	MADE	Master of Arts (Correspondance Course)	MAECOD	Economics
2.	MADE	Master of Arts (Correspondance Course)	MAHSD	History
3.	MADE	Master of Arts (Correspondance Course)	MAPSD	Political Science
4.	MADE	Master of Arts (Correspondance Course)	MASOD	Sociology
5.	MADE	Master of Arts (Correspondance Course)	MAEND	English
6.	MADE	Master of Arts (Correspondance Cource)	MAKAD	Kannada
7.	MCOMDE	Master of Commerce (Correspondence Course)	MCOMD	MCOMD
8.	MSC	Master of Science	ASIC	Application Specific Integrated Circuits (ASIC) Design
9.	MSC	Master of Science	MCIT	Mobile Communication & Internate Technologies(MCIT)
10.	MSC	Master of Science	MSIT	MS Information Technology(MSIT)

Post -Gradute Courses

1.Master of Arts (MA)

SI.No.	**StreamCode**	**Stream Name**	**StreamSubjectCode**	**Stream Subject Name**
1	MA	Master of Arts	MAECO	Master of Arts- Economics
2	MA	Master of Arts	MAENG	Master of Arts- English
3	MA	Master of Arts	MAHIST	Master of Arts- History
4	MA	Master of Arts	MAKAN	Master of Arts- Kannada
5	MA	Master of Arts	MAPLSC	Master of Arts- Political Science
6	MA	Master of Arts	MASOC	Master of Arts- Sociology
7	MA	Master of Arts	MCJ	Master of Arts- Master Of Communication And Journalism
8	MA	Master of Arts	MASAN	Master of Arts- Economics

2.Master of Science (MSC)

SI.No.	StreamCode	Stream Name	StreamSubjectCode	Stream Subject Name
1	MSC	Master Of Science	MAB	Master Of Science -Applied Botany
2	MSC	Master Of Science	MAZOO	Master Of Science -Applied Zoology
3	MSC	Master Of Science	BIOSCI	Master Of Science -Biosciences
4	MSC	Master Of Science	MBT	Master Of Science -Biotechnology
5	MSC	Master Of Science	MCHM	Master Of Science -Chemistry
6	MSC	Master Of Science	MACHM	Master Of Science -Applied Chemistry
7.	MSC	Master Of Science	MOCHM	Master Of Science -Organic Chemistry
8.	MSC	Master Of Science	MALCHM	Master Of Science -Analytical Chemistry
9	MSC	Master Of Science	MICHM	Master Of Science -Industrial Chemistry
10	MSC	Master Of Science	MCS	Master Of Science -Computer Science
11	MSC	Master Of Science	MELE	Master Of Science -Electronics
12	MSC	Master Of Science	ESRM	Master Of Science -Earth Science And Resource Management
13	MSC	Master Of Science	PHY	Master Of Science -Physics
14	MSC	Master Of Science	MGI	Master Of Science -Geoinformatics
15	MSC	Master Of Science	MATSCI	Master Of Science -Material Science
16	MSC	Master Of Science	MATHS	Master Of Science -Mathematics
17	MSC	Master Of Science	STAT	Master Of Science -Statistics
18	MSC	Master Of Science	MYSC	Master Of Science -Yogic Science
19	MSC	Master Of Science	MLIS	Master Of Science -Master of Library and Information Science
20	MSC	Master Of Science	MSCMB	Master Of Science -Microbiology
21.	MSC	Master Of Science	BIOCHE	Master Of Science -Biochemistry
22.	MSC	Master Of Science	MHM	Hospital Management

3. Master of Commerce (MCOM)

SI.No.	StreamCode	Stream Name	StreamSubjectCode	Stream Subject Name
1	MCOM	Master Of Commerce	MCOM	MCOM
1	MCOM	Master Of Commerce	MHRD	Master of Commerce- Human Resource Development
1	MCOM	Master Of Commerce	MSM	Sales and Marketing

4. Master of Physical Education (MPED)

SI.No.	StreamCode	Stream Name	StreamSubjectCode	Stream Subject Name
1.	MPED	Master of Physical Education	MPED	Master of Physical Education
2.	MPED	Master of Physical Education	MPESS	SUMMER

5. Master of Business Administration (MBA)

SI.No.	StreamCode	Stream Name	StreamSubjectCode	Stream Subject Name
1	MBA	Master of Business Administration	MBATA	Tourim Administration
2.	MBA	Master of Business Administration	MBAIB	International Business
3.	MBA	Master of Business Administration	MBA	MBA Normal

6. OTHER COURSES WITHOUT SUB-STREAMS

SI.No.	StreamCode	Stream Name	StreamSubjectCode	Stream Subject Name
1.	MCA	Master of Computer Applications	MCA	Master of Computer Application
2.	MSW	Master of Social Work	MSW	MSW
3.	MASLP	Master in Audiology and Speech Language Pathology	MASLP	Master in Audiology and Speech Language Pathology
4.	MIB	Master of International Business	MIB	Master of International Business

3. Doctor of Philosophy (Ph.D)				
SI.No.	**StreamCode**	**Stream Name**	**StreamSubjectCode**	**Stream Subject Name**
1	Ph.D	Doctor of Philosophy	Ph.D STAT	Statistics
2	Ph.D	Doctor of Philosophy	Ph.DMATSCI	Material Science
3	Ph.D	Doctor of Philosophy	Ph.D MBT	Bio-Technology
4	Ph.D	Doctor of Philosophy	Ph.DMBA	Master of Business Administration
5	Ph.D	Doctor of Philosophy	Ph.D ZOO	Zoology
6	Ph.D	Doctor of Philosophy	Ph.D LIS	Library and Information Science
7	Ph.D	Doctor of Philosophy	Ph.D ELE	Electronics
8	Ph.D	Doctor of Philosophy	Ph.D CSC	Computer Science
9	Ph.D	Doctor of Philosophy	Ph.D BOT	Botany
10	Ph.D	Doctor of Philosophy	Ph.D PLSC	Political Science
11	Ph.D	Doctor of Philosophy	Ph.D HIST	History
12	Ph.D	Doctor of Philosophy	Ph.D COM	Commerce
13	Ph.D	Doctor of Philosophy	Ph.D KAN	Kannada
14	Ph.D	Doctor of Philosophy	Ph.D SAN	Sanskrit
15	Ph.D	Doctor of Philosophy	Ph.D ENG	English
16	Ph.D	Doctor of Philosophy	Ph.D CHM	Chemistry
17	Ph.D	Doctor of Philosophy	Ph.D MSW	Social Work
18	Ph.D	Doctor of Philosophy	Ph.D BSC	Bio-Sciences
19	Ph.D	Doctor of Philosophy	Ph.D PHY	Physics
20	Ph.D	Doctor of Philosophy	Ph.D ECO	Economics
21	Ph.D	Doctor of Philosophy	Ph.D EDU	Education
22	Ph.D	Doctor of Philosophy	Ph.D SOC	Sociology
23	Ph.D	Doctor of Philosophy	Ph.D MPED	Physical Education
24	Ph.D	Doctor of Philosophy	Ph.D ESRM	Earth Science and Resource Management
25	Ph.D	Doctor of Philosophy	Ph.D MCJ	Mass Communication and Journalism
26	Ph.D	Doctor of Philosophy	Ph.D PSY	Psychology

PG Diploma And Certificate Courses

SI.No.	StreamCode	Stream Name	StreamSubjectCode	Stream Subject Name
1	PGDB	P.G. Diploma programme in Bharathanatyam	PGDB	P.G. Diploma Programme in Bharathanatyam
2	PGDBM	P.G. Diploma in Business Management	PGDBM	P.G. Diploma in Business Management
3	PGDCA	P.G. Diploma in Computer Applications	PGDCA	P.G. Diploma Computer Applications
4	CERT	Certificate	ICYS	Yogic Science

Diploma And Certificate Courses

SI.No.	StreamCode	Stream Name	StreamSubjectCod	Stream Subject Name
1	PSCG	Post-Secondary Certificate in German	PSCG	PSCG
2	DAV	Diploma in Animation and Visual Effects	DAV	Diploma in Animation and Visual Effects
3	DIPLOMA	Diploma in Fire and Industrial Safety	DIPLOMA	Diploma in Fire and Industrial Safety
4	DIP	Diploma in Animation &Visual Effects	DIP	Diploma in Animation &Visual Effects
5	DLA	Diploma	DLA	Travel & Tourism
6	DLA	Diploma	DLAM	Hardware & Networking
7	DLA	Diploma	DIPM	Functional English
8	DLA	Diploma	DLAE	Epigraphy
9	CERT	Certificate	CET	Travel & Tourism
10	CERT	Certificate	CEHN	Hardware & Networking
11	CERT	Certificate	COMPN	Computer Network
12	CERT	Certificate	CES	Simulation
13	CERT	Certificate	CEFE	Funtional English
14	CERT	Certificate	CEWE	Women Empowerment
15	CERT	Certificate	CECA	Computer Application

16	CERT	Certificate	CEC	Epigraphy
17	CERT	Certificate	CEI	Insurance
18	ADIP	Advanced Diploma	ADT	Travel & Tourism
19	ADIP	Advanced Diploma	ADHN	Hardware & Networking
20	ADIP	Advanced Diploma	ADF	Funtional English
21	VEDAT	Veda and Tantragama	CERVT	Certification in Veda and Tantragama
22	VEDAT	Veda and Tantragama	DIPVT	Diploma in Veda and Tantragama

APPENDIX-9

MANGALORE UNIVERSITY

REGULATIONS GOVERNING THE CHOICE BASED CREDIT SYSTEM (CBCS) FOR THE TWO YEARS (FOUR SEMESTERS) MASTERS DEGREE PROGRAMMES IN THE FACULTIES OF ARTS, SCIENCE AND COMMERCE.
(Framed under section 44 (1) (c) of the KSU Act 2000)

PREAMBLE:

The University Grants Commission, New Delhi in its eleventh plan guidelines directed the Universities in the country to implement the Choice Based Credit System (Semester Scheme) in both the under-graduate and post- graduate programmes. The Choice Based Credit System makes the product of a University at par with the global practices in terms of academic standards and evaluation strategies. In the emerging scenario of Iinternationalization of Indian Higher Education, it is imperative that the Universities in India should follow this system so that the mobility of their products both within and across the geographical jurisdiction becomes possible. Hence Mangalore University thought it fit to introduce the CBCS (Semester Scheme) in its post-graduate programmes effective from the academic year 2009-10.

The Salient Features of the Choice Based Credit System (CBCS) (Semester Scheme):

Each course in a programme shall carry certain number of credits, which normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning expectations, etc In the proposed programmes, the credits shall be based on the number of instructional hours per week,generally I credit per hour of instruction in theory, and 1 credit for 2 hours of practical or project work or internship per week. Based on these, a two year or four semester post-graduate degree programme will have credits in the range of 20 to30, an average of 25 credits per semester and a total of 96 to 104 credits (depending on the type of the choice based cource opted by the students, an average of 100 credits) per post-graduate degree programme.

The other features of the CBCS (Semester Scheme) are;

a) The degree programmes are structured on credit based semester scheme.
b) The relative importance of subjects of study and activities are quantified in terms of credits.
c) The choice based courses may be generally restricted to 10% of the total credits, usually one Course per Semester. The choice based courses may be offered within the faculty and/or across the faculty.
d) The courses offered in a programme may be the core or elective. In the Faculties of Arts and Science, the choice based courses shall be opted in lieu of the elective courses, one per semester in any two of the last three semesters. In the Commerce Faculty, the choice based courses shall be opted lieu of the core courses

e) The declaration of result is based on the grade point average (GPA) earned towards the end of each semester or the Cumulative Grade Point Average (CGPA) earned towards the end of the programme and the corresponding alpha- sign grade.

1. TITLE AND COMMENCEMENT:

i) These regulations shall be called ぢThe Regulations Governing the Choice Based Credit System (CBCS) for the Two Years (Four Semesters) Masters Degree Programmes in the Faculties of Arts, Science and Commerceめ

ii) These regulations shall come into force from the date of assent of the Chancellor.

2. PROGRAMMES:

2.1 FACULTY OF ARTS:

i) Master of Arts (M.A.) in Applied Economics, Communications, Economics, English, History, Kannada, Political Science, Sanskrit and Sociology.
ii) Master of Communication & Journalism (MCJ)
iii) Master of Social work (M.S.W.)

2.2 FACULTY OF SCIENCE

i) Master of Science (M Sc.) in Analytical Chemistry, Applied Botany, Applied Chemistry, Applied Zoology, Biochemistry, Biosciences, Biotechnology, Bioinformatics, Chemistry, Computer Science, Computer Software, Earth Science & Resource Management, Electronics, Environmental Science, Food Science & Technology, Geoinformatics, Holistic Psychological Counselling, Industrial Chemistry, Information System, Interior Design & Decoration, Marine Geology, Materials Science, Mathematics, Microbiology, Medicinal Chemistry, Organic Chemistry, Physics, Psychology, Radiation Physics,Renewable Energy Systems, Statistics, Software Technology, and Yogic Science.
ii) Master of Library and Information Science (M.L.I.Sc.)

2.3 FACULTY OF COMMERCE

i) Master of Business Administration (M.B.A)
ii) M.B.A (Executive)
iii) M.B.A (Tourism Administration)
iv) M.B.A (International Business)/ Master of International Business (M.I.B)
v) Master of Commerce (M.Com.)
vi) M.Com (Applied Finance & Accounting)
vii) M.Com (Insurance & Bank Management)
viii) Master of Hospitality Management (M.H.M)
ix) Master of Hospital Administration (M.H.A)
x) Master of Human Resource Development (M.H.R.D)
xi Master of Sales and Marketing (M.S.M)
xii) Master of Psychology (Human Resource Development & Management) M.Psy.(H.R.D.M)

And any other courses in the faculties of Arts, Science and Commerce introduced from time to time.

3. ELIGIBILITY FOR ADMISSION:

3.1 FACULTY OF ARTS:

3.1.1 M.A.in Applied Economics: Candidates who have passed the three year B.A degree examination with Economics/ Foreign Trade or International Business or Business Economics or Banking as one of the optional subjects or B.Com. degree examination with Economics/ Business Economics and Banking as compulsory papers or BBM/BBA/BBS/BMS or any other degree as equivalent thereto with Economics/Managerial Economics and Banking as compulsory papers/subjects or B.A./B.Com./B.B.A/B.S in Foreign Trade or International Business or Business Economics or Banking are eligible for the programme provided they have secured 45% (40% for SC/ST/Category-I candidates) marks in aggregate including languages and Group III subjects.

3.1.2 **M.A in Communications:** Candidates who have passed any Bachelors Degree examination of Mangalore University or any other examination considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% marks (40% for SC/ST/Category-I candidates) in aggregate including languages and Group III subjects. Selection of candidates shall be on merit-cum-reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examination.

3.1.3 **M.A in Economics :** Candidates who have passed the three year B.A. degree examination of Mangalore University or any other University considered as equivalent thereto with Economics as major/optional subjects are eligible for the programme provided they have secured a minimum of 45% ((40% for SC/ST/Category-I candidates) marks in the subjects.

3.1.4 **M.A in English :** Candidates who have passed the three year B.A. degree examination of Mangalore University or any other University considered as equivalent thereto with English as major/optional/ special subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in English. Candidates who have passed the respective language/ literature as a minor subject or first/second language/Additional English at the degree level are also eligible provided they have secured not less than 60% marks in aggregate in the respective minor subject, first/second language/Additional English. These marks are to be equated with the marks of optional English (the cognate subject) as follows:

1. 60% in English as first/second language are to be equated to 45% of optional English (the cognate subject)
2. 60% in English as minor subject/Additional English are to be equated to 48% of optional English (the cognate subject)

3.1.5 **M.A in History :** Candidates who have passed the three year B.A. degree examination of Mangalore University or any other University considered as equivalent thereto with History/ Ancient History/ Archeology as major/optional subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in the subject.

3.1.6 **M.A in Kannada :** Candidates who have passed the three year B.A. degree examination of Mangalore University or any other University considered as equivalent thereto with Kannada as major/optional subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in Kannada. Candidates who have passed the respective language/ literature as a minor subject or first/second language at the degree level are also eligible provided they have secured not less than 60% marks in aggregate in the respective subject as a minor or first / second language. These marks are to be equated with marks of optional Kannada in the ratio of 60:45

3.1.7 **M.A in Political Science :** Candidates who have passed the three year B.A. degree examination of Mangalore University or any other University considered as equivalent thereto with PoliticalScience as major/optional subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in the subject.

3.1.8 **M.A in Sanskrit :** Candidates who have passed the three year B.A. degree examination of Mangalore University or any other University considered as equivalent thereto with Sanskrit as major/optional subject are eligible for admission to the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in Sanskrit. Candidates who have passed the respective language/ literature as a minor subject or first/ second language at the degree level are also eligible provided they have secured not less than 60% marks in aggregate in the respective subject as a minor or first / second language. These marks are to be equated with marks of optional Sanskrit in the ratio of 60:45

Candidates who have passed Vidwatmadhyama conducted by the Karnataka Secondary Education Examination Board, Bangalore or Shastri/Prakshiromani of Sanskrit Universities/Deemed Universi ties or Praveen Examinations conducted by the Endowment Department of Karnataka Government or any other degree equivalent thereto or B.A.M.S/ B.N.Y.S. or any other degree equivalent thereto are also eligible.
Candidates holding post graduate diploma in Sanskrit of any Indian University are also eligible for the programme.

3.1.9 **M.A in Sociology :** Candidates who have passed the three year B.A. degree examination of Mangalore University or any other University considered as equivalent thereto with Sociology as major/optional subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in the subject.

3.1.10 **Master of Communication and Journalism (MCJ) :** Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% marks (40% for SC/ST/Category-I candidates) in aggregate including languages and Group III subjects. Selection of candidates shall be on merit-cum-reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examination.

3.1.11 **Master of Social Work (MSW) :** Candidates who have passed any Bachelor Degree examination of Mangalore University or any other considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates)marks in optionals. Selection of candidates shall be on merit-cum-reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examination.

3.1.12 Candidates who have passed the B.A.Ed. Degree Examination (Regional College Scheme) are eligible for the PG programmes in the Faculty of Arts provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in the relevant subject.

3.2 FACULTY OF SCIENCE:

3.2.1 **M.Sc. in Analytical Chemistry/ Applied Chemistry/ Chemistry/ Industrial Chemistry / Medicinal Chemistry/ Organic Chemistry :** Candidates who have passed the three year B.Sc. degree examination of Mangalore University or any other University considered as equivalent thereto with Chemistry as optional/ major/ special subject with a minimum of 45% (40% for SC/ST/Category-I candidates)marks in the subject are eligible for the programme provided they have studied Physics and Mathematics as optional/ major/ special / minor subsidiary subjects either at B.Sc.or at P.U.C./ Higher Secondary level.

3.2.2 **M.Sc. in Applied Botany :** Candidates who have passed the three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Botany as optional/ major/ / special subject with not less than 45% (40% for SC/ST/Category-I candidates)marks in the subject are eligible for the programme provided they have studied Chemistry/Bio-Chemistry as optional/ major/ minor/subsidiary subject at the undergraduate level.

3.2.3 **M.Sc. in Applied Zoology :** Candidates who have passed the three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Zoology as optional/ major/ special subject with a minimum of 45% (40% for SC/ST/Category-I candidates) marks in the subject are eligible for the programme .

3.2.4 **M.Sc. in Biochemistry** : Candidates who have passed the three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Biochemistry /Chemistry as optional/ major/special subject and any two of the following subjects-Botany, Zoology, Microbiology, Biotechnolagy, Pharmacognocy and Chemistry as major/ optional / minor / subsidiary subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in Biochemistry/Chemistry.

3.2.5 **M.Sc. in Biosciences/ Environmental Science:** Candidates who have passed the three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with any two of the following subjects - Botany, Zoology , Microbiology Biotechnology Pharmacognocy and Environmental Science as optional / major / special subjects and also studied Chemistry / Biochemistry as optional / major / special subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in the subjects. However, in the case of U.G programmes where there is one major and two minor/ subsidiary subjects,the candidates shall have studied one of the following subjects- Botany, Zoology , Microbiology and Environmental Science as major / special subject and the second as the minor/subsidiary in addition to studying Chemistry/ Biochemistry as minor/ subsidiary subject.

3.2.6 **M.Sc. in Biotechnology** : Candidates who have passed the three year B.Sc.degree examination of Mangalore University with Life Science subjects or any other University considered as equivalent thereto provided they have studied Chemistry/Biochemistry as one of the major/optional/subsidiary subject and have secured a minimum of 45% marks (40% in case of SC/ST/Category-I candi dates) in aggregate excluding languages and group III subjects are eligible for the programme.Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.2.7 **M.Sc. in Bioinformatics** : Candidates who have passed the three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme with a minimum of 45% (40% for SC/ST/Category-I candidates) in aggregate excluding languages and Group III subjects provided they have studied Chemistry/ Biology either at the degree level or at least at Pre-University.Selection of candidates shall be on merit-cum - reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.2.8 **M.Sc. in Computer Science/ Computer Software/ Information System/ Software Technology** : Candidates who have passed any of the following Bachelor Degrees from Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I) aggregate marks excluding languages and group III subjects.

B.Sc. degree with Computer Science / Computer Applications (Vocational) as optional / major / subsidiary subjects or B.Sc. (Hons) degree with Computer Science / Computer Systems / Informa tion Science, Information Systems or B.Sc.degree with Mathematics / Statistics / Physics / Elec tronics / Instrumentation as optional / major / subsidiary along with P.G Diploma in Computer Applications / Computer Science / Information Technology or Bachelor of Computer Applications (BCA) or Bachelor of Computer Science (BCS) (Integrated Course) or Bachelor of Information Technology (BIT) or Bachelor of Information Science (BIS) or Bachelor of Engineering (BE) / Bachelor of Technology (B.Tech). Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.2.9 **M.Sc. in Earth Science and Resource Management**: Candidates who have passed any Bachelor Degree examination of Mangalore University with two science subjects / B.Sc. (Agriculture)/ BE (Civil) or B.E (Mining) or any other examination considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in aggregate including languages and group III subjects.

3.2.10 **M.Sc. in Electronics** : Candidates who have passed any Bachelor Degree Examination of Mangalore University with Electronics or Physics as optional / major / special subject with 45% (40% for SC/ST/Category-I candidates) marks in aggregate excluding languages and group III subjects.are eligible for the Programme provided they have studied Mathematics at least at the preuniversity level. Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.2.11 **M.Sc. in Geoinformatics/ Marine Geology** : Candidates who have passed any Bachelor Degree examination of Mangalore University or any other examination considered as equivalent thereto with any three science subjects or two Science subjects with Geography or B.E in any subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in aggregate including languages and group III subjects.
M.Sc. Industrial Chemistry

3.2.12 **M.Sc. in Holistic Psychological Counselling** : Candidates who have passed any Bachelor Degree examination with Psychology as one of the subjects or B.S.W degree examination of Mangalore University or any other university considered as equivalent thereto or graduates with P.G. Diploma / Diploma in counselling or graduates with atleast 2 years of work experience as Counsellor or eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) in aggregate including languages and group III subjects.
M.Sc. Industrial Chemistry.

3.2.13 **M.Sc. in Interior Design & Decoration** : Candidates who have passed three year B.Sc. Interior Design & Decoration examination of Mangalore University or any other University considered as equivalent thereto with designing as major / optional / special subjects are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) in aggregate.

3.2.14. **M.Sc. in Materials Science:** Candidates who have passed the three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Physics as optional / major / special subject and Chemistry/ Electronics / Instrumentation / Electronic Equipment Maintenance/ Computer Science / Statistics as major /optional or subsidiary subject with a minimum of 45% (40% for SC/ST/Category-I candidates) marks in the two cognate subjects, separately. The candidates who have not studied Chemistry at the under graduate level must have studied Chemistry at P.U.C./ Higher Secondary level.

3.2.15 **M.Sc. in Mathematics** : Candidates who have passed the three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Mathematics as major /optional /special subjects are eligible for the programmes provided they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in Mathematics.

3.2.16 **M.Sc. in Microbiology** : Candidates who have passed the three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Microbiology or Botany or Zoology as major / optional / special subject and Chemistry/Biochemistry as optional /major/special/ minor / subsidiary subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in the cognate subject.

3.2.17 **M.Sc. in Psysics/Radiation Physics** : Candidates who have passed three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Physics as major / optional / special subjects are eligible for the programme provided they have studied Mathematics as major / optional / special / minor / subsidiary subjects for at least two years and secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in Physics/Mathematics.

3.2.18 **M.Sc. in Psychology** : Candidates who have passed three year B.A./B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Psychology as Major / Optional / special subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in the cognate subject.

3.2.19 **M.Sc. in Statistics** : Candidates who have passed three year B.Sc.degree examination of Mangalore University or any other University considered as equivalent thereto with Statistics and Mathematics provided they have studied at least one of them as major / optional / special subjects and the other as minor/subsidiary subjects and have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in Statistics and Mathematics are eligible for the programme.If the candidates with Statistics as major/optional/ subsidiary/ special subjects are not available then the graduates with Mathematics as an optional/major/special subjects may also be considered for the programme provided they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in Mathematics.

3.2.20 **M.Sc. in Yogic science** : Candidates who have passed any Bachelor Degree or Post graduate Degree/Diploma examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in aggregate including languages and Group III subjects.Candidates holding Post Graduate Diploma in Yoga with pass class at the Undergraduate level are also eligible for the programme. Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.2.21 **M.Sc. in Food Science & Technology** : Candidates who have passed the three years B.Sc. degree examination of Mangalore University or any other University considered as equivalent thereto with a minimum of 45% (40% in case of SC/ST/Category-I candidates) marks in aggregate excluding languages and Group III subjects are eligible for the programme provided they have studied Chemistry/Biochemistry and any twoof the following optional / major/special subjects:

Home Science, Horticulture, Forestry, Environmental Science, Biotechnology, Botany, Microbiology, Pharmacognosy and Zoology.

Candidates who have passed any Bachelor Degree examination in Food Nutrition and Dietetics,Agriculture, Fishery Science and Engineering Biotechnology with 45% (40% in case of SC/ST/ Category-I candidates) marks in aggregate excluding languages and Group III subjects are also eligible.

3.2.22 **M.Sc. in Renewable Energy Systems** :Candidates who have passed the three years B.Sc. degree examination of Mangalore University or any other University considered as equivalent thereto with Physics as one of the optional/special/major subjects are eligible for the programme provided they have studied Chemistry and Mathematics either at degree level or at Pre-University and have secured a minimum of 45% (40% in case of SC/ST/Category-I candidates) marks in aggregate including languages and Group III subject OR Engineering graduates with Mechanical/ Civil/ Electronics/Chemical streams with 45% (40% for SC/ST/Category-I candidates) marks in aggregate are also eligible for the programme.

3.2.23 **Master of Library and Information Science (M.L.I.Sc)**:Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in aggregate including language and group III subjects.

3.2.24 Candidates who have passed the B.Sc. Ed. Degree examination.(Regional College Scheme) are eligible for the Programmes in the Faculty of Science, provided they have secured a minimum of 45% (40% for SC/ST/Category-I Candidates) marks in relevant subject.

3.3 FACULTY OF COMMERCE

3.3.1 **M.B.A:** Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto, are eligible for the programme provided they have secured a minimum of 50% (45% for SC/ST/Category-I candidates) marks in aggregate including language subjects. The applicant must hail from Karnataka. The eligibility criteria and admissions shall be as determined by the Government of Karnataka from time to time.

3.3.2 **M.B.A (Executives):** Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 50% (45% for SC/ST/Category-I candidates) marks in aggregate including languages and Group III subjects. The candidate shall have work experience of at least three years at the middle management/ supervisory level in business/ industrial/ commercial/ other relevant organisations. Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.3.3 **M.B.A (Tourism Administration):** Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST and Category-I candidates) marks in aggregate including language subjects.Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.3.4 **M.B.A (International Business)/ Master of International Business (M.I.B):** Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 50% (45% for SC/ST and Category-I candidates) marks in aggregate including language subjects. Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.3.5 **M.Com:** Candidates who have passed the three year B.Com/B.B.M. degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have obtained not less than 45% (40% for SC/ST/Category-I candidates) marks in aggregate in all the subjects excluding languages and Group III subjects.

3.3.6 **M.Com (Applied Finance & Accounting) :**Candidates who have passed the three year B.Com/ B.B.M.degree examination of Mangalore University or any other University considered as equivalent thereto with finance/accounting/ taxation as one of the subjects are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in aggregate excluding languages and Group III subjects.

3.3.7 **M.Com (Insurance & Bank Management) :**Candidates who have passed the three year B.Com/ B.B.M.degree exmination of Mangalore University or any other University considered as equivalent thereto with Accounting/Finance/Banking/ Insurance as one of the subjects are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) marks in aggregate in all subjects excluding languages and Group III subjects.

3.3.8 **Master of Hospitality Management (M.H.M) :**Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto in Hotel Management/Hospitality Sciences./Catering Technology/Catering are eligible for the programme provided they have secured a minimum of 45% of marks (40% for SC/ST/Category-I candidates) in aggregate including languages and Group III subjects.

Candidates who have passed a 3 years Diploma in Hotel Management and Catering Technology from any institution recognised by the Government or its agencies and have completed a 3 years undergraduate degree or a 2 years post-graduate degree in any stream from any recognised University with not less than 45% aggregate marks (40% for SC/ST/Category-I candidates) in both the diploma and under garduate/post- graduate degree are also eligible for the programme.

3.3.9 **Master of Hospital Administration (M.H.A):**Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% marks (40% for SC/ ST/Category-I candidates) in aggregate including languages and Group III subjects. Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.3.10 **Master of Human Resource Development(M.H.R.D):** A Candidate who have passed any Bachelor Degree of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% marks (40% for SC/ST/Category-I candidates) in aggregate including languages and Group III subjects. Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.3.11 **Master of Sales and Marketing (M.S. M):** Candidates who have passed any Bachelor Degree examination of Mangalore University or any other University considered as equivalent thereto are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/ Category-I candidates) marks in aggregate including language subjects. Selection of candidates shall be on merit-cum- reservation on the basis of 50:50 weightage for marks in the entrance and qualifying examinations.

3.3.12 **Master of Psychology in Human Resource Development and Management (M.Psy. HRDM):** Candidates who have passed any Bachelor Degree examination of Mangalore University or any other examination considered as equivalent thereto with Psychology as major/optional subject are eligible for the programme provided they have secured a minimum of 45% (40% for SC/ST/Category-I candidates) in the subject.

4. The Candidates who already possess a Master Degree in any subject and apply for admission to another Master Degree programme, shall be considered for admission only after all other eligible candidates have been considered. However, this clause shall not be applicable for admission to M.B.A/M.B.A (Tourism Administration)/M.S.M./ M.H.R.D degree programmes.

5. DURATION OF THE PROGRAMMES : The duration of Master Degree Programmes shall extend over 4 semesters each of a minimum of 16 weeks(90 actual working days) of instruction and 2 to 3 weeks for preparation and examination (two academic years).

6. MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMMES:

The candidate shall complete the Master Degree programmes within the period as prescribed in the regulations governing maximum period for completing various degree/diploma programmes.

7. MEDIUM OF INSTRUCTION : The medium of instruction shall be English/Kannada.

8. HOURS OF INSTRUCTION PER WEEK: There shall be minimum of 24 hours of instructions perweek in subjects without practicals/field work and a mimimum of 28 hours of instructions per week in subjects with practicals/field work. These hours may be distributed for lectures, seminars, tutorials, practicals, project work and other modes of instruction which individual courses may require.

9. ATTENDENCE : Each course (theory, practical etc.) shall be treated as an independent unit for the purpose of attendance.A student shall attend a minimum of 75% of the total instruction hours in a course including tutorials and seminars in each semester.There shall be no provision for condonation of shortage of attendance and a student who fails to secure 75% attendance in a course shall be required to repeat that semester.

10. COURSE PATTERN:

10.1 In the Faculties of Arts, Science and Commerce, the number of credits per semester may vary from 20 to 30,an average of 25 credits per semester and a total of 96 to 104 credits for programme (depending on the type of the choice based course opted by the student). The credits shall be based on the number of instructional hours per week, generally I credit per hour of instruction in theory and 1 credit for 2 hours of practical or project work or internship per week.

10.2 In the case of subjects without practicals there may be 5 theory courses/papers each of 5 hours of instruction perweek or 6 theory courses/papers each of 4 hours of instruction per week in a semester. In the case of subjects with practicals, there may be 4 theory courses/papers each of 4/5 hours instruction per week and the number of practical courses perweek may vary as follows:

a) 4 practicals courses each of 4 hours duration per week or
b) 2 practicals courses each of 8 hours duration per week or
c) 3 practicals courses each of 6 hours duration per week

There may be a soft course in lieu of one of the practicals in the first and second semesters and project work in lieu of one or two theory/practicals in the third and/or fourth semester.

10.3 The choice based courses are generally restricted to 10% of the total credits, usually one Course/ paper (theory) per Semester. The choice based courses may be offered within the faculty and/or across the faculty.

10.4 The courses offered in a programme may be the core or elective. In the Faculties of Arts and Science, the choice based courses shall be opted in lieu of the elective courses, one per semester in any two of the last three semesters. In the Commerce Faculty, the choice based courses shall be opted in lieu of the core courses/papers.

10.5 Appendix 老やgives a summary of the course patterns, hours of instructions per course/paper per week, marks and credits assigned to different courses/papers in different subjects of study in the Post-Graduate Degree programmes in all the semesters of different faculties.

11. THE SCHEME OF EXAMINATION:

11.1 There shall be examinations at the end of each semester ordinarily during November/ December for odd semesters and during April/May for even semesters. The details of schemes of examinations in various subjects are given in Appendix 老や

12. INTERNAL ASSESSMENT : Marks for internal assessment shall be awarded on the basis of seminars, fieldwork, tests, assignments etc. as determined by the Board of Studies in the respective subject. The internal assessment marks shall be notified on the department/ college notice board for information of the students and it shall be communicated to the Registrar (Evaluation) before the commencement of the University examinations, and the Registrar (Evaluation) shall have access to the records of such internal assessment evaluations.

13. REGISTERING FOR THE EXAMINATIONS: The candidate shall register for all the papers in the subject of a semester when he/she appears for the examination of that semester for the first time.

14. VALUATION OF ANSWER SCRIPTS:

14.1 Each written course/paper shall be valued by one internal examiner and one external examiner from the panel of examiners prepared by the concerned B.O.S and approved by the University. Each practical examination shall be jointly conducted and evaluated by one internal examiner and one external examiner or two external examiners if there are no internal examiners.

14.2 A dissertation/ project report/ internship report shall be evaluated by two examiners, one external and one internal from the panel of examiners prepared by the concerned B.O.S and approved by the University. Wherever there is vivs-voce, it shall be conducted by the Common Viva-Board consisting of the Chairman (BOE), internal guide and two external experts as approved by the Registrar (Evaluation).

14.3 If the difference in marks between two valuations is more than 20% of the maximum marks, the Registrar (Evaluation) shall check the entries and the total marks assigned by the two valuers. if there is any mistake in totaling, it shall be rectified. While checking the total, if it is observed that any one or more of the answers is not valed by one of the vluers,the Registrar (Evaluation) shall advise the internal members of the Board of Examiners to value that answer. After receiving the marks, the Registrar (Evaluation) shall make the necessary corrections. Despite allthese corrections, if the difference between the two valuations is still more than 20%, the Registrar (Evaluation) shall refer such answer scripts to the Chairman of the BOE for arranging third valuation by the examiners from among the approved panel of examiners.

14.4 In case of two valuations, the average of the two valuations and if there are three valuations, the average of the nearest two valuations shall be taken for declaring results.

15. CLASSIFICATION OF SUCCESSFUL CANDIDATES: The results of successful candidates at the end of each semester shall be declared in terms of Grade Point Average(GPA) and alpa-sign grade. The results at the end of the fourth semester shall be classified on the basis of the Cumulative Grade Point Average (CGPA) obtained in all the four semesters and the corresponding overall alpha-sign grade. An eight point grading system, alpha-sign grade as described below shall be adopted.

Eight Point Alpha-Sign Grading Scale

Grade Point Average	<4	4-<5	5-<.5.5	5.5-<6	6-<7	7-<8	8-<9	9-10
Alpha-Sign Grade:	D	C	B	B+	A	A+	A++	O (Outstanding)

The Grade Point Average (GPA) in a Semester and the Cumulative Grade Point Average (CGPA) at the end of fourth semester shall be computed as follows:

15.1 ***Computation of Grade Point Average (GPA):*** The grade points (GP) in a coure shall be assigned on the basis of actual marks scored (end Semester examination and I.A) in that course as per the table below provided they have secured a minimum of 35% marks in the end Semester examination. The candidate securing less than 35% marks in the end Semester examination in any unit/theory/ practicals/ project work/ dissertation/ internship/ seminar shall be declared to have failed in that unit/ theory/ practicals.

%Marks	35-40	41-45	46-50	51-55	56-60	61-65	66-70	71-75	76-80	81-85	86-90	91-95	95-100
Grade Points	4	4.5	5.0	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10

The Grade Point Weights (GPW) shall then be a calculated as the product of the grade points earned in the course and the credits for the course. The total GPW for a semester is obtained by adding the (GPW) of all the courses of the semester.

The following are the sample illustrations of computing semester grade point averages and cumulative grade point average and the alpa-sign grades assigned.

ILLUSTRATION 1 (25 Credits)

Papers	P1	P2	P3	P4	P5	Total
Maximum Marks	100	100	100	100	100	600
Marks Obtained	67	73	58	76	64	338
%Marks Obtained	67	73	58	76	64	-
Grade Points Earned (G.P.)	7	7.5	6	8	6.5	-
Credits for the Course(C)/ Paper	5	5	5	5	5	25
Total GPW =GPx C	35	37.5	30	40	32.5	175

The GPA shall then be computed by dividing the total GPW of all the courses of study by the total credits for the semester.

GPA= Total GPW/ Total Credits = 175 /25 = **7.0**

Semester Alpha Sign Grade: A+

ILLUSTRATION 2 (25 Credits)

Papers	P1	P2	P3	P4	P5	P6	P7	P8	P9	Total
Maximum Marks	100	100	100	100	50	50	50	50	25	625
Marks Obtained	54	52	58	61	38	36	37	41	18	476
%Marks Obtained	54	52	58	61	76	72	74	82	72	-
Grade Points Earned (G.P.)	5.5	5.5	6	6.5	8	7.5	7.5	8.5	7.5	-
Credits for the Course/ Paper	4	4	4	4	2	2	2	2	1	25
Total GPW =GPxC	22	22	24	26	16	15	15	17	7.5	164.5

GPA= Total GPW/ Total Credits = **172 /25 = 6.58**

Semester Alpha Sign Grade: **A**

ILLUSTRATION 3(24 Credits)

Papers	P1	P2	P3	P4	P5	P6	Total
Maximum Marks	100	100	100	100	100	100	600
Marks Obtained	45	42	46	43	46	48	270
%Marks Obtained	45	42	46	43	46	48	-
Grade Points Earned (G.P.)	4.5	4.5	5	4.5	5	5	-
Credits for the Course/ Paper	4	4	4	4	4	4	24
Total GPW =GPx C	18	18	20	18	20	20	114.0

GPA= Total GPW/ Total Credits = 114 /24= **4.75**
Semester Alpha Sign Grade: C

ILLUSTRATION 4 (24 Credits)

Papers	P1	P2	P3	P4	P5	P6	P7	P8	Total
Maximum Marks	100	100	100	100	50	50	50	50	600
Marks Obtained	67	73	78	76	42	44	39	37	456
%Marks Obtained	67	73	78	76	84	88	78	74	-
Grade Points Earned (G.P.)	7	7 .5	8	8	8.5	9	8	7.5	-
Credits for the Course)/ Paper	4	4	4	4	2	2	2	2	24
Total GPW =GPxC	28	30	32	32	17	18	16	15	188.0

GPA= Total GPW/ Total Credits = **188 /24 = 7.83**
Semester Alpha Sign Grade: **A+**

ILLUSTRATION 5 (26Credits)

Papers	P1	P2	P3	P4	P5	P6	P7	P8	Total
Maximum Marks	100	100	100	100	75	75	75	25	650
Marks Obtained	67	73	78	76	63	66	59	19	501
% Marks Obtained	67	73	78	76	84	88	78	74	-
Grade Points Earned (G.P)	7	7.5	8	8	8.5	9	8	7.5	-
Credit for the Course/Paper	4	4	4	4	3	3	3	1	26
Total GPW=GPxC	28	30	32	32	25.5	27	24	7.5	206.0

GPA= Total GPW/ Total Credits = **206/26= 7.92**
Semester Alpha Sign Grade: **A+**

15.2 ***Calculation of Cumulative Grade Point Average (CGPA):*** The Cumulative Grade Point Average (CGPA) at the end of the fourth semester shall be calculated as the weighted average of the semester GPW. The CGPA is obtained by dividing the total of GPWof all the four semesters by the total credits for the programme.

ILLUSTRATION 1

Semester	I	II	III	IV	Total
Semester Alpha Sign Grade	A+	A+ +	A+	A+ +	-
Semester GPA	7.63	8.0	8.13	8.5	-
Semester Credits	25	25	25	25	100
Semester GPW	190.8	200	203.3	212.5	806.5

Cumulative Grade Point Average (CGPA)
= Total of Semester GPW/ Total Credits for the programme
= 806.5 / 100 = **8.07**

Programme Alpa Sign Grade: **A++**

ILLUSTRATION 1I

Semester	I	II	III	IV	Total
Semester Alpha Sign Grade	A+	A+ +	A+	A+ +	-
Semester GPA	7.63	8.0	8.13	8.5	-
Semester Credits	24	24	24	24	96
Semester GPW	183.1	192	195.1	204	774.2

Cumulative Grade Point Average (CGPA)
= Total of Semester GPW/ Total Credits for the programme
= 774.2/ 96 = **8.06**

Programme Alpha Sign Grade: **A++**

ILLUSTRATION 1I

Semester	I	II	III	IV	Total
Semester Alpha Sign Grade	A+	A+ +	A+	A+ +	-
Semester GPA	7.63	8.0	8.13	8.5	-
Semester Credits	26	26	26	22	100
Semester GPW	198.4	208	211.4	187	804.8

Cumulative Grade Point Average (CGPA)
= Total of Semester GPW/ Total Credits for the programme
= 804.8/ 100 = **8.05**

Programme Alpha Sign Grade: **A++**

16. MINIMUM FOR A PASS:

16.1 A candidate shall be declared to have passed the PG program if he/she secures atleast a CGPA of 4.0 (Course Alpha - Sign Grade C) in the aggregate of both internal assessment and semester end examination marks put together in each unit such as theory papers / practicals / project work / dissertation / internship / seminar.

16.2 The candidates who pass all the semester examinations in the first attempts in two years are eligible for ranks provided they secure atleast CGPA of 6.0 (at least Alpha-Sign Grade A).

16.3 The results of the candidates who have passed the fourth semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.

16.4 A candidate who passes the semester examinations in parts is eligible for only CGPA and Alpa - Sign Grade but not for ranking.

16.5 There shall be no minimum in respect of internal assessment and viva-voce

16.6 A Candidate who fails in any of the unit/project work/Project Report/ dissertation shall reappear in that unit/project work/Project Report/dissertation and pass the examination subsequently.

17. CARRY OVER PROVISION: Candidates who fail in a lower semester examinations may go to the higher semester and take the examinations.

18. REJECTION OF RESULTS:

i. A candidate who fails in one or more papers of a semester may be permitted to reject the result of the whole examination of that semester. Rejection of result paper wise shall not be permitted. A candidate who rejects the results shall appear for the examination of that semester in the subsequent examination.

ii. Rejection shall be exercised only once in each semester and the rejection once exercised shall not be revoked.

iii. Application for rejection along with payment of the prescribed fee shall be submitted to the Registrar (Evaluation) through the department/college together with the original statement of marks 30 days in advance of the pertinent semester examination whenever held..

iv. A candidate who rejects the result is eligible for class and not for ranking.

19. IMPROVEMENT OF RESULTS

i) A candidate who passes all the courses/ papers of a semester may be permitted to improve the result by reappearing for the whole examination of that semester.

ii) The reappearance could be permitted twice during double the period without restricting it to the subsequent examination only. The regulation governing maximum period for completing various degree/diploma programme notified by the University from time to time shall be aapplicable for improvement of results also.

iii) The student could be permitted to apply for the improvement examination 45 days in advance of the pertinent semester examination whenever held.

iv)If the candidate passes in all the subjects in the reappearance, higher of the two aggregate marks secured by the candidates shall be awarded to the candidate for that semester. In case the candidates fails in the reappearance, candidate shall retain the first appearance result.

v) A candidate who appears for improvement is eligible for class and not for ranking.

20. Internal assessment marks shall be shown separately in the marks card. A candidate who has rejected the result or who, having failed, takes the examination again or who has appeared for improvement shall retain the internal assessment marks already obtained.

21.A candidate who fails in any of the semester examinations may be permitted to take the examinations again at a subsequent appearance as per the syllabus and scheme of examination in vogue at the time the candidate took the examination for the first time. This facility shall be limited to the following two years and this provision may also extended to a candidate who reject or improve the result.

22.Repeal and Savings :- The existing Regulations governing two years (four semester) Masters degree programmes in the faculties of Arts, Science & Commerce notified vide this Office Notification No. MU/ACC/CR.6/2002-03/A2, dated 29.7.2003 and amendments thereon notified from time to time shall stand repealed. However,these Regulations shall continue to be in force for the students who have been admitted to the course before the enforcement of these regulations.

APPENDIX ಅಮ

DETAILS OF COURSE PATTERNS AND SCHEMES OF EXAMINATIONS IN VARIOS SUBJECTS

T-Theory
P- Practicals

1 FACULTY OF ARTS

i) Applied Economics/ Communication/ Economics/English/ History/ Kannada/ Political Science/ Sanskrit/ Sociology

Semester	Paper	Instruction hrs. week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III/IV	5T	5x5	5x2	5x30	5x70	5x100	5x5
						Semester Total	**25**
						Grand Total	**100**
In the IV semester there may be project work/dissertation in lieu of 1 or 2 papers.							

ii) Master of Communication and Journalism (M.C.J)

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I	5T 1 T cum p	5x4 1x6	5x2 1x4	5x30 1x30	5x70 1x70	5x100 1x100	5x4 5x4
	OR						
	4T 2 T cum p	4x4 2x6	4x2 2x4	4x30 2x30	4x70 2x70	4x100 2x100	4x4 2x4
						Semester Total	24
II/III	4T 2T cum p	4x4 2x6	4x2 2x4	4x30 2x30	4x70 2x70	4x100 2x100	4x4 2x4
	OR						
	3T 3T cum p	3x4 3x6	3x2 3x4	3x30 3x30	3x70 3x70	3x100 3x100	3x4 3x4
	Seminar	1	-	25	-	25	1
						Semester Total	25
IV	3T	3x4	3x2	3x30	3x70	3x100	3x4
	2T cum p	2x6	2x4	2x30	2x70	2x100	2x4
	Project work for Dissertation (IA+ Dissertation:50+ 100 marks) 6 Credits (12 Hrs. of Project work per week.						6
						Semester Total	26
						Grand Total	**100**

In any semester there may be a project or integrated media practice and participatory discourse in lieu of one of the practicals

iii) M.S.W

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III	4T	4x4	4x2	4x30	4x70	4x100	4x4
	ISWP	1x16	-	1x100 (Viva)	1x100 (Project Report)	1x200	1x8
	Seminar	1	-	25	-	25	1
	Semester Total						**25**
IV	3T	3x4	3x2	3x30	3x70	3x100	3x4
	ISWP	1x16	-	1x100 (Viva)	1x100 (Project Report)	1x200	1x8
	I Elective Or Project work	1x4 Or 1x8	1x2 Or	1x30	1x70	1x100	1x4
	Seminar	1	-	25	-	25	1
	Semester Total						**25**
	Grand Total						**100**

II FACULTY OF SCIENCE:

i) Analytical Chemistry/Applied Chemistry/ Chemistry/ Medical Chemistry/ Organic Chemistry

Semester	Paper	Instruction hrs. week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II	4T	4x4	4x2	4x30	4x70	4x100	4x4
	4P	4x4	4x4	4x15	4x35	4x 50	4x2
	Semester Total						**24**

In the I and II semesters, there may be soft course in lieu of one of the practicals with 2 hrs of theory instruction per week Or one hour of theory & 2 hours of practicals per week (Exam: 2 hrs of theory or 3hrs of theory cum practicals)

III/IV	4T	4x4	4x2	4x30	4x70	4x100	4x4
	3P	3x6	3x5	3x25	3x50	3x 75	3x3
	Seminar	1	-	25	-	25	1
						Semester Total	**26**
						Grand Total	**100**
In the IV semester there may be project work/dissertation in lieu of 1 or 2 practicals.							

ii) Applied Botany/ Applied Zoology / Biochemistry/ Biosciences/ Biotechnology / Bioinformatics/ Environmental Science/ Interior Design & Decoration/ Physics/ Statistics / Marine Geology / Microbiology / Radiation Physics

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
I/II/III/IV	4T	4x4	4x2	4x30	4x70	4x100	4x4
	4P OR 2P	4x4 OR 2x8	4x3 OR 2x4	4x15 OR 2x30	4x35 OR 2x70	4x50 OR 2x100	4x2 OR 2x4
Seminar/Mini Project		1	-	25	-	25	1
						Semester Total	**25**
						Grand Total	**100**
In the IV Semester there may be project work /dissertation in lieu of 1 or 2 practicals							

iii) Computer Science / Computer Software / Information System / Software Technology

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
I/II/III	5T	5X4	5X2	5X30	5X70	5X100	5X4
	2P	2X4	2X4	2X25	2X50	2X75	2X3
						Semester Total	**26**
IV	Project work viva 18+4 (IA +Dissertation: 150+300 & Viva: 100) Credits (36 Hrs. of Project work per week)						22
						Semester Total	**25**
						Grand Total	**100**

iv) Earth Science and Resource Management /Geoinformatics/ Marine Geology

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III/	4T	4x4	4x2	4x30	4x70	4x100	4x4
	4P Or 2P	4x4 Or 2x8	4x2 Or 2x4	4x15 Or 2x30	4x35 Or 2x70	4x50 Or 2x100	4x2 Or 2x4
	Seminar and Field work	2	-	50	-	50	2
						Semester Total	26
IV	Dissertation Survey-Field work & Viva (36 hrs of instruction per week), 12+6+4 Credits (300+150+100 Marks)						22
						Grand Total	**100**

v) Electronics/Renewable Energy Systems

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III	4T	4X4	4X2	4X30	4X70	4X100	4X4
	2P	2X8	2X4	2X30	2X70	2X100	2X4
	Seminar	1	-	25	-	25	1
						Semester Total	**25**
IV	Project work & viva, 20+5 Credits (IA +Dissertation: 100+400 & Viva: 125) (40 Hrs. of Project work per week)						25
						Grand Total	**100**

vi) Food Science and Technology

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
I	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
						Semester Total	**24**
II/III	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
	Seminar	1	-	25	-	25	-
						Semester Total	**25**
						Semester Total	24
IV	3T	3x4	3x2	3x30	3x70	3x100	3x4
	1P	1x8	1x4	1x30	1x70	1x100	1x4
	Industrial & Institutional training	1x4	-	1x15	1x35	1x50	1x2
	Project work, 8 Credits (Dissertation: 150 & IA (Viva): 50) (16 Hrs. of Project work per week)						8
						Semester Total	26
						Grand Total	**100**

vii) Holistic Psychological counselling

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
I	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
						Semester Total	24
II/III	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
	Seminar	1	-	25	-	25	1
						Semester Total	25
IV	*2T	2x4	2x2	2x30	2x70	2x100	2x4
	Internship	20 hrs per week for at least 18 weeks		100	200	300	1x12
	Viva-voce	-	-	-	-	150	1x18
						Semester Total	26
						Grand Total	**100**

* In the IV Semester there may be a Dissertation based on Project work in lieu of 2 Theory Papers

viii) Industrial Chemistry

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
I/II	4T	4x4	4x2	4x30	4x70	4x100	4x4
	4P	4x4	4x4	4x15	4x35	4x50	4x2
						Semester Total	**24**
In the I and II semesters, there may be soft course in lieu of one of the practicals with 2 hrs of theory instruction per week Or one hour of theory & 2 hours of practicals per week (Exam: 2 hrs of theory or 3hrs of theory cum practicals)							
III/IV	4T	4x4	4x2	4x30	4x70	4x100	4x4
	3P	3x6	3x5	3x25	3x50	3x75	3x3
	Seminar	1	-	25	-	25	1
						Semester Total	**26**
IV	Project work & viva, 20+5 Credits (IA +Dissertation: 100+400 & Viva: 75) (40 Hrs. of Project work per week)						25
	Seminar	1	-	25	-	25	1
						Semester Total	26
						Grand Total	**100**

ix) Mathematics

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
I/II/III/IV	5T	5x5	5x2	5x30	5x70	5x100	5x5
						Semester Total	25
						Grand Total	**100**

x) Materials Science

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
						Semester Total	24
II/III	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
	Seminar	1	-	25	-	25	1
						Semester Total	25
IV	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
	Project Work	4	-	15	35	50	2
						Semester Total	26
						Grand Total	**100**

xi) Psychology

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
	Seminar	1	-	25	-	25	1
						Semester Total	25
IV	4T	4x4	4x2	4x30	4x70	4x100	4x4
	1P	1x8	1x4	1x30	1x70	1x100	1x4
	Case studies, Field report & viva-voce	1x8	1x4	1x30	1x70	1x100	1x4
	Seminar	1	-	25	-	25	1
						Semester Total	25
						Grand Total	**100**

xii) Yogic Sciences

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
	Seminar	1	-	25	-	25	1
						Semester Total	25
IV	2T	2x4	2x2	2x30	2x70	2x100	2x4
	1P	1x8	1x4	1x30	1x70	1x100	1x4
	Seminar	1	-	25	-	25	1
	Project work & viva, 8+4 Credits (Dissertation: 200 & Viva: 100) (16 Hrs. of Project work per week)						12
						Semester Total	25
						Grand Total	**100**

xiii) M.L.I.Sc.

Semester	Paper	Instruction hrs/.week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III/IV	4T	4x5	4x2	4x30	4x70	4x100	4x5
	2P	2x4	2x4	2x10	2x40	2x50	2x2
	Seminar	1	-	25	-	25	1
						Semester Total	**25**
						Grand Total	**100**

III. FACULTY OF COMMERCE

i) M.B.A./M.B.A. (Executive)/M.B.A. (International Business) / M.H.R.D

Semester	Paper	Instruction hrs. week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III	5T	5x5	5x2	5x30	5x70	5x100	5x5
						Semester Total	25
IV	5T	5x4	5x2	5x30	5x70	5x100	5x4
	I Project *	1x10	-	-	1x100	1x100	1x5
						Semester Total	**25**
						Grand Total	**100**

*One instruction hour per student per project guide per week shall be allocated during the third and fourth semesters for project guidance.

i) M.B.A.(Tourism Administration)

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III	6T	6x4	6x2	6x30	6x70	6x100	6x4
						Semester Total	24
IV	6T	6x4	6x2	6x30	6x70	6x100	6x4
	I Project *	1x8	-	-	1x100	1x100	1x4
						Semester Total	**28**
						Grand Total	**100**

*One instruction hour per student per project guide per week shall be allocated during the third and fourth semesters for project guidance.

iii) Master of International Business (M.I.B):

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III	6T	6x4	6x2	6x30	6x70	6x100	6x4
						Semester Total	24
IV	6T	6x4	6x2	6x30	6x70	6x100	6x4
	I Project *	1x8	-	-	1x100	1x100	1x4
						Semester Total	**28**
						Grand Total	**100**

*One instruction hour per student per project guide per week shall be allocated during the third and fourth semesters for project guidance.

iv) M.Com.

Semester	Paper	Instruction hrs. week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III/IV	5T	5x5	5x2	5x30	5x70	5x100	5x5
						Semester Total	25
In the IV Semester there may be Project work /dissertation in lieu of 1 or 2 papers.							
						Grand Total	**100**

viii) M.S.M..

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/	6T	6x5	6x2	6x30	6x70	6x100	6x5
						Semester Total	30
III	Internship, 36 hrs per week for at least 4 months (IA + Internship Report +Viva, 4+12+4 Credits)100+300+100 Marks).						20
						Semester Total	20
IV	*Project work,36 hrs per week for atleast 4 months(IA+Dissertation: +Viva, 4+12+4 Credits)100+300+100 Marks).						20
						Semester Total	20
						Grand Total	**100**

*One instruction hour per student per project guide per week shall be allocated during the third and fourth semesters for project guidance.

x) M.Psy. in HRDM

Semester	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
				IA	Exam	Total	
I/II/III	4T	4x4	4x2	4x30	4x70	4x100	4x4
	2P	2x8	2x4	2x30	2x70	2x100	2x4
	Seminar	1	-	25	-	25	1
						Semester Total	25
IV	4T	4x4	4x2	4x30	4x70	4x100	4x4
	3P	3x6	3x4	3x25	3x50	3x75	3x3
						Semester Total	25
						Grand Total	**100**

(Assented by the Chancellor on 26.08.2009 as communicated in Government letter No.ED 26 UDS 2009,dated 7.09.2009)

Sd/-
REGISTRAR

MANGALORE UNIVERSITY

AMENDMENTS TO THE REGULATIONS GOVERNING TWO YEARS (FOUR SEMESTERS) MASTERS DEGREE PROGRAMMES IN THE FACULTIES OF ARTS, SCIENCE AND COMMERCE

(Amendments of Master of Sales and Marketing degree programme)

(Framed under Section 44 (1) (c) of the KSU Act 2000)

PREAMBLE:

Master of Sales and Marketing (MSM) Course was specially designed to cater to the requirements of the employment market keeping in view the increasing demand for sales and marketing professionals.The University Grants Commission(UGC), New Delhi had not yet recognized this course for the precise reason that it was an unconventional, super speciality course and as such students pursuing this course were deprived of writing UGC NET/SLET examinations. Further more these students would not be considered for teaching post in Colleges and Universities. Hence, Mangalore University thought it fit to change the nomenclature of the course from its existing title -Master of Sales and Marketing (MSM) to "Master of Commerce (Sales and Marketing)" with suitable changes in the regulation.

EXISTING	TO BE AMENDED
2. PROGRAMMES:	**2. PROGRAMMES:**
2.3 Faculty of Commerce	**2.3 Faculty of Commerce**
i) Master of Commerce (M.Com)	i) -No Change-
ii) Master of Business Administration (M.B.A)	ii) -No Change-
iii) Master of Business Administration (Tourism Administration)	iii) -No Change-
iv) Master of Sales and Marketing (M.S.M)	iv) Master of Commerce(Sales and Marketing) [(M.Com. (Sales and Marketing)]
v) Master of Hospitality Management (M.H.M)	v) -No Change-
vi) Master of Human Resource Development (M.H.R.D)	vi) -No Change-
vii) M.Com. in Applied Finance and Accounting (M.Com.A.F.A)	vii) -No Change-

viii) M.Com. in Insurance and Bank Management (M.Com .I.B.M)	viii) -No Change -
ix) Master of Psychology in Human Resource Development & Management (M.Psy. H.R.D.M)	ix) -No Change -
3. ELIGIBILITY FOR ADMISSION:	**3. ELIGIBILITY FOR ADMISSION:**
3.3.4 Master of Sales and Marketing:	3.3.4 Master of Commerce (Sales and Marketing)
Candidates shall have passed any bachelor degree examination of Mangalore University or any other University considered as equivalent thereto, with not less than 45% (40%for SC/ST/Category-I candidates) of the aggregate marks including language subjects. Selection of candidates shall be on the basis of marks obtained in the qualifying examination and marks obtained in the entrance test in the ratio of 50:50.	Candidates shall have passed three years B.Com or B.B.M or B.B.A degree examination of Mangalore University or any other University considered as equivalent thereto, with not less than 45% (40%for SC/ST/Category-I candidates)of the aggregate marks including language subjects. and group III subjects Selection of candidates shall be on the basis of marks obtained in the qualifying examination and marks obtained in the entrance test in the ratio of 50:50.
10. SCHEME OF EXAMINATION	10. SCHEME OF EXAMINATION
10.1 There shall be examinations at the end of each semester ordinarily during November/December for odd semesters and during April/May for even semesters. The details of schemes of examinations in various subjects are given in appendix ಇಮ	10.1 -No Change -
10.2 A dissertation is compulsory for Geoinformatics/Master of Sales and Marketing courses in the IV semester. For other courses dissertation may be offered as per the schemes pre scribed in respective courses. It shall be evaluated by two examiners, one external and one internal appointed by the University. Wherever there is viva-voce, it shall be conducted by the Common Viva- Board consisting of the Chairman (BOE), Internal guide and two external experts as approved by the Registrar (Evaluation)	10.2 A dissertation is compulsory for Geoinformatics/ courses in the IV semester. For other courses dissertation may be offered as per the schemes pre -scribed in respective courses. It shall be evaluated by two examiners, one external and one internal appointed by the University.Wherever there is viva-voce, it shall be conducted by the Common Viva-Board consisting of the Chairman (BOE), Internal guide and two external experts as approved by the Registrar (Evaluation)

10.3 Internship Training: Third semester of Master of Sales and Marketing degree programme is for internship. Each student will be assigned to an organisation approved by the Chairman of the department to undergo an internship in that organisation for a period of 4 to 5 months or as decided by the concerned BOS from time to time. A person at an appropriate level in the organization shall be authorised to evaluate the overall performance of the candidate for 100 marks and send the marks list to the Registrar (Evaluation) through the Chairman. The candidate shall submit internship report at the end of the third semester to the Chairman. This report shall be evaluated like any other papers for 100 marks.	10.3 Internship Training and Project Work: In the fourth semester of Master of Commerce (Sales and Marketing) degree programme there shall be internship for two months. Each students will be assigned to an organisation approved by the Chairman of the department to undergo an internship in that organisation as decided by the concerned BOS from time to time. A person at an appropriate level in the organization shall be authorised to evaluate the overall performance of the candidate for 50 marks and send the marks list to the Registrar (Evaluation) through the Chairman.The candidate shall submit internship report at the end to the Chairman.This report shall be evaluated like any other papers for 250 marks.A viva-voce shall be conducted for 50 marks on this internship report. The next two months shall be for project work in the same organisation or any other organisation approved by the Chairman of the department .A person at an appropriate level in the organisation shall be authorised to evaluate the overall performance of the candidate during the project work period for 50 marks and send the marks list to the Registrar (Evaluation) through the Chairman. The project report shall be evaluated like any other papers for 250 marks.A viva-voce shall be conducted for 50 marks on the Project Report.

(Assented by the Chancellor on19.10.2010 as communicated in Government letter No.ED 15 UDS 2010, dated 29.10.2010)

REGISTRAR

APPENDIX むゐめ

SCHEMES OF EXAMINATION

FACULTY OF COMMERCE

iv) M.S.M

Semester	Description	Maximum Marks for Paper			Duration of the Exam (hrs.)	Total Marks in a Semester
		I.A	Exam.	Total		
1	2	3	4	5	6	7
I/II	6 papers	25	75	100	3	600
III	Internship i) Evaluation by Company ii) Internship report	- -	- -	100 100	- -	100 100
IV	Project Work	100 (Viva) - Voce)	100	200	-	200
					Grand Total	**1600**

FACULTY OF COMMERCE

iv) Master of Commerce (Sales and Marketing)

Semester	Description	Maximum Marks for Paper			Duration of the Exam (hrs.)	Total Marks in a Semester
		I.A	Exam.	Total		
1	2	3	4	5	6	7
I/II/III IV	6 Papers Internship Training (2 months)	30	70	100 50	3	600
	*Internship Report			250		
	Viva-Voce			50		700
	Project work (2 Months)			50		
	* Project Report			250		
	Project Viva Voce			50		
					Grand Total	**2500**

* One Instruction hour per student per project guide per week shall be alloted during the fourth semester for project guidance.

MANGALORE UNIVERSITY

Regulations¸Governing Credit Based Scheme for Bachelor Degree Programmes in the Faculties of Arts, Science and Commerce

(Framed under Section 44 (1) (c) of the KSU Act 2000)

Preamble:

The University Grants Commission, New Delhi in its tenth plan guidelines directed theUniversities in the country to implement the credit based semester scheme in both under-graduate and post-graduate programmes. The Credit Based Scheme, makes the product of a University at par with the global practices in terms of academic standards and evaluation strategies. In the emerging scenario of Internationalization of Indian Higher Education, it is imperative that the Universities in India should follow this system so that the mobility of their products both within and across the geographical jurisdiction becomes possible. Hence the Mangalore University thought it fit to introduce the credit based semester scheme in its undergradute degree programmes effective from the academic year 2006-07

The Salient Features of the Credits Based Semester Scheme

Each course shall carry certain number of credits. Credits normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as number contact hours, the course content, teaching methodology, learning expectations, maximum marks, etc. In the proposed programmes, in general, 2 hours of instructions per week in a semester is assigned one credit. In terms of evaluation, one credit is equivalent to 50 marks in a semester. On these basis, a three year degree programme will have a maximum of 100 credits.The other features of the Credit Based Semester Scheme are

a) The degree programmes are structured on semester basis.
b) The relative importance of subjects of study and activities are quantified in terms of credits and also their overall relative importance.
c) The subjects of study include foundation courses, general studies and interdisciplinary subjects.
d) The programmes permits horizontal mobility in course selections.
e) The students are required to take part in co-curricular and extra-curricular activities and their participation is compulsory as a part of the credit based system.
f) the curricula and question papers are unitized.
e) The declaration of result is based on the aggregate percentage of marks obtained as well as on Grade Point Average earned.

1. TITLE AND COMMENCEMENT:

i) These regulation shall be called むThe Regulations governing Credit Based Semester Scheme for Bachelor Degree Programmes in the Faculties of Arts, Science and Commerceめ

ii) These regulations shall come into force from the date of assent of the Chancellor

2. PROGRAMMES:

2.1 Faculty of Arts:

i) Bachelor of Arts, B.A.
ii) Bachelor of Social Work, B.S.W
iii) Bachelor of Arts, (Human Resource Development),B.A.(HRD)

2.2 Faculty of Science

i) Bachelor of Science, B.Sc.
ii) Bachelor of Science (Food, Nutrition and Dietetics), B.Sc.(F.N.D)
iii) Bachelor of Science, (Hospitality Science),B.Sc.(HS)
iv) Bachelor of Computer Applications, BCA
v) Bachelor of Science, (Computer Science)B.Sc.(CS)
vi) Bachelor of Science, (Fashion Design),B.Sc.(FD)
vii) Bachelor of Science, (Garment Design), B.Sc.(GD)
viii) Bachelor of Science, (Leather Design)B.Sc.(LD)
ix) Bachelor of Science, (Interior Design & Decoration), B.Sc.(ID & D)

2.3 Faculty of Commerce

i) Bachelor of Commerce,B.Com.
ii) Bachelor of Commerce,(e-commerce), B.Com.(e-com)
i) Bachelor of Business Management, BBM

3. DURATION OF THE PROGRAMMES:

The duration of the Bachelor Degree programmes shall extend over six semesters (three academic years) of 16 weeks each. Each semester shall consist of 16 weeks of study (excluding the time spent for the conduct of final examination of each semester).

4. ELIGIBILITY FOR ADMISSION

4.1 B.A., B.S.W., BA (HRD)

A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent thereto by Mangalore University is eligible for admission to these programmes.

4.2 B.Sc., B.Sc.(Computer Science, B.Sc. (Hospitality Science), B.C.A.

A candidates who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent therto by Mangalore University is eligible for admission to these programmes.

4.3 **B.Sc., (F.N.D)**

A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent thereto by Mangalore University with any life science subject combinations with 35% marks or pass class is eligible for admission to the B.Sc.(FND.) degree programme.

4.4 **B.Sc(F.D),B.Sc (LD), B.Sc (ID & D)**

a) A candidate who has passed the Pre-University Examination conducted by the Pre-University education Board in the State of Karnataka or two years Job Oriented Courses conducted by the Board of Vocational Education of any State Government or may other examination considered as equivalent thereto by Mangalore University .

b) Admission of diploma holders to III Semester
A candidate who has passed the three years Polytechnic Diploma Examination as identified by the concerned board of studies and approved by the university may be directly admitted to III Semester of the course. Such candidates are not eligible for ranking.

4.5 **B.Com ., B.Com.(e-Com), B.B.M**

a) A candidate who has passed the two years Pre-University Examination conducted by the Pre-University Education Board in the State of Karnataka or any other examination considered as equivalent thereto by Mangalore University is eligible for admission to these programme.

b) Admission of diploma Holders in Commercial/ Secretarial Practice to B.Com. Degree Candidate successful at the diploma examination Secretarial/Commercial practice conducted by the Government of Karnataka may be directly admitted to III Semester (second year) B.Com degree programme. Such candidates are not eligible for ranking.

5. **Additional Condition of Eligibility for specific combinations**

5.1 A candidate opting Physics/Chemistry in the B.Sc degree programme shall have studied Mathematics in addition to Physics/Chemistry at the qualifying examination.

5.2 A candidate opting Botany Zoology or Pharmacognocy in the B.Sc degree programme shall have studied Chemistry and Botany or Zoology or Biology at the qualifying examination.

5.3 A candidate may be permitted to take Geology for the B.Sc degree programme even though he/she has not studied that subject at the qualifying examination provided he/she has studied at least two Science subjects at the qualifying examination.

5.4 A candidate may be permitted to take Statistics for the B.Sc degree programme even though he has not studied that subject but studied Mathematics at the qualifying examination.

5.5 A candidate opting Microbiology shall have studied Physics, Chemistry and Biology at the qualify in examinations.

5.6 A candidate opting Bharathanatyam/ Carnatic Music (Vocal)/Western Music(Instrumental) shall haveundergone

Two years of training from a recognised institute of dance or music or under eminent Gurus in the field recognised by the University

OR

One year bridge course in the Fine Art Field.

In addition all the applicants shall be screened through an admission test and viva-voce.

5.7 A candidate opting Drawing & Painting shall produce a certificate for having undergone not less than three years training in the respective subject from any one of the following:

i) Principal of the college/last attended Junior College
ii) Head of the registered institution offering the concerned training

OR

iii) Shall have passed higher grade examination in Drawing and Painting conducted by the Karnataka Secondary Education Examination Board.

6. MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMMES:

The candidate shall complete the programme within the period as prescribed in the regulation governing the maximum period for completing varios degree/diploma programmes from the dates of admission. The term completing the programme means passing all the presrcibed examinations of the programme to become eligible for the degree. No candidate shall be permitted to appear for he examinations after the prescribed maximum period for completing the programme.

7. MEDIUM OF INSTRUCTION

The medium of instruction and examination shall be English/Kannada

8. SUBJECTS OF STUDY

Subjects of study shall comprise the following

8.1 Group-I: Languages:

The candidate shall opt for General and Communicative English as compulsory subject and one of the languages listed below:

Kannada, Sanskrit, Hindi, Urdu, Persian, Aarbic, Tamil, Telugu, Malayalam, Marathi, French, German, Russian, Konkani and Additional English.

a) Additional English shall be offered only for Foreign NRI, Anglo-Indian and other Indian Students whose mother tongue is other than the languages listed above. However, the students of B.Sc. (Hospitality Science) shall opt for French only.

b) In Addition to General and Communicative English, a candidate shall opt for any one of the two languages studied at the Pre-University or equivalent level. However, he/she may opt for Kannada even if it is not studied at the Pre-University or equivalent level.With the permission of the University a candidate may opt for any other language listed above even if he/she has not studied that language at the Pre-University or equivalent level.

c) Deaf dumb, mentally challenged and study disabled students are exempted from studying one of the languages prescribed under para 8.1 above.

8.2 Group-II: OPTIONAL SUBJECTS

A candidate shall ordinarily opt for any three Arts subjects for B.A degree and any three Science subjects for B.Sc degree subject to the restrictions under para 8.3. However, for the B.A degree, one of the science subjects,namely, Psychology, Home Science and Applied Statistics may be opted as one of the optional subjects along with two Arts subjects. A candidate may also opt for two Arts subjects and one vocational subject for the BA degree and two Science subjects and one vocational subject for B.Sc. degree.

a) Arts Subjects:

Arabic, English French, German, Hindi, Kannada, Konkani, Malayalam, Marathi, Persian, Russian,Sanskrit, Tamil, Telugu,Urdu.Ancient History and Archaeology, Anthropology, Bharathanatyam, Carnatic Music (Vocal), Western Music (Instrumental), Business Management, Co-operation, Criminology, Data Processing, Drawing and Painting, Economics, Geography, History, Journalism, Linguistics, Military Science, Music, Dance Theatre Philosophy, Physical Education, Political Science, Public Adminstration, Rural Development, Secretarial Practice, Social Work, Sociology, Women Studies and any other subjects introduced from time to time.

b) Science Subjects:

Applied Statistics, Bio-chemistry, Bio-technology, Botany, Chemistry, Computer Science, Electronics, Geology, Home Science, Mathematics, Microbiology, Pharmacognocy, Photonics, Physics, Psychology, Statistics, Zoology and any other subjects introduced from time to time.

c) Vocational Subjects:

Advertising, Sales promotion and Sales Management, Biotechnology, Computer Applications, Entrepreneurship Development, Electronic Equipment Maintenance, Office Management and Secretarial Practice, Tax procedure and Practice, Tourism and Travel Management, Instrumentation and any other subjects introduced from time to time.

d) Social Work Subjects:

Social Work, Sociology, Childhood & Human Development, Nutrition, Home Management, Individuals & Groups, Social Change, Personality Development Communities, Research Methods, and Field Works etc.

e) HRD Subjects:

General Knowledge, Management, Human Resource Development, Sociology, Psychology, Personality Development, Leadership, Economics, Business Law, Research Methodology, Educating and Developing Industrial Relations, Human Resource Management, Training and Development, Manpower Planning, Information System, Strategic Management, Financial Management, NGOs Field Work etc.

f) FND Subjects:

Food Science, Human Psysiology, Nutrition,Chemistry, Bio-Chemistry, Dietetics, Food Microbiology, Food Preservation, Quality Control and Project Report etc.

g) Hospitality Science Subjects:

Food Production, Food and Beverage Service, Front Office Management, Hygiene & Sanitation Nutrition & Food Science, Accommodation Operations, Tourism Management, Marketing Management, Hospitality Information System, Facilities Management, Hotel Law and Project Work etc.

h) Computer Application Subjects :

C, C+ +, Information Technology, Mathematics DBMS, Visual Programming, Operating Systems, Microprocessors, Computer Graphics, Multimedia, Internet, Data Mining, e-Commerce, Java Software Engineering, Artificial Intelligence Image Processing /MIS/UNIX and Project Work etc.

i) Computer Science Subjects:

Computer Fundamentals,problem Solving Mathematics C, C++, Microprocessor, Architecture, Operating System, Numerical and Statistical Methods, Networks, Object Oriented Programming Computer Graphics, Multimedia, Internet, System Programming, Software Engineering and Project Work etc.

j) Fashion Design Subjects:

Basic Concept of Design, Indian History of Arts and Costumes, Textiles, Sewing Technology, Sketching and Illustration, Apparel Industry, Fashion Design,Pattern making & Construction Techniques, Fabric Wet Processing & Printing, Computer Application Design, Fashion Presentation, Craftwork & Fashion Accessories, Fashion marketing & Career Guidance, Marketing & Advertising Management, and Project work etc.

k) Garment Design Subjects:

Theory of Design, Indian History of Arts and Costumes, Elementary Textiles, Garment Construction, Sketching and Illustration, Apparel Industry, Garment making, Production Management & Merchandising Fabric Wet Processing & Printing, Computer Application Design, Fabric Testing & Inspection, Quality Management, Hand & Machine Embroidery, Cost Accounting & Statistics, Event Management ,Marketing & Advertising Management, Training and Project work etc.

l) Leather Design Subjects:

Footwear Materials, process and Design Technology,Leather Science & Technology, Leather Engineering, Leather Testing, Corel Drawing & Photoshop, Cost Accounting & Statistics CAD Application, Quality Assurance & Control, Human Resource Management and Training etc.

m) Garment Design & Decoration Subjects:

Interior Design, Geometrical Designing Furniture Designing CAD, Estimation and Costing, Interior Services, Construction Management, Landscaping and Project Work etc.

n) Commerce Subjects:

Principles of Management, Economics, Financial Accounting, Business Law, Business Mathematics Financial Management, Business Statistics, Banking, Business Taxation, Computer Application, Human Resource Management, Cost and Management Accounting, Auditing, International Trade etc

o) e-Commerce Subjects:

C, C+ +, Information Technology, Mathematics,Financial Accounting, Office Automation, Financial Management, Marketing, RDBMS, Operating Systems, Internet, Data Structure, Computer Architecture, e-Commerce, Web Commerce, Web Data Bases, Java, MIS and Project Work etc.

p) Business Management Subjects:

Principles of Management, Economics, Accounting Executive Communication, Commercial law, Marketing Management, Business Mathematics Financial Management, Business Statistics, Banking, Taxation, Computer Application, Human Resource Management, Cost and Management Accounting, Auditing, Investment Management, Insurance and Risk Management etc.

8.3 Combination of Subjects:

a) A candidate shall opt for not more than two languages under optionals

b) A candidate opting for Electronics as an optional subject shall also opt Physics and Mathematics.

c) A candidate opting for Physics as an optional subject shall also opt Mathematics as an optional subject.

d) A candidate opting for Computer Science as an optional subject shall also opt Mathematics and Electronics or Physics and Mathematics or Statistics and Mathematics or Chemistry and Mathematics

e) A candidate opting for Pharmacognocy as an optional subject shall also opt Botany and Chemistry as optional subjects.

f) A candidate opting for Microbiology as an optional subject shall also opt Chemistry and Botany or Zoology as optional subject.

8.4 Group III:

a)Foundation Courses(Common for all courses**):** i) Constitution of India and (ii) Human Rights, Gender and Environmental studies shall be as compulsory subjects, alternately, in the first and second semesters.

b)General Studies: It shall be studied as compulsory subject in the III semester of B.A/B.Sc. degree Programmes.

c)Interdisciplinary Subjects: Computer Applications or Human Resource Development Studies or Art and Culture or any other subjects as prescribed by the University shall be studied in the IV semester of BA/B.Sc.degree Programmes.

d) An interdisciplinary subject which a student opts for shall be other than those studied under optionals.

8.5 Co-and Extra Curricular Activities

A student shall opt for any one of the following activities in the first four semesters offered in the college

A) N.S.S./ N.C.C/ Rovers and Rangers
B) Sports and Games
C) Other Co-and Extra-Curricular Activities as prescribed by the university.

Evaluation of Co-and Extra-Curricular Activities is as per the procedure evolved by the university from time to time.

9 ATTENDANCE AND CHANGE OF SUBJECTS:

A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she attends not less than 75% of the number of classes actually held up to the end of the semester in each of the subjects.There shall be no minimum attendance requirement for the Co-and Extra-Curricular activities. However, the shortage of attendance of students whose attendance is 60% and above but below 75% may be condoned by the University on payment of condonation fee as prescribed by the University and by following the rules prescribed for condonation.

9.2 A candidate who does not satisfy the requirement of attendance even in one subject shall not be permitted to take the whole University examination of that semester and he/she shall seek re-admission to that Semester in a subsequent year.

9.3 Option to change a language/subject is exercisable only once within four weeks from the date of commencement of the I Semester on payment of fee prescribed by the University.

9.4 Whenever a change in a subject is permitted the attendance in the changed subject shall be calculated by taking into consideration the attendance in the previous subject studied by the candidate.

9.5 If a candidate represents his/her institution/University/ Karnataka State/Nation in Sports/NCC/NSS/ Cultural or any officially sponsored activities he/she may be permitted to claim attendance for actual number of days participated, based on the recommendation of the Head of the Institution concerned. If a candidate is selected to participate in national level events such as Republic Day Parade etc., he/she may be permitted to claim attendance for actual number of days participated based on the recommendation of the head of the Institution concerned.

10. COURSE PATTERNS AND SCHEMES OF EXAMINATIONS

The details of Course Patterns (hours of instructions per week) and the Schemes of Exminations of the different degree programmes are given in appendix むAめThe Syllabi of the courses shall be as prescribed by the University.

11. INTERNAL ASSESSMENT

11.1 The internal assessment marks shall be based on two tests or one test and one assignment.The test shall be of at least 1 hour duration to be held during the semester. The average of the two shall be taken as the internal assessment marks.

11.2 The marks of the internal assessments shall be published on the notice board of the college for information of the students.

11.3 The Internal assessment marks shall be communicated to the Registrar (Evaluation)at least 15 days before the commencement of the University examinations and the Registrar (Evaluation) shall have access to the records of such periodicl assessments.

11.4 There shall be no minimum in respect of internal assessment marks.

11.5 Internal assessments marks shall be shown separately in the marks card. A candidate who has failed or rejected the result, shall retain the internal assessment marks.

11.6 Internship/Industrial Practicum/Project work in the degree programmes if any shall be as prescribed for the course.

12. REGISTRATION FOR EXAMINATION

A candidate shall register for all the papers of a semester when he/she appears for the examination of that semester for the first time.

13. CONDUCT OF EXAMINATIONS:

13.1 There shall be Theory and Practical examinations at the end of each semester, ordinarily during October/November for odd semesters and during April/May for even semesters, as prescribed in the Scheme of Examinations.

13.2 Unless otherwise stated in the schemes of examination, Practical examinations shall be conducted at the end of each semester. The statement of marks sheet and the answer books of practical examinations shall be sent to the Registrar (Evaluation) by the Chief Superintendent of the respective Colleges immediately after the practical examinations.

13.3 The candidate shall submit the record book for practical examination duly certified by the course teacher and the H.O.D/ staff in-charge. It shall be evaluated at the end of the semester at the practical examination.

14. MINIMUM FOR A PASS:

14.1 No candidate shall be declared to have passed the Semester Examination as the case may be under Group I /Group II Group III (except in Co. and Extra curricular activities) unless he/she obtains not less than 35% marks in written examination and 35% marks in the aggregate of written examination and internal assessment put together in each of the subjects, 35% marks in practical examination (for subjects with practicals) and 35% marks in Project work & viva wherever prescribed.

14.2 If a candidate fails in any subject, either in theory or in practicals, he/she shall appear for that subject only at any subsequent regular examination, within the maximum period prescribed for completing the programme.He/she must obtain the minimum marks for a pass in that subject (theory and practicals separately) as stated in para (14.1) above.

15. CARRY OVER:

A candidate who fails in a lower semester examiantion may go to the higher semester. However,
a) No candidate shall be permitted to take the fifth semester examination unless he/she passes all the papers of the first semester examination and
b) No candidate shall be permitted to take the sixth semester examination unless he/she passes all the papers of the first and second semester examination

16. CLASSIFICATION OF SUCCESSFUL CANDIDATES:

The results of successful candidates at the end of VI semester shall be classified on the basis of aggregate marks obtained in all the six semesters and the aggregate Grade Point Average (GPA)

16.1 **Declaration of Class on the basis of Percentage of Aggregate Marks:s**

First Class with Distinction	70% and above
First Class	60% and above but less than 70%
High Second Class	55% and above but less than 60%
Second Class	50% and above but less than 55%
Pass Class	35% and above but less than 50%

16.2 Each semester result shall also be declared in terms of grades. An eight point grading system which is based on the actual absolute marks scored and alpha-sign grade as described below shall be adopted.

Range of Marks:

%Marks:	Below 35	35-<50	50-<55	55-<60	60-<70	70-<80	80-<90	90-100
Alpha -Sign Grade	D	C	B	B+	A	A+	A++	0
Grade Point	2	3	4	5	6	7	8	9

16.3 The semester Grade Point Average shall be computed by dividing the sum of the

Grade Point Weights (GPW) of all the subjects of study by the maximum credits for the semester.The Grade Point Weights are in turn calculated as the product of the grade points earned in the subject and the credits assigned to that subject. The details are given in Appendix B.

Appendix B gives a summary of marks and credits assigned to different subjects of study in Bachelor Degree programmes in all the semesters. In these tables, 100(2), indicates the maximum total mark in a subject of study is 100, while the credit assigned is 2. These tables are followed with illustrations of computing semester grade point averages and aggregate grade point averages.

16.4 The aggregate GPA at the end of the sixth semester shall be calculated as the weighted average of the semester grade point averages. The aggregate GPA is obtained by dividing the total of semester credit weightages by the maximum credits for the programme.

16.5 A candidates shall be declared to have passed the UG program if he/she secures at least an aggregate GPA of 3.0 (or Course Alpha-Sign Grade C).

16.6 The Candidates who pass all the semester examinations in the first attempts in three years are eligible for ranks provided they secure 60% and above marks or at least an A grade.

16.7 The results of the candidates who have passed the VI semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed Lower semester examinations).Such candidates shall be eligible for the degree only after completion of all the lower semester exzamination.

16.8 A candidates who passes the semester examinations in parts is eligible for only class and not for ranking.

17. REJECTION OF RESULTS:

17.1 A candidates may be permitted to reject the result of the whole examination of any semester. Rejection of result paper-wise/subject-wise shall not be permitted. Acandidate who has rejected the result shall appear for the immediately following regular examination.

17.2 The rejection shall be exercised only once in each semester and the rejection once exercised cannot be revoked.

17.3 Application for rejection along with the payment of the prescribed fee shall be submitted to the Registrar (Evaluation) through the College of study together with the original statement of marks within 30 days from the date of publication of the result.

17.5 A candidate who rejects the result is eligible for only class and not for ranking.

18. Transfer of Admission

Transfer of admissions permissible only for III and V semesters for the students of other universities and within the University.

18.1 Conditions for transfer of admission if students within the University

i) His/Her transfer admission shall be within the intake permitted to the college.

ii) Availability of same combination of subjects studied in the previous college.

iii) He/she shall fulfil the attendance requirements as per the Mangalore University Regulation.

iv) He/she shall complete the programme as per the regulation governing the maximum duration of completing as per clause 6 of this regulation.

18.2 Conditions for transfer of admission of other Universities.

i) A candidate migrating from any other University may be permitted to join III/V semester of the degree programme provided he/she has passed all the subjects of previous semesters/years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulations of Mangalore University.

ii) His/Her transfer admission shall be within the intake permitted to the college.

iii) He/she shall fulfill the attendence requirements as per the Mangalore University Regulation.

iv) The candidate who is migrating fom other Universities is eligible for overall class and not for ranking.

v) He/she shall complete the programme as per the regulation governing the maximum duration of completing the programme as per clause 6 of this regulation.

19. Repeal and Savings:-The following existing Regulations governing three yeas Bachelor degree programmes in the faculties of Arts, Science and Commerce shall stand repealed. However, the above Regulations shall continue to be in force for the students who have been admitted to the course before the enforcement of this regulation.

i) Regulations governing BA/B.Sc degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 26 UDS 2005 dated 30.8.2005.

ii) Regulations governing BSW degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 25 UDS 2005 dated 30.8.2005.

iii) Regulations governing BA (HRD) degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 19 UDS 2005 dated 27.8.2005.

iv) Regulations governing B.Sc (FND) degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 02 UDS 2005 dated 30.8.2005.

v) Regulations governing B.Sc (HS) degree programme assented by the Chancellor on 5.8.2005 and communicated by Government vide letter No.ED 24 UDS 2005 dated 29.8.2005.

vi) Regulations governing B.C.A degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 21 UDS 2005 dated 29.8.2005.

vii) Regulations governing B.Sc (Computer Science) degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 20 UDS 2005 dated 30.8.2005.

viii) Regulations governing B.Sc (FD, GD, LD) degree programme assented by the Chancellor on 22.9.2005 and communicated by Government vide letter No.ED 05 UDS 2005 dated 29.11.2005.

ix) Regulations governing B.Sc (Interior Design & Decoration) degree programme assented by the Chancellor on 31.5.1996 and communicated by Government vide letter No.ED 09 UDS 2005 dated 14.6.1996

x) Regulations governing B.Com degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 27 UDS 2005 dated 29.8.2005

xi) Regulations governing B.Com (e-Commerce) degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 18 UDS 2005 dated 30.8.2005.

xii) Regulations governing BBM degree programme assented by the Chancellor on 6.8.2005 and communicated by Government vide letter No.ED 23 UDS 2005 dated 30.8.2005

Appendix A

COURSE PATTERNS AND SCHEMES OF EXAMINATIONS

1. B.A

T-Theory and **P**- Practical
CC-Co- Curricular, **EC**-Extra- Curricular

a) I/ II/III/IV Semester

	Subjects	**Paper**	**Instruction hrs/ week**	Duration of Exam(hrs)	**Marks**			**Credits**
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	3 Optionals* of 3 credits each	3T	3x6	3x3	3x30	3x120	3x150	3x3
	* One or more of the optional may be subjects with practicals or vocational subject							
	Subject with practicals/ Vocational subject	1T	4	3	20	80	100	2
		1P	3	3	10	40	50	1
Group 3	Foundation course/ General studies/ Interdisciplinary subjects	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

In lieu of one of the optionals the following alternative may also be offered

Subjects	Paper	Instruction Hours	Duration of Exam(hrs)	Marks for Final Exam	Marks for Int. Assessment	Total Marks	Credits
Drawing and Painting	1T 1P	2 4	2 4	40 80	10 20	50 100	1 2
OR							
Optional, Music/ Dance/ Theatre	1T 1P	2 4	3 3	60 60	15 15	75 75	1.5 1.5
OR							
Bharathanatyam	1T 1P	2 4	2 1	40 80	10 20	50 100	1 2
Carnatic Music (Vocal)	1T 1P	2 4	2 1	40 80	10 20	50 100	1 2
Western Classical Music (Instrumental)	1T 1P	2 4	2 1	40 80	10 20	50 100	1 2

b) V/VI Semester

	Subjects	**Paper**	Instruction hrs/ week	Duration of Exam(hrs)	**Marks** IA	Exam	Total	**Credits**
Group 2	3 optionals* of 6 credits each	2T	2x5	2x3	2x30	2x120	2x150	2x3
		2T	2x5	2x3	2x30	2x120	2x150	2x3
		2T	2x5	2x3	2x30	2x120	2x150	2x3
* One or more of the optionals may be subjects with practicals or vocational subject								
	Subject with practical	2T	2x3	2x3	2x20	2x80	2x100	2x2
		2P	2x2	2x3	2x10	2x40	2x50	2x1
	Vocational subject	2T	2x3	2x3	2x20	2x80	2x100	2x2
		2P	2x3	2x3	2x10	2x40	2x50	2x1

In lieu of one of the optionals the following alternative may also be offered

Subject	Hour per week		Duration of Exam		Marks				Credits
	Theory	Practical	Theory	Practical	IA	Theory	Practical	Total	
Drawing and Painting 3 Papers	2 - -	- 6 2	3 - -	- 5 3	20 30 10	80 - -	- 120 40	100 150 50	2 3 1
Music/ Dance/ Theatre (2T+ 2P)	2 2 - -	- - 3 3	2 2 - -	- - 3 3	15 15 15 15	60 60 - -	- - 60 60	75 75 75 75	1.5 1.5 1.5 1.5

OR

Subjects	Hours per week		Duration of Exam (Hrs.).		Marks				
	Theory	Practical	Theory	Practical	Internal	Theory	Pract.	Total	Credits
Bharathanatyam	3	-	3		20	80	-	100	2
3 Papers	-	4	-	1	20	-	80	100	2
	-	4	-	1	20	-	80	100	2
Carnatic Music	3	-	3		20	80	-	100	2
(Vocal)	-	4	-	1	20	-	80	100	2
3 Papers	-	4	-	1	20	-	80	100	2
Western Classical	3	-	3	-	20	80	-	100	2
Music	-	4	-	1	20	-	80	100	2
(Instrumental)	-	4	-	1	20	-	80	100	2
3 Papers									

Note: In the practical examination alongwith the visual and annual factors, the response of the peer group and that of the audience be taken into account

2. B.S.W

a) I/ II Semester

	Subjects	**Paper**	Instruction hrs/ week	Duration of Exam(hrs)	**Marks**			**Credits**
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	4 Social work subject and 1 field work practicum	4T 1P	4x4 1x6	4x3 -	4x20 1x100	4x80 -	4x100 1x100	4x2 1x2
Group 3	Foundation Course	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III/IV Semester

	Subjects	**Paper**	Instruction hrs/ week	Duration of Exam(hrs)	**Marks**			**Credits**
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	4 Social work subjects and 1 field work practicum	4T 1P	4x4 1x6	4x3 -	4x20 1x100	4x80 -	4x100 1x100	4x2 1x2
	CC & EC	-	-	-	50	-	50	1

c) V/VI Semester

	Subjects	**Paper**	Instruction hrs. week	Duration of Exam(hrs)	**Marks**			**Credits**
					IA	Exam	Total	
Group 2	6 Social work subjects and	6T	6x5	6x3	6x25	6x100	6x125	6x2.5
	1field work practicum	1P	1x8	-	1x100	1x50 (viva)	150	1x3

3. B.A.(HRD)

a) I/ II Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	4 HRD subjects	4T	4x5	4x3	4x25	4x100	4x125	4x2.5
Group 3	Foundation Course	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b)III/IV Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	4 HRD subjects	4T	4x5	4x3	4x25	4x100	4x125	4x2 .5
	CC & EC	-	-	-	50	-	50	1

c)V/VI Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	6 HRD subjects	6T	6x5	6x3	6x30	6x120	6x150	6x3

4. B.Sc.

a) I/ II/III/IV Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2 3 Optionals with 3 credits each	3 Optionals with	3T	3x4	3x3	3x20	3x80	3x100	3x2
	Practicals *	3P	3x3	3x3	3x10	3x40	3x50	3x1
	* One of the optional may be subjects without practicals or vocational subject							
	Optional with out practicals/	1T	6	3	30	120	150	3
	Vocational Subject	1T 1P	4 3	3 3	20 10	80 40	100 50	2 1
Group 3	Foundation Course/ General studies/ Interdisciplinary subjects	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) V/VI Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2 3 Optionals with 6 credits each	3 Optionals with 2T & 1P	3x2T	3x(2x3)	3x(2x3)	3x(2x20)	3x(2x80)	3x(2x100)	3x(2x2)
		3x1P	3x4	3x4	3x20	3x80	3x100	3x2
	One or more Optionals may be with 2 Theory Papers and 2 Practicals							
	Optional with 2T + 2P	2T	2x3	2x3	2x20	2x80	2x100	2x2
		2P	2x2	2x3	2x10	2x40	2x50	2x1
	* One of the optional may be subjects without practicals or vocational subject							
	Optional with-out practicals/	2T	2x5	2x3	2x30	2x120	2x150	2x3
	Vocational	2T	2x3	2x3	2x20	2x80	2x100	2x2
	Subject	2P	2x3	2x3	2x10	2x40	2x50	2x1

5. B.Sc. (F.N.D)

I/ II Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2L	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	3 FND subjects	3T	3x4	3x3	3x20	3x80	3x100	3x2
	with practicals	3P	3x3	3x3	3x10	3x40	3x 50	3x1
Group 3	Foundation course	1T	1x4	1x3	1x20	1x80	1x100	1x2
	CC & EC				1x50	-	1x50	1x1
							Total	16

III/ IV Semester

	Subjects	Paper	Instruction hrs. week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2L	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	3 FND subjects	3T	3x4	3x3	3x20	3x80	3x100	3x2
	with practicals	3P	3x3	3x3	3x10	3x40	3x 50	3x1
Group 3	Computer/ Computer Application	T/P	1x4	1x3	1x20	1x80	1x100	1x2
	CC & EC				1x50	-	1x50	1x1
							Total	16

V/VI Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group3	6 FND subjects with practicals	6T	6x3	6x3	6x20	6x80	6x100	6x2
		6P	6x3*	6x3	6x10	6x40	6x50	6x1
							Total	**18**

* There may be project work in lieu of one or more practical in the VI semester.

6. B.Sc. (Hospitality Science)

a) I/ II Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	7 Hospitality Science subjects (4T +3P)	4T	4x4	4x3	4x20	4x80	4x100	4x2
		3P	3x3	3x3	3x10	3x40	3x50	3x1
Group 3	Foundation Course	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III/IV Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	9 Hospitality Science subjects	6T	6x4	6x3	6x20	6x80	6x100	6x2
		3P	3x3	3x3	3x10	3x40	3x50	3x1
	CC & EC	-	-	-	50	-	50	1

c) V Semester

	Subjects	Paper	Instruction hrs. week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	8 Hospitality Science subjects	6T	6x4	6x3	6x20	6x80	6x100	6x2
		2P	2x5	2x4	2x20	2x80	2x100	2x2

c) VI Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	Project work /Industrial Practicum	Project Report/ Dissertation	36	-	160	400 (Project Report) 80(Presentation) 160 (viva)	800	16

7. B.Sc. (CS) /B.C.A)

a) I/ II Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	5 Computer Science/ Application Subjects	3T	3x4	3x3	3x20	3x80	3x100	3x2
		2P	2x6	2x3	2x20	2x80	2x100	2x2
Group 3	Foundation Course	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III/IV Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	7 Computer Science/ Application Subjects	5T	5x4	5x3	5x20	5x80	5x100	5x2
		2P	2x6	2x3	2x20	2x80	2x100	2x2
Group 3	CC & EC	-	-	-	50	-	50	1

c) V Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	8 Computer Science/ Application Subjects	6T	6x4	6x3	6x25	6x100	6x125	6x2.5
		2T	2x6	2x3	2x25	2x100	2x1252	2x2.5

d) VI Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	Project-Work	Dissertation	36	-	160	400(Project Report 240 (viva)	800	16

8 B.Sc. FASHION DESIGN

a) I/ II Semester

	Subjects	Paper T/P	Instruction hrs. week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	F D Subjects: a) Subjects with practical (1 paper)	T+P	4+2	3+3	20+10	80+40	100+50	2+1
	b) Subjects without practical s(2 papers)	2T	2x6	2x3	2x30	2x120	2x150	2x3
Group 3	Foundation Course	T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III / IV Semester

	Subjects	Paper T/P	Instruction hrs. week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	F D Subjects: a) Subjects with practical (3 papers)	3(T+P)	3x(4+2)	3x(3+3)	3x(20+10)	3x(80+40)	3x(100+50	3x(2+1)
	b) Subjects without practicals(2 papers)	2T	2x6	2x3	2x30	2x120	2x150	2x3
	CC & EC	-	-	-	50	-	50	1

c) V/ VI Semester

	Subjects	Paper T/P	Instruction hrs. week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	F D Subjects: a) Subjects with practical (3 papers)	2(T+P)	2x(4+2)	2x(3+3)	2(2+10)	2(80+40)	2(100+50)	2x(2+1)
	b) Subjects without practical (2 papers)	2T	2x6	2x3	2x30	2x120	2x150	2x3
	In house Training (V Semester) Project Work (VI semester)	-	12	3	120	180 (Report & viva)	300	6

9. B.Sc. (GARMENT DESIGN)

a) I/ II Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	G D Subjects: a) Subjects with practical (2 Papers) b) Subjects without practical (2 papers)	T+P 2T	4+2 2x6	3+3 2x3	20+10 2x30	80+40 2x120	100+50 2x150	2+1 2x3
Group 3	Foundation Course	T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III / IV Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	G D Subjects a) Subjects with practical (3 papers) b) Subjects without practical (2 papers)	3(T+P) 2T	3x(4+2) 2x6	3x(3+3) 2x3	3x(20+10) 2x30	3x(80+40) 2x120	3x(100+50 2x150	3x(2+1) 2x3
	CC & EC	-	-	-	50	-	50	1

c) V/ VI Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	G D Subjects a) Subjects with practical (2 papers) b) Subjects without practicals (2 papers)	2(T+P) 2T	2x(4+2) 2x6	2x(3+3) 2x3	2x(2+10) 2x30	2x(80+40) 2x120	(100+50) 2x150	2x(2+1) 2x3
	In- house Training (V Semester)/ Project Work (VI semester)	-	12	3	120	180 (Report & viva)	300	6

10. B.Sc. (LEATHER DESIGN)

a) I/ II Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	L D Subjects a) Subjects with practical (1 paper)	T+P	4+2	3+3	20+10	80+40	100+50	2+1
	b) Subjects without practical (2 papers)	2T	2x6	2x3	2x30	2x120	2x150	2x3
Group 3	Foundation Course	T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III / IV Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	L D Subjects a) Subjects with practical (3 papers)	3(T+P)	3x(4+2)	3x(3+3)	3x(20+10)	3x(80+40)	3x(100+50	3x(2+1)
	b) Subjects without practical (2 papers)	2T	2x6	2x3	2x30	2x120	2x150	2x3
	CC & EC	-	-	-	50	-	50	1

c) V/ VI Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	L D Subjects a) Subjects with practical (2 papers)	2(T+P)	2x(4+2)	2x(3+3)	2x(2+10)	2x(80+40)	(100+50)	2x(2+1)
	b) Subjects without practical (2 papers)	2T	2x6	2x3	2x30	2x120	2x150	2x3
	In house Training (V Semester)/ Project Work (VI semester)	-	12	3	120	180 (Report & viva)	300	6

11. B.Sc. (INTERIOR DESIGN)

a) I/ II Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	I D Subjects with practical (3 papers)	3(T+P)	3(2+4)	3(2+3)	3(15+15)	3(60+60)	3(75+75)	3(1.5+1.5)
Group 3	Foundation Course	T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III / IV Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	I D Subjects							
	a) Subjects with practical (3 papers)	3(T+P)	3x(4+2)	3x(3+3)	3x(20+10)	3x(80+40)	3x(100+50)	3x(2+1)
	b) Subject without practical (2 papers)	2T	2x6	2x3	2x30	2x120	2x150	2x3
	CC & EC	-	-	-	50	-	50	1

c) V/ VI Semester

	Subjects	Paper T/P	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	I D Subjects							
	a) Subjects with practical (3 papers)	2(T+P)	2x(4+2)	2x(3+3)	2x(2+10)	2x(80+40)	(100+50)	2x(2+1)
	b) Subjects without practical (2 papers)	2T	2x6	2x3	2x30	2x120	2x150	2x3
	In house Training (V Semester)/ Project Work (VI semester)	-	12	3	120	180 (Report & viva)	300	6

12. B.Com.

a) I/ II Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	4 Commerce subjects	2T	2x4	2x3	2x20	2x80	2x100	2x2
		2T	2x6	2x3	2x30	2x120	2x150	2x3
	* There may be 2 vocationalised subjects in lieu of 2 Commerce subjects							
	Vocational subject	2(T+P)	2x(4+2)	2x(3+2)	2x(20+5)	2x(80+20)	2x(100+25)	2x(2+0.5)
Group 3	Foundation course	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III/ IV Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	4 Commerce subjects	2T	2x4	2x3	2x20	2x80	2x100	2x2
		2T	2x6	2x3	2x30	2x120	2x150	2x3
	* There may be 2 vocational subjects in lieu of 2 Commerce subjects							
	Vocational subject	2(T+P)	2x(4+2)	2x(3+2)	2x(20+5)	2x(80+20)	2x(100+25)	2x(2+0.5)
	CC & EC	-	-	-	50	-	50	1

c) V Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	6 Commerce subjects*	6T	6x5	6x3	6x30	6x120	6x150	6x3
	* There may be 2 vocational subjects in lieu of 2 Commerce subjects							
	Vocational subject	2T	2x5	2x3	2x25	2x100	2x125	2x2.5
		1P	1x2	1x2	1x10	1x40	1x50	1x1

d) VI Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
	6 Commerce subjects*	6T	6x5	6x3	6x30	6x120	6x150	6x3
	* There may be 2 vocational subjects in lieu of 2 Commerce subjects							
Group 2	Vocational subject	2T	2x4	2x3	2x20	2x80	2x100	2x2
		1Project	1x4	-	1x20	1x80	1x100	1x2

13. B.Com.(e-Com)

a) I/ II Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	5 e-Commerce subjects	3T	3x4	3x3	3x20	3x80	3x100	3x2
		2P	2x6	2x3	2x20	2x80	2x100	2x2
Group 3	Foundation course	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III/IV Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	5 e-Commerce subjects	3T	3x4	3x3	3x20	3x80	3x100	3x2
		2P	2x6	2x3	2x20	2x80	2x100	2x2
	CC & EC	-	-	-	50	-	50	1

c) V Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	8 e-Commerce subjects	6T	6x4	6x3	6x25	6x100	6x125	6x2.5
		2T	2x6	2x3	2x25	2x100	2x125	2x2.5

d) VI Semester

	Subjects	Paper	Instruction hrs. week	Duration of Exam(hrs)	Marks IA	Marks Exam	Marks Total	Credits
Group 2	Project-work	Dissertation	36	-	160	400(Project Report) 240 (viva)	800	16

14. B.B.M

a) I/ II Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 1	2 Languages	2T	2x4	2x3	2x20	2x80	2x100	2x2
Group 2	4 Business Management subjects	4T	4x4	4x3	4x20	4x80	4x100	4x2
Group 3	Foundation course	1T	4	3	20	80	100	2
	CC & EC	-	-	-	50	-	50	1

b) III/IV Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	6 Business Management subjects	2T	2x4	2x3	2x20	2x80	2x100	2x2
		4T	4x5	4x3	4x30	4x120	4x150	4x3
Group 3	CC & EC	-	-	-	50	-	50	1

c) V / VI Semester

	Subjects	Paper	Instruction hrs/ week	Duration of Exam(hrs)	Marks			Credits
					IA	Exam	Total	
Group 2	6 Bus. Mgt. subjects	6T	6x5	6x3	6x30	6x120	6x150	6x3

APPENDIX B

COMPUTATION OF SEMESTER GRADE POINT AVERAGE AND AGGREGATE GRADE POINT AVERAGE

Eight Point Alpha-sign Grading Scale

Range of Marks:

%Marks:	Below 35	35-<50	50-<55	55-<60	60-<70	70-<80	80-<90	90-100
Alpha -Sign Grade	D	C	B	B+	A	A+	A++	0
Grade Point	2	3	4	5	6	7	8	9

Table 1: Table of Subjects of Study, Marks and Credits for B.A/ B.Sc Degree

Semester/	Groups							
	I		II			III		
Subjects	L1	L2	O1	O2	O3	FC/GS/ID	CC& EC	Total
I	100(2)	100(2)	150(3)	150(3)	150(3)	100(2)	50(1)	800(16)
II	100(2)	100(2)	150(3)	150(3)	150(3)	100(2)	50(1)	800(16)
III	100(2)	100(2)	150(3)	150(3)	150(3)	100(2)	50(1)	800(16)
IV	100(2)	100(2)	150(3)	150(3)	150(3)	100(2)	50(1)	800(16)
V	---		300(6)	300(6)	300(6)	----		900(18)
VI	---		300(6)	300(6)	300(6)	----		900(18)

FC- Foundation Courses, GS - General Studies, ID Interdisciplinary subject

Computation of Semester GPA :

The Semester Grade Point Average shall be computed by dividing the sum of the Grade Point Weights (GPW) of all the subjects of study by the maximum credits for the semester. The grade point weights are in turn calculated as the product of the grade points earned in the subject and the credits assigned to that subject.

I Semster Marks

Subject	L1	L2	O1	O2	O3	FC	CC & EC	Total
Max.Marks	100	100	150	150	150	100	50	800
Marks Obtained	67	78	118	125	136	85	40	649
Grade Point (G.P.) (1)	6	7	7	8	9	8	8	---
Credits (2)	2	2	3	3	3	2	1	16
G.P. Weights (1x2)	12	14	21	24	27	16	8	122

Semester Aggregate Marks: **649/800=81.1%**
Semester Alpha Sign Grade : A++
Semester Grade Point Average = Total Grade Point Weights/ Maximum Credits for the Semester
= 122/ 16 = **7.625**

Calculation of Aggregate GPA :

The aggregate GPA at the end of the sixth semester shall be calculated as the Weighted average of the semester grade point averages. The aggregae GPA is obtained by dividing the total of semester credit weightages by the maximum credits for the programme. An illustration is given below

Semester	I	II	III	IV	V	VI	Total
Total Marks/ Semester	800	800	800	800	900	900	5000
Total Marks Secured	649	640	712	694	792	805	4292
Semester GPA (3)	7.625	8.0	8.125	8.5	7.22	7.78	---
Semester Credits (4)	16	16	16	16	18	18	100
Semester Credit Weightages (3x4)	122	128	130	136	130	140	786

Aggregate Percentage of Marks = 4292/5000 = 85.84%

Classification of Result : **First Class with Distinction**

Programme Alpha Sign Grade : **A++**

Aggregate Grade Point Average

= Total of Semester Credit Weightages / Maximum Credits for the programme

= 786/100 =**7.86**

Table 2: Table of Subjects of Study, Marks and Credits for B.S.W / B.A.(HRD)Degree

Semester/	Groups					
	I		II		III	
Subjects	L1	L2	SW/ HRD Subjects	FC	CC& EC	Total
I	100(2)	100(2)	500(10)	100(2)	50(1)	850(17)
II	100(2)	100(2)	500(10)	100(2)	50(1)	850(17)
III	100(2)	100(2)	500(10))	---	50(1)	750(15)
IV	100(2)	100(2)	500(10)	---	50(1)	750(15)
V	---		900(18)	----		900(18)
VI	---		900(18)	----		900(18)

Computation of Semester GPA :

I Semester Marks

Subject	L1	L2	SW/ HRD Subjects	FC	CC & EC	Total
Max.Marks	100	100	500	100	50	800
Marks Obtained	45	38	336(67.2%)	45	20	484
Grade Point (1)	3	3	6	3	3	---
Credits (2)	2	2	10	2	1	17
G.P. Weights (1x2)	6	6	60	6	3	81

Semester Aggregate Marks: **484/850=56.9%**

Semester Alpha Sign Grade : B+

Semester Grade Point Average = Total Grade Point Weights/ Maximum Credits for the Semester

= 81/17 = **4.76**

Calculation of Aggregate GPA :

Semester	I	II	III	IV	V	VI	Total
Total Marks / Semester	800	850	750	750	900	900	5000
Total Secured	484	460	540	480	549	564	3077
Semester GPA (3)	4.76	4.59	6.67	6.27	6.11	6.22	---
Semester Credits (4)	17	17	15	15	18	18	100
Semester Credit Weightages (3x4)	81	78	100	94	110	112	575

Aggregate Percentage of Marks = 3077/5000 =61.54%

Classification of Result : **First Class**

Programme Alpha Sign Grade : **A**

Aggregate Grade Point Average

= Total of Semester Credit Weightages / Maximum Credits for the programme

= 575/100 =**5.75**

Table 3: Table of Subjects of Study, Marks and Credits for B.Sc(FND)/(F.D)/(G.D)/(L.D)/(I.D) Degrees

Semester/	Groups					
	I		II	III		
Subjects	L1	L2	Core Subjects	FC GS/ID	CC& EC	Total
I	100(2)	100(2)	450(9)	100(2)	50(1)	800(16)
II	100(2)	100(2)	450(9)	100(2)	50(1)	800(16)
III	100(2)	100(2)	450(9)	100(2)	50(1)	800(16)
IV	100(2)	100(2)	450(9)	100(2)	50(1)	800(16)
V	---		900(18)	----		900(18)
VI	---		900(18)	----		900(18)

Computation of Semester GPA :

I Semster Marks

Subject	L1	L2	Core. Subjects	FC	CC & EC	Total
Max.Marks	100	100	500	100	50	800
Marks Obtained	74	78	290(64.4%)	71	37	550
Grade Point (1)	7	7	6	7	7	---
Credits (2)	2	2	9	2	1	16
G.P. Weights (1x2)	14	14	54	14	7	103

Semester Aggregate Marks: **550/800=68.75%**

Semester Alpha Sign Grade : **A**

Semester Grade Point Average = Total Grade Point Weights/ Maximum Credits for the Semester

= 103/16= **6.4375**

Calculation of Aggregate GPA :

Semester	I	II	III	IV	V	VI	Total
Total Marks / Semester	800	850	800	800	900	900	5000
Total Secured	550	480	494	465	567	560	3116
Semester GPA (3)	6.4375	6.0	6.5	5.625	6.11	6.22	---
Semester Credits (4)	16	16	16	16	18	18	100
Semester Credit Weightages (3x4)	103	96	104	90	110	112	615

Aggregate Percentage of Marks = 3116/5000 =62.32%

Classification of Result : **First Class**

Programme Alpha Sign Grade : **A**

Aggregate Grade Point Average

= Total of Semester Credit Weightages / Maximum Credits for the programme

= 615/100 = **6.15**

Table 4: Table of Subjects of Study, Marks and Credits for B.Sc(Hospitality Science) Degrees

Semester/	Groups					
	I		II	III		
Subjects	L1	L2	H.S. Subjects	FC	CC& EC	Total
I	100(2)	100(2)	550(11)	100(2)	50(1)	850(18)
II	100(2)	100(2)	550(11)	100(2)	50(1)	850(18)
III	---		750(15)	----	50(1)	800(16)
IV	---		750(15)	----	50(1)	800(16)
V			900(16)	----	----	800(16)
VI			900(16)	----	----	800(16)

Computation of Semester GPA :

I Semster Marks

Subject	L1	L2	H.S Subjects	FC	CC & EC	Total
Max.Marks	100	100	500	100	50	900
Marks Obtained	54	49	281(51%)	51	26	461
Grade Point (1)	5	4	5	5	5	---
Credits (2)	2	2	11	2	1	18
G.P. Weights (1x2)	10	8	55	10	5	66

Semester Aggregate Marks: **461/900=51.2%**

Semester Alpha Sign Grade : **B**

Semester Grade Point Average = Total Grade Point Weights/ Maximum Credits for the Semester

= 88/18 = **4.88**

Calculation of Aggregate GPA :

Semester	I	II	III	IV	V	VI	Total
Total Marks / Semester	900	900	800	800	900	900	5000
Total Secured	461	440	426	445	454	460	2686
Semester GPA (3)	4.88	4.18	4	4.47	4.125	4.375	---
Semester Credits (4)	18	18	16	16	16	16	100
Semester Credit Weightages (3x4)	88	75	64	72	66	70	435

Aggregate Percentage of Marks = 2686/5000 =53.72%

Classification of Result : **Second Class**

Programme Alpha Sign Grade : **B**

Aggregate Grade Point Average

= Total of Semester Credit Weightages / Maximum Credits for the programme

= 435/100 = **4.35**

Table 5: Table of Subjects of Study, Marks and Credits for B.Sc(C.S)/ B.C.A/ B.Com (e-Com) Degrees

Semester/	Groups					
	I		II	III		
Subjects	L1	L2	Core Subjects	FC	CC& EC	Total
I	100(2)	100(2)	500(10)	100(2)	50(1)	850(17)
II	100(2)	100(2)	50010)	100(2)	50(1)	850(17)
III	---		700(14)	----	50(1)	750(15)
IV	---		700(14)	----	50(1)	750(15)
V	---		1000(20)	----		1000(20)
VI	---		800(16)	----		800(16)

Computation of Semester GPA :

I Semster Marks

Subject	L1	L2	Core. Subjects	FC	CC & EC	Total
Max.Marks	100	100	500	100	50	850
Marks Obtained	54	58	250(50%)	45	25	432
Grade Point (1)	5	5	5	4	5	---
Credits (2)	2	2	10	2	1	17
G.P. Weights (1x2)	10	10	50	8	5	83

Semester Aggregate Marks: **432/850=50.8%**

Semester Alpha Sign Grade : **B**

Semester Grade Point Average = Total Grade Point Weights/ Maximum Credits for the Semester

= 83/17 = **4.88**

Calculation of Aggregate GPA :

Semester	I	II	III	IV	V	VI	Total
Total Marks / Semester	850	850	750	750	1000	800	5000
Total Secured	432	448	438	465	369	408	2560
Semester GPA (3)	4.88	5.0	5.0	6	4	4.69	---
Semester Credits (4)	17	17	15	15	20	16	100
Semester Credit Weightages (3x4)	83	85	75	90	80	75	488

Aggregate Percentage of Marks = 2560/5000 = **51.2%**

Classification of Result : **Second Class**

Programme Alpha Sign Grade : **B**

Aggregate Grade Point Average

= Total of Semester Credit Weightages / Maximum Credits for the programme

= 488/100 = **4.88**

Table 6: Table of Subjects of Study, Marks and Credits for B.Com Degree

Semester/	Groups						
	I		II		III		
Subjects	L1	L2	Com. Subjects C1	C2	FC	CC& EC	Total
I	100(2)	100(2)	200(4)	300(6)	100(2)	1(50)	850(17)
II	100(2)	100(2)	200(4)	300(6)	100(2	1(50)	850(17)
III	100(2)	100(2)	200(4)	300(6)	----	1(50)	750(15)
IV	100(2)	100(2)	200(4)	300(6)	----	1(50)	750(15)
V	---		900(18)		----		900(18)
VI	---		900(18)		----		900(18)

Computation of Semester GPA :

I Semester Marks

Subject	L1	L2	Com. Subjects	FC	CC & EC	Total
Max.Marks	100	100	500	100	50	800
Marks Obtained	56	58	290(58%)	55	28	487
Grade Point (1)	5	5	5	5	5	---
Credits (2)	2	2	10	10	1	17
G.P. Weights (1x2)	10	10	50	50	5	85

Semester Aggregate Marks: **487/850=57.3%**

Semester Alpha Sign Grade : **B+**

Semester Grade Point Average = Total Grade Point Weights/ Maximum Credits for the Semester

= 85/17 = **5.0**

Calculation of Aggregate GPA :

Semester	I	II	III	IV	V	VI	Total
Total Marks / Semester	800	850	750	750	900	900	5000
Total Secured	487	495	416	400	480	500	2778
Semester GPA (3)	5.0	5.53	5.0	5.53	5.11	5.22	---
Semester Credits (4)	17	17	15	15	18	18	100
Semester Credit Weightages (3x4)	85	94	75	83	92	94	523

Aggregate Percentage of Marks = 2778/5000 = **55.56%**

Classification of Result : **High Second Class**

Programme Alpha Sign Grade : **B+**

Aggregate Grade Point Average

= Total of Semester Credit Weightages / Maximum Credits for the programme

= 523/100 = **5.23**

Table 7: Table of Subjects of Study, Marks and Credits for B.B.M Degree

Semester/	Groups						
	I		II		III		
Subjects	L1	L2	B M. Subjects BM1	BM2	FC	CC& ECA	Total
I	100(2)	100(2)	400(8)		100(2)	1(50)	750(15)
II	100(2)	100(2)	400(8)		100(2	1(50)	750(15)
III	---		200(4)	600(12)	---	1(50)	850(17)
IV	---		200(4)	600(12)	---	1(50)	850(17)
V	---		900(18)		----		900(18)
VI	---		900(18)		----		900(18)

Computation of Semester GPA :

I Semester Marks

Subject	L1	L2	B.M Subjects	FC	CC & ECA	Total
Max.Marks	100	100	400	100	50	750
Marks Obtained	74	78	290(72.5%)	71	37	550
Grade Point (1)	7	7	7	7	7	---
Credits (2)	2	2	8	2	1	15
G.P. Weights (1x2)	14	14	56	14	7	105

Semester Aggregate Marks: **550/750=73.3%**

Semester Alpha Sign Grade : **A+**

Semester Grade Point Average = Total Grade Point Weights/ Maximum Credits for the Semester

= 105/15 = **7.0**

Calculation of Aggregate GPA :

Semester	I	II	III	IV	V	VI	Total
Total Marks / Semester	750	750	850	850	900	900	5000
Total Secured	550	612	620	465	657	660	3564
Semester GPA (3)	7.0	7.13	6.94	7.23	7.17	7.33	---
Semester Credits (4)	15	15	17	17	18	18	100
Semester Credit Weightages (3x4)	105	107	118	123	129	132	714

Aggregate Percentage of Marks = 3564/5000 = **71.28%**

Classification of Result : **First Class with distinction**

Programme Alpha Sign Grade : **A+**

Aggregate Grade Point Average

= Total of Semester Credit Weightages / Maximum Credits for the programme

= 714/100 = **7.14**

APPENDIX 10

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ಲೇಖನ ಸಾಮಾಗ್ರಿಗಳ ದಾಸ್ತಾನು ದಾಖಲಾತಿ

ವಸ್ತುವಿನ ಹೆಸರು _____

ದಿನಾಂಕ	ಸ್ವೀಕೃತಿ ಯಾ ನೀಡಿಕೆಯ ವಿವರಗಳು	ಸ್ವೀಕೃತಿ ಪರಿಮಾಣ	ನೀಡಿಕೆ ಪರಿಮಾಣ	ಉಳಿಕೆ	ಅಧಿಕಾರಿ ಅಥವಾ ವಿಷಯ ನಿರ್ವಾಹಕರ ಚಿಕ್ಕ ರುಜು

APPENDIX 10

ಎಂ.ಸಿ.ಇ.೪

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ಖಜಾನೆಯಲ್ಲಿ ಸಂದಾಯವಾಗುವ ಸಾದಿಲ್ವಾರು ಬಿಲ್ಲು

----------ರ20 ಸಾದಿಲ್ವಾರು ವೆಚ್ಚದ ಸವಿವರ ಬಿಲ್ಲು.

ಬಿಲ್ಲು ಸಂಖ್ಯೆ ----------ಜೆಲ್ಲೆ/ ಉಪ ಖಜಾನೆ ----------

ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ

ಖಜಾನೆ ಕೋಡ್ ಡ್ರಾ.. ಆ. ಕೋ.

ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ ಕೋಡ್

ಪುರಸ್ಕೃತ (v) ಯೋಜನೇತರ

ಪ್ರಭೃತ (c) ಯೋಜನೆ

ಸೂಕ್ತ ಅಂಶಗಳನ್ನು( ) ಚಿಹ್ನೆಯಿಂದ ಗುರುತಿಸಿ

ಖಜಾನೆ ಉಪಯೋಗಕ್ಕೆ

ಸಿ.ಟಿ.ಎಸ್. 5

ಸಂದಾಯದ ಮೂಲ

ದಿನಾಂಕ

ಓಚರ್ ಸಂಖ್ಯೆ

ಸಂದಾಯಗಳ ವಿವರ	ಮೊಬಲಗು ರೂ.	ಕಡಿತಗಳು	ಮೊಬಲಗು ರೂ
ಮಜೂರಿ		ಇ.ಜಿ.ಐ.ಎಸ್.	
ಇತರೇ ವೆಚ್ಚ		ವೃತ್ತಿ ತೆರಿಗೆ	
ಬಾಡಿಗೆ; ದರ ಮತ್ತು ತೆರಿಗೆ		ಆದಾಯ ತೆರಿಗೆ	
ಒಟ್ಟು			
(–) ಕಡಿತಗಳು			
ನಿವ್ವಳ ಮೊತ್ತ		ಒಟ್ಟು ಕಡಿತಗಳು	

ಉಪ ಓಚರುಗಳ ಸಂಖ್ಯೆ	ದಿನಾಂಕ	ವಿಶೇಷ ಮಂಜೂರಾತಿಯ ಅಗತ್ಯವಿರುವ ಎಲ್ಲಾ ವೆಚ್ಚಗಳ ವಿವರಣೆ ಪ್ರಾಧಿಕಾರದ ಸಂಖ್ಯೆ ಮತ್ತು ದಿನಾಂಕ	ಮೊಬಲಗು ರೂ.
(ಪದಗಳಲ್ಲಿ) ರೂ..... ಒಟ್ಟು			

ಬಟವಾಡೆ ಮಾಡುವ ಅಧಿಕಾರಿಯ ದೃಢೀಕರಣ ಪತ್ರ

1) ಬಿಲ್ಲಿನಲ್ಲಿ ಭರಿಸಲಾದ ವೆಚ್ಚವನ್ನು ಸಾರ್ವಜನಿಕ ಸೇವೆಯ ಯುಕ್ತ ಹಿತದೃಷ್ಟಿಯಿಂದ ತಪ್ಪಿಸಲು ಸಾಧ್ಯವಾಗಲಿಲ್ಲವೆಂದು ನಾನು ದೃಢೀಕರಿಸುತ್ತೇನೆ. ಈ ಬಿಲ್ಲಿನಲ್ಲಿ ದಾಖಲೆ ಮಾಡಲಾದ ವೆಚ್ಚಗಳನ್ನು ನಿಜವಾಗಿಯೂ ಸಂದಾಯ ಮಾಡಲಾಗಿದೆ ಎಂದು ನಾನು ತೃಪ್ತಿಪಟ್ಟಿದ್ದೇನೆ. ಇದಕ್ಕೆ ಹೊರತಾಗಿ ಬಂದ ಖಾಯಂ ಮುಂಗಡ ಬಾಕಿಯಿರುವ ಮೊತ್ತವನ್ನು ಮೀರಿದ ಕೆಳಗೆ ನಮೂದಿಸಲಾದವುಗಳಿಗೆ ಈ ಬಿಲ್ಲಿನ ಮೂಲಕ ಪಡೆಯಲಾದ ಹಣದಿಂದ ಸಂದಾಯ ಮಾಡಲಾಗುವುದು, ರೂ.50/1000ಕ್ಕೂ ಮೇಲ್ಪಟ್ಟ ಬಾಬ್ತಿನ ಎಲ್ಲಾ ಓಚರುಗಳು ಮತ್ತು ಎಲ್ಲಾ ಕಾಮಗಾರಿ ಬಿಲ್ಲುಗಳನ್ನೂ ಈ ಕೆಳಗಿನವುಗಳನ್ನು ಹೊರತುಪಡಿಸಿ ಈ ಬಿಲ್ಲಿಗೆ ಲಗತ್ತಿಸಲಾಗಿದೆ. ಅವುಗಳನ್ನು ಮೊಬಲಗು ಸಂದಾಯ ಮಾಡಿದ ಕೂಡಲೇ ರವಾನಿಸಲಾಗುವುದು. ಉಳಿದ ಮೊತ್ತಗಳಿಗೆ ನಾನು ಸಾಧ್ಯವಿದ್ದಲ್ಲೆಲ್ಲಾ ಓಚರುಗಳನ್ನು ಪಡೆದಿದ್ದೇನೆ. ಅವುಗಳನ್ನು ಮತ್ತೊಮೆ ಉಪಯೋಗಿಸದಂತಹ ರೀತಿಯಲ್ಲಿ ರದ್ದುಪಡಿಸಿದ್ದೇನೆಂಬುದಕ್ಕೆ ನಾನು ಸ್ವತ: ಜವಾಬ್ದಾರನಾಗಿರುತ್ತೇನೆ.

2) ಈ ಬಿಲ್ಲಿನಲ್ಲಿ ಭರಿಸಲಾದ ವಸ್ತುಗಳು ಮತ್ತು ಸಾಮಾಗ್ರಿಗಳನ್ನು ಸಂಬಂಧಪಟ್ಟ ಪರಿಶೀಲನಾ ಪಟ್ಟಿಗಳಿಗೆ ದಿನಾಂಕ ---------ರಂದು ದಾಖಲಿಸಲಾಗಿದೆ ಎಂದು ನಾನು ದೃಢೀಕರಿಸುತ್ತೇನೆ ಮತ್ತು ವಸ್ತುಗಳನ್ನು ಮತ್ತು ಸಾಮಾಗ್ರಿಗಳನ್ನು ಯುಕ್ತವಾಗಿ ಲೆಕ್ಕಕ್ಕೆ ತರಲಾಗುತ್ತದೆ. ನಿಯಮಗಳ ಪ್ರಕಾರ ಪರಿಶೀಲಿಸಲಾಗುತ್ತಿದೆ.

3) ಬಿಲ್ಲಿನ ಮೂಲಕ ಖರೀದಿಸಲಾದವುಗಳನ್ನು ಸುಸ್ಥಿತಿಯಲ್ಲಿ ಪಡೆಯಲಾಗಿದೆ. ಅವುಗಳ ಪರಿಮಾಣವು ಸರಿಯಾಗಿದೆ. ಅವುಗಳ ಗುಣಮಟ್ಟವು ಚೆನ್ನಾಗಿದೆ. ಅವುಗಳಿಗೆ ಸಂದಾಯವಾದ ಬೆಲೆಯು ಸಾಮಾಗ್ರಿ ಖರೀದಿ ಇಲಾಖೆಯ ಮುಖ್ಯಸ್ಥರು / ಟೆಂಡರುಗಳನ್ನು ಕರೆದ ನಂತರ ಒಪ್ಪಿಕೊಂಡಿರುವುದನ್ನು ಮತ್ತು ಮಾರುಕಟ್ಟೆ ಬೆಲೆಗಿಂತ ಹೆಚ್ಚಾಗಿಲ್ಲ ಮತ್ತು ಎರಡನೇ ಬಾರಿಗೆ ಸಂದಾಯವನ್ನು ತಪ್ಪಿಸುವುದಕ್ಕಾಗಿ ಈ ಮೂಲ ಇಂಡೆಂಟ್ ಮತ್ತು ಇನ್‌ವೈಸ್‌ಗಳಲ್ಲಿ ಸಂದಾಯ ಮಾಡಲಾದ ಬಗ್ಗೆ ಸೂಕ್ತ ಟಿಪ್ಪಣಿಗಳನ್ನು ಮಾಡಲಾಗಿದೆ ಎಂದು ನಾನು ದೃಢೀಕರಿಸುತ್ತೇನೆ.

4) ಈ ಬಿಲ್ಲಿನಲ್ಲಿ ಸೇರಿಸಲಾದ ಸಾಗಣಿಕೆ ವೆಚ್ಚವನ್ನು ನಿಜವಾಗಿಯೂ ಭರಿಸಲಾಗಿತ್ತು ಮತ್ತು ಅದನ್ನು ತಪ್ಪಿಸಲಾಗಲ್ಲಿಲ್ಲ ಮತ್ತು ಸಾಗಣಿಕೆಯ ದರದ ಪಟ್ಟಿಯ ಮಿತಿಯಲ್ಲಿಯೇ ಇದೆ ಎಂದು ನಾನು ದೃಢೀಕರಿಸುತ್ತೇನೆ.

ವಿವರವಾದ ಶೀರ್ಷಿಕೆಯ ಹೆಸರು	ಚಾಲ್ತಿ ವರ್ಷದ ಹಂಚಿಕೆ ಮೊತ್ತ	ಈ ಬಿಲ್ಲಿನದ್ದು ಸೇರಿ ಆದ ವೆಚ್ಚ	ಜೊತೆಯಲ್ಲಿರುವ ಹೊಂದಾಣಿಕೆ ವೆಚ್ಚ	ಉಳಿದ ಶಿಲ್ಕು
	ರೂ.	ರೂ.	ರೂ.	ರೂ.

ಸ್ಥಳ _____
ದಿನಾಂಕ _____

_____
ಸಹಿ
ಹಣ ತೆಗೆಯುವ ಅಧಿಕಾರಿಯ ಪದನಾಮ

ಮೇಲು ರುಜು ಮಾಡುವ ಕಛೇರಿಯ ಉಪಯೋಗಕ್ಕಾಗಿ

ರೂ. _____ಅಕ್ಷರದಲ್ಲಿ _____ರೂ. ಗಳಿಗೆ ಮೇಲು ರುಜು ಮಾಡಲಾಗಿದೆ. (ಓಚರ್ ಸಂಖ್ಯೆ ._____ ಗಳಿಂದ ರೂ. _____ ಗಳಲ್ಲಿ ನಿರಾಕರಿಸಲಾಗಿದೆ.)

ಈ ಬಿಲ್ಲಿನಲ್ಲಿ ಮಾಡಲಾದ ರೂ. 50ಕ್ಕೂ ಹೆಚ್ಚಿನ ಪ್ರತಿಯೊಂದು ವೆಚ್ಚಕ್ಕೆ ಬೆಂಬಲವಾಗಿ ಒಂದು ರಶೀದಿ ಅಥವಾ ಇತರ ಓಚರುಗಳನ್ನು ನನಗೆ ಕೊಡಲಾಗಿದೆ ಎಂದು ನಾನು ದೃಢೀಕರಿಸುತ್ತೇನೆ. ರೂ. 1000ಕ್ಕೂ ಮೀರಿದ ಬಾಬ್ತುಗಳಿಗಾಗಿ ರಶೀದಿ ಮತ್ತು ಓಚರುಗಳನ್ನು ಮೇಲೆ ಸೂಚಿಸಲಾದ ರೂ. 1000ಗಳನ್ನು ಹೊರತುಪಡಿಸಿದುದರೊಂದಿಗೆ ಈ ಬಿಲ್ಲಿನೊಂದಿಗೆ ಲಗತ್ತಿಸಲಾಗುವುದು.ಅದನ್ನು ಹಣ ಸಂದಾಯದ ನಂತರ ಹಿಂತಿರುಗಿಸಲಾಗುವುದು ಮತ್ತು ರೂ. 50ಕ್ಕೂ ಹೆಚ್ಚಿನ ಇತರ ಎಲ್ಲಾ ಬಾಬ್ತುಗಳಿಗಾಗಿ ಇರುವ ರಶೀದಿಗಳು ಮತ್ತು ಓಚರುಗಳು ಸೂಕ್ತ ನಮೂನೆಯಲ್ಲಿ ಮತ್ತು ಕ್ರಮದಲ್ಲಿವೆ. ಎಂದು ಮತ್ತು ಅವುಗಳು ನನ್ನ ಸ್ವಾಧೀನದಲ್ಲಿವೆ ಎಂದು ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವಿರುದ್ಧ ಕ್ಲೇಮು ಮಾಡಲು ಬೆಂಬಲಿಸುವುದಕ್ಕೆ ಅವುಗಳನ್ನು ಮತ್ತೊಮ್ಮೆ ಉಪಯೋಗಿಸದಂಥ ರೀತಿಯಲ್ಲಿ ಅವುಗಳನ್ನು ರದ್ದುಪಡಿಸಿದ್ದೇನೆಂಬುದಕ್ಕೆ ನಾನು ಜವಾಬ್ದಾರನಾಗಿರುತ್ತೇನೆ.

ಎಲ್ಲಾ ಕೆಲಸದ ಬಿಲ್ಲುಗಳನ್ನು ಕೂಡ ಸೇರಿಸಲಾಗಿದೆ.

ಸ್ಥಳ _____
ದಿನಾಂಕ _____

_____
ಮೇಲು ರುಜು ಹಾಕುವ ಅಧಿಕಾರಿಯ
ಸಹಿ ಮತು ಪದನಾಮ

ಲೆಕ್ಕ ಪರಿಶೋಧನಾ ಕಛೇರಿ ಉಪಯೋಗಕ್ಕಾಗಿ ಸ್ಥಳ ಅಂಗೀಕರಿಸಲಾದ ರೂ. _____ ತಿರಸ್ಕರಿಸಲಾದ ರೂ. _____	ಖಜಾನೆ ಉಪಯೋಗಕ್ಕಾಗಿ ಸ್ಥಳ ರೂ. _____ (ಪದಗಳಲ್ಲಿ ರೂ.)_____ _____) ಸಂದಾಯ ಮಾಡಿ

APPENDIX 11

ಸಂಖ್ಯೆ: ಮಂ.ವಿ./ಪ.ವಿ./ಬಿ.ಎಡ್./ಸಿಆರ್.29/2011–12/ಇ.8

ದಿನಾಂಕ: 23.07.2011

ಅಧಿಕೃತ ಜ್ಞಾಪನ

ವಿಷಯ : ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಪರೀಕ್ಷಾ ಕಾರ್ಯಗಳಿಗೆ ಪಾವತಿಸುವ ಸಂಭಾವನೆ/ ದಿನಭತ್ಯೆ/ ಸ್ಥಳೀಯ ಭತ್ಯೆ ಮತ್ತು ಇತರ ವೆಚ್ಚಗಳ ಪರಿಷ್ಕರಣೆ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ :
1) ಪರೀಕ್ಷಾ ಕಾರ್ಯಗಳಿಗೆ ಸಂಭಾವನೆ/ ಇತರ ವೆಚ್ಚಗಳನ್ನು ಪರಿಷ್ಕರಿಸುವ ಸಿಂಡಿಕೇಟ್ ನಿರ್ಣಯ ದಿನಾಂಕ 01.07.1992 ಹಾಗೂ ನಂತರದ ಕಾಲಕಾಲಕ್ಕೆ ಪರಿಷ್ಕರಿಸಿದ ನಿರ್ಣಯ ಮತ್ತು ಆದೇಶಗಳು.
2) ಸಂಭಾವನೆ/ದಿನಭತ್ಯೆ/ಸ್ಥಳೀಯ ಭತ್ಯೆ/ ಇತರ ವೆಚ್ಚಗಳ ಪರಿಷ್ಕರಿಸುವ ಬಗ್ಗೆ. ಸಮಿತಿ ರಚನೆ ಸಿಂಡಿಕೇಟ್ ನಿರ್ಣಯ ದಿನಾಂಕ 13.04.2011.
3) ದರ ಪರಿಷ್ಕರಣೆ ಪರಿಶೀಲನಾ ಸಮಿತಿಯ ನಡಾವಳಿಗಳು ದಿನಾಂಕ 06.06.2011.
4) ಸಿಂಡಿಕೇಟ್ ನಿರ್ಣಯ ದಿನಾಂಕ 30.06.2011.
5) ಮಾನ್ಯ ಕುಲಪತಿಯವರ ಅನುಮೋದನೆ ದಿನಾಂಕ 18.07.2011.
6) ಕುಲಸಚಿವರ ಪತ್ರ ಸಂಖ್ಯೆ: ಎಂ.ವಿ./ಎಪಿಸಿ/98/99/2011–12/ಎ8 ದಿನಾಂಕ 11.07.2011.
7) ಕುಲಸಚಿವರ ಪತ್ರ ಸಂಖ್ಯೆ: ಎಂ.ವಿ./ಎಪಿಸಿ/ಟಿಎಡಿಎ/ಪರೀಕ್ಷೆ/2011–12/ಎ8 ದಿನಾಂಕ 19.07.201

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಪರೀಕ್ಷಾ ಕಾರ್ಯಗಳಿಗೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಘಟಕ/ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳ ಶಿಕ್ಷಕರು/ಶಿಕ್ಷಕೇತರರು ಮತ್ತು ಬಾಹ್ಯ ಪರೀಕ್ಷಕರಿಗೆ ಉಲ್ಲೇಖ(1) ರ ಸಿಂಡಿಕೇಟ್ ನಿರ್ಣಯ ಮತ್ತು ತದನಂತರದ ನಿರ್ಣಯಗಳು ಹಾಗೂ ಆದೇಶಗಳಂತೆ ನೀಡಲಾಗುತ್ತಿದ್ದ ಸಂಭಾವನೆ/ದಿನಭತ್ಯೆ/ಸ್ಥಳೀಯ ಭತ್ಯೆ/ ಇತರ ವೆಚ್ಚಗಳನ್ನು ದಿನಾಂಕ 30.06.2011ರ ಸಿಂಡಿಕೇಟ್ ನಿರ್ಣಯದಂತೆ ಪರಿಷ್ಕರಿಸಲಾಗಿದ್ದು, ಪರಿಷ್ಕೃತ ದರಗಳನ್ನು ಎಪ್ರಿಲ್/ಮೇ 2011 ರಲ್ಲಿ ನಡೆಸಿದ ಪದವಿ ಮತ್ತು ಸ್ನಾತಕೋತ್ತರ ಪರೀಕ್ಷೆಗಳ ಉತ್ತರ ಪತ್ರಿಕೆಗಳ ಕೇಂದ್ರೀಯ ಮೌಲ್ಯಮಾಪನದಲ್ಲಿ ಭಾಗವಹಿಸಿದ ಶಿಕ್ಷಕರಿಗೆ ಮಾತ್ರ ಘಟನೋತ್ತರವಾಗಿ ಮತ್ತು ಇತರ ಎಲ್ಲಾ ಪರಿಷ್ಕೃತ ದರಗಳನ್ನು ನವೆಂಬರ್/ಡಿಸೆಂಬರ್ 2011 ಮತ್ತು ನಂತರದ ಪರೀಕ್ಷಾ ಕಾರ್ಯಗಳಿಗೆ ಅನ್ವಯಿಸಿ ಜಾರಿಗೊಳಿಸಲು ಆದೇಶಿಸಲಾಗಿದೆ. ಪರಿಷ್ಕೃತ ದರಗಳು ಮತ್ತು ಷರತ್ತುಗಳನ್ನು ಅನುಬಂಧದಲ್ಲಿ ನೀಡಲಾಗಿದೆ.

ಸಹಿ
ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)

ರಿಗೆ:
1) ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಎಲ್ಲಾ ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗ/ಕೇಂದ್ರಗಳ ಮುಖ್ಯಸ್ಥರು.
2) ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಘಟಕ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳು.
3) ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜನೆಗೆ ಒಳಪಟ್ಟ ಎಲ್ಲಾ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳು.
4) ಕುಲಸಚಿವರು ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.
5) ಹಣಕಾಸು ಅಧಿಕಾರಿಯವರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.
6) ನಿರ್ದೇಶಕರು, ಅಂಚೆ ತೆರಪಿನ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ..
7) ಮಾನ್ಯ ಕುಲಪತಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ..
8) ಸರ್ಕಾರಿ ಲೆಕ್ಕ ಪರಿಶೋಧಕರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ..
9) ಉಪಕುಲಸಚಿವರು(ಪರೀಕ್ಷಾಂಗ)/ ಸಹಾಯಕ ಕುಲಸಚಿವರು(ಪರೀಕ್ಷಾಂಗ) ಖ & ಖಖ ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ,
10) ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ) ಕಛೇರಿಯ ಎಲ್ಲಾ ಅಧೀಕ್ಷಕರು.
11) ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ) ಕಛೇರಿಯ ಆಪ್ತ ಸಹಾಯಕರು.
12) ಇ.1, ಇ.6, ಇ.8, ಇ.9, ಇ.10, ಇ.11 ವಿಷಯ ನಿರ್ವಾಹಕರುಗಳಿಗೆ.
13) ಕಡತಕ್ಕೆ

MANGALORE UNIVERSITY

STATEMENT OF REVISED RATES OF DAILY ALLOWANCE/LOCAL CONVEYANCE ALLOWANCE/ REMUNERATION AND OTHER PAYMENTS FOR VARIOUS ITEMS OF EXAMINATION WORK AS PER THE SYNDICATE DECISION DATED 30.06.2011

Sl. No.	Particulars	Rates Rs.
1.	**THEORY EXAMINATION:** U.G	
1.1	B.A./B.Sc./ B.Com/. LL.B./ B.Ed./.B.B.M./B.P.Ed./ B.Lib.Sc./B.S.W./B.H.M./ U.G. Diploma/ B.Sc.(H.S.)/ Certificate Course in Epigraphy, Kannada, German, Veda Tantragama/ B.e-Commerce/ B.C.A./ B.A(H.R.D)/ B.SC.(F.N.D)/B.Sc.(H.S.)/ B.Sc(FD)/ B.SC.(GD)/ B.SC.(ID& D), etc.degree courses	
1.1.1	**Paper Setting**:	
	a) Setting question paper of 3 hrs. duration per set.	Rs.150.00
	b) Setting question paper of more than 3 hours duration per set.	Rs.200.00
	c) Translation of the question paper(to the authorized person)	Rs. 80.00
	NOTE: Half of the rate for part of the paper.	
1.1.2	**Valuation/Paper review of answer scripts of:**	
	a) 3 hours durtion	Rs. 12.00
	b) More than 3 hours durtion	Rs. 12.00
	(Mimimum Rs. 100.00 for all answer scripts)	
1.1.3	**Fee for the Chairman & Members of the Board of Examiners (Under Gradute):**	
	a) Chairman, B.O.E arranging for paper setting, scrutiny and scrutiny of the question papers.	Chairman fee- Rs.300.00 1) Telephone charges-a max. of Rs. 750.00 for boards of English/ Kannada/Hindi/ Commerce/ History/ Economics/Computer Sc./ B.S.W./ B.H.M. & B.Sc.(H.S) and for other boards Rs. 500.00 sub. to production of self certified statement of calls made. 2) Contingency(Xerox, Stationery, etc.)

			3) Lunch & Refreshment as per rates fixed from the time to time. Above claims shall be made through D.C bills with proper certificates to the bills 4) Postal expenses shall be claimed in postal expenses claim bill form
	b)	Members-Assisting the Chairman in scrutinising the question papers	Rs.125.00
	c)	Chairman-Distribution of valuation work, certification regarding number of scripts valued etc. and preparing the work done statement.	During valuation to meet incidental expenditure special allowance (UGC & Non-UGC) Scripts upto 5000 - Rs. 250.00 5000-15000 Rs. 500.00 15001-25000 Rs. 600.00 25001-& above Rs. 750.00
1.1.4	**Remuneration for Chief Examiner/ Sole Examiner:**		
	i)	For preparing the Scheme of Valuation	Rs.80.00
	ii)	Chief Examiner/Deputy Cheif Examiner (Not for sole examiner).	Average of the Asst. examiners working under him + 300.00
	NOTE: 1) Scheme of assignment of valuation for different categories is given as appended. If necessary, more than one subject may be assigned to a Cheif or the Asst. examiner at a time be Registrar (Evaluation) 2) While calculating the average of the Assistant Examiners, the Assistant Examiners attending the whole duration/major portion of the valuation work shall be taken into account.		
1.1.5	**Valuation of Project Reports:**		
	a)	Assessing Project Report/work of B.A./B.Sc./B.B.M./ B.Com./ B.E./ B.Tech./ B.H.M./P.G.D.B.M./P.G.D.C.A (one project is equal to 3 scripts)	Rs.50.00 per report
	NOTE: Project Report to be valued at the Valuation Centre.		
1.2	**Master Degree Examination -(P.G.) M.A./M.Sc./M.Com./M.B.A./M.S.W./M.C.A./ M.Ed./ M.P.Ed./LL.M./M.L.I.Sc./M.Sc.(Hospital Management),etc.**		

1.2.1	**Setting of question papers**	
	a) Less than 3 hours	Rs. 200.00 per set
	b) 3 hours or more	Rs. 225.00 per set
1.2.2	**Valuation**	
	a) Less than 3 hours duration	Rs. 200.00 per script (Min. Rs. 100.00)
	b) 3 hours or more	Rs. 12.00 per script (Min. Rs. 100.00)
	c) Translation of the question paper (For papers where there is translation)	Rs. 80.00
1.2.3	Valuation of Dissertation (one dissertation is equal to 10 scripts)	Rs. 150.00 per dissertation per examiner.
1.2.4	Fee for the Chairman of B.O.E.	Rs. 300.00 lumpsum
1.2.5	Fee for the Members of B.O.E.	Rs. 125.00 lumpsum
1.2.6	Board/Third/Challenging Valuation Central Valuation rate	Rs.12.00 per script per examiner, sub. To a minimum of Rs.80.00 per member including the Chairman.
1.3	**P.G DIPLOMA, P.G.D.C.A., P.G.D.B.M.,P.G.D.T.H.M.:**	
1.3.1	Setting of question paper-3 hours or more	Rs. 200.00 per paper
1.3.2	Valuation/ Review- 3 hours or more	Rs. 12.00 per script (Min. Rs. 100.00)
1.3.3	Fee for the Chairman, B.O.E.	Rs. 300.00 lumpsum
1.3.4	Fee for the Members, B.O.E.	Rs. 125.00 lumpsum
2.	**PRACTICAL EXAMINATIONS:**	
2.1	**B.A./B.Sc./B.Com./B.Sc. (Sp.&H.) /P.G. D.C.A./B.H.M./ Certificate Course in Epigraphy/B.e-Commerce/B.C.A./B.A.H.R.D./B.F.N.D./B.Sc.(H.S)/B.Sc.(FD)/B.Sc.(GD)/B.Sc.(ID&D),etc. Degree Courses.**	
	a) Up to 2 hours duration	Rs. 8.00 per candidate per examiner sub. to a min. of Rs.60.00
	b) 3 hours duration	Rs. 10.00 per candidate per examiner sub. to a min. of Rs.80.00 per batch per examiner.
	c) More than 3 hours & less than 6 hours	Rs. 12.00 per candidate per examiner sub. to a min. of Rs.100.00 per batch per examiner
	d) 6 hours and above	Rs. 12.00 per candidate per examiner sub. to a min. of Rs.120.00 per batch per examiner

	NOTE:		
	1.	There shall be 2 examiners per batch, one of the two shall be an external examiner.	
	2.	Minimum number of candidates per batch shall be 10 when the number is more than 10 except the last batch.	
	3.	In case no candidate is present for the practical examination1/3 of the batch minimum is payable.	
2.2	B.Ed./ B.P.Ed.:		
2.2.1	Valuation & Supervision of lessons		Rs. 10.00 per candidate per lesson per examiner sub. to a min. of Rs.150.00 per batch per examiner.
	NOTE:		
	1.	There shall be two examiners per lesson per candidate.	
	2.	Each examiner shall assess a minimum of 6 lessons except in subjects where there are less than 6 lessons.	
2.3	**Practical : M.Sc./M.Ed./M.P.Ed./M.L.I.Sc./M.C.A./M.Sc.(Hospital Management), etc.**		
2.3.1	**For setting, conducting, preparing & valuing:**		
	a)	General subjects	Rs. 50.00 per candidate per examiner sub. to a min.of Rs.150.00 per batch per examiner
	b)	Special subjects	Rs. 60.00 per candidate per examiner sub. to a min.of Rs.150.00 per batch per examiner
	NOTE:		
	1.	For general subjects except statistics the min. number of candidates per batch shall be 6 when the number is more than 6 except in last batch.	
	2.	For Statistics the min. number of candidates per batch shall be 10 when the number is more then 10 except the last batch.	
	3.	For special subjects the minimum number of candidates shall be 2 except the last batch.	
	4.	In case no candidate is present for the Practical examination for which all preparations were made, 1/3 of the batch minimum is payable to each examiner.	
	5.	There shall be two examiners per batch & one of them shall be an external.	
3.	**VIVA-VOCE:** For conducting viva-voce		
3.1	All PG courses		Rs. 10/- per candidate per examiner sub. to a min.of 100.00 per batch per examiner

3.2	Certificate Course in Epigraphy & Kannada/ B.Sc.(H.S)/ B.H.M.:	Rs. 8.00 per candidate per examiner sub. to a min.of Rs.80.00 per examiner.
4.	**DOCTORAL DEGREES**	
4.1	Chairman ₹ Fee	Rs. 500.00 per candidate.
4.2	Valuation of thesis	Rs. 1,500.00or 100 U.S dollors per examiner per candidate.
4.3	Viva-voce/Pre-thesis submission of colloquium	Rs. 250.00 per examiner per candidate.
	NOTE: There shall be two examiners for conducting viva-voce- The Chairman and another Indian examiner.	
4.4	**M.Phil.:** i) Viva-voce ii) Valuation of dissertation	 Rs. 150.00 per candidate per examiner. Rs. 500.00 per dissertation.
5.	**Remuneration to examination centre staff**	
5.1	Conduct of Examinations (Theory)	
5.1.1	Chief Superintendent(Teaching)	Special allowance Rs. 100.00 per session
5.1.2	Deputy Chief Superintendent(Teaching)	Rs. 80.00 per session
5.1.3	Room/ Relieving/ Office Superintendent	Rs. 60.00 per session
	Non-teaching	
5.1.4	Manager/Head Clerk	Rs. 80.00 per session
5.1.5	Clerk	Rs. 60.00 per session
5.1.6	Typist	Rs. 60.00 per session
5.1.7	Peon/Attender	Rs. 50.00 per session
5.2	**Flying Squad** Chief	 D.A Rs. 325.00 L.C.A Rs. 225.00 Remuneration per session Rs. 100.00
	Member	D.A Rs. 300.00 L.C.A Rs. 200.00 Remuneration per session Rs. 90.00

5.3	**Conduct of Practical Examinations:**	
5.3.1	Chief Superintendents for Practical Examinations.	Special allowance up to 100 candidates Rs. 125.00 For every additional 100 candidates or part thereof: Rs. 50.00
5.3.2	Clerk (for collecting the marks lists & maintaining the accounts of contingency amount)	Rs. 40.00
5.3.3	Chairman/Co-ordinator-for co-ordinating practical examinations.	Rs. 500.00 lumpsum.
	NOTE : For the purpose of calculation of number of candidates, the total number of candidates is taken in each subject irrespective of the number of practicals that a candidate takes in a subject. This applies to the whole examination irrespective of the number of days or the number of batches.	
6.	**Remuneration for Central Valuation Centre staff**	
6.1	Custodin (with functions of general supervision and facilitating)	**Special allowance:** Rs. 3250.00 lumpsum.
6.2	Co-ordinator (for arranging Central Valuation) -U.G. & P.G.	**Special allowance** Rs. 12.00 for every 100 scripts or fraction thereof sub. to a minimum of Rs. 2,000.00
6.3	**Ministerial and Menial staff**	
	Junior teachers/Manager/HeadClerk/Clerk.	Rs. 80.00 per day during valuation and 6 more days.
	a) Peons/Sweepers/Cleaners	Rs. 60.00 per day during Valuation and for 6 more days.
	b) Watchman	Rs. 60.00 per day from the date of receipt of scripts & 3 more days.
	(To be claimed & disbursed by the Co-ordinator)	
	NOTE:	
	1. The number of Co-ordinators to be appointed is to be decided on the basis of the work load and the same is to be divided suitable according to actual work load.	
	2. There shall be two sessions of central valuation-Morning session and afternoon session.	
	3. One Watchman for the period from the date of receipt of answer book bundles till the last day of Central Valuation and three days extra.	
	4. During Central Valuation the following personnel may be appointed.	

	No. of scripts	No. of clerks to be appointed	No. of peons to be Appointed
	Upto 5000	2	2
	5001 to 15000	3	3
	15001 to 30000	5	5
	30000 and 40000	6	6
	40001 to 50000	8	8
	50001 to 60000	10	10
	Above 60000	11	11

6.4	**Dearness Allowance & Conveyance Allowance**		
6.4.1	**Theory examinations:**		
	Deputy Chief Superintendent/ Room Supt./Office Supt./ Relieving Supdt.	D.A L.C.A	Rs. 225.00 Rs. 100.00
6.4.2	**Practical Examinations:**		
	Examiners:	D.A L.C.A	Rs. 225.00 Rs. 100.00
6.4.3	**Cenrtal Valuation:**		
	Chairman/Chief/ Deputy Chief/ Asst. Examiners/ Custodian/ Co-ordinator	D.A L.C.A	Rs. 475.00 Rs. 325.00
	c) Ministerial and Menial staff :		
	Clerical Staff	Rs. 100.00 per day during valuation & 6 more days.	
	Attender/Peon/Sweeper	Rs. 60.00 per day during valuation & 6 more days.	
	Watchman	Rs. 60.00 per day from the date of receipt of scripts & during valuation & 3 more days.	
	NOTE: For Custodian/ Co-ordinator actual days + 6 more days)		
6.4.4	**CENTRAL ALLOWANCE:**		
	Towards expenditure like, cleaning furniture, electricity, water, etc. to the colleges providing centres for Central Valuation only.	Rs. 500/-per day	
7.	**POST EXAMINATION WORK:**		
7.1	Tabulation work:		
7.1.1	Tabulators	D.A L.C.A	Rs. 225.00 Rs. 100.00
	For all tabulation work	Remuneration Rs. 10.00 per candidate. No Minimum	

7.1.2	Scrutinisers:	D.A Rs. 225.00 L.C.A Rs. 100.00
	For all scrutiny	Remuneration Rs. 5.00 per candidate. No Minimum
7.1.3	Consolidation of M.A./M.Sc./M.COM./ M.B.A./M.S.W	Rs. 5.00 per candidate D.A Rs. 225.00 L.C.A Rs. 200.00
7.1.4	Co-ordinator	Rs. 2,000/-lumpsum remuneration D.A Rs. 225.00 L.C.A Rs. 100.00
7.1.5	Clerk	Rs. 80.00 remuneration & Rs. 90.00 Conveyance allowance per day for the days of tabulation.
7.1.6	Peon	Rs. 60.00 remuneration & Rs. 60.00 Conveyance allowance per day for the days of tabulation.
7.1.7	Watchman	Rs. 60.00 remuneration & Rs. 60.00 Conveyance allowance per day for the days of tabulation.
	(7.1.5 to 7.1.7- to be claimed & disbursed by the Co-ordinator)	
	NOTE:	
	1. Tabulation is assigned to a tabulator & scrutinizer.	
	2. Wherever a co-ordinator is appointed he may be provided with a clerk and one peon for every 30 tabulators.	
	3. Tabulation will be a joint responsibility and therefore, the penalties if any, have to be shared by both tabulator as well as scrutinizer.	
7.2	**Coding and Decoding:**	
	a) Coding Officers (with full responsibility)	D.A Rs. 225.00 L.C.A Rs. 100.00 Rs. 2.00 per script for coding & decoding.
	b) Clerical & Menial Assistants (including preparation of marks list forms)	0.50 paise per script for assisting in Coding & Decoding (To be claimed & disbursed by the Coding Officer in the Ratio of 3:2)
	c) Coding/Decoding (1st Valuation)	Rs. 2.00 for coding & decoding
	d) Coding/Decoding (2nd Valuation) Only for M.S.W. and M.B.A	50% of 1st Valuation

7.3	**Receipts and dispatch of answer books for Home Valuation at Mangalagangothri:**	
	a) Supervisor	Rs.500.00
	b) Clerk	Rs 300.00
	c) Peon	Rs.200.00
	NOTE: Each batch may be assigned around 5,000 scripts. Each batch consists of 1 Supervisor, 1 Clerk, and 1 Peon.	
7.4	Typing/ Stencil cutting of result sheets	Rs. 5.00 per sheet
7.5	Writing of each Degree Certificate	Rs. 2.00 per certificate for both version
	NOTE : To be given to the Professional person or others with exceptionally good handwriting	
8	**CONFIDENTIAL WORK:**	
8.1.1	Proof reading of question papers	Rs. 5.00 per page for 1/8 Demi size & Rs. 6.00 per page for 1/4 demi foolscap subject to a minimum of Rs.50.00 per question paper.
8.1.2	Supervision of Typing/ Stencil cutting, Duplicating, Counting & Packing of question papers.	Rs. 6.00 per paper.
8.1.3	Stencil Cutting/ Typing of question paper. Making of fair copy or writing on the Stencil of the question paper.	Rs. 6.00 per page. Rs. 35.00 per question paper.
8.1.4	Clerical assistance in Stapling, Counting, writing the labels etc.	Rs. 5.00 per paper.
8.1.5	Duplicating/ Cyclostyling	Rs. 5.00 per paper.
8.1.6	Packing, Sealing, etc.	Rs. 6.00 per paper.
8.1.7	Preparation of sketches/ Diagrams	Rs. 15.00 per Sketch/Diagrams.
8.2	**Revaluation**	
8.2.1	Central valuation:	D.A Rs.475.00 L.C.A Rs. 325.00
8.2.2	Allowance for Custodian	lumpsum Rs. 2,500.00
8.2.3	Allowance for Co-ordinator	lumpsum Rs. 2,000.00
8.2.4	Outstation revaluation (only remuneration)	per script. Rs. 20.00 (min. Rs. 100.00)
8.2.5	Co-ordinator for Revaluation	Per script Re.1.00 subject to a (min. Rs. 200.00)
9.	**CONTINGENCY ADVANCE:**	
	(Theory examinations-Examination Centres-Both for Undergraduate and Post-graduate):	

9.1.1	Advance for the purchase of stationeries except Tags and Sealing Wax.		
	Sl. No.	**No. of candidates (For whole exams.)**	**Arts, Science Commerce, Law Education faculties (all examinations)**
	1.	0-250	Rs. 250.00
	2.	251-500	Rs. 320.00
	3.	501-750	Rs. 400.00
	4.	751-1000	Rs. 475.00
	5.	1001.1500	Rs. 540.00
	6.	Above 1500	Rs. 600.00
9.1.2	**Advance for contingent expenses:**		
	Rate per candidate towards the expenses on water pots,tumblers, water boys, and such other expenses.		Rs. 2.00 per candidate subject to a minimum of Rs. 150.00 for the whole examination.
	NOTE: No Vocher is necessary. However, the chief Superintendent has to certify to the effect that the amount has been expended for the purpose for which it has been advanced.		
9.1.3	**CONTINGENT AMOUNT FOR PRACTICAL EXAMINATIONS FOR PURCHASE OF SPECIMENS, CHEMICALS & SUCH OTHER MATERIALS:** (Examination centres- Under graduate & Post graduate examination):		
	Sl. No.	**Subject**	**U.G for all years Rs.** / **P.G for all years Rs.**
	1.	Physics	8.00 / 30.00
	2.	Chemistry	8.00 / 30.00
	3.	Botany	8.00 / 30.00
	4.	Zoology	8.00 / 30.00
	5.	Electronics	8.00 / 30.00
	6.	Statistics	8.00 / 30.00
	7.	Home Science	8.00 / --
	8.	Microbiology	8.00 / --
	9.	Psychology	8.00 / --
	10.	Geography	8.00 / --
	11.	Criminology	8.00 / --
	12.	Data Processing	8.00 / --
	13.	Computer Application	8.00 / --
	14.	Computer Science	8.00 / --
	15.	Electronic Equipment Maintenance	8.00 / --

16.	Instrumentation	8.00	--
17.	B.H.M	8.00	--
18.	B.Lib. Sc.	8.00	--
19.	P.G.D.C.A	8.00	--
20.	B.Sc.(S.& H.)	12.00	--
21.	Bio-Sciences	--	30.00
22.	M.L.I Sc.	--	30.00
23.	M.Lib.	--	30.00
24.	M.Sc.(Computer Software)	--	30.00
25.	Geology	8.00	30.00
26.	Fashion Design	8.00	--
27.	Leather Design	8.00	--
28.	Garment Design	8.00	--
29.	Engineering	8.00	--
30.	M.Sc. Computer Science	--	30.00
31.	M.Sc. Microbiology	--	30.00
32.	M.Sc. Hospital Management	--	30.00
33.	M.Sc. (Speech & Hearing)	--	30.00
34.	Epigraphy (Certificate Course)	8.00	--
35.	Secretarial Practice (Vocational)	8.00	--
36.	Tax Procedure	8.00	--
37.	Taxation	8.00	--
38.	Communicative English	8.00	--
39.	Physical Education	8.00	--
40.	Bharathanatyam	8.00	--
41.	Western Music	8.00	--
42.	Carnatic Music	8.00	--
43.	E.E.M.	8.00	--
44.	Biotechnology	8.00	--
45.	Bio-chemistry	8.00	--
46.	Pharmacognosy	8.00	--
47.	Military Science	8.00	--
48.	B.e-Commerce	8.00	--
49.	B.C.A	8.00	--
50.	B.A.H.R.D	8.00	--
51.	B.Sc. (F.N.D)	8.00	--
52.	B.Sc. H.S	8.00	--
53.	PG Diploma/Certificate	8.00	--
Rate is per candidate per batch			

	NOTE:	
	1. This amount is to be reimbursed to the colleges on the certificate of the Chief Superintendent regarding the no.of the candidates, date, time etc., of the practical examinations.	
	2. For typing of Statistics Practical question papers Rs. 4.00 per page can be claimed along with the contingent.	
9.1.4	**Contingent amount for Co-ordinating the practical:**	
	To be claimed by the Co-ordinator/ Chairman to meet the expenses on Clerical & Menial Staff, purchase of stationery etc. (Postage will be reimbursed separately on production of Postal receipts etc.)	1). Tel. charges Max. 500.00 sub. to self certified statement of calls made. 2) Rs. 1.25 ps. per candidate. 3) Min. Rs. 150.00 max. Rs.500.00
9.1.5	**Contingent expenditure for Practical Examinations: Centre- Chief Superintendent:**	
	Contingent expenditure for Clerical and Menial assistance & purchase of a stationery & all other incidental expenses in connection with the conduct of Practical Examinations. Each Centre will purchase its own requirement out of this amount.	Re. 1.00 per candidate for the whole examination of all subjects, subject to a min. of Rs.100.00 and a max. of Rs. 300.00
9.1.6	Contingent amount for Central Valuation:	
	Custodian-cum Co-ordinator of Central Valuation to meet the contingent expenditure for purchase of a stationery other than the printed forms and sealing wax.	UP to 3000 scripts- Rs.400.00 3001 to 6000 scripts Rs. 600.00 6001 to 15000 scripts Rs. 800.00 15001 to 30000 scripts Rs. 1,000.00 30001 to 45000 scripts Rs.1,200.00 45001 & above scripts Rs. 1,500.00
9.1.7	Advance for Postal expenses for examination centre:	
	The college may draw advance for postal expenses per requirements for postage, telegrams, trunk calls etc. incurred in connection with the conduct of examinations (D.C. bills may be prepared supported by vochers)	As required.
10.	**Laboratory staff to be engaged for various practical Examination (Only for the days of Practicals held)**	
10.1	**B.A./B.Sc./ B.Com.:**	

Subjects	Category of Staff	No. of staff per batch	Rate of remuneration per staff per batch	
Physics, Chemistry Botany, Zoology, Geology, Home Science, Comp. Science, Electronics Vocational subjects	Attender/ Helper/ Peon Storekeeper/ Clerk/Typist Lab. Asst.	02 01 01	a) 3 hrs. duration b) 4 hrs. duration c) 6 hrs.duration	15.00 20.00 25.00 30.00 30.00
Geography, Psychology, Criminology	Attender/ Helper/ Peon Storekeeper/ Clerk/Typist Lab. Asst.	01 01 01	a) 3 hrs. duration b) 4 hrs. duration c) 6 hrs.duration	15.00 20.00 25.00 30.00 30.00
Tax Procedure.Taxation Comn.English,Phy.Edn., Western/ Carnatic Music, Bio-techn., Bio-Chem., Military Sc., BCA/BA(HRD), BSc.(HS) /B.Sc.(FND)	Attender/Peon Clerk/Typist Lab. Asst.	01 01 01	a) 3 hrs. duration b) 4 hrs. duration c) 6hrs.duration	15.00 20.00 25.00 30.00 30.00

NOTE: In the case of Practicals in Statistics, only one Attender may be appointed at Rs. 15.00 per batch.

10.2	**B.A./B.Sc./ B.Com.**				
	Subjects(Category of Staff):	**No. of staff per batch**			**Rate**
	Microbiology				
	Dataprocessing	Peon/Attender	01		15.00
	Fashion Design	Clerk/ Typist	01		30.00
	Leather Design	Lab. Asst.	01		30.00
	Garment Design				
10.3	**Subject Courses** **1**	**Expert Asst. (teaching staff only)** **2**	**Lab. Asst.** **3**	**Helper/ Attender/ Peon** **4**	**Store Keeper/ Clerk/ Typist** **5**
	Rate of remuneration per batch	**Rs.40.00**	**Rs.25.00**	**Rs.15.00 3 hrs. Rs. 20.00 4 hrs. Rs. 25.00 6 hrs.**	**Rs 25.00**
	Physiology	02	01	02	01
	Biochemistry	02	01	02	01
	Microbiology	02	01	02	01
	Viva (for subjects) which have Viva)	--	--	01	--
	B.Lib. Sc.	02	--	02	--
	B.Sc. (S.H)		01	01	01
10.4	**M.Sc., M.Ed., M.P.Ed. (per batch):**				
	Subject Courses **1**	**Teach. Asst. Skilled Asst. (teaching staff only)** **2**	**Lab. Asst. Technician** **3**	**Helper/ Attender/ Peon** **4**	**Store Keeper/ Clerk/ Typist** **5**
	Rate of remuneration per batch	**Rs.50.00**	**Rs.35.00**	**Rs.15.00 (3 hrs.duration) Rs. 20.00 (4 hrs.duration) Rs. 30.00 (6 hrs.duration)**	**Rs 35.00**
	Physics	1	1	2	1
	Chemistry	1	1	2	1
	Botany	1	1	2	1
	Zoology	1	1	2	1
	Bio-sciences	1	1	2	1

Geology	1	-	1	1
Marine Geology	1	-	1	1
Statistics	1	-	1	1
Home Science	1	1	1	1
Psychology	1	-	1	1
Geography	1	-	1	1
M.Ed	1	-	1	1
M.P.Ed.	1	-	1	1
Bio-chemistry	2	2	2	1
Microbiology	2	2	2	1
Computer Science	1	1	1	1
Computer Software	1	1	1	1
M.L.I.Sc.	1	1	1	1
P.G. Diploma (other than Medical)	1	1	1	1
M.C.A	1	1	1	1
M.Sc.(Hospital Mgt.)	1	1	1	1
M.Sc. (S& H)	1	1	1	1

GENERAL NOTE (For engaging Laboratory staff):

For all Practical/ Clinicals of all examinations one additional Session/ Batch will be allowed for preparation of Practicals/Clinicals and one more session will be allowed for cleaning after the Practical Clinicals. This is applicable to all categories of Laboratory Staff except Teaching Asst., Expert Asst., Nurse, Storekeeper, Typist and Clerk appointed for the conduct of Practical/ Clincal Examination.

11. No. of officials to be appointed for the conduct of theory examinations at the examination centres:

No. of candidates per session	Room Suptds. (Teachers)	Relieving Suptds. (Teachers)	Office Suptds. (Teachers)	Head Clerk	Clerk	Typist
Up to 35	01	--	01	01	01	01
36 to 70	02	--	01	01	01	01
71 to 105	03	--	01	01	01	01
106 to 140	04	01	01	01	01	01
141 to 175	05	01	01	01	01	01
176 to 210	06	01	01	01	02	01
211 to 245	07	02	01	01	02	01
246 to 280	08	02	01	01	02	01
281 to 315	09	02	01	01	02	01
316 to 350	10	02	01	01	03	02
351 to 385	11	02	01	01	03	02
386 to 420	12	03	02	01	03	02
421 to 455	13	03	02	01	03	02

456 to 490	14	03	02	01	03	02
491 to 525	15	03	02	01	03	02
526 to 560	16	03	02	01	04	02
561 to 595	17	03	02	01	04	02
596 to 630	18	04	02	01	04	02
631 to 665	19	04	02	01	04	02
666 to 700	20	04	02	01	04	02
701 to 735	21	04	02	01	04	02
736 to 770	22	04	02	01	05	02
771 to 805	23	04	02	01	05	02
806 to 840	24	05	02	01	05	02
841 to 875	25	05	02	01	05	02
876 to 910	26	05	02	01	05	02
911 to 945	27	05	02	01	06	02
946 to 980	28	05	02	01	06	02
981 to 1015	29	05	02	01	06	02
1016 to 1050	30	05	02	01	06	02

Assistants (Class IV):

The Cheif Superintendent/ Principal is authorized to appoint one Peon/ Attender per room plus one office peon subject to the condition that the Principal certifies to the effect that the peons or attenders engaged for the work are permanently employed and are in the pay roll of the college and the Principal should name the peons/ attenders who were engaged in the examination duties:

NOTE : Same range will be applied for more than 1050 candidates also.

Miscellaneous items:

Distribution of question papers/answer books/examn. stationery and collection of answer scripts from various examn. Centres, etc.

1) Superintendent/ Clerk	Special allowance Rs. 100.00 per head
2) Attender/Peon	Loading charges Rs. 150.00 Unloading charges Rs. 150.00 per vehicle per day.
Contingent allowance for outstation revaluation	Rs.250.00 per day
Pulling out answer scripts for Revaluation	Re. 1.00 per script
Masking the marks(pasting) & attaching marks list to answer scripts	Rs. 1.50 per script

NOTE:

1. The rates of remuneration shall be paid to the external examiners and to the teachers who are not drawing the UGC/AICTE pay scales.
2. The revised rates are retrospectively effected only to the teachers involved in UG/P.G Central valuation of Apil/ May 2011 examinations. All other rates shall come into effect feom the October/November 2011 examinations.
3. The claims shall be made according to the rate list.
4. During Central Valuation the daily allowance and local conveyance allowance will not be restricted for fractions of prescribed number of scripts on the last day of examination.

   Fraction of 1 or 2 scripts shall be ignored. In case of subjects wherein the available scripts are less than prescribed limit it will be counted for full D.A./L.C.A.

REGISTRAR (EVALUATION)

APPENDIX 12

MANGALORE UNIVERSITY

Form MCE -2

ABSTRACT CONTINGENT BILL

Office of ..... For the month of	For use of Finance Section Voucher No.
Head of Account Budget Head ..... Budget code ..... Detailed Head	Date

Sub No.	Vochers Date	Description of charge and number and date of authority for all charges requiring Special Sanction	Amount			
			Plan		Non plan	
		Part I Recoupment of Expenditure from Permanent Advance Amount of Permanent Advance Rs..... Disbursement as included in the Bill Rs. ..... Balance of Permanent Advance Rs..... Total of Part I				
		Part II Advances to meet claims ready for Payment :				
		Total				
		Deduct-Balance remaining unspent out of advance drawn in previous A.C Bill				
		Net total of Part II				
		Grand Total of Part I and II				

The Amount claimed (brought forward form first page) Rs.....(in words) Rupees.....

1. Certified that claim (s) referred to in part 11is/are mature and ready for payment and that payment will be made soon after this bill is cashed.
2. Certified that the unspent balance deducted in part11 represents the actual amount of unspent balances of advances with me or under my control and that there are no other unspent balances/advances with me pending disbursement.
3. Certifies that the Detailed Contingent Bill for all contingent charges drawn by me on Abstract bills during the previous month has been forwarded with all necessary vouchers to the Countersigning officer during on ..... for counter signature and transmission to the Finance Officer Mangalore University

Station _____

Date _____

Signature and Designation of the Drawing officer,

FOR USE IN FINANCE SECTION

Pay Rs.....(in words) Rupees .....

.....

.....

Superintendent Asst. Finance Officer Finance Officer

INSTRUCTIONS

1. The drawer drawing this bill is responsible for saving initialled the date of each payment in the Contingent Register. The register is required to be sent with bills and sub vouchers for this purpose.
2. The finance officer will make payment on this form as often as required. But the drawer should be careful to include in the Detailed Contingent Bill of a month only the amount of all Abstract Contingent Bills encashed at the Finance officer during the month.
3. If any certificate is not attested by the initials of the drawing officer the Finance Officer, must return it for supply of the omission.
4. Separate detailed Head of account and Code no. are not provided for plan and Non-plan Schemes. But Separate columns are provided on page I of the bill for entering the amounts for Plan and Non-plan. Care should be taken to enter the amount in Plan or Non-plan column depending upon the fact that the expenditure.

APPENDIX -13

No MU/ EXB/CSD C.N./ 2010-11/

Date:

Sir/ Madam,

Sub: B.A./B.Sc./B.Com./ B.S.W. & other Degree Examination of April 2011.

Ref : This office Notification No. MU/EXB/CR37/2010-11 E.5/
Dated 10.02.2011.

I request you to furnish the following particulars with regard to the ensuing April 2011 Examinations:

1. By convention the Principal of the College is appointed as Chief Superintendent of the Examination Centre. A senior teacher with a minimum teaching experience and service of 10 years can also be appointed as Chief Superintendent. Kindly let this office know whether you are willing to accept this assignment. You are requested not to accept this assignment if your children, near relatives or depen -dents are taking the examination at the centre. In case you are not willing/qualified to accept the assignment, you are requested to suggest the name of a senior member of the faculty of your college for this appointment.

2. You are requested to furnish the names of teachers including Physical Education Directors and Librarians who are willing to work as Deputy Chief Superintendent for appointment as Deputy Chief Superintendent at other Examination centres. Each college shall recommend atleast one name for appointing as Deputy Chief Superintendent. If the name is not sent from any College the name will be choosen from the gradation list of the College. The teachers recommended may also be asked to give names of three centres where they would like to be posted, avoiding the names of centres where their near relatives or dependents would be taking the examinations.

3. You are also requested to suggest the name of one faculty member who is willing to work in the fly -ing squad. Those who accept the duties of Deputy Chief and members of flying squad may take up the valuation work (if appointed) only after their assignment is complete.Needless to state that all examination work is mandatory on the part of the teachers as per Section 73 & 74 of K.S.U Act 2000

Kindly treat this as urgent and furnish the details on or before

Yours faithfully,

REGISTRAR (EVALUATION)

To: The Principals of all Colleges affiliated to Mangalore University.

PROFORMA

NAME OF THE TEACHERS PROPOSED FOR THE ASSIGNMENT AS CHIEF SUPERINTENDENT/DEPUTY CHIEF SUPERINTENDENT /FLYING SQUAD MEMBER FOR THE UNIVERSITY EXAMINATION

Name of the College:

I. CHIEF SUPERINTENDENT

II. DEPUTY CHIEF SUPERINTENDENT:

Sl. No.	Name of the Teacher Department	Teaching Experience (in year)	Proposed three Examination Centres where to be posted
1.....		1)	
.....		2)	
		3)	
2.		1)	
		2)	
		3)	
3.		1)	
		2)	
		3)	
4.		1)	
		2)	
		3)	
II. FLYING SQUAD (One name only)			
Sl. No.	Name of the Teacher Department	Teaching Experience (in year)	Remarks

1.....

2.

PRINCIPAL.

No MU/EXB/CSDCS/2011-12/

Date:

Sir/ Madam,

Sub: Appointment of Deputy Chief Superintendent at the Examination Centres in connection with the University Examinations- reg.

With reference to the above, I am to state that you are appointed as Deputy Chief Superintendent at the Examination Centre of ..... for B.A./B.Sc../B.Sc.(F.N.D.)/ B.COM./B.S.W./B.B.M./B.C.A./LL.B./B.Sc.(H.S)B.H.M/B.Sc.(FD/GD& IDD)/BA(HRD)/ B.SC. in Animation and Visual Effects/B.A.S.L.P. degree examinations of April/May 2012. You are requested to report for duty to the Chief Superintendent of the Centre one hour before the commencement of the first day ⇒ examination.

This appointment is subject to the condition that none of your close relatives (viz., son, grand-son, husband, brother, brother ⇒ son, sister ⇒ son daughter, grand daughter, wife ⇒ sister, brother ⇒ daughter, sister ⇒ daughter, son-in-law and daughter-in-law) is/are taking examination at that centre.

You are requested to acknowledge your appointment subject to the above conditions in the enclosed proforma to the undersigned, with a copy to the cheif superintendent of the Centre to which you are appointed, on or before .....

<u>You may take up the Valuation work (if appointed) only after completing this assignments</u>.

As soon as the examination is over, you are required to send a detailed report to the Registrar (Evaluation) as to whether the examinations were conducted properly or any irregularities were noted by you.

Your remuneration (in case of Non-U.G.C./A.I.C.T.E Scale holders) and T.A/D.A bills may be prepared in the prescribed forms and the same may be forwarded to the Registrar (Evaluation). The T.A bill should be accompanied by the Attendance Certificate issued by the Chief Superintendent of the centre as per the Attendence Register maintained in the college for the said purpose. The remuneration bill should be acompanied with the certificate issued by pay drawing officer to the effect that you are Non-UGC/AICTE pay holder and also be countersigned by the Chief Superintendent.

<u>Following are the duties of the Deputy Chief Superintendent:</u>

1. He should be present at the time of opening the sealed packets containing the question papers and he has to ensure that the question paper packets have not tampered with and the seals are intact. He is also required to sign the certificate to that effect on the question paper packet cover.

2. When the examination is in progress he shall be moving around the examination halls to ensure that all the Room Superintendents are discharging their duties properly and that there is no scope for malpractices. In the event of the detection of cases of malpractices, he shall sign all documents along with the Cheif Superintendent.

3. He shall be present at the time of packing, sealing and despatching/safe keeping of answer script bundles of the day.

4. He shall in consultation with the chief superintendent ensure about the question papers to be given for the next day of the examination by verifying the office records candidate list and the time-table for question papers coming under different schemes/syllabus.

5. He is the representative of the university and generally shall assist the Chief Superintendent and supervise the conduct of the entire examination process.

6. The Deputy Chief shall co-operate with the Flying Squad members whenever they visit the college and if there is any malpractice they should sign the report and sealed packet sent to the University.

7. The Deputy Chief Superintendent shall be present in the institution throughout the examination. Under no circumstances he should leave the premises of the Centre where examinaton is in progress. In case, he wants to absent himself from duty he has to inform at least 2 days earlier and seek prior permission of the Registrar (Evaluation).

8. **This examination work is mandatory.**

9. The Deputy Chief Superintendent should give following instruction to candidate during the examination.

   1) Candidates shall note carefully the date, time and title of the paper to be held each day. They shall take their places in the examination hall at least five minutes before the time fixed for the commencement of the examination. A candidate coming after half an hour of the appointed time will not be admitted.

   2) Candidates shall search their pockets desks and benches and handover to the Room Superinten -dent any paper, book or note which they may find therin before starting to answer the paper of their examination.

   3) Candidates who are suffering from serious infectious diseases will not be admitted to the exami -nation hall.

   4) Candidates shall affix their signature and their serial number of the answer book in the Superintendent ⇒ dairy. They shall also affix their initials and the serial number of the additional books received.

   5) They should read the instructions given on the facing sheet of the answer book before begining to answer the paper.

   6) Candidates are forbidden to ask questions of any kind during the examination.

   7) Candidaes will not be allowed to leave the examination hall till the expiry of half an hour after question papers have been distributed. A candidate who leaves the room during the examination will not be allowed to return.

   8) Candidates are required to provide themselves with pens and mathematical instruments.

   9) They shall use only royal-blue or black ink while answering their papers.

   10) When a candidate who has finished writing his/her answers or when the period prescribed for the examination is over. The candidate shall stand in his/her place till the Superintendent collects the answers book from him/her.

11) Candidates are expected to handle carefully apparatus and other equipment during the practical exami nations. They will have to make good to the institution concerned, the damage caused by them to the apparatus etc. during the examination.

12) Any candidate found guility of deliberate previous arrangement to cheat in the examination such as smuggling in another answer book, impersonations or some other misconduct of a serious nature shall be debarred which may extent to 3 years.

13) A candidate who commits any one of the following offences during the examination is said to have committed Malpractice if he/she.

i) has in his/her possession or has access to any papers, books or notes or chits with contents related to the subject of the examination.

ii) Is found receiving assistance from others or giving assistance to others.

iii) Is copying from any paper, book or notes.

iv) Allows any other candidate to copy from his answer books or found trying to copy from the neighbours.

v) Is found having any written matter on the person(palm, leg, hand, clothes etc.)

vi) Disclose his identity by making peculiar marks in the answer book while answering.

vii) Writes any appeal in the answer book for more mark etc. or uses abscene or abusive language.

viii) Tries to cause disturbance to the fellow examinees.

ix) Scribbles the points on the question paper.

x) Scribbles the points on the question paper and passes on the same to other examinee.

xi) Tears off or spoils the sheets in the answer book.

xii) Destroys any evidence of malpractice.

14) A candidate detected in the commission of a malpractice in the examination shall give a written statement to the Chief Superintendent. He/She will be allowed to continue answering the examination in a separate answer book. He/She will be allowed to write subsequent theory paper/practicals/viva-voce etc. But such papers will be valued only if the Syndicate clears him/her.

You are requested to follow the above instruction strictly.

Yours faithfully,

REGISTRAR (EVALUATION)

To:

Copy to:

1. The Principal .....
   for kind information and with a request to give full co-operation to the above.
2. The Principal .....
   for kind information.

No MU/EXB/CSDCS/2011-12/

Date:

Sir/Madam,

Sub: Conduct of University Examinations-Appointment of Chief Superintendent for March/April/May 2012 examinations-reg.

With reference to the subject citied above, I am directed to state that you are appointed as Chief Superintendent for the conduct of B.B.M./B.C.A./LL.B./B.A.(HRD)/B.A.S.L.P. of March/April/May 2012 degree examinations in your Institution/Centre/Deputy Chief Superintendent will be deputed shortly.You are requested to maintain a separate Attendance Register for the Deputy Chief Superintendent deputed to your examination center during the University examinations.

This appointment is subject to the condition that no one of your close relatives(viz., son, grand-son, husband, brother, brother's son, sister's son daughter, grand daughter, wife's sister, brother's daughter, or sister's daughter, son-in-law and daughter-in-law) is/are taking the examination at the centre.

The Deputy Chief Superintendent should give following instruction to candidate during the examination.

1) Candidates shall note carefully the date, time and title of the paper to be held each day. They shall take their places in the examination hall at least five minutes before the time fixed for the commencement of the examination. A candidate coming after half an hour of the appointed time will not be admitted.

2) Candidates shall search their pockets, desks and benches and handover to the Room Superinten -dent any paper, book or note which they may find therin before starting to answer the paper of their examination.

3) Candidates who are suffering from serious infectious diseases will not be admitted to the exami -nation hall.

4) Candidates shall affix their signature and their serial number of the answer book in the Superintendent's dairy. They shall also affix their initials and the serial number of the additional books received.

5) They should read the instruction given on the facing sheet of the answer book before begining to answer the paper.

6) Candidates are forbidden to ask questions of any kind during the exammination.

7) Candidates will not be allowed to leave the examination hall till the expiry of half an hour after question papers have been distributed. A candidate who leaves the room during the examination will not be allowed to return.

8) Candidates are required to provide themselves with pens and mathematical instruments.

9) They shall use only royal-blue or black ink while answering their papers.

10) When a candidate who has finished writing his/her answers or when the period prescribed for the examination is over. The candidate shall stand in his/her place till the Superintendent collects the answers book from him/her.

11) Candidates are expected to handle carefully appartaus and other equipment during the practical examinations. They will have to make good to the institution concerned, the damage caused by them to the apparatus etc. during the examination.

12) Any candidate found guility of deliberate previous arrangement to cheat in the examination such as smuggling in another answer book, impersonations or sime other misconduct of a serious nature shall be debarred which may extent to 3 years.

13) A candidate who commits any one of the following offences during the examination is said to heve committed Malpractice if he/she.

a. has in his/her possession or has access to any papers, books or notes or chits with contents related to the subject of the examination.

b. Is found receiving assistance from others or giving assistance to others.

c. Is copying from any paper, book or notes.

d. Allows any other candidate to copy from his answer books or found trying to copy from the neighbours.

e. Is found having any written matter on the person(palm, leg, hand, clothes etc.)

f. Disclose his identity by making peculiar marks in the answer book while answering.

g. Writes any appeal in the answer book for more mark etc. or uses abscene or abusive language.

h. Tries to cause disturbance to the fellow examinees.

i. Scribbles the points on the question paper.

j. Scribbles the points on the questions paper and passes on the same to other examinee.

k. Tears off or spoils the sheets in the answer book.

l. Destroys any evidence of malpractice.

14) A candidate detected in the commission of a malpractice in the examination shall give a written statement to the Chief Superintendent. He/She will be allowed to continue answering the examination in a separate answer book. He/She will be allowed to write subsequent theory paper/practicals/viva-voce etc. But such papers will be valued only if the Syndicate clears him/her.

Kindly **a**cknowledge the receipt of this appointment order by return of post subject to the above condition in the enclosed proforma

Yours faithfully,

REGISTRAR (EVALUATION)

To:

.....

.....

.....

No MU/EXB//2011-12/S

Date:

Sir,

Sub: Conduct of University Examinations-Formation of Flying Squad -reg.

I am directed to state that you are appointed as a Member of the Flying Squad for University Examinations of October/ November 2011 commencing from 19.10.2011. You are requested to report to the office of the Registrar (Evalution) for further details on

Member of the Flying Squad are also informed to produce stamp size photo(1 copy) for identity card to be issued by this Office.

Yours faithfully,

REGISTRAR (EVALUATION)

To:

.....

Copy To:

1. The Principal .....

   with a request to spare his/her services ..... for

   B.A./B.Sc./B.COM./B.S.W./B.B.M./B.A.(H.R.D)/B.H.M./B.Sc.(H.S.)/B.C.A./B.Sc(FND)/

   B.Ed./B.SC.(FD./GD./ ID & D/B.A Security and Detective Science/B.Sc in Animation and Visual

   Effects degree examinations of October/November 2011.

2. S-3 Superintendent, O/o the Registrar (E), Mangalore University- for making necessary vehicle arrangement for the squad.

MANGALORE UNIVERSITY

Date .....

From

Name & College

Address (In Block Letters) .....

.....

.....

To

Sri _____

Registrar (Evaluation)

Managlore University

MANGALAGANGOTHRI- 574199

Dear Sir,

I acknowledge the receipt of your letter No. _____ Dated _____ and accept the offer as Chairman/Member of the Board/ Paper Setter/Chief Examiner/ Dy.Chief Examiner/Sole Examiner in the Subject .....for the examinations of 200

The following information is furnished in respect of my relatives who appear for Examination in this University.

I. Whether any relative is appearing for the Examination of this University for which you are Examiner.

II. If so state the exact relationship with the candidate

1) Son & Grandson	:	9) Brother ✠ daughter	:
2) Husband	:	10) Sister ✠ daughter	:
3) Brother	:	11) Son-in-law	:
4) Brother ✠ Son	:	12) Daughter -in-law	:
5) Sister ✠ Son	:	13) i) Name of the Candidate	:
6) Daughter & Grand daughter	:	ii) Examination College	:
7) Wife	:	iii) Subjects offered for Examination	:
8) Sister	:		

I certify that I do not have any of the disqualification noted on the reverse.

* I also agree to work as Chief Superintendent/Deputy Chief Superintendent Office Superintendent/ Room Superintendent etc., if required, in connection with the University Examinations (Not applicable to External Examiners)

NOTE : All correspondence and answer books will be sent to college address only and not any other or residential address

Yours faithfully.

P.T.O

DISQUALIFICATIONS

I. 1. Examiners are appointed on the distinct understanding that they have not undertaken any private tutorial or coaching for Examinations of thid University, that they had no connection with any tu torial colleges or coaching institutions any where in India during the period of two years immediately preceeding their appointment and that they will not acquire any such connections or undertake any private tutorial or coaching work during the period of Examinership in University.

Exception 1. The disqualification is not incurred by college teachers who are taking part in the tutorial classes organised by a college affiliated to the University.

Exception 2. Teachers who have undertaken private tution for candidates appearing for the University Examinations may be considered for appointment as Examiners but not as members of the Board of Examinations for which the candidates are appearing and the centre at which they will be appearing for the Examinations.

II. 2. Persons whose near relatives (i.e., son, grandsons, husband, brother, brother's son, sister's son, daughter, grand daughter, wife, sister, brother's daughter, or sister's daughter,son-in-law and daughter-in law) are taking the University Examination are not eligible to be appointed members of the Board of Examiners or as paper setters. They shall not be Examiners for the relatives in practical or theory Examinations. However, they may be assigned the papers for valuation of different Examintion yearly other than the one for which their relatives are taking Examination

III. 3. No person who has written guide books, notes, annotation etc., for University or other Examinations is eligible to be appointed as Examiner. However, this restriction shall not apply in respect of those persons who give an undertaking that they will not reprint or republish any guide books, notes, annotations etc., previously published by them nor undertaken fresh publications of guide books, notes, annotations etc.

APPENDIX 15

ಅನುಬಂಧ –1

ನಕಾಶೆ ಮಾದರಿ–1
ಕೊಠಡಿ ಸಂಖ್ಯೆ–೧ (ಸಾಮಾನ್ಯ)

ಡೆಸ್ಕ್	ಡೆಸ್ಕ್ ನಂಬರ್	ರಿಜಿಸ್ಟರ್ ನಂಬರ್		ಡೆಸ್ಕ್	ಡೆಸ್ಕ್ ನಂಬರ್	ರಿಜಿಸ್ಟರ್ ನಂಬರ್
091800001	(1)	091800002		091800019	(10)	091800020
091800003	(2)	091800004		091800021	(11)	091800022
091800005	(3)	091800006		091800023	(12)	091800024
091800007	(4)	091800008		091800025	(13)	091800026
091800009	(5)	091800010		091800027	(14)	091800028
091800011	(6)	091800012		091800029	(15)	091800030
091800013	(7)	091800014		091800031	(16)	091800032
091800015	(8)	091800016		091800033	(17)	091800034
091800017	(9)	091800018		091800035	(18)	091800036

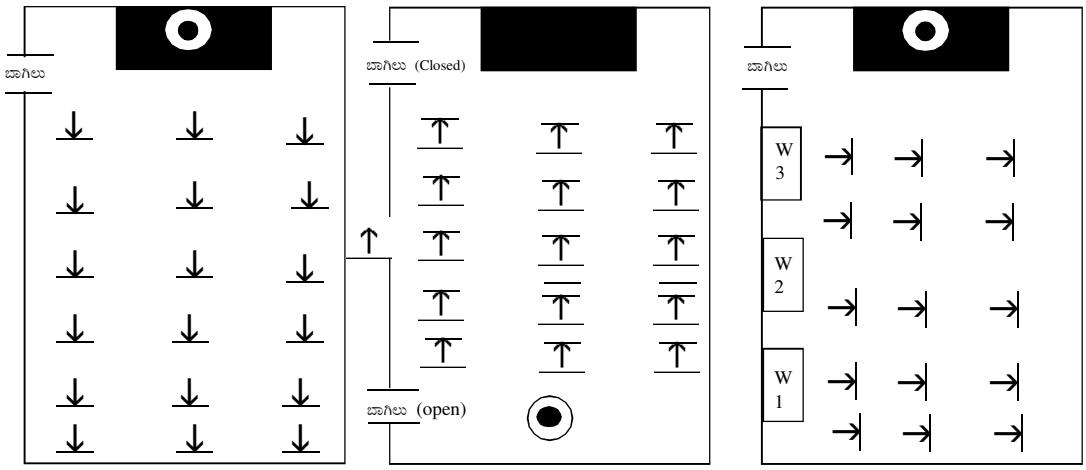
ಸೂಚನೆ: ರಿಜಿಸ್ಟರ್ ನಂಬರ್‌ಗಳನ್ನು ಕೊಠಡಿಯ ಒಳಗಿನ ಡೆಸ್ಕ್: ಬೆಂಚ್ ಮೇಲೆ ಯಾವ ಕಾರಣಕ್ಕೂ ಬರೆಯಬಾರದು.

ನಕಾಶೆ ಮಾದರಿ –2

ಕೊಠಡಿ ಸಂಖ್ಯೆ –2

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ **ನಕಾಶೆ ಮಾದರಿ –3**

ಪರೀಕ್ಷೆ ಬರೆಯಲು ವಿದ್ಯಾರ್ಥಿಗಳು ವಿವಿಧ ರೀತಿಯ ಕೊಠಡಿಗಳಲ್ಲಿ ಯಾವ ರೀತಿ ಮುಖಮಾಡಿ ಕುಳಿತುಕೊಳ್ಳುವ ವ್ಯವಸ್ಥೆ ಮಾಡಬೇಕು ಎಂಬುದನ್ನು ತೋರಿಸುವ ನಕಾಶೆಗಳು (ಉದಾಹರಣೆಗಾಗಿ)



ಕೊಠಡಿಗೆ ಒಂದೇ ಬಾಗಿಲು ಇದ್ದಲ್ಲಿ (ಟೇಬಲ್: ಡೆಸ್ಕ್‌ಗಳನ್ನು ಇದ್ದ ಸ್ಥಳದಲ್ಲಿ ತಿರುಗಿಸುವುದು ಮೇಲ್ವಿಚಾರಕರ ಟೇಬಲ್ ಡಯಾಸ್ ಮೇಲೆ ಇರುವಂತೆ ವ್ಯವಸ್ಥೆ ಮಾಡುವುದು)

ಕೊಠಡಿಗೆ ಎರಡು ಬಾಗಿಲು ಇದ್ದಲ್ಲಿ ಡಯಾಸ್ ಪಕ್ಕದ ಬಾಗಿಲನ್ನು ಮುಚ್ಚಿ ಮೇಲ್ವಿಚಾರಕರ ಟೇಬಲ್ ಮತ್ತೊಂದು ಬಾಗಿಲಿನ ಪಕ್ಕದಲ್ಲಿ ಮೇಲೆ ಇರುವಂತೆ ವ್ಯವಸ್ಥೆ ಮಾಡುವುದು

ಕಾರಿಡರ್‌ಗೆ ಲಗತ್ತಿಸಿ. ಹೆಚ್ಚು ಕಿಟಕಿಗಳಿದ್ದಲ್ಲಿ ಟೇಬಲ್ ಡೆಸ್ಕ್‌ಗಳನ್ನು ಈ ಕಿಟಕಿಗಳಿಗೆ ವಿರುದ್ಧ ದಿಕ್ಕಿನಲ್ಲಿ ಬರುವಂತೆ ವ್ಯವಸ್ಥೆ ಮಾಡುವುದು

◉ ಕೊಠಡಿ ಮೇಲ್ವಿಚಾರಕರ ಟೇಬಲ್ ಇರಬೇಕಾದ ಸ್ಥಳ

ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)

ಅನುಬಂಧ – 2

ಪರೀಕ್ಷಾ ಕೊಠಡಿಯಲ್ಲಿ ಡೆಸ್ಕ್/ ಟೇಬಲ್‌ಗಳ ವ್ಯವಸ್ಥೆ ಮಾಡುವ ಹಾಗೂ ತಯಾರಿಸುವ ರೀತಿ

ಪರೀಕ್ಷಾ ಕೊಠಡಿ ಒಳಗೆ ಡೆಸ್ಕ್/ ಟೇಬಲ್ ಮೇಲೆ ವಿದ್ಯಾರ್ಥಿಗಳ ರಿಜಿಸ್ಟರ್ ನಂಬರ್ ಬರೆದಲ್ಲಿ ಕೆಲವು ವಿದ್ಯಾರ್ಥಿಗಳು ಮೊದಲೆ ತಾವು ಕುಳಿತುಕೊಳ್ಳಲಿರುವ ಸ್ಥಳವನ್ನು ಪತ್ತೆ ಮಾಡಿ, ಆ ಡೆಸ್ಕ್/ ಟೇಬಲ್ ಮೇಲೆ ಪಕ್ಕದ ಗೋಡೆಯ ಮೇಲೆ ಸಂಕೇತ/ ಸೂತ್ರ/ಇಸವಿ ಇತ್ಯಾದಿಗಳನ್ನು ಬರೆದು ನಂತರ ನಕಲು ಮಾಡಲು ಸಾಧ್ಯವಾಗುತ್ತದೆ.

ಪ್ರತಿದಿನ ಎರಡು ಸಾರಿ ಪ್ರತಿ ಕೊಠಡಿಯಲ್ಲಿ ಎಲ್ಲರ ರಿಜಿಸ್ಟರ್ ನಂಬರ್ ಬರೆಯಲು ಸಾಕಷ್ಟು ಶ್ರಮ ಸಮಯ ಬೇಕಾಗುತ್ತದೆ. ಹಿಂದೆ ಬರೆದ ರಿಜಿಸ್ಟರ್ ನಂಬರನ್ನು ಸರಿಯಾಗಿ ಒರೆಸದಿದ್ದಲ್ಲಿ ಅಲ್ಲಿ ಕುಳಿತು ಬರೆಯಲು ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಮುಜುಗರವಾಗುತ್ತದೆ. ಈ ಮೇಲಿನಂತೆ ಆಗಬಹುದಾದ ಪರೀಕ್ಷಾ ಅಕ್ರಮಗಳನ್ನು ತಡೆಗಟ್ಟಲು ಹಾಗೂ ಶ್ರಮ ಕಡಿಮೆ ಮಾಡಲು, ಕೊಠಡಿಯ ಒಳಗೆ ಡೆಸ್ಕ್/ ಟೇಬಲ್‌ಗಳ ಮೇಲೆ ರಿಜಿಸ್ಟರ್ ನಂಬರ್ ಬರೆಯದೇ ಬದಲಾಗಿ ಈ ಕೆಳಗಿನಂತೆ ಕ್ರಮ ತೆಗೆದುಕೊಳ್ಳಬೇಕು.

1. ಪರೀಕ್ಷಾ ಕೊಠಡಿಯಲ್ಲಿನ ಡೆಸ್ಕ್ ಅಥವಾ ಇನ್ನಿತರ ಪೀಠೋಪಕರಣಗಳ ಸ್ಥಾನಕ್ಕೆ ಅನುಗುಣವಾಗಿ ಹಾಳೆಯ ಮೇಲೆ ನಕಾಶೆ ತಯಾರಿಸಬೇಕು. ನಕಾಶೆಯ ಮಾದರಿಗಳನ್ನು ಸಾಮಾನ್ಯ ಮತ್ತು ದೊಡ್ಡ ಕೊಠಡಿಗೆ ಉದಾಹರಣೆಗಾಗಿ ಕೊಡಲಾಗಿದೆ. (ನಕಾಶೆ–1 ಮತ್ತು 2)
2. ಸದರಿ ನಕಾಶೆಯಲ್ಲಿನ ಚೌಕಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳ ರಿಜಿಸ್ಟರ್ ನಂಬರ್‌ಗಳನ್ನು ಬರೆಯಬೇಕು.
3. ಸದರಿ ನಕಾಶೆಯಲ್ಲಿನ ಚೌಕಗಳು ಡೆಸ್ಕ್/ಟೇಬಲ್‌ಗಳನ್ನು ಪ್ರತಿನಿಧಿಸುವಂತಿರಬೇಕು.
4. ಕೊಠಡಿಯ ಒಳಗೆ ಡೆಸ್ಕ್/ಟೇಬಲ್‌ಗಳನ್ನು ಸೂಚಿಸಲು ಕ್ರಮವಾಗಿ 1,2,3 ಇತ್ಯಾದಿ ಕ್ರಮ ಸಂಖ್ಯೆಗಳನ್ನು ಡೆಸ್ಕ್‌ನ ಮೇಲೆ ಬರೆಯಬೇಕು. ಹಾಗೂ ಇದಕ್ಕೆ ಅನುಗುಣವಾಗಿ ನಕಾಶೆಯ ಚೌಕಗಳ ಮಧ್ಯಭಾಗದಲ್ಲಿ 1,2,3, ಇತ್ಯಾದಿಗಳನ್ನು ಡೆಸ್ಕ್‌ನ ಕ್ರಮಸಂಖ್ಯೆಯಾಗಿ ಬರೆಯಬೇಕು.
5. ಸದರಿ ನಕಾಶೆಯನ್ನು ಪ್ರತಿ ಕೊಠಡಿಗೂ ಪ್ರತ್ಯೇಕವಾಗಿ ರಚಿಸಬೇಕು.
6. ಸದರಿ ನಕಾಶೆಯನ್ನು ಪರೀಕ್ಷೆ ಪ್ರಾರಂಭಕ್ಕೆ 15 ನಿಮಿಷ ಮುಂಚಿತವಾಗಿ ಮಾತ್ರ ಆಯಾ ಕೊಠಡಿಯ ಹೊರಭಾಗದಲ್ಲಿ ದಪ್ಪವಾದ ರಟ್ಟಿಗೆ ಅಂಟಿಸಿ ಬಾಗಿಲ ಪಕ್ಕದಲ್ಲಿ ಹೊರಗೆ ತೂಗುಹಾಕಬೇಕು.(ಪೂರ್ಣ ಅವಧಿ ಮುಗಿಯುವವರೆಗೂ ಇದು ಅಲ್ಲಿಯೇ ಇರಬೇಕು.
7. ಸದರಿ ನಕಾಶೆಯಲ್ಲಿನ ರಿಜಿಸ್ಟರ್ ನಂಬರ್‌ಗಳ ಪ್ರಕಾರ ತನ್ನ ಸ್ಥಾನಗಳನ್ನು ಗುರುತಿಸಿಕೊಂಡು ಅದರಂತೆ ವಿದ್ಯಾರ್ಥಿಯು ಕೊಠಡಿಯ ಒಳಗೆ ಆಯಾ ಕ್ರಮ ಸಂಖ್ಯೆಯ ಡೆಸ್ಕ್‌ನ ಎಡ/ಬಲ ಭಾಗದಲ್ಲಿ ಕೂರಬೇಕು.
8. ಕೊಠಡಿಯ ಅಧೀಕ್ಷಕರ ಬಳಿಯೂ ಒಂದು ನಕಾಶೆ ಪ್ರತಿ ಇದ್ದು ಅಗತ್ಯ ಬಿದ್ದಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳು ಕೊಠಡಿಯ ಒಳಗೆ ಸ್ಥಳ ಗುರುತಿಸಲು ಸಹಾಯ ಮಾಡಬೇಕು.
9. ಮುಖ್ಯ ಅಧೀಕ್ಷಕರು ಸದರಿ ನಕಾಶೆಯನ್ನು ಕೊಠಡಿ ಮೇಲ್ವಿಚಾರಕರಿಗೆ 15 ನಿಮಿಷ ಮಾತ್ತ ಮುಂಚಿತವಾಗಿ ಕೊಡಬೇಕು.ಆದರೆ ತಾವು ಹಿಂದಿನ ದಿನವೇ ಈ ನಕಾಶೆಗಳನ್ನು ಸಿದ್ದಪಡಿಸಿಕೊಂಡು ಖಚಿತವಾಗಿ ತಾಳೆ ಮಾಡಿಕೊಂಡು ಗೋಪ್ಯವಾಗಿ ಇಟ್ಟುಕೊಂಡಿರಬೇಕು.
10. ಪ್ರತಿ ದಿನ ಅದೇ ಜಾಗದಲ್ಲಿ ಕೂರದ ಹಾಗೆ ನಕಾಶೆಗಳನ್ನು ಬದಲಾಯಿಸಬೇಕು.(ಕೊಠಡಿ ಅದೇ ಅಥವಾ ಬೇರೆ ಆಗಬಹುದು).
11. ಕೊಠಡಿ ಮೇಲ್ವಿಚಾರಕರ ಆ ದಿನದ ಅವರ ದಿನಚರಿಗೆ ಆ ದಿನದ ಸೆಷನ್ Seating arrangement chartನ್ನು ಅಂಟಿಸಿ ಮುಖ್ಯ ಅಧೀಕ್ಷಕರಿಗೆ ಕೊಡಬೇಕು.
12. ಕೊಠಡಿ ಮೇಲ್ವಿಚಾರಕರು ಸಾಮಾನ್ಯವಾಗಿ ವಿದ್ಯಾರ್ಥಿಗಳ ಹಿಂದೆ ನಿಂತು ಮೇಲ್ವಿಚಾರಣೆ ಮಾಡಬೇಕು. ಇದರಿಂದ ಪರೀಕ್ಷೆ ಬರೆಯುವ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಬೇರೆ ಕಾರಣಗಳಿಂದ ಹೆಚ್ಚು ತೊಂದರೆಯಾಗುವುದನ್ನು ತಪ್ಪಿಸುವುದರ ಜೊತೆಗೆ ನಕಲು ಮಾಡುತ್ತಿರುವವರನ್ನು ಸುಲಭವಾಗಿ ಪತ್ತೆ ಮಾಡಲು ಸಾಧ್ಯವಾಗುತ್ತದೆ. ವಿವಿಧ ಮಾದರಿಯ ಕೊಠಡಿಗಳಲ್ಲಿ ವಿದ್ಯಾರ್ಥಿಗಳು ಯಾವ ರೀತಿ ಮುಖ ಮಾಡಿ ಕುಳಿತುಕೊಳ್ಳುವ ವ್ಯವಸ್ಥೆ ಮಾಡಬೇಕು ಹಾಗೂ ಕೊಠಡಿ ಮೇಲ್ವಿಚಾರಕರ ಟೇಬಲ್ ಎಲ್ಲಿ ಇರಬೇಕು ಎಂಬುದನ್ನು ನಕಾಶೆ–3 ರಲ್ಲಿ ಉದಾಹರಣೆಯಾಗಿ ಕೊಡಲಾಗಿದೆ.

APPENDIX 16

MANGALORE UNIVERSITY

QUESTION PAPER PACKET OPENING CERTIFICARTE (For each session)

Sl. No.	Code No.	No. of Packets	Remarks (initials)	Sl. No.	Code No.	No. of Packets	Remarks (initials)
1.				6.			
2.				7.			
3.				8.			
4.				9.			
5.				10.			

Certified that the sealed question paper packets as indicated above were intact. They were opened in the presence of the undersigned and the contents were found to be correct.

Witnesses: *Deputy Chief Superintendent* *Chief Superintendent*

1. _____ _____ Date _____

2. _____ _____ Time _____

Note: This form shall be retained in the College Office for a period of six months from the date of Examination.

APPENDIX -17

ಸಂಖ್ಯೆ: ಮ.ವಿ/ಪ.ವಿ/ಸಿಆರ್. /2011–12/ಇ.

ದಿನಾಂಕ:

ರಿಗೆ:

ಬಿ.ಬಿ.ಎಂ ಕೋರ್ಸನ್ನು ಹೊಂದಿರುವ ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ
ಕಾರ್ಯ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ಎಲ್ಲಾ ಅಧೀನ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ.

ಮಾನ್ಯರೇ,

ವಿಷಯ: ಎಪ್ರಿಲ್ 2012ರ ಬಿ.ಬಿ.ಎಂ ಪದವಿ ಪರೀಕ್ಷೆಗಳಿಗೆ ಹಾಜರಾಗಲಿರುವ
ವಿದ್ಯಾರ್ಥಿಗಳ ಪ್ರವೇಶ ಪತ್ರಗಳನ್ನು ನೀಡುವ ಬಗ್ಗೆ.

ಎಪ್ರಿಲ್ 2012ರ ಬಿ.ಬಿ.ಎಂ ಪದವಿ ಪರೀಕ್ಷೆಗಳಿಗೆ ಹಾಜರಾಗಲಿರುವ ವಿದ್ಯಾರ್ಥಿಗಳ ಪ್ರವೇಶ ಪತ್ರಗಳನ್ನು ನೀಡುವ ಈ ಮೂಲಕ ಕಳುಹಿಸಿ ಕೊಡಲಾಗಿದೆ. **ಸದ್ರಿ ಪ್ರವೇಶ ಪತ್ರಗಳನ್ನು ಪರಿಶೀಲಿಸಿ, ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಪರೀಕ್ಷಾ ನಿಯಮಾವಳಿ ಪ್ರಕಾರ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅನರ್ಹರಾಗಿರುವ, ಕಡಿಮೆ ಹಾಜರಾತಿ ಇರುವ ಮತ್ತು ಕುಲಸಚಿವರಿಂದ ಪ್ರವೇಶಾತಿಯು ಅನುಮೋದಿಸಲ್ಪಡದ ವಿದ್ಯಾರ್ಥಿಗಳ ಪ್ರವೇಶ ಪತ್ರಗಳು ಸೇರ್ಪಡೆಗೊಂಡಿದ್ದಲ್ಲಿ, ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಪ್ರವೇಶ ಪತ್ರವನ್ನು ನೀಡಬಾರದಾಗಿ ಈ ಮೂಲಕ ಆದೇಶಿಸಲಾಗಿದೆ. ಅಂತಹ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಪ್ರವೇಶ ಪತ್ರ ನೀಡಿದ್ದಲ್ಲಿ ಕಾಲೇಜಿನ ಮುಖ್ಯಸ್ಥರನ್ನೇ ಜವಾಬ್ದಾರರನ್ನಾಗಿ ಮಾಡಲಾಗುವುದು.** ಈ ಬಗ್ಗೆ ತೆಗೆದುಕೊಂಡ ಕ್ರಮಗಳನ್ನು ಈ ಕಛೇರಿಗೆ ಜರೂರು ವರದಿ ಮಾಡಲು ಸೂಚಿಸಲಾಗಿದೆ. ಯಾವುದೇ ಕಾರಣಕ್ಕೂ ಪರೀಕ್ಷೆಗೆ ಹಾಜರಾಗಲು ಅರ್ಹತೆ ಹೊಂದಿಲ್ಲದವರನ್ನು ಪರೀಕ್ಷೆಗೆ ಬರೆಯಲು ಅವಕಾಶ ನೀಡಬಾರದೆಂದು ಮತ್ತೊಮ್ಮೆ ತಿಳಿಸಲಾಗಿದೆ. ಪ್ರವೇಶ ಪತ್ರಗಳನ್ನು ಸರಿಯಾಗಿ ಪರಿಶೀಲಿಸಿ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ವಿತರಿಸಬೇಕೆಂದು, ಪ್ರವೇಶ ಪತ್ರದಲ್ಲಿ ಏನೇ ವ್ಯತ್ಯಾಸ ಕಂಡುಬಂದಲ್ಲಿ ತಕ್ಷಣ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಕ್ಕೆ ತಿಳಿಸಿ ಸರಿಪಡಿಸಿಕೊಳ್ಳಬೇಕೆಂದು ಆಕಸ್ಮಾತ್ ಅಭ್ಯರ್ಥಿಗಳು ಪ್ರವೇಶ ಪತ್ರ ಕಳೆದುಕೊಂಡಲ್ಲಿ ಅಧ್ಯಕ್ಷರು/ಪ್ರಾಂಶುಪಾಲರು ಈ ಬಗ್ಗೆ ನಕಲು ಪ್ರವೇಶ ಪತ್ರ ನೀಡಲು ಹಾಗೂ ಈ ಕಛೇರಿಗೆ ಈ ಬಗ್ಗೆ ವರದಿ ಸಲ್ಲಿಸಲು ಈ ಮೂಲಕ ತಿಳಿಸಲಾಗಿದೆ. ಪ್ರವೇಶ ಪತ್ರಗಳೊಂದಿಗೆ ತ:ಖ್ತೆಯನ್ನು ಲಗತ್ತಿಸಿದ್ದು, ತಿದ್ದುಪಡಿಗಳಿದ್ದಲ್ಲಿ ಸರಿಪಡಿಸಿ ತ:ಖ್ತೆಯನ್ನು ಈ ಕಛೇರಿಗೆ ಹಿಂತಿರುಗಿಸುವುದು.

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)

Admit Card/Hall Ticket:-

MANGALORE UNIVERSITY

ADMISSION CARD
No. **152814**

Register No . College Code Name of the Examination

101200115 GFGCKK Bachelor of Arts (BA) Nov Exam 2010

Can Name: KIRAN Exam. Centre: RSGFCB- Smt.Rukmini Shedti Memorial National Govt. First Grade College

Y/S	Subject Code	Subject Name	Exam Date	Exam Time
1	BASENL 102	General Proficiency and Communictive English	09/11/10	9.00 am 12.00 pm.
1	BASKAL 102	Kannada	11/11/10	9.00 am 12.00 pm.
1	BASCIF 102	Constitution Of India	13/11/10	9.00 am 12.00 pm.
1	BASPSC 101	Political Science	19/11/10	9.00 am 12.00 pm.
1	BASECC 101	Economics	26/11/10	9.00 am 12.00 pm.
1	BASHTC 101	History	01/12/10	9.00 am 12.00 pm.

Candidate Signature

The Candidate is permitted to appear for the examination

Registrar (Evaluation)

Chairman / Principal

Admit Card/Hall Ticket:-

MANGALORE UNIVERSITY

ADMISSION CARD
No. **152814**

Register No . College Code Name of the Examination

101200117 GFGCKK Bachelor of Arts (BA) Nov Exam 2010

Can Name:PRATHIMA M Exam. Centre: RSGFCB- Smt.Rukmini Shedti Memorial National Govt. First Grade College

Y/S	Subject Code	Subject Name	Exam Date	Exam Time
1	BASENL 102	General Proficiency and Communictive English	09/11/10	9.00 am 12.00 pm.
1	BASKAL 102	Kannada	11/11/10	9.00 am 12.00 pm.
1	BASCIF 102	Constitution Of India	13/11/10	9.00 am 12.00 pm.
1	BASPSC 101	Political Science	19/11/10	9.00 am 12.00 pm.
1	BASECC 101	Economics	26/11/10	9.00 am 12.00 pm.
1	BASHTC 101	History	01/12/10	9.00 am 12.00 pm.

Candidate Signature

The Candidate is permitted to appear for the examination

Registrar (Evaluation)

Chairman / Principal

APPENDIX -18

ORDINANCE GOVERNING THE ACTS OF INDISCIPLINE AND MALPRACTICE IN THE UNIVERSITY EXAMINATIONS

(As per Section 42(1) (E & L) of K.S.U Act 2000)

TITLE AND COMMENCEMENT:

i) This ordinance shall be called the Ordinance governing the cases of Indiscipline/ Malpractice in the University Examinations.

ii) This ordinance shall come into effect from such date as Syndicate may direct.

PART-I GENERAL

1. The Chief Superintendent of the examination center shall be responsible for the proper conduct of the examinations and the safe custody of the question papers and answer books, used as well as unused and other examination materials.
2. The Deputy Chief Superintendent shall assist the Chief Superintendent in all matters related to the conduct of the examinations.
3. The Chief Superintendent in case of necessity, shall seek police assistance for the smooth conduct of the examinations.
4. In the event of the law and order situation going out of control, the Chief Superintendent shall con tact the nearest Police Station and if necessary, Senior Police Officials and seek their help and assis tance to deal with the situation. In all such cases the Chief Superintendent shall also contact Registrar (Evaluation) to appraise him of the situation and the actions taken and send a detailed report at the earliest.
5. The Room Invigilators shall do the invigilation work diligently and carry out the instructions, pertain ing to the conduct of the examinations, issued/ Communicated by the Chief Superintendent/ Deputy Chief Superintendent from time to time.
6. The Principal/Head of the Institution shall provide all the assistance needed for the smooth conduct of the examinations.

PART- II : ACTS OF INDISCIPLINE/MALPRACTICE ON THE PART OF EXAMINEES

The following shall be construed as acts of indiscipline/malpractice in the context of the University examinations.

A

a. Preventing /disturbing/boycotting and attempting to prevent/disturb/boycott the examination,

b. Intimidating/ insulting/ assaulting fellow examinee/s and person/s connected with the conduct of the examinations,

c. Stealing/tampering and attempting to steal/tamper question papers and answer books, tampering/ forging and attempting to tamper/forge marks in the answer books, and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts,

d. Impersonating and attempting to impersonate, (both, the person impersonates and the person imper sonated shall be guilty of indulging in the act of indiscipline/ malpractice),

e. Smoking, possessing and using weapons of any kind, drugs and alcoholic items in the examination hall, and

f. Any other misbehaviour/act that disturbs the conduct of the examinations.

B

a. Possessing and having access to any book/s, notes, printed/written materials and gadgets of any kind in the examination hall without the express permission of the invigilator,

b. Seeking and receiving assistance from either outside or form and giving assistance to fellow examinees in answering the examination in the examination hall.

c. Copying and attempting to copy from the answer books of others and allowing others to copy from ones answer book,

d. Writing peculiar things, putting peculiar marks, writing register number in places other than those specifically provided for that purpose in the main and supplementary answer books,

e. Writing in the answer books any kind of appeal/threat/message/enticing statements to examiners and others,

f. Writing and scribbling in the question paper, and passing the question paper/ answer paper to others,

g. Tearing and spoiling the pages in the answer book, drawing sheet/s graph sheet/s map etc.,

h. Destroying and attempting to destroy any evidence pertaining to case of indiscipline/malpractice.

PART- III: PROCEDURE FOR REPORTING CASES OF INDISCIPLINE/MALPRACTICE

1. It shall be the duty and responsibility of the Chief Superintendent (CS) of an examination center to report to the Registrar (Evaluation) (RE) all cases of indiscipline/malpractice that he/she comes across and those brought to his/her notice. The procedure detailed below shall be followed in reporting cases of indiscipline/malpractice.

2. As soon as a case of indiscipline//malpractice is noticed/detected by the Room Invigilator/Squad Member/ any person connected with the conduct of the examination, he/she shall inform the matter to the CS/Deputy CS who,in turn, shall go to the spot as soon as possible. In the mean time the Invigilator/Squad member shall prevent the candidate/s involved in the case from writing the exami nation further, removing, displacing, tampering with, spoiling, destroying the material/s involved in and relevant to the commission of the act of indiscipline/malpractice. Unless it is necessary, the invigilator/squad member shall not take possession of any of the materials in the absence of CS.

3. Soon after coming to the spot, the CS/DCS should take the candidate/s concerned out of the examination hall and collect in the presence of two witnesses (preferably the Deputy Chief Superintendents and one or two Supervisory staff) all the materials and gather information relevant to the case from the candidate/s involved in the case, the Room invigilator/Squad member and if necessary, from other relevant person/s and sources. The CS shall record in the Malpractice Case Report Form (MPCRF) the statements of the candidate/s involved in the case which shall be read to the candidate/s and signed by the candidate/s and the witnesses. In the case of a candidate refusing to give a statement in respect of the alleged commitment of the act of indiscipline/malpractice, he/she must be asked to give a written statement to that effect which should be signed by the witnesses. If the candidate refuses to do even that, then the CS/DCS shall record in the MPCRF that the candidate has refused to give a statement and that shall be signed by the CS/DCS and the witnesses.

4. The person/s who detected the case shall record in MPCRF in as much detail as possible the nature of indiscilpine malpractice committed by the candidate/s, the description of the materials possessed used for the commission of the indiscipline/malpractice, where and how such materials were kept by the candidate/s and such other information relevant to the case (if the space provided in the MPCRF is not sufficient extra sheets bearing the seal of the examination centre shall be used and attached to the form)

5. A sketch of the seating arrangement in the examination hall, showing the register numbers pertaining to the seats, marking in red in the register number/s of the candidate/s involved in the case of the indiscipline/malpractice being reported, shall be prepared and signed by the CS. The sketch should give a clear idea of the probable distance between the position of the Room Invigilator and the candidate/s the time of the detection of the case.

6. All the materials and evidence collected/recorded in respect of a case shall be listed (giving proper descriptions so as to identify them) and the list shall be signed by the candidate や involved in the case, CS and the witness/es.The CS shall sent all the materials, including the invigilator や diary, the statements recorded, the list of the materials records, sketch of the seating arrangement in the examination hall, the MPCRF and other relevant things to the Registrar (Evaluation).

7. If the CS is of the opinion that the smooth and proper conduct of the examination will not be affected by allowing a candidate against whom a case of indiscipline/malpractice has been booked, then the candidate may be allowed to continue to sit for the examination of the session as well as subsequent sessions. If CS decides not to permit a candidate booked for indiscipline to continue to sit for the examination of the session or for the examination of the session as well as the subsequent sessions, then he shall make a separate report to Registrar (Evaluation) about his decision clearly stating the reason for the decision.

8. All the answer scripts of a candidate booked for indiscipline/malpractice case shall be sent in a separate sealed cover marked むmalpactice caseめto Registrar (Evaluation) at the earliest. Such answer scripts shall be valued in the normal course, but the publication of the result pertaining to them shall be considered, depending on the decision on the case, after the disposal of the case.

9. There shall be a committee called Malpractice Enquiry Committee (MEC) constituted by the Syndicate to enquire into the indiscipline/malpractice cases and make appropriate report recommending appropriate action/s to be taken in each case. the committee shall consist of

   A Professor in the University as the Chairman and a Syndicate Member, a Principal of a First Grade College, a Principal of a law college or a competent Senior Advocate as its members.

   The Registrar (Evaluation) shall be the convenor of the Committee.

   At least one of the members of the Committee shall be a Woman.

10. The MEC shall enquire into each case referred to it and after conducting appropriate enquiry proceeding as detailed below, the committe shall prepare a report giving its findings and recommending appropriate action to be taken in the case enquired into and submit the same to the Vice-Chancellor.

PART-IV : PROCEDURE FOR CONDUCTING ENQUIRY AND REPORTING

A

1. The Chairman of the MEC shall fix in respect of each case the date/s for enquiring the person/s to be enquired into.

2. The Registrar (Evaluation) shall send a notice, by post UCP, to every individual MEC intends to enquire, asking the individual to appear before the MEC for enquiry, mentioning in the notice the date, time and venue of the enquiry, and the charge/s, in brief, against the accused in the case.

3. The Registrar (Evaluation) shall also send a copy of the notice to the Principal of the College to which the addressee of the notice belongs/ed with a request to serve, under acknowledgement, the notice on the addressee.

A person served with the enquiry notice shall present before the MEC for the enquiry.

If a person served with the enquiry notice fails to appear before the committee but sends in a written submission (so as to reach there before the date of the enquiry) accepting the charges and admitting that he/she is guilty of committing the act/s of indiscipline/malpractice, he/she is charged with, the committee may, without insisting the presence of the person for the enquiry, decide to make its report and recommendation in respect of the case to Vice Chancellor on the basis and due consideration of the submission received from the candidate.
In all other cases, a person served with the enquiry notice shall be personally present for the enquiry. If a person fails to respond to the first notice, to appear before the enquiry, the person may be given a second opportunity by serving a second notice on the person. If the person fails, in response to the second notice also, to appear before the committee, the committee, on due consideration of the merits of the case, may make its report and recommendation, in respect of the case against the person concerned, to the Vice Chancellor.

4. In the case of a person appearing before the committee for the enquiry, the Committee shall read out to the person the charges against him/her and examine the person in the matter of the indiscipline/malpractice charge reported against him/her, if the Committee finds it necessary to examine/enquiry any other person/s in the matter of a case being enquired into, the committee may do so. The Committee shall record all the statements and averments of the accused and other examined/enquired in the case.

5. Examination/enquiry of witness/es shall be done in the presence of the accused and the accused shall be given an opportunity to cross examine the witness/es .

6. The Committee shall read out the recorded statements to the accused and the witness/es enquired/ examined and obtain their signature in their recorded sheets.

7. In all cases of indiscipline/malpractice the accused shall defend his/her case personally and no other person shall be allowed to represent the accused.

8. After completing the enquiry the proceedings shall be prepared and submitted to Vice Chancellor for appropriate action.

B

1. The Vice Chancellor shall place the report of MEC before the Syndicate at the earliest opportunity. The Syndicate after due consideration of the report,

   Either, (a), may accept the recommendation of MEC snd decide to implement the recommended action.

   Or, (b), if it is of the considered opinion that the report/recommendation suffers from inconsistency, non-application of mind in arriving at conclusions, non-compliance or wrong application of relevant and appropriate rules/regulation etc.may return the report, recording its opinion to the MEC to review its report/recommendation.

2. If the Synidicate ↛ decision is (a) and the action recommended by the committee and accepted by the Syndicate is exoneration of the accused, the Registrar (Evaluation) shall inform the decision of the Syndicate to the accused by registered post.

3. If the Synidicate ↛ decision is (a) and the MEC has reported that the accused is guilty of committing the act of the indiscipline/malpractice reported against him/her and recommended punishment to the accused, then the RE shall write to the accused informing the Syndicate ↛ decision and asking him/her to explain in writing (not later than ten days from the date of communication) why the decision of the Syndicate should not be confirmed and implemented.

4. If no reply is received from the person concerned within ther stipulated time, the syndicate shall comfirm and decide to implement the decision.The RE shall intimate the same to the accused and take necessary steps to implement the decision.

5. If the person concerned sends a reply to the Registrar (Evaluation) ↛ communication referred to in (3) and the Syndicate, after due consideration of the reply, is of the opinion that there is nothing in the reply to warrant a reconsideration of its decision. The Registrar (Evaluation) shall communicate to the person concerned and take necessary steps to implement the decision.

6. If the Syndicate, after due consideration of the reply from the accused to the communication referred to in (3) is of the opinion that there is a case for reconsidering the case, then it shall send the reply of the accused with a note on the opinion of the Syndicate to MEC for reviewing its earlier report and recommendation in the light of the reply of the accused.

7. If MEC, after due consideration of the reply from the accused is of the view that there is a prima facie case to re enquire the matter then it may do so and make a fresh report with recommendation for appropriate action to the Vice Chancellor.

   If the committee is of the opinion that the earlier report/ recommendation needs no review, the committee nothing its opinion shall send the original report to the Vice-Chancellor.

8. In the matter of a report sent back to the committee for reviewing, the Syndicate shall accept the report and the recommendation of the committee and decide to implement the action recommended. The Registrar (Evaluation) shall inform the decision to the person concerned and take necessary action to implement the decision of the Syndicate.

PART-V : INSTRUCTIONS TO THE STUDENTS

Students appearing for the University examination shall be present in examination center and occupy their seats five minutes before the start of examination.

The invigilator shall read the following ‘Instructions to the Students’ in the examination hall.

Please check the furniture you occupy and if anything relevant to the subject of the examination is written on the furniture, please bring it to my notice.

If anybody has any materials, relevant to the subject of the examination, please keep them outside the examination hall. If anybody has anything that is not expected to be brought to the examination hall, please, keep it outside the examination hall.

Don’t write or scribble anything on the question paper.
Don’t try to copy from others or allow others to copy from you.
Do all your rough work only on the rough sheet of the answer book.
Don’t write obscene words, pictures, threats, appeals etc. in the answer book.
Don’t make any unusual marking/statements in the answer book that would reveal your identity.
Write your Register number only in the space provided for it on the question paper and answer book.

You are liable for punishment as per rules of the University if you indulge in any act of indiscipline/malpractice in the examination or if you don’t follow the instructions given by me or instructions given in the answer book.

After reading ‘the instructions to students’ in the examination hall the Invigilator should obtain the signature/s of three students taking the examination on the copy of ‘the instructions to students’ read in the hall.

PART-VI : GUIDELINES IN RESPECT OF PUNISHMENTS THAT MAY BE AWARDED TO THOSE WHO ARE FOUND GUILTY

A. Possession of on access to pre written materials and other items referred to in Part II- B (a).

i)	If the materials are very substantial and relevant to the subject of the examination.	:	Invalidation of the whole examination and debarring from writing the next examination.
ii)	If the materials are relevant to the subject of the examintion but not very substantial	:	Invalidation of the whole examination
iii)	If the materials are not relevant to the subject of the examination	:	Severe warning and a fine of Rs. 500.00.

B.	i)	Writings threats/obscene and vulgar matters in the answer book and passing the question paper/answer papers to others.	:	Invalidation of the whole examination
	ii)	Writing and scribbling in the question paper	:	Invalidation of the paper.
C.	Writing appeals/ message/enticing statements to examiners and others.		:	Invalidation of the paper.
D.	Writing peculiar things, putting peculiar mark/s, writing register number in places other than the one specifically provided for that in the main and supplementary answer books.			
	i)	The Malpractice is done in only one Paper.	:	Invalidation of the paper.
	ii)	The malpractice is done in more than one paper.	:	Invalidation of the whole examination
E.	Tampering and spoiling the pages in the answer books, drawing sheets/s, graph sheet/s, map etc. and destroying and attempting toand attempting to destroy any evidence pertaining to a case of indiscipline/malpractice		:	Invalidation of the whole examination and debarring from writing the next examination.
F.	In the cases of indiscipline/malpractice referred to		:	
	a.	Preventing/disturbing/boycotting and attempting to prevent/disturb/boycott the examination,	:	Depending on the magnitude and severity of the act of indiscipline/malpractice, the punishment may range between invalidation of the whole examination and invalidation of the whole examinations as well as debarringas well as debarring from writing the whole examination for a further period not exceedingthree years
	b.	Carrying or any attemt to carry lethal weapons into the examination hall ot its premises;	:	
	c.	In timidating/ assaulting fellow examinee/s, and person/s connected with the conduct of theexamination,	:	
	d.	Stealing/tampering and attempting to steal/tamper question papers and answer books and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts		

e.	Smoking, posssessing and using drugs and alcoholic items in the examination hall and	:	
f.	Any other misbehavior/act on the part of candidates that disturbs the conduct of examinations.	:	

G. In the case of impersonation A(d) :

a.	If the person is in the rolls of the University.	:	Invalidation of the whole examination and debarring from writing the whole examination for a further period of three years.
b.	If the person is not in the rolls of the University.	:	His/her case shall be referred to the Police.

PART-VII : THE FOLLOWING ACTS COMMITTED BY TEACHERS CONSTITUTE MALPRACTICES

i) Assisting candidates wrongfully by supplying questions and answers or abetting them in malpractices of other kinds.

ii) Showing favouritism in valuation.

iii) Tampering with question papers, answer scripts of marks.

iv) Gross violation of examination procedure/norm in the examination centre (like mass copying or abetting large scale malpractices).

v) Erratic/arbitrary valuation.

vi) Cases of dereliction of duty.

vii) Giving permission to the candidates to appear for the examination without authority.

All the cases detailed above shall be enquired by the Malpractices/Indiscilpline Enquiry committee. The procedure for enquiry shall be as outlined that for enquiring students.

For the teachers who are found guilty in the above cases or any other cases in which teachers breaches the code of conduct of examinations, the Provision 74 (Section) in the KSU Act 2000 shall apply.

PART-VIII : SAVINGS

If a student indulges in an act that can be construed as an act of Indiscipine/Malpractices in the examination/that affects the conduct of the examination, but not covered by this Ordinance, that case shall be dealt with, except with regard to the award of punishment to the guilty, according to this regulation. In such cases the Syndicate shall decide the punishment to be awarded to the guilty.

(Approved by the Syndicate at its meeting held on 21.2.2004)

Sd/-
VICE-CHANCELLOR
Mangalore University

Sd/-
CHANCELLOR

Sd/-
REGISTRAR
Mangalore University

//COPY//

REGISTRAR (EVALUATION)

PROPOSED AMMENDMENTS TO ORDINANCE GOVERNING THE ACTS OF INDISCIPLINE AND MALPRACTICE IN THE UNIVERSITY EXAMINATIONS

(As per Section 42 (1) (E&L) of K.S.U.Act 2000)

PART-II : ACTS OF INDISCIPLINE/MALPRACTICE ON THE PART OF EXAMINEES.

B

Existing	Amended
a.. Possessing and having access to any book/s notes, printed/written written materials and gadgets of any kind in the examination hall wothout the express permission of the invigilator,	a) i) Possessing and having access to any book/s notes,printed/ written materials and gadgets of any kind in the examination hall without the express permission of the invigilator. ii) Bringing mobile phones/laptops/ any other electronic device by the candidates.
d. Writing peculiar things, putting peculiar marks, writing register number in places other than those specifically provided for that purpose in the main and supplementary answer books.	d. Writing peculiar things, putting peculiar marks, writing register number in places other than those specifically provided for that purpose in the main and supplementary answer books.Writing on the hall ticket/ palm or any other part of the body including clothes.

PART-V : INSTRUCTIONS TO THE STUDENTS

Existing	Amended
iv) Don'twrite or scribble anything on the question paper	iv) Don'twrite anything on hall ticket /palm or any other part of the body including clothes or scribble anything on the question paper.
v) --- --- -- --	v) Don'tbring mobile phones/modern gadgets/ laptops or any other electronic device

PART-VI :GUIDELINES IN RESPECT OF PUNISHMENTS THAT MAY BE AWARDED TO THOSE WHO ARE FOUND GUILITY

		Existing		Amended	
A.		**Possession of access to pre-written materials and other items referred to in Part II-B (a).**			
	i)	If the materials are very substantial and relevant to the subject of the examination	Invalidation of the whole examination and debarring from writing the next Examination.	If the materials are relevant to the subject of the examination and copied from the material.	No change
	ii)	If the materials are relevant to the subject of the examination but not very substantial	Invalidation of the whole examination	If the materials are relevant to the subject of the examination and but not copied from the material.	Invalidation of the particular paper
	iii)	If the materials are not relevant to the subject of the examination	Severe warning and a fine of Rs. 500.00.	If the materials are not relevant to the subject of the examination and	Severe warning and a fine of the Rs. 1,000/-
B.	i)	Writing threats/obscene and vulgar matters in the answer book and passing the question paper/ answer papers to others.	Invalidation of the whole examination	Writing threats/obscene and vulgar matters in the answer book and passing the question paper/answer papers to others. Writing appeals/ message/enticing statements to examiners and others.	Invalidation of the particular paper and a fine of Rs. 1,000/-
	ii)	Writing and scribbling in the question paper.	Invalidation of the paper	Writing and scribbling in the question paper/ hall ticket / palm/ any part of the body.	Invalidation of the paper and a fine of Rs. 500/- with warning.
	iii)	----	----	Bringing mobile phones/laptops/ any other electronic device by the candidates	Severe warning and fine of Rs. 1,000/-
C.		Writing appeals/message enticing statement to examiners and others	Invalidation of the paper	Included in B(i)	Same as shown in B (i)

D.	**Writing peculiar things, putting peculiar mark/s, writing register number in places other than the one specifically provided for that in the main and supplementary answer books.**			
	i) The Malpractice is done in only one Paper,	Invalidation of the paper.	No change	Invalidation of the paper and a fine of Rs. 1,000/- with warning.
F.	**In the cases of indiscipline/malpractices referred to:**			
	a. Preventing / disturbing/ boycotting and attempting to prevent /disturb/boycott the examination	Depending on the magnitude and severity of the act of indiscipline/ malpractice, the punishment may range between invalidation of the whole examination and invalidation of the whole examinations as well as debarring from writing the whole examination for a further period not exceeding three years.	Preventing / disturbing/boycotting and attemting to prevent/disturb /boycott the examination or Intimidating/insulting/ assaulting fellow examinee/s, and person/s connected with the conduct of the examination,	Invalidation of the whole examination and debarring from writing the next examination.
	b. Carrying or any attempt to carry lethal weapons into the examination hall or its premises;	Depending on the magnitude and severity of the act of indiscipline/ malpractice, the punishment may range between invalidation of the whole examination and invalidation of the whole examinations as well as debarring from writing the whole examination for a further period not exceeding three years	No change years.	Invalidation of the whole examination and debarring from writing the examination for a further period of 2
	c. Intimidating/insulting/ assauliting fellow examiee/s and person/s connected with the conduct of the examination.	Depending on the magnitude and severity of the act of indiscipline/malpractice, the punishment may range between invalidation of the whole examination and invalidation of the whole examinations as well as debarring from writing the whole examination for a further period not exceeding three years	Included in F (a)	Same as shown in F (a)

	d.	Stealing/tampering and attempting to steal/tamper question papers and answer books and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts	Depending on the magnitude and severity of the act of indiscipline/ malpractice, the punishment may range between invalidation of the whole examination and invalidation of the whole examination as well as debarring from writing the whole examination for a further period not exceeding three years	No change	Invalidation of the whole examination and debarring from writing the examination for a further period of 3 years.
	e.	Smoking, possessing and using drugs and alcholic items in the examination hall and	Depending on the magnitude and severity of the act of indiscipline/ malpractice, the punishment may range between invalidation of the whole examination and invalidation of the whole examinations as well as debarring from writing the whole examination for a further period not exceeding three years.	No change	Invalidation of the whole examination and debarring from writing the next examination with a fine of Rs.1000/-
	f.	Any other misbehaviour/act on the part of candidates that disturbs the conduct of examinations.	Depending on the magnitude and severity of the act of indiscipline/ malpractice, the punishment may range between invalidation of the whole examination and invalidation of the whole examination as well as debarring from writing the whole examination for a further period not exceeding three years.	No change	Invalidation of the whole examination

Part VII-Existing			Part VII- Amended	
The following acts committed by teachers constitute malpractices			The following acts committed by Chief Superintendents/ Deputy Chief Superintendents/Invigilators/Examiners Office Staff constitute malpractices	
i)	Assisting candidates wrongfully by supplying question and answers or abetting them in malpractices of other kinds.	For the teachers who are found guilty in the above cases or any other cases in which teachers breaches the code of conduct of examinations, the Provision 74 (Section) in the KSU Act 2000 shall apply	No Change	As per section 74 in the KSU Act 2000: If any person who has been allotted the examination work under sub-section (1)is found guilty of breach of duties or involves in any misbehavior, shall on conviction be punished with imprison ment for a period which may extend to three years or with a fine up to two large thousand rupees or with both.
ii)	Showing favouritism in valuation.			
iii)	Tampering with question papers, answer scripts of marks.			
iv)	Gross violation of examination procedure/norm in the examination centre (like mass copying or abetting large scale malpractices)			
v)	Erratic/arbitrary valuation.			
vi)	Cases of dereliction of duty.			
vii)	Giving permission to the candidates to appear for the examination without authority	---		
viii)	----		Bring mobile phones/ laptops/ any other electronics device/ maganizes/journals/ newspapers by the invigilators to the examination hall.	Severe warning and a fine of Rs.1,000

Prof. P. Pakkeerappa **Chairman** | Prof. B.K. Ravindra **Member** | Prof. K.K Acharya **Member** | Sri Thejomaya **Member**

Sri P.V. Mohan **Member** | Principal, S.V Women's College, Karkala **Member** | Dr. Suresh P. Nayak **Convenor**

APPENDIX 19

PART IV

Detailed Narrative Report of the Chief Superintendent

Date:

Signature
(Name)

MANGALORE UNIVERSITY

MALPRACTICE CASE REPORT FORM

PART 1

centre

Examination

Subject

Paper

Date

Name of Candidate

Reg. No. of Candidate

Important

The report and other documents shall be sent by registered post, acknowledgement due, addressed to the Registrar (Evaluation) by name.The packet containing the report and answer book,etc, shall be superscribed ‘Stray Answer Book’ in block capitals

To _____

Registrar (Evaluation)

(MANGALORE UNIVERSITY MANGALGANGOTHRI)

Dear Sir,

(1) I sent herewith a case of Malpractice by _____ (Name) son /daughter of _____ who was a student of _____ College,bearing Reg.No. _____ and who is appearing for the _____ Examination at my Centre.

(2) The case took place in the room marked _____ on the copy of the seating plan at about _____ on _____

(3) The distance between the offending candidatesand the Superintendent’s table was _____

(4) The report of the Superintendent is in part-II and my detail report is in Part IV

(5) The statements of the candidate/s (Part-III of the Report from)involved is enclosed at page _____
The candidate/s refused to give statement/s. (Strike out whichever is not applicable)

(6) A copy of the certified plan of seating rrangements is at page _____

(7) The materials seized at page _____ They are attested by me and the Room Superintendent.

(8) The answer book is at page _____ along with a copy of the question paper.

(9) The concerned Superintendent’s Diary is at page _____

(10) The candidate’s permanent address is:
_____
_____
_____

(11) The Superintendent permanent address:
_____

Yours faithfully

2

PART II
Report of the Superintendent In-charge of the Room/Rows

Note:

(i) Strike out paragraphs which are not applicable to you (Superintendent)

(ii) All the statements made by you (Superintendent) should be based on personal knowledge

(iii) Make an entry separately in the superintendent's Diary regarding the malpractice report made by you.

1. The statement given me is based on my personal knowledge.
2. Before the commencement of the examination. I warned the candidates "You should search your pockets, desks and benches and handover to me any paper, book or note which you may find therein, before starting to answer your paper of examination". This warning was given individually to late comers also.
3. While I was supervising on _____ (date) at about _____ (time) I detected this case of malpractice in Room No. _____

The candidates Register Number is _____

I give below the detailed facts of the case

Date: Signature

PART II A

Report of the Flying Squads & Deputy Chief Superintendent

3

PART III
STATEMENT OF THE CANDIDATE

(STATEMENT OF THE CANDIDATE SHALL BE OBTAINED BY THE CHIEF SUPERINTENDENT

Note :

(i) The Candidate shall be asked in the presence of a responsible witness, such as the Deputy Chief Superintendent or senior member of the staff to give his statement. The statement shall be in the candidate's own handwriting and shall be signed by the candidate and attested by the witness and the Chief Superintendent.

(ii) If the candidate refuses to give his statement, the candidate shall be asked to record in writing his refusal to give a statement. If he refuses to do even that, the fact shall be noted duly witnessed by two members of the supervisor staff including the Deputy Chief Superintendent (where appointed)

Date: Signature (Name)

APPENDIX -20

No. MU/EXB/GL/CR. /2012-13/

Date:

Sir/Madam,

Sub: Approved Panel of examiners of B.A./B.Sc./B.Com./ B.B.M./B.Ed./ LL.B./B.H.M./B.Sc.(H.S.)/B.C.A./ B.A. (H.R.D.)/ B.Sc. (F.N.D.)/ B.Sc. FD, GD & B.Sc. IDD/B.A.S.L.P. degree examinations (known earlier as the gradation list) for use of the office of the Examination Branch of Mangalore University, Mangalagangothri.

It is intended to revise the approved panel of examiners (Gradaition List) every year and accordingly a fresh panel as on 01.07.2012 for the academic year 2012-13 is proposed to be compiled.**You are requested to furnish the up-to-date information in respect of all the staff members working in your college course-wise/subject-wise in enclosed proforma.**

1. Names of the teaching staff members whose names are already existing in the gradation list shall be given strictly in the gradation list format itself course-wise/subject-wise once again along with the details of subjects taught at present in the College. Especially B.Com. subjects & I semester subjects of all the courses started during the academic year 2012-13.

2. **Names of the members who have retired/left the service/transferred to P.U.College and whose names are required to be deleted from the Gradation List of 01.07.2012 shall be furnished strictly along with remarks.**

3. Names of teaching staff members who have been transferred to the College or have been freshly appointed and who have the minimum 2 years (i.e. 2 years full time teaching in case of B.A./B.SC./ B.Com./ B.B.M./B.Ed./LL.B./B.H.M./B.Sc.(H.S.)/B.C.A./ B.A.(H.R.D.)/ B.Sc.(F.N.D.etc.) of service as on 01.07.2011. (This information may be furnished in the proforma (Bio-data) enclosed herewith strictly. This is for inclusion in the gradation list).

   Also furnish information of Guest Lecturers of Govt. Colleges having 4 Years part-time teaching experience or 3 years part-time teaching experience in 2 Colleges every year and enclose their service certificates of both institutions. This is only for valuation, not for gradation list and this information may be furnished separately.

4. For computing the seniority in the U.G. gradation list, Pre-University or Post-Graduate teaching experience will not be considered.

5. Those teachers who have been teaching both B.Com. and B.B.M classes must opt for either B.Com. or B.B.M based on the proposition of teaching in each course. A teacher's name will not appear twice in B.B.M and B.Com sections of the Gradation List.

6. Names of teaching staff members who have been promoted during the last academic year and their new designation.

7. Any other corrections to be made in the Gradation List of last academic year in respect of total number of years of service, subjects taught,etc.

8. The details furnished after the last date will not be included in the Gradation List of this academic year.

9. Incomplete application regarding gradtion list shall not be considered.

As this gradation list will be placed in the meeting of the next Board of Studies, the Principals are requested to send these details by rewriting the gradation list to this office within two weeks (i.e. before 30.07.2012).

NOTE: ***You are requested to circulate this letter to all the teachers and obtain upto date information. Such information obtained will be consolidated and the same may be sent to this office on or before 30.07.2012. Correction obtained later will not be considered.***

Names of teachers whose name has not been included in the Gradation List are requested to fill their service details in the application form enclosed in this letter and the same will be forwarded to this office. Since gradation list is being computerized any changes or correction after the due date will not be entertained and Principal of the concerned colleges will be held responsible

Yours faithfully,

REGISTRAR (EVALUATION)

To :
The Principal, Colleges affiliated to Mangalore University offering B.A./B.Sc./B.Com./ B.B.M./B.Ed./ LL.B./B.H.M./B.Sc.(H.S.)/B.C.A./ B.A.(H.R.D.)/ B.Sc. (F.N.D.)/ B.A.S.L.P./ B.Sc.Fashion/Garment Design and B.Sc.Interior Design & Decoration Courses.

NAME AND ADDRESS OF THE COLLEGE:

Sl. No.	Name of the Teacher	Designation	Date of Birth	Qualification, Specialization, & year of completion	Date of joining the college	Total No. of Teaching Service Degree /PG level	Details of experience in BOS,BOE Pract. Exam. Coordination	Topics taught	Courses taught	Remarks

Principal
Date:

Signature of the

with Seal

MANGALORE UNIVERSITY

(EXAMINATION BRANCH)

BIO-DATA OF TEACHERS

(Arts, Science, Commerce, Law, Engineering & Medicine)

1) Name of the Teacher: _____
(In Block letters)

2) Qualification _____

3) Date of Birth: _____
(In figures & words)

4) Date of entry into collegiate service:
a) Service as Demonstrator/Tuitor from _____ to _____ subject _____
b) Service as Lecturer/Reader/Professor from _____ to _____ subject _____
(NOTE: Columns 3 & 4 are to be filled by the Head of the Institution)

5) Subjects taught: _____
(specify the paper or papers taught & currently teaching) _____

6) Are you able to set & value the paper in Kannada Medium _____

7) Permanent Address: a) Residential _____
_____
_____

b) College _____
_____
_____

8) Length of Service (Fill in the following columns stating the name/names of colleges served before.Only teaching service of Degree classes should be mentioned)

Date of entry into service	Name of the college/s	*Years of service		No.of years of Service	Desig-nation **	Part OR Full time	Initials of the Head of the Institutions *
		From	To				
1	2	3		4	5	6	7

* To be initialled after confirming from the service records of the teachers.

** While giving the designation in colums mention the subject, eg. Lecturer in Botany or Demonstrator in Zoology etc.
Break of Service, if any must be clearly shown.

Certified that particulars given in this form are true and correct to the best of my knowledge.

Place :
Date :

Signature of the Teacher

Name & Designation

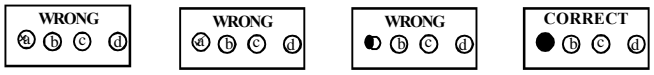
Certified that the relevant information given above by Sri _____
_____ (Designation) _____ have been verified
with the entries in the Service Register and were found correct.

APPENDIX 21

MANGALORE UNIVERSITY

Instruction for using OMR/ Award Sheet

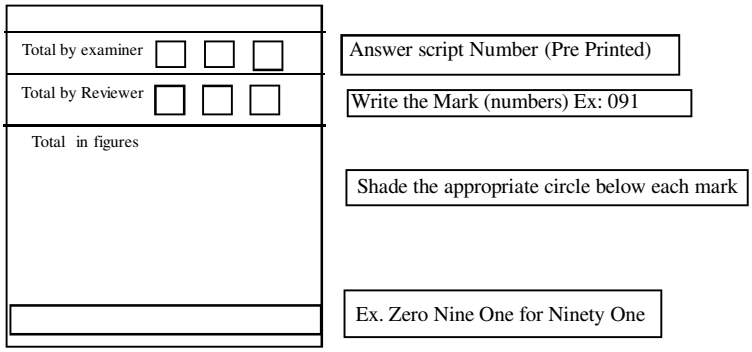
1. Examiners/Valuers kindly ensure that Numbers on the Packet as well as on the OMR / Award sheet matches.
2. Shading circles should be done with Blue/Black Ball Point Pen only.
3. Please Shade only one circle for the appropriate space provided as shown in Example below. ぢCORRECT め



4. Examiners should write their name within the space provided

Name of the Examiner

5. Kindly ensure that the Total Marks-numbers (total Marks of that particular student) is written in the appropriate space provided, Shaded in the appropriate circle and also Total Marks in words.
6. The Examiner has to fill in the complete sheet, given below is the sample copy



7. Before handing over the OMR/ Award sheet to the University staff. Examiner has to ensure that all entries are made correctly and signed in page 2.
8. OMR/ Award sheet will not be provided twice.
9. Do not tamper/write anything on the space Provided for Barcode-packet number.
10. Please do not make any stray marks on the OMR / Award sheet.

For any assistance/queries kindly contact University help desk number. Mobile: 9620251122
Landline: 0824-2287427.

Registrar Evaluation

Mangalore University

APPENDIX 22

MANGALORE UNIVERSITY

MEMO TRAVELLING CHARGES
(In connection with Examination Work)

1. Name..... Basic Pay .....
2. Designation & full address .....
.....
3. Month of Journey .....
4. Purpose of Journey .....

Date	Place of Journey				Amount claimed			
	From	Hrs.	To	Hrs.	Train/ Bus Fare	Mileage	Halting Allowance	Total

Grand Total in words .....

1. Certified that I have actually travelled by Bus / Luxury Bus/ Train on this Journey.
2. Certified that the T.A and D.A claimed in this bill has not been drawn from any other source, nor in any previous bill.
3. I hereby declare that the amount is subject to recovery of any excess or erroneous payment detected at a later stage

Contents received

Place .....
Date .....

Revenue stamp*

Signature

Countersigned for Rs. .....

* Revenue stamp of Re. 1/- is to be fixed if the claim exceeds Rs.500/-

Registrar (Evaluation)

MAIN POINTS OF TRAVELLING ALLOWANCE RULES

Rate of D.A.

1. Rates if Travelling Allowance:

Category	Pay Range (Per Month)	Halts within the State			Halts outside the State	
		Bangalore	Places with Muncipal Corporations	Other Places	Ahmedabad, Mumbai, Kolkata, Delhi, Ghaziabad, Hyderabad, Kanpur, Chennai ,Mussori, Pune, Simla, Nagpur, Srinagar, Goa, Diu and Daman	Other Places
I	Rs.17,250 and above	Rs. 225	Rs.190	Rs. 150	Rs.270	Rs. 225
II	Rs.11,100 to Rs.17,249/-	Rs. 165	Rs.130	Rs. 110	Rs.225	Rs. 165
II	Rs.8,000 to Rs.11,099/-	Rs. 130	Rs.110	Rs. 90	Rs.190	Rs. 110
IV	Below Rs. 8,000	Rs. 90	Rs. 85	Rs. 75	Rs.130	Rs. 90

II. 1) Road mileage at the rate of Rs.3-00 per K.M for one own car or taxi, is admissible with the prior permission of the University in the case of first two Categories to the places not connected by Rail or regular Bus Service. Local Conveyance allowance is not admissible for the journey in the headquarters from the residence/ place of work to the Railway Station, Bus Stand & back. It is admissible only at other Town / Cities other than one own headquarters.

2) Journey by Air outside the state and within the state is permissible to those who draw a basic pay of Rs.20,025/- or above and Rs. 17,250/- respectively with prior approval of the University and on production of Air Ticket, otherwise Air fare will not be admitted.

3) Any member wishes to travel in his own car for attending the meeting shall obtain prior permission of the Vice Chancellor

III (a) Halting Allowance:

Halt up to 6 hours - No. D.A.
Halt exceeding 6 hours but not exceeding 12 hours - Half D.A.
Exceeding 12 hours - Full D.A.

(b) The examiners may claim journey D.A separately, if the journey period exceed 6 hours.

IV. The external Examiners are eligible for T.A and D.A as follows according to University Notification No. MU/ SND/T/A/5/82-83, Dated 1-1-1983:

i) To places connected by Rail:
First Class Railway fare each way by the shortest route, from the headquarters to the place of meeting/ examination irrespective of the mode of conveyance actually used.

ii) Journey by Road:
a) To places connected by public transport system by Road; Single Bus fare each way.
b) To places not connected by Railway or by public road transport: Mileage allowance at the rate of Rs. 3.00 per K.M each way.

iii) The External Examiners are placed on par with the highest category of employees under State Government. Hence entitled for D.A applicable to (1) Category, irrespective of their pay.

V) The following Instructions are to be followed in preferring T.A Claims:

1. All the particulars including name, designation, basic pay, purpose of Journey, date and hour of departure and arrival etc., should be clearly recorded in the columns provided.
2. Re. 1/- Revenue Stamp has to be affixed in the case of claims of more than Rs.500/-
3. Two signatures, one on the Revenue Stamp for receiving the contents and another just below the relevant certificate,have to be affixed.
4. Original attendance Certificate issued by the competent authority has to be enclosed with the T.A Bill (Xerox or carbon copies of attendance certificates will not he accepted)
5. The T.A claims have to be made within a fortnight after completion of the work.

NOTE : For Central valuation only, the rate of D.A. is Rs. 375/- per day as per the Govt. order No: ED23 UDS 2010 Date 11-1-2011

MANGALORE UNIVERSITY

PAN										

REMUNERATION BILL IN RESPECT OF THE UNIVERSITY EXAMINATIONS HELD IN THE MONTH OF ..... 20 .....

Name of the Examiner ..... *Address* .....

.....

Serial No.	Name of the Examination	Subject and Paper	Duration of the paper	Amount for Setting the paper	For Valuation of Papers				Chairman Fee		Total Amount Claimed	
					No. of Paper valued	Rate		Total				
						Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7		8		9	10	

Received Rupees(In words).....

1) Certified that the total remuneration for the April/May/October/November Examination drawn by me (Including the amount claimed in this bill) does not exceed the prescribed limit.
2) Certified that the amount claimed in the bill has not been drawn on any previous bill.
3) Certified that amount has been claimed as per rules.
4) I hereby declare that the amount is subject to recovery if any excess or erroneous payment detected at a later stage.

Revenue Stamp

SIGNATURE OF THE EXAMINER

Certified that the work mentioned in the bill has been done and that the claim is in accordance with the prescribed rates.
Certified that the amount claimed in the bill has not been paid previously

Countersigned for Rs.

For Registrar (Evaluation)
Mangalore University

P.T.O

Note : The Following columns shall be filled in by the Examiner of Practical Examinations before forwarding the bill to the Registrar (Evaluation)

MEMORANDUM OF WORK DONE WITH REGARD TO PRACTICAL EXAMINATIONS

Examination	Institution	Practical I, II, III, IV	Date	Time A.M./P.M	Batch No.	No. of Candidates Assigned	No. of Candidates Examined	Remuneration Claimed	
								Rs.	Rs.
							TOTAL		

Date : .....

Signature of the Examiner

(For use in the University Office)

FINANCE BRANCH
MANGALORE UNIVERSITY

Head of Account .....

PASSED for payment by cheque on the

..... Bank

for Rs. .....Rupees .....

.....

in favour of .....

Superintendent FINANCE OFFICER

APPENDIX -36

MANGALORE UNIVERSITY

ELIGIBILITY LIST

NAME OF THE COLEEGE:

DEGREE:

Sl. No.	Register No.	Name of the candidate	Nationality	Group-1 (Lang.)	Class obtained	Group - II (Subjects)	Class obtained	Remarks
APRIL MAY 2011 (including repeaters)								
NOVEMBER/ DECEMBER 2010 (repeaters)								

Signature of the
Head of the Dept./ Principal
with Seal.

APPENDIX-23

Draft Regulations governing the award of Grace Marks in the University Examinations

(framed under Section 44 (1)(c) of the K.S.U. Act 2000)

1. These Regualtions shall apply to all the examinations conducted by the Mangalore University and shall become operative for all examinations conducted from the date of assent by the Chancellor.

2. In these Regulations, unless there is anything contradictory to the subject or context, paper means.

   i) Theory paper which has a separate minimum for pass.

   ii) Practicals/Clinicals / Viva-voce / Head of passing which has a separate minimum for passing.

   (**Explanation** : Head of passing means, separate minimum for pass by obtaining the aggregate of Internal Assessment marks and minimum prescribed marks in a paper.)

GMR 1. Grace Marks shall be awarded to a subject/ Paper /Practical / Viva-voce / Head of passing to a maximum of 2% per subject if, after gracing, the candidate gets minimum prescribed marks in the Theory/ Practical / Viva-voce and passes in the subject. The maximum grace marks permissible for the whole examination (or unit) shall not exceed 10 Marks.

GMR 2. A candidate shall be eligible to a maximum of 5 grace marks, provided, the candidte,

a) appears for the entire examination (in all subjects);

b) he/she has failed in only one subject (Practical/Theory/ Head of Passing/ Viva-voce)of the examination;

c) passes the whole examination by such gracing;

d) gets the minimum prescribed marks in the Paper/Practical/Viva-voce and aggregate for passing by such gracing.

GMR 3. Gracing shall also be done for the purpose of declaring classes (First Class with Distinction, First Class and also Second Class) on the following guidelines.

a) For an examination with a maximum of 500 marks or less there shall be a gracing of **TWO** Marks only.

b) If the maximum marks prescribed for an examination is more than 500 marks, every unit of 500 marks or a part thereof shall be graced by **ONE MARK**. However, such gracing shall not exceed **FOUR marks in all.**

GMR 4. Gracing under GMR 1 and GMR 2 together is not permissible in the same subject. However, the candidate is entitled for GMR 3 whether by appearing the whole examination or by claiming exemption or exemptions.

GMR 5. Grace Marks awarded as per GMR 1 for passing a subject and GMR 2 for passing the whole examination are shown only in the ledger and not in the statement of marks. However, the grace marks awarded for class declaration shall be indicated along with the aggregate total of the examination.

GMR 6. Any fraction in the calculation of percentage of grace marks as above may be rounded off to meet Higher Digit (on the principle of approximation).

GMR 7. In case of a tie the candidate who secures marks without grace or less grace is preferred for Ranking/ awarding Prizes/ Medals.

GMR 2:

- Gracing facility can be applied in case the candidate appears for all the subjects of the particular examination.
- This facility can also be extended to a candidate who appears for all subjects during Supplementary Examination.
- This facility cannot be extended when a candidate takes part in a supplementary examination.
- Gracing shall be awarded to a maximum of 5 marks provided by such gracing the candidate passes the whole examination.

Example: 1

In case of B.Com. III Degree Examination the candidate has to appear for 5 subjects carrying 100 marks each.

Subject	Min.Marks	Marks Secured	Gracing	Result
English	35	45		Passes
Accountancy	35	40		Passes
Economics	35	30	+5	Passes
Mathematics	35	71		Passes
Management	35	60		Passes

Example: 2

Subject	Min.Marks	Marks Secured	Gracing	Result
English	35	45		Passes
Accountancy	35	31	*	Fails
Economics	35	32	*	Fails
Mathematics	35	60		Passes
Management	35	75		Passes

Since the candidate has failed in two subjects gracing cannot be applied.

The candidate has appeared for only two subjects during the Supplementary Examination.

Example: 3

Subject	Min.Marks	Marks Secured	Gracing	Result
Accountancy	35	32	*	Fails
Economics	35	32	*	Fails

Since the candidate has appeared in parts this facility cannot be extended.

GMR 3:

a) 500 marks or less- Two marks gracing

b) More than 500 marks, every unit of 500 marks or a part there of shall be graced by one mark, however such grace shall not exceed 4 marks in all .

Examples: Total Maximum Marks- 500

a) To get First Class with Distinction (FCD) = 350

b) To get First Class (FC) = 300

c) To get Second Class (SC) = 250

Maximum marks available for gracing is 2 Total obtained by the candidate is as follows:

349+1=350 FCD
348+2=350 FCD
347- No gracing
299+1=300 F.C.
298+2=300 F.C.
297 - No gracing
249+1=250 S.C.
248+2=250 S.C.
247 - No gracing

APPENDIX -24

No MPED201027264163402

MANGALORE UNIVERSITY

OFFICE OF THE
REGISTRAR (EVALUATION)
MANGALAGANGOTHRI -574 199

SL.NO.: 011/ 013424

Date 25-Jul-2012

STATEMENT OF MARKS

MASTER OF PHYSICAL EDUCATION

FOURTH SEMESTER M.P.Ed. DEGREE EXAM MAY 2012

Register No: 102760056

Name : **JAGADEESH M**

Sl. No.	Subject Code	Subject Name	written/Practical Examination		Internal Assessment / Viva Voce		Total		Result/ Remarks
			Max./ Min. Marks	Marks Obtained	Max./ Min. Marks	Marks Obtained	Max./ Min. Marks	Marks Obtained	
1.	MPED551	Paper X. Therapeutic Exercises And Physical Rehabilitation	80/32	47	20	13	100/40	60	PASS
2.	MPED552	Paper XI: Sportd Marketing- II	80/32	56	20	13	100/40	69	PASS
3.	MPED553	Dissertation	100/40	78	-	-	100/40	78	PASS
4.	MPED554	Physiotherapy	80/32	57	20	15	100/40	72	PASS
5.	MPED555	Track And Field	80/32	62	20	14	100/40	76	PASS
6.	MPED556	General Viva- Voce	-	-	100	77	100	77	PASS
						Total of Semester: IV	**600/300**	**432**	
						Total of Semester : I	600/300	412	PASS
						Total of Semester : II	600/300	421	PASS
						Total of Semester : III	600/300	440	PASS
						GRAND TOTAL :	**2400/1200**	**1705**	**PASS**

GRAND TOTAL (IN WORDS) : ONE THOUSAND SEVEN HUNDED FIVE ONLY

Classification Of Result : **First Class With Distinction**

Note : Corrections not allowed

Transferred to Dept/ College Records

Signature of the Chairman/ Principal (with Seal)

Registrar (Evaluation)

APPENDIX -25

Ledger Sheet

MANGALORE UNIVERSITY

Course: Credit Based Fifth Semester BA | College: ALCM - Alva's College, Moodabidri | Exam Month/ Year: Nov 2009

Registration No. : 071800459 | Name : NAZINIE BANU

GROUP	SUBJECT		THEORY				INTERNAL (IA)		TOTAL THEORY + IA		PRACTICALS/PROJECT WORK			IA/VIVA VOCE		TOTAL PRAC + IA/ PRAC+ VIVA/ PROJECT+ VIVA/ PRAC + IA/		TOTAL		CREDIT CACULATIONS			RESULT
	SHORT Name	CODE	MAX MIN	MARKS OBT.	GR	MARKS	MAX	MARKS OBT.	MAX MIN	MARKS OBT.	MAX MIN	MARKS OBT.	GR	MAX	MARKS OBT.	MAX MIN	MARKS OBT.	MAX MIN	MARKS OBT.	C	GP	GPW	
1	2	3	4	5	6	7 (5+6)	8	9	10	11 (7+9)	12	13	14	15	16	17	18 (13+14+16)	19	20 (11+18)	21	22	23	24
			120															150					
			120															150					
	External Total																						
						4	Sub-Group Total																
			120															150					
			120															150					
	External Total																						
							Sub-Group Total																
			120															150					
			120															150					
	External Total																						
							Sub-Group Total																
	GRAND TOTAL																	900					

APPENDIX -26

MANGALORE UNIVERSITY

T.A.L / MALPRACTICE STATEMENT OF APRIL / OCTOBER 20 _____

Name of the College : .....

Sl. No.	Reg.No.	Class	Reason for T.A.L /. Malpractice
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Tabulator's Signature **Scrutiniser's Signature**

Name in BLOCK Letters **Name in BLOCK Letters**

APPENDIX -27

MANGALORE UNIVERSITY

GUIDELINES FOR IMPLEMENTING THE CHALLENGE VALUATION IN THE VARIOUS PG COURSES

(Framed as per Clause 15.2 of the Regulations Governing the Choice Based Credit System (CBCS) for the two years (four semesters) Masters degree programmes in the faculties of Arts, Science, Commerce and Education notified on 21.06.2011)

---

1. A candidate who has appeared for PG examination conducted by Mangalore University may apply through the Institution / Head of the Department for Challenge Valuation on payment of the prescribed fee, within 20 days after the publication of the result or 10 days from the date of dispatch of the marks cards by the Registrar (Evaluation) to the Institution / Head of the Department, or within 7 days from the date of communication of the result of re-totalling whichever is later.

2. (a) Challenge Valuation is permitted for theory papers only.
   (b) Challenge Valuation is not permitted in the case of practical examination, sessional/ internal assessment, project report, dissertation, thesis and viva-voce.

3. The Registrar (Evaluation) or any other Officer authorised by him with the approval of the Vice-Chancellor, shall first check the re-totalling of each answer scripts for which Challenge Valuation is sought. In case there is any discrepancy that warrants change in the original marks, it shall be set right and the candidate shall be informed accordingly, and the candidate shall be asked whether Challenge Valuation is required. If the candidate is satisfied with the revised marks the fee collected for Challenge Valuation shall be refunded after deducting the processing charges. In case no discrepancy is detected in re-totalling or the candidate is not satisfied with the result of re-totalling the papers shall be taken up for Challenge Valuation .

4. a) Answer scripts shall be valued by a suitable External Examiner selected from the panel of examiners approved by the Vice-Chancellor. The names included in the panel of examiners shall be selected from the list of examiners approved by the Syndicate. However, such examiners should not have been the valuers for that paper during that examination
   b) Answer scripts for Challenge Valuation shall be sent to examiner of other Universities

5. a) Challenge Valuation shall ordinarily be arranged under the supervision of the Registrar (Evaluation) or a person authorised by him.
   b) If Challenge Valuation is arranged in other Universities, then it must be done under the supervision of the head of the Department/Institution concerned

6. Challenge Valuation shall be done on the basis of the original scheme of valuation.

7. Result of Challenge Valuation is determined as follows :

   If there is a difference between marks awarded initially and marks awarded on Challenge Valuation, the marks secured in the Challenge Valuation shall be the final.

8. In case the difference between the initial award and the final award is more than 10% and is to the advantage of the candidate, then 50% of the fee paid for Challenge Valuation shall be refunded to the candidate. If the difference between the initial award and the final award is 10% or less of the maximum, there shall be no refund. Grace marks awarded shall not be taken into consideration for eligibility for refund of challenge valuation fee.

9. The Vice-Chancellor on the suggestion of the Registrar (Evaluation) or ‘Suomoto’ may order challenge valuation of any particular script or the whole set of answer scripts of candidates, and/ or of subject/s if he feels that there has been erratic or unfair valuation which has apparently brought undue advantage or disadvantage to the candidate/s. In such cases of challenge valuation, the final marks be the marks awarded by the challenge valuer/s.

10. In all cases of Challenge Valuation a consolidated statement of Challenge Valuation together with the challenge valued answer scripts and other particulars shall be submitted to the Vice-Chancellor for his approval before the result of Challenge Valuation is communicated to the concerned Depart ment /Institution

(Approved be the Syndicate at its meeting held on 5.04.2012)

Sd/-

REGISTRAR

APPENDIX -28

MANGALORE UNIVERSITY

Form of Application for Rejection of Results

1. Name of the Candidate :

2. Class in which studying :

3. Register number of the Candidate :

4. Name of the Institution :

5. Sem /Year, the results of which the Candidate wants to reject : :

6. Year/ Month of Examination :

7. Whether the original marks card is enclosed

8. Whether the Challan for the fee paid is enclosed : Challan No. Amount & Date

Place :

Date : Signature of the Candidate

TO BE FILLED BY THE PRINCIPAL

Specific remarks of the Principal regarding whether the rejection of results may be permitted

Place :

Date :

Signature and Seal
of the Principal

APPENDIX -29

MANGALORE UNIVERSITY

FACULTIES OF ARTS, SCIENCE, COMMERCE, EDUCATION LAW
APPLICATION FOR RETOTALLING / REVALUATION / PERSONAL SEEING

(Before filling up the application read carefully the instructions given overleaf)

1. EXAMINATION ..... YEAR .....MONTH .....

2. NAME OF THE CANDIDATE .....
   (IN BLOCK LETTERS)
3. REGISTER NO..... COLLEGE / CENTRE .....
4. SUBJECT (GROUPWISE) FOR .....
   WHICH THE CANDIDATE HAS .....
   APPEARED AND RESULTS .....
   (AS ANNOUNCED)
5. RETOTALLING* / REVALUATION* / PERSONAL SEEING* REQUESTED (MENTION SUBJECTS/ PAPERS WITH MARKS AS SHOWN IN THE MARKS CARD)

MARKS SHOWN

1. .....
2. .....
3. .....
6. AMOUNT PAID WITH RECEIPT NO .....
7. DATE .....

PLACE : .....

DATE : .....

ENCL : ORIGINAL MARKS CARD SERIAL NO.

SIGNATURE OF THE CANDIDATE

.....

* STRIKE OFF WHICHEVER IS NOT APPLICABLE

Forwarded to the Registrar (Evaluation)
Mangalore University

PRINCIPAL

(SEAL)

(PLEASE TURN OVER)

INSTRUCTIONS TO CANDIDATES

1. Candidates are required to note that once the candidate applies for revaluation in any subject, he/ she shall not be permitted withdraw his/her application except where there is a discrepancy in re-totalling, in accordance with 4.3 of the regulations which is as follows.

   む..... In case there is any discrepancy that warrants change in the original marks, it shall be set right and the candidate shall be asked whether revaluation is required. In case no discrepency is detected in retotalling, the papers shall be taken up for revaluation.め

2. It should be noted that there is no provision for revaluation/ re-totalling / personal seeing in the case of practical examinations; sessional / internal assessments, project report, dissertations, thesis, viva-voce. As per regulation 4.2 (a) Revaluation is permitted only for theory papers of the Examinations.

3. During personal seeing, the candidates can see their answer scripts & retotalling in the presence of an official of the University

4. Applications without the required information /Original marks card / the prescribed fee will be rejected.

5 All application should be forwarded through the Head of the institution.

Sd/-

REGISTRAR (EVALUATION)

MANGALORE UNIVERSITY

APPENDIX -30

MANGALORE UNIVERSITY

REGULATIONS GOVERNING REVALUATION OF ANSWER BOOKS

4.1 A candidate who has appeared for an examination conducted by Mangalore University may apply through the college for revaluation on payment of the prescribed fee, within 20 days after the publication of the result or 10 days from the date of dispatch of the marks cards by the Registrar (Evaluation) to the college, or within 7 days from the date of communication of the result of retotalling whichever is later.

4.2 (a) Revaluation is permitted for all theory papers except in cases where there is double valuation.

(b) Revaluation is not permitted in the case of practical examination, sessional/ internal assessment, project report, dissertation, thesis and viva-voce.

4.3 The Registrar (Evaluation) or any other Officer authorised by him with the approval of the Vice-Chancelor, shall first check the re-totalling of each answer script for which revaluation is sought. In case there is any discrepancy that warrants change in the original marks, it shall be set right and the candidate shall be informed accordingly, and the candidate shall be asked whether revaluation is required. If the candidate is satisfied with the revised marks, the fee collected for revaluation shall be refunded after deducting the processing charges. In case no discrepancy is detected in re-totalling or the candidate is not satisfied with the result of re-totalling, the papers shall be taken up for revaluation.

4.4 While arranging for revaluation, the original marks awarded and such other identifications on the answer script must be defaced/ covered and revaluer shall record the marks on a separate sheet/ proforma supplied by the Registrar (Evaluation) and not on the answer script.

4.5 a) Answer scripts shall be revalued by a suitable examiner from the panel of examiners approved by the Vice-Chancelor. The names included in the panel of examiners shall be selected from the list of examiners approved by the Syndicate. However, such examiners shall not be the valuers for that paper during the examination.

b) Answer scripts for revaluation may also be sent in extraordinary cases to qualified examiners of other universities with the approval of the Syndicate.

4.6 a) Revaluation shall ordinarily be arranged under the supervision of the Registrar (Evaluation) or a person authorised by him.

b) If revaluation is arranged in other universities, then it must be done under the supervision of the head of the institution concerned.

4.7 Revaluation shall be done on the basis of the original scheme of valuation.

4.8 Result of revaluation is determined as follows :

a) If the difference between marks awarded initially and on revaluation is equal to or less than 10% of the maximum marks of that paper, the final award shall be the average of the two awards;

b) If the difference between the marks awarded initially and on revaluation is more than 10% of the maximum marks of that paper, then the answer script shall be referred to a suitable third examiner for valuation and the final award shall be the average of the nearer two of the three valuations. However, if the difference between the first valuation marks and the second valuation marks is the same as that between the second valuation marks and the third valuation marks or as that between the first valuation marks and the third valuation marks or the difference between the first and the third valuation marks is the same as that between the second and the third valuation marks, the final award shall be the average of the three valuations marks.

5. REGULATIONS GOVERNING REVIEW OF VALUATION

5.1 Where there is a complaint by a group of students submitted through the institution concerned of a serious nature of erratic or unfair valuation in any paper/s by an examiner/s, the Vice-chancellor, in consultation with the Registrar (Evaluation), and after preliminary enquiry may order revaluation of 10 or 10% of the total answer scripts chosen at random whichever is more. This revaluation shall not be referred to the original examiners. The revaluation shall be on the original scheme of valuation.

5.2 If the average discrepancy between the original award and the marks awarded by the second valuer is less than 10% of the maximum marks of that paper, then no further action need be taken and the original award shall not be disturbed

5.3 If the average discrepancy is 10% or more of the maximum marks of that paper, then all the answer scripts (including the answer scripts taken for first review) shall be referred to other suitable exainer/s appointed by the Vice-chancellor.

5.4 In the case of such revaluation, the marks awarded by the revaluer/s shall be final

5.5 In all cases of review of valuation a consolidated statement of review together with the relevant details shall be submitted to the Vice-chancellor for his approval before the result of review of valuation is communicated to the concerned.

5.6 Review of valuation shall not apply to Post-graduate examinations.

APPENDIX 31

MANGALORE UNIVERSITY

APPLICATION FOR THE ISSUE OF DUPLICATE/ CONSOLIDATED/ CORRECTION OF MARKS CARD/ RANK/ N.C.L . REMOVAL/ PROVISIONAL PASS CERTIFICATE, ETC

1. a) Name of the candidate (in block letters) as registered for University Examination and postal address
   b) Mobile No. Contact No :
   c) Male / Female
   d) Nationality

2. a) Duplicate Marks Card **(Specifically mention the items/ or for which applied)**
   b) Consolidated Marks Card

   Note : Specify the year/ Semester of the course for which the marks cards are required

   c) Provisional Pass Certificate
   d) Duplicate Degree/ Diploma Certificate
   e) Rank Certificate / Duplicate Rank Certificate
   f) Corrections in Marks Card/ Name/ RNCL/ Degree Certificate etc.
   g) Verification of Document
   h) Any other Certificate/ Document

   Note : Please read the instructions carefully given overleaf before filling up the application.

3. Name of the examination (For Engg. Exam, mention the branch)

4. Institution studied

5. Register number with year & month of passing the above Examination

6. Details of amount paid
   The prescribed fee may be remitted to the State Bank of India / Vijaya Bank/ Canara Bank through challan to "Mangalore University Funds" and the challan be enclosed to this application or through a D.D payable to "Finance Officer, Mangalore University, Mangalagangothri

   Name and Place of the Bank ....

   Challan/ D.D. No. ..... Date

   Amount Rs ..... .

NOTE

1. This application is to be sent to the Registrar (Evaluation). Mangalore University Mangalagangothri- 574199 D.K District, Karnataka
2. Details of fees and other information are given overleaf
3. Please make separate application for each item.
4. Cheques and Indian Postal Orders are not accepted.
5. Incomplete application will be rejected
6. Refund of amount is not permissible under any circumstances.

Place :
Date :

Signature of the Candidate

ದೂರವಾಣಿ/Phone: 0824-2287276
ಫ್ಯಾಕ್ಸ್/Fax : 0824-2287276

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
MANGALORE UNIVERSITY

ಕ್ರಮಾಂಕ/NO.MU/ACC/CR.-6/2014-15/A7

ಕುಲಸಚಿವರ ಕಚೇರಿ
ಮಂಗಳಗಂಗೋತ್ರಿ –574 199
office of the Registrar
Mangalagangothri - 574199

ದಿನಾಂಕ/Date : 04.12.2007

N O T I F I C A T I O N

Sub: Fee structure in respect of Degree Marks Card, Certificate and Other documents - 2015-16.

Ref : Approval of the Syndicate meeting dated : 7-3-2015.

****

The fee structure fixed for various **Degree Marks card, Certificate and Other documents** is hereby notified. The above fee structure will be applicable for the year 2015-16.

Fee for Degree Marks card, Certificates and Other documents

Sl No.	Item	Appli - cation fee (Rs)	U.G Degree/ Diploma/ Certificate course (Rs.)	P.G Degree/ Diploma/ Certificate course (Rs.)	M.Phil and P.h.D. (Rs.)	D.Sc. D.Litt (Rs.)
1.	Examination	100.00	-----	----	----	---
2.	Marks card fees	----	200.00	200.00	275 (for M.Phil only)	---
3.	Degree certificafe	100.00	660.00	880.00	1,760.00	2,750.00
4.	Provisional pass certificate	100.00	220.00	550.00	770.00	---
5.	Consolidated Marks Card (Per passing attempt)	100.00	330.00	390.00	---	----
6.	Duplicate Marks Card (Per Marks Card)	100.00	660.00	990.00	---	---
	Second Subsequent Duplicate Marks Card(Per Marks Card)	100.00	1,320.00	1,540.00	---	---
7.	Rank Certificate	100.00	---	---	---	---

8.	Corrections in Marks Card (submitted after lapse of six months from the date of issue)	100.00	330.00	390.00	---	---
9.	First Duplicate Degree Certificate	100.00	1,100.00	1,430.00	2,750.00	5,500.00
	Second & Subsequent duplicate degree/Diploma Certificate	100.00	2,200.00	2,750.00	5,500.00	---
10.	Correction of Degree Certificate (submittedafter lapse of six months from the date of issue)	100.00	660.00	770.00	1,320.00	---
11.	Issue of new Marks card of final year/ semester after a completion of previous year/ semester exzmination	100.00	330.00	390.00	---	---

12.	**Fee for Verification of Degree Certificates/ Marks card (each):**	
	Enquiries form Abroad/ Forign Embassy	US $ 160
	Enquiries form Police / Govt./ Quasi Govt. Organization/ Indian Embassy/ Private agencies	1,280.00
	For furnishing information in the proforma of Foreign University	6,770.00
	Verification of Degree Certificate	680.00
	Verification of Marks Card	680.00
13.	Fee for Verification of Additional copies when applied simultaneously (each) :	10% of the fee fixed for Verification
14.	For providing any information/ certifying and document pertaining to University examinations covered above.	660.00 (per page subject to a maximum of Rs. 940/-)
15.	Penal fee for issue of Certificate /Marks card etc., after a laps of three years	220.00 (plus Rs.220/- for every additional year)
16.	Verification of Marks card purpose of convocation certificate (for Autonomous college only)	440.00 (per student)

Note :

The students who are foreign nationals shall pay three times the fee fixed on all the items prescribed above.

REGISTAR

To :

1. The Chairmen of all PG Departments, Mangalore University, Mangalagangothri.
2. The Principals of all affiliated/ autonomous colleges, Mangalore University,
3. The Coordinator, Mangalore University, P.G.Center, Chikka Aluvara, Thorenuru Post, Kushalanagara Hobli, Somwarpet Taluk Dist- 571 232.
4. The Principals, University College, Mangalore/ F.M.K.M.C. College, Madikeri.
5. The Dean, Faculty of Arts,Science, Commerce, Education & Law, Mangalore University, Mangalagangothri.

6. The Registrar (Evaluation), Mangalore University, Mangalagangotri.
7. The Librarian, University Library, Mangalore University, Mangalagangotri.
8. The Director, Student Welfare, Mangalore University, Mangalagangotri.
9. The Finance Officer, Mangalore University, Mangalagangotri.
10. The Special officer / Asst. Registrar, Mangalore University.
11. The Director, Computer Centre, Mangalore University - **with a request to publish in the University website.**
12. The Coordinator, SC/ ST Cell, Mangalore University, Mangalagangotri.
13. Dist Social Welfare officer, Mangalore / Udupi / Kodagu Dist.
14. Taluk Social welfare officer, Mangalore / Udupi / Madikeri.
15. Dist Officer, Backward Class, Mincrity Dept., Mangalore / Udupi / Kodagau Dist.
16. The Asst. Registrar, SC/ ST Cell, Mangalore University, Mangalagangotri.
17. The Public Relation Officer, (PRO), Mangalore University, Mangalagangotri.
18. The Manger, S.B.I Mangalagangotri / Vijaya Bank, Konaje.
19. All Superintendents ACC/ DEV/ GEN/ SC-ST Cell, Mangalore University.,
20. P.S. to Vice- Chancellor/ P.A. to Registrar, Mangalore University.
21. A3/ A5/ A8/ A9/ A10 Case workers, ACC Section, Registrar's office,Mangalore University.

GENERAL INSTRUCTIONS :

1. Candidates applying for any of the items above except 2 (C) & h after a lapse of THREE years from the date of passing the respective examinations shall have to pay a penal fee of Rs. 170/- plus Rs. 170/- for every additional year.
2. Provisional pass certificate will be given only from the announcement of the Final Degree Examination till the date of the ensuring Convocation. After that candidates are entitled to receive the Degree Certificate only (Provisional Pass Certificate will not be issued.)
3. Items under SI. No. 2 (a) (b) and (f) will be issued through the Institution where the candidates has studied. Hence candidates have to collect the marks cards from the respective Institutions.
4. For items 2 (a) and 2 (d) the following documents shall be enclosed.
   i) Original Affidavit on a stamp paper of Rs. 20/- sworn before a Judicial Magistrate OR a Notary Public towards the loss of Certificate/ Marks card.
   ii) Certified copy of the Police complaint lodged at the Police Station for having lost the Certificate /marks card.
   iii) The application should be sent through the Principal with specific remarks of the principal of the college.
5. For item No. 2 (b) each attempts marks card in original shall be surrendered along with the application
6. For items No. 2 (f) the following procedure be followed.
   a) Attested xerox copy of S.S.L.C./ P.U.C/ Degree or its equivalent certificate should be enclosed.
   b) The application shall be sent through the college with specific remark of the Principal.
7. For item No. 2 (c) the xerox copy of Qualifying examination shall be enclosed and in case of B,Sc., in FD/GD/LD/BHM/ BHS/B.Arch/Medical examinations the copy of in house training / Internship training certificate duly attested by the Principal shall be enclosed.
8. The students who are foreign nationals shall pay three times the fee fixed for all the items.
9. * The fee details are subject to change from time to time and may be obtained from University office/ College Office/ University Website
10. For more details log on to University Web Site www. mangaloreuniversity. ac.in

APPENDIX -32

MANGALORE UNIVERSITY

NO.MU/ACC/CR.4/2007-08/A2

OFFICE OF THE REGISTRAR
MANGALAGANGOTRI- 574199

Date : 04.12.2007

N O T I F I C A T I O N

Sub: Amendments to the regulations governing Master of Philosophy(M.Phil.) degree programme
Ref : Government letter No. ED 10 UDS 2007 dated 02.11.2007

****

Amendements to the regulations governing Master of Philosophy (M.Phil) degree programme assented by the Chancellor on 24.09.2007 as communicated in above referred letter is hereby notified for implementation.

Sd/-
REGISTRAR

To:

1. The Chairmen of all the P.G Departments/The Co-Ordinators of P.G. courses, Mangalore University, Mangalagangotri/ Madikeri
2. The Chairmen of all P.G. Board of Studies, Mangalore University
3. All the Deans of Faculties, Mangalore University.
4. The Principals of all affliated / autonomous/ constituent colleges of Mangalore University.
5. The Registrar (Evaluation),Mangalore University, Mangalagangotri
6. The Deputy Registrar/Assistant Registrars, Mangalore University, Mangalagangotri
7. All the Superintendents of the Registrar's Office, Mangalore University.
8. P.S to the Vice-Chancellor/P.A to the Registrar, Mangalore University.

Amendments to the Regulations governing Master of Philosophy (M.Phil.) degree programme in Mangalore University

(Framed under Section 44(1) (c) of the KSU Act 2000)

	Existing		Amended
1.	**Title and Commencement:**	**1.**	**Title and Commencement:**
	(i) These regulations shall be called ‘Regulations governing the Master of Philosophy (M.Phil.) Degree Programme’		(i) No Change
	ii) These regulations shall come into force from the date of assent of the Chancellor.		(ii) No Change
2.	**Eligibility for Admission :**	**2.**	**Eligibility for Admission :**
a)	A candidate holding Master’s degree of this University or a Master’s degree of any other University recognised by this University as equivalent thereto with a minimum of 55% (50% in case of SC/ST) or an equivalent grade shall be eligible for admission to the programme. Candidates holding Master’s degree in a related field, as may be decided by the Department of Studies may also be considered for admission	a)	No Change
b)	There shall be an Entrance Test for admission to the M.Phil. programme. The list of candidates shall be prepared on the basis of the performance of the candidates in the Entrance Test and their marks in the qualifying examination, each getting an equal weightage.	b)	No Change
		c)	The candidate shall enrol either on part -time or full time basis

3.	**Duration of the Programme**	**3.**	**Duration of the Programme**
	The M.Phil. programme shall be spread over two semesters of six months each. The first semester shall be devoted to course work. In the next semester, the candidate will be required to writ and submit a dissertation. However, an extension through the next two semesters may be granted for submitting the dissertation on the basis of the progress registered by the candidate as recommended by the Supervisor.		The M.Phil. programme shall be of 12 months duration for full time candidates and 18 months duration for part time candidates. The course work shall be of 12 months duration for both part time and full time candidates. The full time candidate shall be permitted to submit the dissertation at the end of 12 months while part time candidates shall submit at the end of 18 months. The maximum period allowed to complete the programme for full time candidate shall be two years and for part time candidate shall be three years. The extension of time to submit the dissertation may be granted on the recommendation of the supervisor and on payment of prescribed fee.
4.	**Attendance :** 75% attendance for each paper of the programme.	**4.**	**Attendance :** No. Change
5.	**Scheme of Examination:** 1. Paper I : Research Methodology 100 marks 2. Paper II : Theoretical Foundations 100 marks 3. Paper III : Recent Developments 100 marks 4. Dissertation 250 marks 5. Viva-voce 50 marks Each Paper (1-4) shall be taught/guided with a minimum of 4 (four) hours of instruction per week. The course work shall be evaluated internally. The Evaluation of each paper (1-3 above).	**5.**	**Scheme of Examination:** No. Change Each paper (1-3) shall be taught with a minimum of 2 (two) hours of instruction per week. No. Change.

6.	**Evaluation of Dissertation** a) The dissertation shall be valued by two examiners, one internal and other, external. The average of two evaluations shall be the final award. The guide shall ordinarily be the internal asssesor, and the external assessor shall be appointed by the University on the advice of the Board of Studies concerned, which shall submit to the University a panel of five examiners per candidate. The Viva-voce shall be conducted by a board consisting of both internal and external assessors b) The marks scored by each candidate in every paper shall be sent to the Registrar(Evaluation) by the concerned Chairman of the Department at the end of each term. The result of the dissertation assessment shall be sent to the Registrar (Evaluation) by the respective examiners.	**6.**	**Evaluation of Dissertation** a) No. Change b) No. Change
7.	**Minimum for a Pass:** For successful completion of the programme, a candidate shall obtain a minimum of 50% marks in each paper and 50% in dissertation and viva-voce put together. In case, a candidate fails in his/her dissertation, he/she shall be allowed to rewrite the dissertation as per the suggestions of the examiners and re-submit it within six months from the date of communication of the result and re-appear for the viva-voce. However, if a candidate fails after re-submitting his/her dissertation, he/she shall not be allowed to continue the programme.	**7.**	**Minimum for a Pass:** No. Change No. Change

8.	**Declaration of Result:** On the basis of the aggregate marks obtained at the end of the programme, the candidate shall be declared to have successfully completed the programme as shown below : First Class with Distinction - 70% and Above First Class- 60% and above but below 70% Second Class - 50% and above but Below 60%	**8.**	**Declaration of Result:** No. Change
9.	**Replacement of existing regulations:** The revised regulation governing M.Phil. Degree programme replaces the existing regulation governing M.Phil. Degree programme	**9.**	**Replacement of existing regulations:** No. Change
10.	**Removal of Difficulties:** The University may from time to time frame guidelines for practical difficulties which arise at the time of implementation of this regulation.	**10.**	**Removal of Difficulties:** No. Change

(Assented by the Chancellor on 24.09.2007 as communicated in Government letter No. ED 10 UDS 2007 dated 02.11.2007)

Sd/-
REGISTRAR

MANGALORE UNIVERSITY

OFFICE OF THE
REGISTRAR (EVALUATION)
MANGALAGANGOTHRI -574 199

SL.No.: 09/ 001631

Date .....

STATEMENT OF MARKS

MASTER OF STATISTICS (M. Phil)
IN
Commerce, September 2011

Name:

Sl No.	SUBJECT NAME	MARKS MAX	MIN	OBT
1.	**PAPER** - I BUSINESS RESEARCH METHODS	100	50	
2.	**PAPER** - II CURRENT TRENDS IN COMMERCE AND BUSINESS	100	50	
3.	**PAPER** - III : HUMAN RESOURCE MANAGEMENT	100	50	
4.	DISSERTATION	250	---	
	Dissertation	50	---	
	Viva voce	300	150	
	Total	600	300	

Total (In Words) :

Result :

Note Corrections not allowed

Verified By _____ Scrutinized By _____

Signature of the Chairman (With Seal) Registrar (Evaluation)

MANGALORE UNIVERSITY

MU/ACC/ /CR.58 /2008-09/A2

Office of the Registrar
Mangalagangotri - 574199

Date : 01.10.2008

CIRCULAR

Sub: Revised Guidelines for implementing part time and full time Master of Philosophy(M. Phil) Degree Programme in Mangalore University

Ref : 1. This office Notification No.MU/ACC/CR.4 /2007-08/A2, dated 04.12.2007
2. This office Circular No.MU/ACC/CR.69/2006-07/A2, dated 10.04.2007

* ** **

The revised guidelines for implementing part time and full time Master of Philosophy(M. Phil) Degree Programme is enclosed herewith, with a instruction to follow the same. The guidelines issued vide Circular referred under (2) above is hereby withdrawn.

The Proceedings of the Chairman's meeting held on 15.09.2008 is also enclosed herewith for reference and needful action

Sd/-
For REGISTRAR

To:

1. The Chairman/Co-Ordinators of all the P.G Departments/PG Courses Mangalore University, Mangalagangotri/ Madikeri
2. The Principals of Constituent Colleges of Mangalore University
3. The Directors of all Study Centres/Central Facilities of Mangalore University.
4. The Librarian, University Library, Mangalore University Mangalagangotri.
5. The Registrar (Evaluation),Mangalore University, Mangalagangotri.
6. The Finance officer, Mangalore University, Mangalagangotri .
6. The Deputy Registrar/Asst. Registrar, Mangalore University, Mangalagangotri.
7. All Superintendents, Registrar's Office, Mangalore University.
8. P.S to Vice-Chancellor/ P.A. to Registrar, Mangalore University.

MANGALORE UNIVERSITY

Revised Guidelines for implementing part time and full time Master of Philosophy (M. Phil) Degree Programme in Mangalore University

The M.Phil Programme shall be either on full-time or part time basis. The course work shall be of 12 months duration including evaluation for both full-time and part- time candidates.

1. a) Eligibility for admission :

Interpretation:

Masters degree in the related field means the Masters Degree in the related subject / field as decided by the concerned Department of Studies.

Illustration:

`i) M. Phil. degree programme in Bio-science: Masters Degree holders in Applied Botany/ Applied Zoology/ Biotechnology/ Environmental Science etc, are also eligible and vice-versa.

ii) M. Phil. degree programme in Materials Science: Masters Degree holders in Chemistry and Physics are also eligible.

iii) M. Phil. degree programme in Women Studies, Social Exclusion and related subjects; Masters Degree holders in related Humanities and Social Science are also eligible.

iv) M. Phil. degree programme in Social Work: Masters Degree holders in Sociology, Psychology, Anthropology, Criminology, Law etc., are also eligible.

v) M. Phil. degree programme in Business Administration: Masters Degree holders in Tourism Administration, Commerce etc., are also eligible.

vi) M. Phil. degree programme in Sociology; M.S.W. Graduates are also eligible.

b) The entrance test shall consist of a paper of 100 marks of not less than two hours duration. It shall be conducted by the concerned department in consultation with the Department of Studies. Pattern of question paper shall also be decided by the concerned Department of Studies.

c) The employed candidates shall submit the No Objection Certificate from their Institution at the time of admission. The Department shall maintain attendance register for full time candidates.

2. Scheme of Examination:

i) Paper I : **Research Methodology:** A paper covering the general aspects of research methodology as applicable to the concerned subject.

ii) Paper II : **Theoretical Foundations:** A general paper covering the core topics in the concerned subject.

iii) Paper III : **Recent Developments:** A maximum of four alternative papers on core areas of research / specializations shall be offered. One of the papers shall be assigned to the candidate in consultation with the guide.

The course content / syllabi of the above papers shall be as decided by the concerned Board of Studies from time to time.

3. Scheme of conducting the Course:

The course work shall be common for both part time and full time candidates. Each paper (1 to3) shall be taught with a minimum of 2 hrs instruction per week for 12 months, including evaluation. The classes may be scheduled towards the week end. Teaching of the first 2 papers is the responsibility of the Department. The special papers shall be taught by the concerned Guide.

4. Scheme of Examination :

The course work shall be evaluated internally. The evaluation of each paper (1-3) shall be based on one term paper (20%), at least one seminar (20%) and one written examination(60%) of three hours duration.

5. Qulification of Guide:

Regular Teachers holding the doctorate degrees in the P.G Departments, Academic Staff of Study Centres like B.R. Ambedkar Study Centre, Gandhian Study Centre, Women Study Centre, Centre for Social Exclusion and Inclusive Policy and qualified staff of Central facilities such as Library, USIC, Microtrone Centre and qualified faculty of the Constituent Colleges are eligible for instruction and /or guidance provided arrangements are made with the concerned P.G Departments.

6. The concerned Department of studies shall arrange to assign students to Guides to supervising the dissertation in consultation with the concerned guides.

7. Work Load of Teachers:

For theory papers (Paper I & II), the work load shall be as per the work load of the P.G. Programmes. The work load of Paper III and the dissertation guidance may be treates as 2 hrs of work load per week per candidate.The M.Phil work load shall be added to the total work load of the Department.

Sd/-

REGISTRAR

APPENDIX -33

MANGALORE UNIVERSITY

NO.MU/ACC/Ph.D.regu./CR.57/89-90/A3

OFFICE OF THE REGISTRAR
MANGALAGANGOTRI- 574199

Date : 01.08.1993

N O T I F I C A T I O N

Sub: New regulations governing the Degree of Doctor of Philosophy
Ref : Letter No.ED 23 UDS 92 from Secretary, Education department, Bangalore, dt. 28.01.1993

****

The new Regulations governing the Doctor of Philosophy, which received the assent of the Chancellor on 21.12.1992, as communicated in Government letter No. ED 23 UDS 92 dated 28.01.1993 is hereby notified for implementation with effect from 21.12.1992.

Sd/-
For REGISTRAR

To:

1. The Chairmen of all P.G. Departments, Mangalore University.
2. The Professor, Department of Applied Botany/ Applied Zoology/ Materials Sciences, Mangalore University.
3. The Principals of all Affliated Colleges, Mangalore University.
4. The Registrar (Evaluation), Administrative Officer/University Librarian/Finance Officer, Mangalore University.
5. The Dean, Faculty of Arts/Science/Commerce/ Law/ Education/ Engineering/Medicine.
6. P.S. to the Vice-Chancellor/ P.A. to the Registrar, Mangalore University, Mangalagangotri

NEW REGULATIONS GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY

a. ELIGIBILITY FOR REGISTRATION

A candidate holding at least a second class Master ťDegree(or 50%) of this University or any other University recognized by this University as equivalent thereto is eligible for registering himself for the Degree of Doctor of Philosophy in the subject/allied subject in which he has passed the Master Degree examination, under a supervisor(guide). In exceptional cases, the concerned Board of Studies may consider the applications of candidates who wish to register in the subject other than the one offered for the Master ťDegree.

b. **INTER DISCIPLINARY STUDENTS:**

A candidate can also undertake inter-disciplinary studies for Ph.D. degree. His supervisor in the discipline of registration becomes the ťGuide ťwho will be responsible for the successful implementation of the programme. The guide and the student will select supervisors to be called ťCo-guides ťfrom the same/other disciplines who are required for the programme and who have officially given their consent for supervision in their respective areas of specialization. The guide will co-ordinate the work of his student with the co-guides. The guide and the Co-guides shall be recognized guides of Mangalore University

c. **EXTERNAL REGISTRATION:**

In case of external registration where the candidate or guide are working or residing outside the jurisdiction of the University either the candidate shall be a Master ťDegree holder of Mangalore University/or the guide shall be recognised by Mangalore University and shall be actively involved in the teaching work of the concerned department, provided he is associated / will be associated with teaching/research programme in the concerned department of the University/college.

d. **PART-TIME REGISTRATION:**

A candidate who is employed intending to part-time work for Ph.D. should send his application through his employer, indicating clearly the nature of his duties with the employer and the time-schedule available for his duties with the employer and the time-schedule available for his work and the Ph.D programme. He should also produce a ťNo Objection Certificateť

29.2 (a) A candidates registered for the Ph.D degree working full-time may submit his thesis not before twenty four months from the date of registration. He should submit the synopsis three months in advance.

However, a candidate registered for the Ph.D Degree working part-time may submit his thesis only after thirty six months from the date of registration. He should submit the synopis three months in advance

(b) If a candidate who has registered for Ph.D Degree with a guide in another University changes his registration to this University consequent on his guide's taking up a Faculty position here, the period of the candidate's earlier work shall be considered for the purpose of computing the period of twenty four/thirty six months as the case may be as per 29.2(a). In any case, such a candidate should work for at least six months in this University before submitting his thesis.

29.3 a) A candidate registered for Ph.D degree under a 'guide' shall work and prepare his thesis under the direction and guidance of his guides/guide and co-guide.

b) The thesis has to be submitted within a period of five years/six years from the date of registration by full-time/part -time students respepectively . The registrtion may be continued beyond this period for a maximum period of one year only with the permission of the syndicate if the guide recommends (with sufficient justification) such an extension

29.4 **RECOGNITION OF GUIDES:**

a. All Professors and Readers in the Post-Graduate Departments of the University and Professors and Assistant Professors who are (in the AICTE pay scale) and have Ph.D. are eligible to be recognized as guides in their subjects.

b. All Lectures in the departments of the University who have a doctorate degree and five years of Post-Graduate teaching or research experience, and research publications after Ph.D in their subjects are eligible to be recognized as guides.

c. Any teacher of an affiliated college with a Doctorate Degree and five years of research experience after Ph.D. substantiated by research publications other than the Doctoral thesis may also apply for recognition as a guide.

d. Any other person with a doctorate degree and five years of teaching/ research experience after Ph.D. in a University or in any other recognised research institution with research Publication/s other than the doctoral thesis may also apply for recognition as a guide.

e. A guide for Ph.D. in the Faculty of Medicine shall have not less than ten years of teaching and research experience after obtaining Post-Graduate qualification, substantiated by research publications.

f. The recognition in all the above cases shall be referred to the concerned P.G Board of Studies.

29.5 Candidate registered for the Ph.D Degree may be permitted to work for his thesis in an institution or laboratary recognised by the University. The candidate should be resident for at least a total of 100 days with the guide before he submits his thesis.

29.6 The candidate shall submit three copies of his thesis to the Registrar (Evaluation) through the Head of the Department/Institution.

29.7 The thesis should contain the results of research or investigation carried out by the candidate.

29.8 The thesis shall be accompanied by a declaration signed by the candidate that the thesis has been written by himself and a certificate that it has not previously been the basis for the award of any degree or diploma.

29.9 The candidate shall pay such fees may be prescribed by the University. Under no circumstances shall the fee is refunded.

29.10 No dues certificate from the Head of the Department/institution and the library where the candidate is working shall accompany the thesis.

29.11 The University Syndicate in accordance with section 31 of K.S.U. Act 1976 shall appoint Examiners consisting of the guide and two external members out of a panel of ten members prepared by the concerned Board of Studies. The panel may contain names from outside the country. At least one of the examiners shall ordinarily be from outside India.

29.12 Each examiner shall indicate in his report whether

i) the Degree be awarded to the candidate, or

ii) the thesis be rejected or

iii) the candidate be allowed to resubmit the thesis after revision.

iv) he shall forward his report to the Registrar (E).

29.13 If the thesis is rejected by any external examiner, it shall be referred to a third examiner from the panel referred to in pare 12, whose verdict shall be final. If all the three reports are favourable, The Registrar (E) shall send the reports to the Guide.

29.14 a) There shall be an open viva-voce examination if the two external examiners recommend the award of the Degree. It shall be conducted by two examiners out of whom the guide shall be one, and the other examiner shall be an external examiner within the country. In case the guide/ and external examiner is not available for any reason, the Vice-Chancellor will appoint a suitable person in their places to conduct the viva-voce.

b) The Guide or one of the examiners shall send the Registrar (Evaluation) a consolidated report along with the individual reports of the examiners and the report of the viva-voce, through the Head of the Department/ Institution. (The Guide will not be the Chairman of the Board of Examiners).

29.15 A thesis that has been allowed to be resubmitted after revision may be resubmitted after six months (from the date of such notification) if it is duly certified by the guide that it is fit for resubmission and the same board may value the thesis.

29.16 A candidate whose thesis is rejected by the two external examiners may be allowed to submit through the same guide a new thesis after lapse of a minimum period of one year.

29.17 The University Syndicate shall consider the report of the examiners and also the report of the viva-voce and declare the result

Sd/-

REGISTRAR

APPENDIX -33

MANGALORE UNIVERSITY

NO.MU/ACC/Ph.DReg./CR.55/2000-01/A2

OFFICE OF THE REGISTRAR
MANGALAGANGOTRI- 574199

Date : 29.07.2003

NOTIFICATION

Sub: Regulations governing the Degree of Doctor of Philosophy
Ref : Govt. letter No.ED 8 UDS 2002 dated 22.7.2003

****

Regulations governing the degree of Doctor of Philosophy which received the assent of the Chancellor on 01.7.2003 as communicated in Government letter No. ED 8 UDS 2002 dated 22.07.2003 is hereby notified for implementation with effect from 2003-04 academic year.

Sd/-

REGISTRAR

To:

1. The Chairmen of all P.G Departments, Mangalore University, Mangalagangotri.
2. The Co-ordinator of M.T.A & M.Sc. Electronics, Mangalore University, Mangalagangotri.
3. The Chairman, Microbiology Department, P.G. Centre, Field Marshal K.M. Carriappa College, Madikeri.
4. The Co-ordinator, M.Sc. Bio- Chemistry, P.G. Centre, Field Marshal K.M. Carriappa College, Madikeri.

Copy to

1. The Registrar(Evaluation), Mangalore University, Mangalagangotri.
2. The Deputy Registrars/Assistant Registrars, Mangalore University, Mangalagangotri.
3. P.S. to the Vice-Chancellor / P.A. to the Registrar, Mangalore University, Mangalagangotri
4. All the Superintendents of the Registrar's Office, Mangalore University, Mangalagangotri

MANGALORE UNIVERSITY

REGULATIONS GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY

(Famed under Sec. 44(1) (c) of the K.S.U Act- 2000)

1. Title and Commencement:

i) These regulations shall be called ‘Regulations Governing the Degree of Doctor of Philosophy’

ii) These regulations shall come into effect from the date of assent of the Chancellor.

REGISTRATION AND EVALUATION:

2. ELIGIBILITY: A candidae holding at least a second class Master’s Degree (with not less than 55% marks) of Mangalore University or of any other University recognized by Mangalore University as equivalent thereto is eligible to register for the Degree of Doctor of Philosophy in a relevant subject under a recognized guide. In exceptional cases a candidate who wishes to register in a subject other than the one offered for the Master’s Degree may also be permitted, with the approval of the concerned Board of Studies.

3. Inter- disciplinary Area/s: When a candidate wishes to undertake research in inter-disciplinary area/s for Ph.D degree, the supervisor in the discipline in which the candidate wishes to register shall be the ‘Guide’. The guide and the students together shall choose Co-guide/s from the other discipline/s. Both the guide and the Co-guide/s shall be recognized guides of Mangalore University.

4. The registration shall be either on a part-time or on full-time basis. If the candidate holding any appointment, a ‘No objection Certificate’ issued by the concerned employer shall be produced at the time of applying for registration. Provided the part-time registration shall be permitted in a recognized research Institution other than the employee of the Institution.

5. Application for Registration: Application for registration in the prescribed from shall be submitted to the Registrar through the Chairman of the concerned P.G. department. The Registrar, in turn shall refer the application to the respective Department of Studies for opinion. The Chairman of the Department of Studies shall communicate the opinion of the Department of Studies to the Registrar within a month from the date the matter is referred to it.

6. a. A candidate registered for Ph.D. degree as a full -time scholor may submit thesis after two years but within five years from the date of registration.

b. A candidate registered for Ph.D. Degree as a part-time scholar may submit the thesis after three years but not later than six years from the date of registration. A part-time scholar shall have worked with the guide for at least one hundred days in the Institution before submitting the thesis.

c. A candidate registered for Ph. D. degree on full-time basis may be permitted to work on part-time basis on valid grounds and on recommendation by the guide and he/she shall be governed by the regulations for part-time scholar from the date of change over. But the tenure for submission of thesis shall be from the date of original registration. A candidate who has registered for Ph.D. degree on part-time basis may be permitted to work on full-time basis on valid grounds and on the recommendation of the guide and he/she shall be governed by the regulations for full-time scholar from the date of change over.

d. Permission for submission of thesis may be extended beyond the maximum period specified but not exceeding two years with the permission of the University, provided the guide recommends for such extension with sufficient justification and the candidate pays the penal fee fixed by the University. Even after the lapse of the above stated period if a scholar is unable to submit the thesis he/she may apply for renewal of registration by paying the fees prescribed by the University provided the guide recommends for renewal. University may renew the registration and permit him/her to submit the thesis on any day within two years from the date of renewal of registration.

7. If a candidate who has registered for Ph.D. degree in another University registers afresh in Mangalore University consequent upon his/her guide taking up a faculty position in Mangalore University, the period of candidate's work in the previous University shall be considered for the purpose of satisfying the requirement under para 6(a) and (b). However, such a candidate shall pursue his/her research for at least six months after registration in this University before submitting the thesis.

8. A candidate who has registered for Ph.D. degree shall work in the concerned University Department/ Institution recognised by the Universiy where his/her guide is employed.

9. a) The candidate shall submit four copies of the thesis along with 10 copies of synopsis to the Registrar(Evaluation) through the Head of the concerned Institution and/or Chairman of the concerned department of the University.

   b) If a candidate so desires may submit ten copies of the synopsis of the thesis any time within three months prior to the submission of thesis. In case the candidate fails to submit the thesis within three months, permission may be given to submit the thesis subject to the payment of penal fee prescribed by the University.

10. The candidate shall submit half yearly progress report of his/her work duly certified by the guide through the concerned department of the University. In the case of recognized research Institutions also such reports shall be submitted through the concerned University departments. In cases where there is not University department in the concerned subject such reports may be sent directly to the Registrar (Evaluation).

11. The Thesis shall include a declaration signed by the candidate that it has been prepared by him/her under the supervision of the guide and that it has not previously been formed the basis for the award of any degree or diploma by any University. A certificate from the guide stating that the candidate has worked under his/her supervision and that the thesis has not previously been formed the basis for the award of any degree or diploma by any University shall be appended to the thesis.

12. The candidate shall pay annual fee, examination fee and other fees as may be prescribed by the University from time to time.

13. The Chairman of the concerned Board of Studies shall send a panel of ten examiners including the guide, approved by the Board of Studies to the Registrar (Evaluation) within two months from the date, this subject is referred to the Chairman. The University Syndicate shall appoint examiners consisting of the guide and two external members in accordance with section 36 of the K.S.U. Act 2000.

14. a) Each examiner shall forward the evaluation report to the Registrar (Evaluation). The report shall specify whether(i) the degree be awarded to the candidate or (ii) the candidate be allowed to revise the thesis and resubmit it or (iii) the thesis be rejected.

    b) If the thesis is accepted by two examiners but rejected by the third examiner, it shall be referred to another examiner from the panel of examiners and if the thesis is again rejected no further processing of the thesis be done.

    c) In case the candidate is asked to revise the thesis, the candidate shall do so within six months from the date of official communication in this regard.

    d) A candidate whose thesis is finally rejected may be allowed to re-register and submit the thesis not earlier than six months provided the research area and guide/s remain unchanged.

15. If all the three examiners recommend the award of Ph.D degree, the Registrar (Evaluation) shall forward the evaluation reports to the guide, who shall be the Chairman of the Board of Examiners, for conducting a viva-voce examination. The open viva-voce shall be conducted by the Chairman of the B.O.E. along with one external examiner. The candidate shall present the work and defend the thesis before the Faculty and students of the concerned/allied departments of the University. The Chairman of B.O.E. shall forward to the Registrar (Evaluation) the report of the viva-voce examina tion and a consolidated statement of the evaluation reports and viva-voce for declaration of the result. Incase, the guide is not available for conducting the viva-voce examination, the Vice-Chancellor shall appoint a suitable person in his/her place for this purpose

    The University Syndicate shall consider the report of the examiners and also the report of the viva-voce and accord its approval.

RECOGNITION OF GUIDES:

16. a. All Professors and Readers in the Post-Graduate Departments of the University who have Doctorate Degree are eligible to be recognized as guides in their subjects

    b. All Lecturers in the departments of the University who have doctorate degrees and five years of Post-Graduate teaching or research experience, after Ph.D. and research publications in their subjects are eligible to be recognized as guides.

    c. All Scientists/Scholars who have Doctorate Degrees and possess five years of research experience after Doctorate degree are eligible for recognition as research guides provided the institutions they are working in are recognized for

    d. Ph.D Programme. In the case of recognized research institutions the guides could be involved in the teaching work of the concerned Department/Institution/College where he/she is recognized as a guide.

    e. No recognized guide shall be allowed to have more than five candidates registered under him/her at a time including the candidates registered by other Universities under his/her guidance

    f. The application for recognition as guide shall be referred to the concerned P.G Board of Studies for recommendation and the Chairman of the B.O.S. shall communicate the Board's decision within three months from the date of referring the matter to it

Sd/- Sd/-

VICE-CHANCELLOR REGISTRAR

APPENDIX -33

MANGALORE UNIVERSITY

NO.MU/ACC/Ph.D/CR.48/2005-06/A2

OFFICE OF THE REGISTRAR
MANGALAGANGOTRI- 574199

Date : 22.06.2005

N O T I F I C A T I O N

Sub: Common Regulations governing Doctoral Degree Programme in Universities
Ref : 1.Govt letter No.ED 21 UDS 2004 dated 31.3.2005
2. Academic Council decision dated 15.6.2005
Agenda No. ACC:2

****

Pursuant to the above, the common Regulations governing Doctoral Degree programme in Universities assented by the Chancellor on 26.3.2005 as communicated in Government letter No. ED 21 UDS 2004 dated 31.3.2005 is notified for implementation

Sd/-
REGISTRAR

To:

1. The Chairmen of all P.G Departments, Mangalore University.
2. The Principals of all affiliated/ constituent colleges.
3.. The Registrar(Evaluation), Mangalore University, Mangalagangotri.

Copy to

1. The Principal Secretary to Governor, Rajabhavan, Bangalore.
2. The Principal Secretary to the Govt. Education Department(Higher Education), M.S. Building Bangalore-560001.
3. P.S to the Vice-Chancellor / P.A. to the Registrar, Mangalore University,

MANGALORE UNIVERSITY

COMMON REGULATIONS GOVERNING DOCTORAL DEGREE PROGRAMME

A candidate may present himself/herself for the degree of Doctor of Philosophy in any of the Universities covered under the Karnataka State Universities Act 2000, under the following Regulations:

The Degree of Doctor of Philosophy shall be conferred on the basis of a thesis specially prepared and submitted for the purpose. The thesis shall embody the result of research carried out by the candidate in a Post graduate Department of Studies or in an Institution recognized by the University under the guidance of a person or persons approved by the University.

The Regulations to be followed are detailed below in the sections from one to nine.

1. **ELIGIBILITY:**

1.1 (a) A candidate who has obtained a Master's Degree from any University in the State or from any other University recognized as equivalent thereto securing not less than 55% marks in the aggregate at the Master's Degree Course as a whole shall be eligible to register for the Ph.D Degree Programme. However, in the case of SC/ST and the Category-I candidates the minimum marks required shall be 50%.

(b) Such of the teachers employed in affiliated colleges before 31.03.1992 and are continuing in service on a regular basis and desirous of registering for the Ph.D Programme shall be permitted for registration having a minimum of 50% of marks at the Master's Degree Course.

(c) A candidate who is eligible as indicated in (a)/(b) above shall be selected on the basis of an Entrance Test administered by the University. The merit list of such candidates shall be prepared by allotting 50% of marks for Entrance Test and 50% of marks secured at the Masters Degree Course. However in case of a candidate who has passed the NET/SLET/ GATE/JRF/M.Phil. or belongs to FIP/QIP Programmes, such candidates will not be required to appear for the Entrance Test. Further, in the case of candidates selected to work under specialized funded projects and also in the case of Government sponsored foreign students, such candidates also need not appear for the Entrance Test. They shall be directly registered for the Ph.D Programme keeping in mind their specialization and requirement to work under the projects/schemes, etc.

1.2 The subject of research shall be the one which relates to the main branch of knowledge chosen for Master's Degree. However, a candidate wishing to conduct research in a subject other than the one chosen for the Master's Degree but which is of an interdisciplinary character is also eligible for registration, provided the research design is approved by the Doctoral Committee.

1.3 A Department of Studies may have a part-time course for Ph.D for the benefit of eligible teachers of Junior Colleges/Degree Colleges of this University or any other Indian Universities/ Research Organisations and as also those working as Librarians/Physical Education Personnel .

2. DOCTORAL COMMITTEE

2.1 (a) The composition of the Doctoral Committee shall be as follows:

1. Dean of the Faculty Concerned	Chairman
2. Chairman, Department of Studies in the University/ Head of the recognized Institution or the nominee	Member
3. Chairman of Board of Studies concerned	Member
4. One expert from outside the University	Member
5. Recognised Guide/Guides	Member
6. Deputy Registrar(Academic)/any faculty member nominated by the Vice-Chancellor	Convenor

(b) The committee shall ordinarily meet twice in a year

NOTE: In case the Dean of the Faculty is not available, the Chairman of the concerned Board of Studies shall be the Chairman at a meeting.

2.2 **Functions of the Doctoral Committee:**

(a) To review applications received for registration and to recommend their acceptance or otherwise for registration.

(b) To permit change of guide/guides, and or change of Institution specifying the reason for the change.

(c) To consider the half yearly progress reports of candidates received through the guide.

(d) To recommend the recognition of guide(s)

(e) To permit change in the title of the thesis as recommended by the guide

(f) To give permission for submission of the thesis

(g) To carry out such other duties as the University may entrust the Committee from time to time in connection with the Ph.D Programme.

(All communications by the guide should be routed through the Chairman/Chairperson of the concerned Department or the Head of the Institution.)

3. **REGISTRATION**

3.1 Every University shall notify the Ph.D Programme through a notification published in leading News Papers, once in a year preferably in the month of August/ September.

3.2 A candidate shall apply for registration for the Ph.D Programme in the prescribed from to the Registrar of the University. The application shall be forwarded through the recognized guide.

3.3 a) Candidates for the Ph.D. Programme shall work in the University Post Graduate Departments or in any recognized Laboratory/ Institute or the Department of an affiliated college within the University under a recognized Guide.

b) In the case of science subjects, a candidate may be allowed to work under a recognized guide in any of the affiliated college, provided the research center/laboratory where the candidate wishes to work is recognized for the purpose by an Expert Committee constituted by the University.

(c) Every Department Council/ Recognised Institution, shall prepare a merit list of candidates ensuring due representation to SC/ST category candidates and submit the same to the Doctoral Committee/

3.4 The Doctoral Committee shall verify the eligibility of the candidates by scrutinizing the documents and notify the list of the candidates. The registration shall come into effect from the date of enrolment.

However every candidate shall submit a Synopis within six months of enrolment which shall be submitted to the Board of Studies concerned for approval. In all cases, the effective date of registration shall remain the date of enrolment.

3.5 No Candidates shall be permitted to join any course of study other than that connected with Ph.D Programme concerned or appear for any other examination conducted by the University or by any ther University during the period of registration.

3.6 Where a candidate, whose registration is confirmed and who has completed at least one year from the date of registration, desires to leave the jurisdiction of the University and continue to carry out his research project in an Organisation/University/Institute/Laboratory which has facilities for the concerned research, the candidate may be permitted to do so by the University and to continue registration of the recommendation of the concerned guide and the Doctoral Committee.

3.7 (a) Every full time candidate shallwork for a minimum period of three years from the date of registration. The part time candidates however shall work for a minimum period of 4 years.

(b) The full time candidates should complete the research work and submit the thesis to the University within a maximum period of five years from the date of registration. In case of part time candidate the period for submission shall be six years.

c) In exceptional cases extension beyond above period may be permitted by the Doctoral Committee on the recommendation of the guide for justifiable reasons and with the approval of the University for a maximum period of one more year.

d) Under extraordinary circumstances affecting a student and warranting extension of period for submission of thesis, the student should write through the guide to the Registrar, who shall refer the same to the Doctoral Committee for its opinion which will be submitted to the Vice-Chancellor for consideration. The Vice-Chancellor,s decision in the matter is final.

4. PROGRESS REPORTS:

4.1 After registration every candidate shall submit a half yearly progress report regularly through the guide to the Chairman, Department of Studies/Head of the Institution who shall forward it to the Convenor of the Doctoral Committee.

4.2 The half yearly progress report should cover the following aspects.

(a) The review of literature

(b) New date acquired or techniques developed

(c) Progress/ Standardisation in research methodology

(d) Discussion of the work done including any new findings.

4.3 If a candidate fails to submit two consecutive half yearly progress reports in time or the progress reports submitted by the candidate are not satisfactory, the Doctoral Committee shall recommend to the University for cancellation of the registration. However, in all such cases the candidate must be heard.

5. **Guide**

5.1 **Eligibility:**

(a) All Professors, Readers & Lecturers in P.G Departments having Ph.D Degree shall be eligible to guide students for the Ph.D programme provided that a Lecturer in addition should also have a total of five years teaching experience as a full time teacher. However, in all cases, the Committee shall satisfy that the person has a sustained record of Post Doctoral Research and Publications.

(b) Teachers working in the Institutions recognized as Research Centre by the University concerned with Ph.D Degree and having five years of experience as full time teachers are also eligible to be the guides. Provided that they have a sustained record of Post Doctoral Research and Publications.

5.2 The maximum number of candidates that a guide should supervise shall not exceed six at any time and at least one of the candidate shall belong to SC/ST category. However in the case of funded projects granted to University the maximum may exceed beyond the above figure if such request is put forth by the Department concerned justifying with reasons for admitting extra candidates

5.3 In the case of inter disciplinary topic, a candidate may have two guides of which one is a Guide and another a co-guide. However, the Guide shall be from the parent University/ Institution.

5.4 A change of guide may be allowed within a period of two years from the date of registration with the consent of both the guides and the approval from the Doctoral Committee and the University. However in extraordinary case the Vice-Chancellor may permit the change of guide even beyond two years if such a need arises to protect the academic interest of the candidate.

6. **SUBMISSION OF THE THESIS**

6.1 (a) A full time candidate who has completed minimum period of three years from the date of registration and not less than six months before the expiry of the period prescribed, shall submit an application along with five copies of synopis of the thesis through the Guide to the Doctoral Committee for permission to submit the theis. In case of part time candidate the minimum period shall be four years from the date of registration.

(b) After the approval, four copies of the synopsis shall be sent by the Doctoral Committee to the Registrar(Evaluation), who shall proceed with the constitution of Board of examiners for the adjudication of the Ph.D. thesis.

6.2 (a) Every candidate shall before the submission of the final thesis submit himself/herself to a pre-submission colloquium in the Department concerned showing his/her preparedness to submit the thesis. He/she shall present the methodology followed and data collected. Further, each candidate should also have to submit evidence to show that he/she has a minimum of two publications in the form of articles published on the topic of research.

b) Not later than six months after obtaining permission from the University to submit the thesis, every candidate shall submit with the application four copies of the thesis, to the Guide who shall forward the same to the Registrar(Evaluation) for evaluation.

(c) Every candidate shall submit with the thesis, a certificate from the Guide that the thesis submitted is a record of research work done by the candidate during the period of the study, and that it has not previously formed the basis for the award of any Degree/Diploma/Associateship/Fellowship or other similar titles to any candidate. Along with the thesis the candidate shall also produce a "No Due Certificate" from the Chairman, Department of Studies/ Head of the Institution concerned, and also from the University Librarian and the Hostel Warden.

7. **ADJUDICATION of THE Ph.D. THESIS**

7.1 For the adjudication of the Ph.D. thesis, there shall be a Board of Examiners consisting of two external members to be chosen by the Vice-Chancellor from a panel of examiners submitted by the concerned Guide and approved by the Board of Studies.

The Panel submitted by the Guide shall have a list consisting of minimum ten examiners. The Guide shall be the Chairman of the Board of Examiners.

7.2 Each external examiner appointed to adjudicate the thesis shall send the report to the Registrar(Evaluation) within two months from the date of receipt of the thesis.Such reports should include:-

i) A critical account of the work of the candidate as embodied in the thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge.

ii) Details of any question to be asked or points to be clarified at the Viva-Voce Examination.

iii) A definite recommendation as to whether the Ph.D. Degree should be awarded or not.

7.3 If both the examiners give definite recommendations against the award of the degree, the thesis shall be rejected. If one of the examiner gives a definite recommendation against the award of the degree, the thesis shall be referred to another external examiner. If the report of such examiner is favourable then the candidate shall be eligible to appear for the Viva-Voce examination or otherwise the thesis shall be rejected.

7.4 If one of the examiners makes a qualified recommendation with valid reasons, for example, to re-submit the thesis after suitable modifications, the Registrar (Evaluation) shall communicate to the candidate for resubmitting the thesis after suitable modifications within six months from the date of recommendation.

7.5 No candidate shall, however, be permitted to submit the thesis more than two times.

7.6 After the award of the Ph.D Degree, the thesis may be published in any form under intimation to the University and 10 copies of the published work must be submitted to the University Library for the purpose of record.

8. **VIVA-VOCE EXAMINATION:**

8.1 An open Viva-voce Examination shall be conducted on receipt of the satisfactory report on the thesis from all the examiners. The Viva-Voce shall be conducted by the Board constituted as follows.

(a) The Guide as Chairman

(b) At least one of the external examiners.
However, under extraordinary circumstances where any external examiner cannot be present at the Viva-Voce examination, the Vice-Chancellor may appoint an external substitute examiner from out of the approved panel.

(c) The concerned Chairman of the University Department/Head of the Institution.

8.2 The Viva-Voce examination should primarily be designed to test the understanding of the candidate on the subject matter of the thesis, including methodology employed and the competence in the general field of study. Any of the points raised by the examiners should be clarified during the Viva-Voce examination, and the reports of the examiners shall be made available to the Board for the Viva-Voce examination. At the Viva-Voce examination, the candidate shall produce all the relevant documents, materials, preparations publication etc., connected with the research project.

9. **AWARD OF Ph.D. DEGREE.**

9.1 After the candidate successfully completes the Viva-Voce examination, the Chairman BOE shall consolidate the recommendations for the award of Ph.D. Degree based on the following:-

(a) The reports of the examiners who adjudicated the thesis.

(b) The evaluation of the candidate's performance in the Viva-Voce examination.

9.2 The Chairman, Board of Examiners shall submit the consolidated report to the Registrar(Evaluation) of the University. Based on this the candidate shall be awarded the Ph.D Degree with the approval of the Vice-Chancellor.

(Assented by the Chancellor on 26.03.2005 as communicated in Government letter No.ED 21 UDS 2004 dated 31.03.2005

Sd/-

REGISTRAR

Appendix 33

MANGALORE UNIVERSITY

No. MU/ACC/CR.32/2005-O6/A2

OFFICE OF THE REGISTRAR
MANGALAGANGOTRI - 57 4199

Date: 23.08.2007

N O T I F I C A T I O N

Sub: Revised regulations governing the Degree of Doctor of Philosophy(Ph.D.)
Ref : Government letter No. ED 116 UDV 2007 dated 21.8.2007

The revise regulations governing the degree of Doctor of Philosophy(Ph.D.) assented by His Excellency the Chancellor on 10.08.2007 as communicated in above referred letter is hereby notified for implementation with effect from the academic year 2007-08.

****

Sd/ -

REGISTRAR

To:

1. The Chairmen/Co-ordinators of all P.G. Departments/PG courses, Mangalore University, Mangalagangotri /Madikeri.
2. The Principals of all affiliated/constituent/autonomous colleges of Mangalore University.
3. The Directors, Recognised institutions for Ph.D., Mangalore University.
4. The Registrar(Evaluation), Mangalore University, Mangalagangotri
5. The Principal Secretary to Governor, Rajabhavan, Bangalore.
6. The Principal Secretary to the Government, Education Department (Higher Education), M.S. Building, Bangalore-560 001.
7. The Deputy Registrar, Mangalore University.
8. The Asst. Registrar(ACC) /Superintendent(ACC), Mangalore University.
9. P.S. to the Vice-Chancellor/P.A. to the Registrar, Mangalore University.

MANGALORE UNIVERSITY

REVISED REGULATIONS GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY(Ph.D.)
(Famed under sec.44 read with section 31(ii) of the K.S.U. Act-2000)

1. Title and Commencement:

i. These regulations shall be called " Revised Regulations Governing the Degree of Doctor of Philosophy(Ph.D.)".

ii. These regulations shall come into effect from the date of assent of the Chancellor.

2. ELIGIBILITY:

2.1 Master's Degree in a subject or any other degree/diploma of the University or any other University considered as equivalent thereto with a minimum of 55% marks or equivalent grade. However, this condition may be relaxed to 50% marks or equivalent grade, in the case of SC/ST, Cat-l or physically challenged candidates and in-service candidates having at least five years of continuous teaching / research experience and others on valid grounds.

2.2 The candidate shall work for Ph.D. degree in a subject studied at the Master's Degree or related subject under a recognised guide. However, he/she may be permitted with the approval of the concerned Board of studies, to conduct research in a subject other than the one chosen for the Master's Degree, provided it is of an interdisciplinary nature.

2.3 lf the research topic is of interdisciplinary nature, the candidate with the consent of his guide may opt for a co-guide, who shall also be the recognized guide of the University. However, the main responsibility of supervising the research work shall vest with the guide and the candidate shall finalize and submit the thesis through the guide.

3. Enrolment:

3.1 The University shall invite applications to enrol for Ph.D. Programme twice a year ordinarily in January/July.

3.2 The candidates having fellowships or getting financial assistance may enrol at any time of the year.

3.3 The candidates who wish to enrol for Ph.D. programme in the university departments/recognized institutions/colleges shall do so by submitting applications in the prescribed form along with stipulated fee to the Registrar through the guide and the chairperson of the department/Head of the recognized institution/college as the case may be.

3.4 The applications of candidates who wish to enrol in the University departments shall be scrutinized by the Departmental Council before forwarding them to the Registrar for granting permission and enrol ment. The applications of those who wish to enrol in the recognized Research lnstitutes/Colleges shall be scrutinized by a committee consisting of the Director of the lnstitute/Principal of the College and two other senior scientists/senior faculty in the relevant subject or field of specialization before for warding them to the Registrar.

4. Registration:

4.1 All those candidates who have enrolled for Ph.D. programme shall apply for registration within six months after enrolment by paying the prescribed registration fee failing which he/she shall enrol again.

4.2 The registration shall be either on full ltime or on part time basis. The candidates working in the university departments/recognized institutions/colleges may be permitted to register on part time basis provided they produce NOC from their employers. A full time employee of any organization shall be eligible to work on part time basis only.

4.3 The application for registration in the prescribed form along with ten copies of the synopsis of the proposed work shall be submitted to the Registrar through the guide and Chairperson of the concerned University department or the Head of the recognized Institution/College. The synopsis shall define clearly the objectives, methodology, expected results, the importance of the work, its contribution to the advancement of knowledge in the area and its social/scientific relevance. It shall also include a brief technical report comprising literature survey/work plan of the proposed research.

4.4 The Registrar shall refer the applications to the respective Board of Studies for opinion. The Board of Studies shall consider the synopsis and approve it as such or approve with suggestions or modifica tions, if any or ask for a fresh synopsis. The Chairperson of the Board of Studies shall communicate the opinion of the Board to the Registrar within two months.

4.5 A candidate who has registered on full-time basis shall carry out the research for a minimum period of three years from the date of enrolment. The candidate registered on part time basis shall work for a minimum period of four years from the date of enrolment. However, a part time candidate may be permitted to work on full time basis on valid grounds. ln such a case, the period of registration shall be three years from the date of change over or four years from the date of enrolment, whichever is early. A full time candidate may also be permitted to work on part time basis, but the period of such registration shall be four years from the date of original enrolment.

4.6 A full time candidate shall complete the research work and submit the thesis to the University within a maximum period of five years from the date of enrolment while in the case of part time candidates the maximum period for submission shall be six years. ln exceptional cases extension of time beyond the maximum permissible period may be allowed on sufficient justification and on the recommendation of the guide along with payment of the prescribed fee.

4.7 lf a candidate fails to submit the thesis even after the extension, he/she shall re-register and submit it within two years.

4.8 Change of guide/co-guide may be permitted on valid grounds by Vice-Chancellor after obtaining the opinion of the concerned guide if necessary, after consulting the Doctoral Committee.

4.9 lf a candidate who has registered for Ph.D. degree in a Universiity registers afresh in another University consequent upon his/her guide taking up a faculty position in that University, the period of candidate's work in the previous University shall be subject to the conditions under para 4.5 provided the candidate continues to work on the same topic and under the same guide for at least one year.

5. **Progress of Work:**

5.1 After registration every candidate shall submit two half yearly progress reports (one in the month of June and second in the month of December) through the guide who shall assess the level of progress achieved by the candidate and forward it through the Chairperson of the Department/Head of the Institution/College to the Registrar (Evaluation). The Registrar (Evaluation) in turn shall forward the reports to the Chairperson of the doctoral committee for evaluation by the Committee.

5.2 The progress report may contain review of literature/new data generated or techniques/concepts developed/progress/standardization in research methodology/discussion of the work done including new findings, if any as the case may be.

5.3 lf a candidate fails to submit two consecutive half yearly progress reports or the progress reports submit ted by the candidate were found to be unsatisfactory by the Doctoral Committe the University may cancel the registration. or take any further decision. However, in all such cases the candidate must be heard.

5.4 **Doctoral Committee, Constitution, powers and functions:**

The composition of the Doctoral Committee shall be as follows:

a. Chairperson of the Board of Studies in the concerned subject	Chairperson
b. Chairperson, Department of Studies of the respective Department/Head of the recognised lnstitution/Principal of the College or his/her nominee	Member
c. The Senior most faculty member of the Department other than the Chairperson of the Department of Studies. If there is no PG Department of Studies in the subject, a faculty member of the related department nominated by the Registrar(Evaluation)	Member
d. A faculty member from the concerned area of specialization nominated by the Registrar(Evaluation)	Member
e. One outside expert during pre-thesis submission colloquium only	Member
f. Concerned research supervisor(Guide)	Member

* Where the Guide is also the Chairperson of Board of Studies/ Department of Studies/Senior faculty, one more member shall be included in the doctoral committee.

The Committee shall meet as and when needed. The quorum for the meeting shall be three.

The Doctoral Committee shall (a) monitor the progress of the work of the candidate and

(b) evaluate pre-thesis submission colloquium of the candidate, undertake any function, exercise any powers entrusted in this statute or any work assigned to it.

6. **Submission of Thesis:**

6.1 Prior to the submission of thesis a candidate shall submit an application along with six copies of synopsis of the research work carried out through the Guide and the Chairperson of Department /Head the lnstitution to the Registrar (Evaluation) for the pre-submission colloquium. The Registrar (Evaluation) shall forward the same to the Doctoral Committee for arranging the pre-submission colloquium and appear before the Doctoral Committee and present the work including methodology and data collected in the pre-submission colloquium. He/ She shall have published a minimum of two research papers(published or accepted in journals of repute)/shall have presented a minimum of two research papers at the national level seminars or hold patents(accepted or granted) on the basis of his/her research which shall be verified by the Doctoral Committee. .

6.2 The Chairperson of the Doctoral committee shall communicate the decision of the pre-thesis submission colloquium to the Registrar (Evaluation) as well as to the candidate within a week of conducting the colloquium as to whether the Doctoral Committee has permitted the submission of final synopsis as such or with some suggestions. lf the performance of the candidate at the collo quium is not satisfactory and the work carried out is not up to the mark, the Doctoral Committee may offer suitable suggestions and direct him/her to reappear before the pre-submission colloquium after a lapse of six months.

6.3 The candidate who gets approval of the Doctoral Committee to submit the thesis shall submit twelve copies of the final synopsis of the thesis through the Guide and the Chairperson of Department/Head of the lnstitution to the Registrar (Evaluation).The Registrar (Evaluation) shall forward the copies of the synopsis to the Chairperson of the concerned Board of Studies for preparing the panel containing names of at least ten examiners. The panel may also include the names of experts from outside the country.

6.4 Within three months after the submission of final synopsis the candidate shall submit four copies of the thesis along with the application and the prescribed fee through the Guide and the Chairperson of the Department/Head of the Institution/College concerned to the Registrar (Evaluation) failing which the candidate may be permitted to submit the thesis within a prescribed period with a penal fee fixed by the University but not later than the maximum period allowed to submit the thesis.

6.5 The thesis shall contain a certificate from the Guide that the thesis submitted is the record of the research work done by the candidate during the period of the study, and that it has not previously formed the basis for the award of any Degree/Diploma/Associateship /Fellowship or other similar titles to any candidate.

7. **Adjudication of the Thesis:**

7.1 There shall be a Board of Examiners constituted by the Vice-Chancellor from a panel of examiners submitted by the Board of Studies as per para 6.3 including two external examiners one of whom may be a foreign examiner for adjudication of the thesis. The Guide shall be the Chairperson of the Board.

7.2 The Examiners shall send detailed evaluation reports to the Registrar (Evaluation) which shall include:

a) A Critical account of the work of the candidate as embodied in the thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge.
b) Questions to be asked or points to be clarified at the Viva-Voce Examination if any.
c) A definite recommendation in the prescribed proforma as to whether the thesis be accepted in the present form, or accepted with minor revision or accepted subject to major revision or be rejected.

7.3 lf both the examiners recommend for award of the degree, the candidate shall be permitted to take the viva-voce examination. lf both the examiners do not recommend for award of the degree, the thesis shall be rejected. lf one of the examiners rejects the thesis, it shall be referred to a third examiner from out of the approved panel. lf the third examiner also rejects the thesis, it shall be deerned to have been rejected.

7.4 The revised thesis shall be resubmitted within six months. lf the Suggestions or reasons given for revising the thesis are not acceptable to the candidate, the thesis shall be referred to a third examiner.

7.5 No candidate shall, however, be permitted to revise and resubmit the thesis more than twice.

8. **Viva-Voce Examination and Award of Ph.D. Degree:**

8.1 An open viva-voce Examination shall be conducted for those who fulfil the conditions stated in para 7.3 by the Board consisting of the Guide who shall be the Chairperson and one of the external examiners.
However, under extraordinary circumstances where the examiner chosen to conduct the viva-voce examination cannot be present at the Viva, the Vice-Chancellor may appoint a substitute examiner out of the approved panel for the purpose. lf the Guide also cannot be present, the Vice-Chancellor may appoint the Chairperson of the concerned Board of Studies or the Department or a suitable person to act as Chairperson to conduct the Viva.

8.2 The Viva-Voce examination shall primarily be designed to test the understanding of the candidate on the subject matter of the thesis, including methodology employed, results, conclusions and competence in the field of study. The candidate shall also clarify the points raised by the examiners if any, in their reports.

8.3 After completion of the Viva-Voce examination, the Chairperson of BOE shall consolidate the recommendations for award of Ph.D. Degree.

8.4 The Chairperson of Board of Examiners shall submit the report of the viva and consolidated report to the Registrar (Evaluation). Based on these reports provisional notification of award of Ph.D. degree be issued with the approval of the Vice-Chancellor and the matter be reported to the Syndicate.

8.5 After the award of Ph.D. degree, the thesis may be published in any form under intimation to the University and at least one copy of the published work must be submitted to the University Library for the purpose of record.

9. **RECOGNITION OF GUIDE:**

9.1 a. Professors in the Post-Graduate Departments of the University, who have Doctoral Degree in the concerned subject /related subject shall be deemed to be the recognized guides in their subjects.

b. Readers in the Post-Graduate Departments of the University, who have Doctoral Degree in the relevant subject and have at least one year of independent research experience after the Ph.D. degree as evidenced by publications in refereed/reputed journals are eligible to be recognized as guides in their subjects.

c. Lecturers in the Post-Graduate departments of the University who have doctoral degree in the relevant subject and at least three years of independent research experience after the Ph.D. degree as evidenced by publications in refereed/reputed journals are eligible to be recognized as guides in their subjects.

d. Teachers/Scientists/Professionals working in recognized institutions and teachers of constituent/ affiliated colleges, recognized as Research Centres by the University, who have doctoral degree in the concerned/related discipline and at least three years of independent research experience after the Ph.D. degree as evidenced by pdblications in refereed/reputed journals are eligible to be recognized as guides.

e. The academic staff working in the central facilities of the University such as Library, USIC, Microtone Centre etc. with five years of research experience and who have doctoral degree in the relevant subject and at least three years of independent research experience after the Ph.D. degree as evidenced by publications in referred/reputed journals shall also be eligible to be recognized as guides in their subjects.

9.2 a. The application for recognition as guide shall be referred to the concerned P.G./composite Board of Studies for recommendation and the Chairperson of the B.O.S. shall communicate the Boards decision to the Registrar within three months.

b. The recognized guide may be allowed to register up to a maximum of 5 candidates for Ph.D.at a time. However, registration of one additional SC/ST candidate may be allowed if required. ln case a person is recognized as guide by more than one University and or in more than one subject, the total number of registered candidates under such a guide shall not exceed 5+1 (SC/ST) at any given time. ln exceptional cases additional supernumerary registration may be permitted which shall be adjusted against future vacancies as and when they arise.

c. Registration under a guide who has retired may be allowed up to two years after retirement provided he/ she has been given assignment by the university/recognized Institution/college.

d. If a recognized guide joins any organization not recognized as a research centre by the University' then he/she automatically ceases to be a guide for further registration.

10. **The repeal of existing regulation :**

The existing regulations governing the degree of Doctor of philosophy (Ph.D.) shall stand repealed.

11. **Removal of Difficulties :**

The University may from time to time frame suitable guidelines to remove practical difficulties which arise at the time of implementation of this regulation.

(Assented by the Chancellor on 10.08.2007 as communicated in Government letter No. ED 116 UDV 2007, Dated 21.08.2007)

Sd/-

VICE-CHANCELLOR

Sd/-

REGISTRAR

Appendix 33

MANGALORE UNIVERSITY

No. MU/ACC/CR.9/2OO9-10/A2

OFFICE OF THE REGISTRAR
MANGALAGANGOTRI-574199
Date: 03.09.2010

NOTIFICATION

Sub: Revised Regulations governing the Degree of Doctor of Philosophy(Ph.D.)

Ref: Government letter No. ED 10 UDS 2010 dated 24.9.2010

******

The Revise Regulations governing the degree of Doctor of Philosophy assented by the Chancellor on 13.08.2010 as communicated in Government letter cited above is hereby notified for implementation with effect from the academic year 2010-11.

Sd/-
REGISTRAR

To:

1. The Chairmen/Co-ordinators of all P.G. Departments / Courses, Mangalore University, Mangalagangotri/Madikeri.
2. The Principals of all affiliated/constituent/autonomous colleges of Mangalore University.
3. The Registrar(Evaluation), Mangalore University.
4. All Assistant Registrars, Mangalore University.
5. All Superintendents, Registrar's office, Mangalore University
6. P.S. to the Vice-Chancellor/P.A. to the Registrar, Mangalore University.
7. A3 Case Worker, Academic Section, Registrar's office, Mangalore University.

MANGALORE UNIVERSITY

REVISED REGULATIONS GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph. D.)

(Framed under Section 44 read with section 31 (2)(ii) of the KSU Act 2000)

Preamble:

The University Grants Commission has considered and approved the U.G.C.minimum qualifications required for the Appointment and Career Advancement of Teachers in Universities and Institutions affiliated to it (3rd amendment) Regulations 2009 and U.G.C. minimum standards and procedures for award of M.Phil / Ph.D degree Regulations 2009 which have been notified vide Gazette of India dated 11.07.2009.

As per the regulation of minimum qualifications required for the Appointment and Career Advancement of Teachers (3 rd amendment), NET /SLET shall remain the minimum eligibility condition for recruitment and appointment of Lecturers in universities / colleges / Institutions. Provided however, that Candidates who are or have been awarded Ph.D. Degree in compliance of the `University Grants Commission (minimum standards and procedure for award of Ph.D. Degree), Regulation 2009, shall be exempted from the requirement of minimum eligibility condition of NET/SLET for recruitment and appointment of Assistant Professor or equivalent positions in various Universities / Colleges / Institutions

Meanwhile, U.G.C.in the letter No.FNo.l-1(2002 (PS) Pt file III dated 20.08.2009 has forwarded both these regulations and directed all Universities to amend the concerned Regulation accordingly.

Consequently, the Regulations governing the Degree of Doctor of Philosophy of Mangalore University has been revised duly incorporating all the conditions/ procedures laid down by the U.G.C in the Regulation, 2009 (minimum standards and procedures for award of Ph.D. Degree).

The Salient Features :

(1) Admission shall be mainly based on Entrance Test and an interviw duly following the merit-cum-reservation policy.

(2) Only the predetermined number of students shall be admitted to the Programme.

3) Allocation of Guide for a selected student shall be decided by the Department in a formal manner depending on the number of student per faculty member, the available specialization among the faculty guides and research interest of the student as indicated during interview by the student.

(4) Research Scholar has to undertake a course work which shall be treated as pre-Ph.D. preparation.

(5) Research works may be carried out either on full time basis or on part time basis.

(6) Thesis shall be adjudicated by the BOE consisting of three exarniners out of which at least one shall be from outside the State / Country.

1. Title and Commencement:

i) These regulations shall be called ‘Revised Regulations Governing the Degree of Doctor of Philosophy (Ph. D.)’

ii) These regulations shall come into effect from the date of assent ofthe Chancellor.

2. Eligibility:

2.1. A candidate who has obtained any Master’s Degree of Mangalore University or any other University considered as equivalent thereto with a minimum of 55% (50% for SC/ST/Cat-I candidates and Physically challenged candidates) marks in aggregate or equivalent thereto with a minimum of 55%(50% for SC/ST Cat-I candidates and Physically challenged candidates) marks in aggregate or equivalent grade is eligible to register for the Ph.D programme.

2.2. The teachers employed. in University / Affiliated colleges before 31.03.1992 and are continuing in service on a regular basis and desirous of registering for the Ph.D. Programme shall be permitted for registration, if they, have a minimum of 50% marks at the Master’s Degree course.

2.3. The candidate shall work for Ph. D. degree in a subject studied at the Master's Degree or related subject under a recognized guide. However, he/she may be permitted with the approval of the concerned Board of Studies, to conduct research in a subject other than the one chosen for the Master's Degree, provided it is of an interdisciplinary nature.

2.4. If the research topic is of interedisciplinary nature, the candidate with the consent of his guide may opt for a co-guide, who shall also be the recognized guide of the University. However, the main responsibility of supervising the research work shall vest with the guide and the candidate shall finalize and submit the thesis through the guide.

3. ENROLMENT

3.1. The University shall notify the Ph.D. Programme mentioning number of seats available under each subject through a notification published in leading newspapers/website once in a year ordinarily in the month of August/September.

3.2. The candidate shall apply for the Ph.D. programme in the prescribed form to the chairperson of the concerned P.G. Department. The Applications of candidates who wish to register in Recognized Research Institutions shall also be forwarded to the chairperson of the concerned P.G. Department.

3.3. The applications of candidates shall be scrutinized by the Ph.D. Admission Committee comprising Chairperson of the Department and two senior faculty members before forwarding them to the Registrar.

4. PROCEDURE FOR ADMISSION:

4.1 Candidates shall be admitted through Centralized Entrance Test and interview as per the guidelines framed by the University from time to time.

4.2. Those Candidates who qualify U.GC/ CSIR(JRF) Examination/ SLET/GATE/ Teacher Fellowship holder / M.Phil degree holder who already appeared for entrance test or candidates working under U.GC sponsored Major Research Projects are exempted from appearing for Entrance Test. The selection of these candidates is based on their performance in the interview.

4.3. Only the predetermined number of students shall be admitted duly following the reservation policy issued by the state government from time to time.

5. REGISTRATION

5.1 The registration shall be either on full time or on part time basis. The candidates working in the university Departments / Recognized Institutions / Colleges may be permitted to register on part time basis provided they produce NOC from their employers. A full time employee of any organization shall be eligible to work on part time basis only. However, these candidates are required to complete the course work on full time basis.

5.2 The allocation of the Guide for a selected student shall be decided by the department in a formal manner depending on the number of student per faculty member, the available specialization among the faculty members and the research interest of the student as indicated during interview by the student. The allotment /allocation of Guide shall not be left to the individual student or teacher.

6. COURSE WORK :

6.1. After having been admitted, every Ph.D student shall be required by the University/ Institution/ College as the case may be to undertake course work for a minimum period of one Semester (six months duration).However, M.Phil Degree holders are exempted to undertake course work. The course work shall be treated as pre Ph.D preparation and must include a course on research methodology which may include quantitative methods and computer applications, reviewing of published research in the relevant field as prescribed by the concerned Board of Studies as per the guidelines framed by the University.

6.2. The report of course work shall be referred to the Doctoral Committee headed by the Chairman of the concerned Board of Studies and one external member for opinion. The Doctoral Committee shall consider the report and approve it as such or approve with suggestions or modifications if any or ask for a fresh course work. The Chairperson of the Doctoral Committee shall communicate the opinion of the Committee to the Registrar within two months. Candidates working under Recognized Research Centres shall forward the report of course work directly to the Chairman of the concerned Doctoral Committee.

7. EVALUATION AND ASSESSMENT METHOD:

7.1 After completion of course work, a candidate has to undertake research work which shali form part of the Ph.D programme.

7.2. A candidate registered on full time basis shall carry out research for a minimum period of three years from the date of registration. The candidate registered on part time basis shall work for a minimum period of four years. However, a part time candidate may be permitted to work on full time basis on valid grounds. The period of such registrations shall be three years from the date of change over or four years from the date of registration, whichever is earlier. A full time candidate may also be permitted to work on part time basis, but the period of such registration shall be four years from the date of original registration.

7.3 A full time candidate shall complete the research work and submit the thesis to the University within a maximum period of five years from the date of registration. In the case of part time candidates the period for submission shall be six years.

7.4 In exceptional cases extension beyond the maximum period upto two years may be allowed on the recommendation of the guide with justification on payment of the prescribed fee.

7.5 If a candidate fails to submit the thesis even after extension, he/she shall re-register and submit the thesis within two years.

7.6 Change of guide / co-guide may be permitted on valid grounds by the Vice-Chancellor after obtaining the opinion of the concerned guide .

7.7 If a candidate who has registered for Ph.D. degree in a University registers afresh in another University consequent upon his/her guide taking up a faculty position in that University, the period of candidate's work in the previous University shall be subject to the conditions under para 7.2 and 7.3 provided the candidate continues to work on the same topic and guide for atleast one year.

7.8 Prior to submission of the thesis a candidate shall submit an application along with six copies of synopsis of the research work carried out through the Guide and the Chairperson of Department / Head of the Institution to the Registrar (Evaluation) for the pre-submission colloquium. Th Registrar (Evaluation) shall forward the same to the Doctoral Committee for arranging the pre-submission colloquium and the Candidate shall appear before the Doctoral Committee and present the research work in the pre-submission colloquium. He / She shall have published a minimum of two research papers (published or accepted in reputed journals) / shall have presented a minimum of two research papers at the national level seminars or hold patents (accepted or granted) on the basis of his/ her research which shall be verified by the Doctoral Committee.

8. Adjudication of the Thesis:

8.1 There shall be a Board of Examiners constituted by the Vice-Chancellor from a panel of examiners submitted by the Board of Studies. The Board shall consist of three examiners out of which atleast one shall be from outside the State/Country for adjudication of the thesis.

8.2 The Examiners shall send detailed evaluation reports to the Registrar (Evaluation) which shall include :

a) A critical account of the work of the candidate as embodied in the thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge.

b) Questions to be asked or points to be clarified at the Viva-Voce Examination if any.

c) A definite recommendation in the prescribed proforma as to whether the thesis be accepted in the present form or accepted with minor revision or accepted subject to major revision or be rejected.

8.3 If the thesis is accepted by two examiners but rejected by the third examiner, it shall be referred to another examiner from the panel of examiners and if the thesis is again rejected no further processing of the thesis be done.

8.4 In case the candidate is asked to revise the thesis, the candidate shall do sowithin six months from the date of official communication in this regard. No candidate shall, however, be permitted to revise and resubmit the thesis more than twice.

8.5 A candidate whose thesis is finally rejected may be allowed to re-register and submit the thesis not earlier than six months provided the research area and guide/s remain unchanged.

8.6 If all the three examiners recommend the award of Ph.D. degree, the Registrar (Evaluation) shall forward the evaluation reports to the guide,who shall be the Chairman of Viva-Voce Committee for conducting a viva-voce examination.

9. Viva-Voce Examination and Award of Ph.D. Degree :

9.1 An open Viva-Voce Examination shall be conducted for Candidates who fulfill the conditions stated in para 8.6 by the Board consisting of the Guide as the Chairman of the Viva-Voce Committee, one external examiner and the Chairperson of the Department.

However, under extraordinary circumstances where the examiner chosen to conduct the viva voce examination cannot be present at the Viva, the Vice-Chancellor may appoint a substitute examiner out of the approved panel for the purpose. If the Guide also cannot be present, the Vice-Chancellor may appoint the Chairperson of the concerned Board of Studies or the Department or a suitable person to act as Chairperson to conduct the Viva.

9.2 The Viva-Voce examination shall primarily be designed to test the understanding of the candidate on the subject matter of the thesis, including methodology employed, results, conclusions and compe tence in the field of study. The candidate shall also clarify the points raised by the examiners if any, in their reports.

9.3 After completion of the Viva-Voce examination, the Chairperson of theViva-Voce Committee shall consolidate the recommendations for the award of Ph.D. Degree.

9.4 The Chairperson of Viva-Voce Committee shall submit the report of the viva and consolidated report to the Registrar (Evaluation). Based on these reports provisional notification of award of Ph. D. degree be issued with the approval of the Vice-Chancellor and the matter be reported to the Syndicate.

9.5 After the award of Ph.D. degree, the soft copy of the Ph.D thesis shall be submitted to the UGC within a period of 30 days for hosting the same in INFLIBNET accessible to all Institutions/ Universities under intimation to the University and atleast one copy of the published work must be submitted to the University Library for the purpose of record.

10. Recognition of Guide :

10.1 (a) Professors in the Post-Graduate departments of the University, who have Doctoral degree in the concerned subject / related subject shall be deemed to be the recognized guides in their subjects.

(b) Associate Professors in the Post-Graduate departments of the University, who have Doctoral degree in the relevant subject and have at least one year of independent research experience after the Ph.D.degree as evidenced by publications in refereed / reputed journals are eligible to be recognized as guides in their subjects.

(c) Assistant Professors in the Post-Graduate departments of the University who have doctoral degree in the relevant subject and at least three years of independent research experience after the Ph.D.degree as evidenced by publications in refereed / reputed journals are eligible to be recognized as guides in their subjects.

(d) Scientists / Professionals working in recognized research institutions and teachers of constituent / affiliated colleges,recognized. as Research Centers by the University, who have doctoral degree in the concerned / related discipline and having at least three years of independent research experience after the Ph.D.degree as evidenced by publications in refereed / reputed journals are eligible to be recognized as guides.

e) The Academic staff working in the central facilities of the University such as Library, USIC, Microtrone Centre etc. with five years of research experience and who have doctoral degree in the relevant subject and at least three years of independent research experience after the Ph. D. degree as evidenced by publications in refereed/ reputed journals shall also be eligible to be recognized as guides in t heir subjects.

10.2(a) The application for recognition as guide shall be referred to the concerned P.G/ composite Board of Studies for recommendation and the Chairperson of the B.O.S. shall communicate the Boards decision to the Registrar within two months.

(b) The recognized guide shall not have, at any given point of time, more than eight Ph.D candidates.

(c) lf a recognized guide joins any organization not recognized as a research centre by the Uni versity, then he/she automatically ceases to be a guide for further registration.

11. The repeal of existing regulations :

The existing regulations governing the degree of Doctor of Philosophy (Ph.D.) notified vide this office notification No.MU/ACC/CR 32/2005- 06/ A2 dated 23.08.2007 shall stand repealed. However, it shall be applicable for the candidates who have registered for Ph.D. programme before enactment of this regulation.

12. Removal of Difficulties :

The University may from time to time frame suitable guidelines to remove practical difficulties which may arise at the time of implementation of this regulation.

(Assented by the Chancellor on 13.08.2010 as communicated in Government letter No.ED 10 UDS 2010, dated 24.08.2010)

Sd/-
REGISTRAR

MANGALORE UNIVERSITY

No. MU/ACC/CR.16/2010-11/A2

OFFICE OF THE REGISTRAR
MANGALAGANGOTRI- 574199

Date: 20.07.2012

CIRCULAR

Sub: Amendments to Guidelines for implementation of Regulation Governing the Degree of Doctor of Philosophy (Ph.D.).

Ref : 1) This office Notification No.: MU/ACC/CR.9/2009-10/A2, dated 03.09.2010
2) This office Circular of even No., dated 31.05.2011.
3) Academic Council decision No. 1:34(2012), dated 02.07.2012.
4) Syndicate decision No. 6:48(2012), dated 04.07.2012.

In contribution to the Notification cited under reference (1) above, the Guidelines for implementation of Regulation governing the degree of Doctor of Philosophy circulated vide circular referred under (2) above is amended and hereby circulated with a instruction to implement this amended guidelines for the candidates who enrolled for Ph.D. Programme as per this office Notification No. MU/ACC/Ph.D./CR.29/2010-11/A3 dated 22.03.2011 and onwards.

Sd/-
REGISTRAR

To:

1. The Chairmen/Co-ordinators of all P.G. Departments/Courses, Mangalore University, Mangalagangotri /Madikeri/ Mangalore.
2. The Principals of all Affiliated/Constituent/Autonomous colleges, Mangalore University.
3. The Directors of All Recognised Research Institutions, Mangalore University.
4. The Registrar(Evaluation), Mangalore University.
5. The Deputy Registrar, Mangalore University.
6. The Assistant Registrar (ACC) Mangalore University, Mangalagangotri
7. Superintendents, Academic Section, Mangalore University (Supdt. 1&2)
8. P.S. to the Vice-Chancellor P.A. to the Registrar, Mangalore University.
9. A3 Case worker, ACC , Registrar ಈ Office, Mangalore University.
10. Guard file.

MANGALORE UNIVERSITY

AMENDMENTS TO GUIDELINES FOR IMPLEMENTATION OF REGULATION GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph. D.)

(Framed as per Clause (12) of the Regulation Governing Ph.D. degree notified on 3.9.2010)

EXISTING	AS AMENDED
1. ENROLMENT : i) The University shall notify the Ph.D Programme once in a year ordinarily in the month of August /September. ii) The Departmental Council shall decide the number of available seats every year in consultation with the available guides in the concerned department and in the recognized research institutions, taking into account the infrastructure and other facilities. iii) The Notification shall indicate the total number of seats available under each subject alongwith the fieldwise / specializationwise split up. The notification shall also indicate the number of seats available under each reservation category. The reservation of seats shall be based on the total number of seats available in the subject.	**- No Change -**
2. PROCEDURE FOR ADMISSION: i) The Ph.D. Admission Committee shall consist of Chairperson of the Departrnent and two senior faculty, members. If there are no sufficient number of faculty members in the department, the Admission Committee shall co-opt the faculty members from the related sister departrnents or from the recognized research institutions.	**- No Change -**

ii) All applications seeking enrolment for Ph.D. Programme shall be submitted to the Chairperson of the concerned Department. iii) The Centralized Entrance Test shall be conducted ordinarily in the month of September/October every year,in the respective department on a common date. iv) The Entrance Test shall consist of two papers of 50 marks each, 90 minutes duration each. The first paper shall be related to the general aspect of the subject and / or Research Methodology. The second paper shall be related to the field of specialization. v) The question papers shall be based on syllabi of the PG Programmes of the respective subjects. They shall contain objective type and / or short answer type questions. vi) The answerscripts shall be evaluated internally by the faculty members of the department and / or recognized research institutions. vii) After the evaluation of answer scripts the candidates shall be interviewed by the Admission Committee by co-opting the faculty members / experts in the respective field of specializations. viii) The interview shall carry 25 marks. ix) The interview shall also be conducted, on the same date for those who qualify in the **U.G.C/ CSIR (JRF)** Examinations/ NET/ SLET/ GATE/ and for Teacher Fellows/ M.Phil degree holders and candidates working under major research Projects. x) The Committee shall prepare the merit list, select the candidates and allot the guides, following the reservation policy. The allotment of candidates to the guides shall also follow the reservation rules.	**- No Change -**

xi) The Chairperson of the Admission Committee shall forward to the Registrar for approval the list of selected candidates, along with the merit list and the allotment of the guides.

xii) The candidates shall pay the fees and register themselves within a prescribed date.

- No Change -

3. SELECTION OF CANDIDATES :

Selection of candidates for Ph.D programmes will be based on the marks obtained in the Centralized Entrance Test + Interview and marks obtained in the qualifying Examinations in the ratio of 50:50 and overall minimum 50% marks (45% for SC/ST and as per and Merit Cum Reservation Policy.

Those candidates who qualify U.G.C/CSIR (JRF) Examination/ NET/ SLET/ GATE/ Teacher Fel1owship holder/M.Phil degree holder who have already appeared for Entrance Test are exempted from appearing for Entrance Test. The selection of these candidates is based on their performance in the interview and marks obtained in the qualifying Examinations in the ratio of 50:50.

- No Change -

4. COURSE WORK

a) The course work shall be of the following pattern. The course contents/ syllabi of papers 1 to 3 shall be decided by the concerned Board of Studies.

Papers	Particulars	Hours of Examination per week	Duration of Examination (hrs)	Marks			Credits.
				IA	Theory	Total	
Paper 1	Research Methodology	4	3	30	70	100	4
Paper 2	Theoretical Foundations	4	3	30	70	100	4
Paper 3	Recent Developments	4	3	30	70	100	4

- No Change -

Paper 4	Reviewing of Literature and Planning of the Proposed Research Work with a Tentative Title	16	-	-	-	200	8
						Total	20 Credits

b) Part-time researchers may be allowed to complete the course work in two semesters. They shall take the Papers 1to 3 in the first semester and Paper 4 in the second semester.

c) The candidates are required to undertake the course work for a semester immediately after the enrollement as per the Calendar notified by the Registrar and full time/ part time candidates shall attend at least 75% of the classes in each paper to be eligible to appear for the examination.

d) Valuation of Course Work:

i) There shall be Board of Examiners for setting and valuing papers 1 to 3. It shall be constituted from the panel prepared for the purpose by the concerned Board of Studies.

ii) Each written paper shall be generally valued by an internal and an external examiners, but not by two internal examiners. The Chairman and internal members of the BOE shall tabulate the results and send them to the Registrar (Evaluation).

iii) If the difference in marks between the valuations is more than 20% of the maxi-mum marks, the Chairperson of the BOE shall check the entries and the total marks assigned by the two valuers. If there is any mistake in totalling, it shall be rectified. While checking the total, if it is observed that any one or more of the answers is/ are not valued by the valuers, the Chairperson shall advise internal members of the Board of Examiners to value that answer. After receiving the marks, the Chairperson shall make the necessary corections. Despite all these corrections, if the difference between the two valuations is still more than 20%, the Chairperson shall arrange for third valuation by examiners from among the approved panel of examiners.

c) The candidates are required to undertake the course work for a semester immediately after the enrollment as per the Calendar notified by the Registrar and full time/ part time candidates shall attend at least 75% of the classes in each paper to be eligible to appear for the examination. However, the candidates working under the sponsored Research Projects may be allowed to do course work along with their researchwork.

-No Change -

iv) In case of two valuations, the average of the two valuations and if there are three valuations, the average of the nearest two valuations shall be taken for declaring the results.

v) The Doctoral Commitee shall evaluate the report of Paper 4, obtain the results of Paper 1 to 3 from Registrar (Evaluation) and award GPA to the candidates as detailed elsewhere.

e) **Classification of Successful Candidates:**

The results of successful candidates at the end of the course work shall be classified on the basis of the Grade Point Average (GPA) obtained in all the papers

The Grade Point (GP) in a paper and the Grade Point Average (GPA) at the end of the course work shall be computed as follows:

The grade points (GP) in a paper shall be assigned on the basis of actual marks scored in that course as per the table below:

% Marks	Less than 50	50<55	56<60	61<65	66<70	71<75	76<80	81<85	86<90	91<95	96<100
Grade Points	Fails	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10

The Grade Point Weights (GPW) shall then be calculated as the product of the grade points earned in the paper and the credits for the paper. The total GPW for a course is obtained by adding the GPW of all the papers.

The GPA shall then be computed by dividing the total GPW of all the papers of study by the total credits for the course.

-No Change -

ILLUSTRATION

Papers	P1	P2	P3	P4	Total
Maximum Marks	100	100	100	200	500
Marks obtained	67	73	58	152	350
% Marks Obtained	67	73	58	76	-
Grade Points Earned(GP)	7	7.5	6	8	-
Credits for the Paper (C)	4	4	4	8	20
GPW = GPx C	28	30	24	64	146

GPA = Total GPW/ Total Credits = 146 /20 = 7.3

f) **Declaration of Results:**

For successful completion of the course work the candidate shall obtain a minimum of 50% of marks or 5.5 GPA. If the candidates fails to secure 50% of marks or 5.5 GPA he/she shall be allowed to reappear for the examination only once whenever the next examinations are held.

-No Change -

5. EVALUATION AND ASSESSMENT METHOD (as per Clause 7 in the regulation)

i) The Chairperson of the Doctoral Committee shall forward the consolidated results and the list of successful candidates, alongwith the tentative titles of the proposed theses to the Registrar. The Registrar shall forward the approved list to the Registrar (Evaluation) for registering the candidates. The change of theses titles may be allowed with the approval of the Doctoral Committee.

ii) Doctoral Committee, Constitution, powers and functions:

It shall be constituted to oversee the progress of work done and to conduct the pre-submission colloquium.

-No Change -

The composition of the Doctoral Committee shall be as follows: a) Chairperson of Board of Studies in the concerned subject -Chairperson b) Chairperson, Department of Studies of the respective Department - Member c) The Senior most faculty member of the Department other than the Chairperson of the Board of Studies and Department of Studies. If there is no PG Department of Studies in the subject a faculty member of the related department / expert from the Recognized Institutions nominated by the Registrar (Evaluation) from the panel suggested by the Chairperson of the BOS. -Member d) A faculty member from the concerned area of specialization nominated by the Registrar (Evaluation) from the panel suggested by the Chairperson of the BOS. -Member e) One common expert for the evaluation of course work report/ expert in the concerned field for pre-submission colloquium from the panel suggested by the Chairperson of BOS - Member f) Concerned research supervisor (Guide). Where the Guide is also the Chairperson of Board of Studies/Department of Studies/ Senior faculty, then one more senior faculty member shall be included in the doctoral committee - Member The committee shall meet as and when needed.The quorum for the meeting shall be three.	-No Change -

Submission of Thesis: i) As detailed in Clause 7.8 of the regulation, the Chairperson of the Doctoral Committee shall communicate the decision of the pre-submission colloquium to the Registrar (Evaluation) as well as to the candidate within a week of conducting the colloquium as to whether the Doctoral Committee has permitted the submission of final synopsis as such or with some suggestions. If the performance of the candidate at the colloquium is not satisfactory and/ or the work carried out is not up to the mark, the Doctoral Committee may offer suitable suggestions and direct him/her to reappear for the pre-submission colloquium after a lapse of six months. ii) The candidate who gets approval of the Doctoral Committee to submit the thesis shall submit twelve hard copies and a soft copy of the final synopsis of the thesis through the Guide and the Chairperson of Department/ Head of the Institution to the Registrar (Evaluation) shall forward the copies of the synopsis to the Chairperson of the concerned Board of Studies for preparing the panel containing names of atleast ten examiners. The panel may also include the names of experts from outside the State/Country. iii) Within three months after the submission of final synopsis, the candidate shall submit four copies of the thesis along with the application and the prescribed fee through the Guide and the Chairperson of the Department/ Head of the Institution/ College to the Registrar (Evaluation). The Registrar (Evaluation)If the candidate fails to submit the thesis within a prescribed period,he/she may be granted additional period of three months to submit the thesis of payment of a penal fee. If the candidate requires further additional time to submit the thesis he/she may be permitted with a penal fee prescribed by the University. However, the total period shall not exceed the maximum period allowed for submission of the thesis. iv) The thesis shall contain a certificate from the Guide that the thesis submitted is the record of the research work carried out by the candidate during the period of the study, and that it has not previously formed the basis of award of any Degree/Diploma/Associateship/Fellowship or other similar titles to any candidate in any other University/ Institution.	-No Change -

6.	**ADJUDICATION OF THE THESIS (As per Clause 8 in the Regulation)** There shall be a Board of Examiners constituted by the Vice-Chancellor from a panel of examiners prepared by the Board of Studies. The Board shall consist of three examiners out of which one shall be the guide and one shall be from outside the state/country. i) In the case of regional language where experts from outside the state/country are not available, experts within the state may be considered. ii) In case, the candidates is asked to revise the thesis, the candidate shall do so within six months from the date of official communication in this regard. No candidate shall, however, be permitted to revise and resubmit the thesis more than twice. If the suggestions or reasons given for revising the thesis are not acceptable to the candidate, the thesis shall be referred to a fourth examiner. The revised thesis shall be resubmitted within six months. In case the candidate is unable to submit the thesis within six months, as a special case the candidate may be allowed additional time with the payment of a penal fee.	-No Change - -No Change -
7.	**PROGRESS OF WORK:** i) After registration, every candidate shall submit two half yearly progress report (one in the month of June and second in the month of December) through the Guide who shall also assess the level of progress achieved by the candidate and forward it to the Registrar (Evalation) through the Chairperson of the Department/ Principal of the College/ Head of the Recognized Research Institution. The Registrar (Evaluation) in turn shall forward the report to the Chairperson of the Doctoral Committee for evaluation by the Committee ii) The progress report may contain new data generated or techniques/ concepts developed/ standardization in research methodology/ disussion of the work done etc. iii) If a candidate fails to submit two consecutive half yearly progress reports or the progress reports submitted by the candidate are found to be unsatisfactory by the Doctoral Committee, the University may cancel the registration. However, in all such cases the candidate must heard.	-No Change -

Sd/-
REGISTRAR

APPENDIX -34

Regulations Governing the Degree of Doctor of Letters/ Doctor of Science:

1. The following shall be eligible to apply for the award of the degree of Letters (D.Litt.)/ Doctor of Science (D.Sc.):

   a) All Master degree holders of this University or of any other University equivalent thereto, and

   b) Persons who are working in educational or research departments/institutions run by or affiliated to the University or recognized for purposes of research by the University and located in the State of Karnataka.

2. Candidates will not be eligible for the degree until ten years after passing the Master degree examinations.

3. Candidates may apply for the award of D.Litt./D.Sc.Degree in respective of the faculty and the subject in which they have passed the qualifying degree examination, providing they have done adequate work in the new subject or discipline as evidenced by independent publications.

4. The degree may be conferrred either on the basis of published research papers or on the basis of the thesis or the books specially prepared for the purpose in conjunction with published research papers. In the case of books submitted for consideration for the degree, a declaration containing a statement that they contain research findings/original literary work with an indication of the nature and period of such research shall be submitted to the University. Text books and other books not containing research findings/original literary work will not be acceptable for the purpose.

5. a) Candidates who apply for the award of the degree must submit six copies of each of the published works (research papers, books or thesis), twelve copies of a synopsis of each books/thesis and twelve copies abstract of each research paper at any time during the year.

   b) A declaration signed by the candidate stating that the thesis/books/research papers has/have been composed by himself and that they have not previously formed the basis for the award of any degree/ diploma shall accompany the thesis/books/research papers. However, the candidate may submit thesis/books/papers already submitted for other degree/diploma etc., by way of proof that he has done other original work in that area/discipline.

   c) The candidate shall indicate generally in a preface to the thesis or in a separate declaration, the persons from whom he has taken advice or guidance for the work and the sources from which he has collected substantial material for his work.

d) The thesis/books/ papers must reflect higher standard than that usually expected for Ph.D. degree in terms of breadth, depth, technical vigour of the study and contribution to knowledge.

6. The Syndicate, in consultation with the committee of the Academic Council if necessary, shall decide to which Board of Studies/Faculty the application and works are to be submitted.

7. The relevant Board of Studies or a composite Board or more than one Board acting separately, as set up by the Syndicate will be required to prepare a panel of at least ten suitable examiners and forward the same to the University.

8. From the panel referred to above, the Syndicate shall select five examiners to whom the works submitted may be referred for examination and specific judgement on the academic merits of the works and their suitability for the award of the degree. Syndicate shall also designate one of the five examiners as the Coordinator. The appointments of examiners shall be communicated individually to all the examiners concerned.

9. The works will be considered for the award of the degree if at least out of the five examiners approve the quality of the work submitted and recommend the award of the degree. the reports of the five examiners collected separately by the Registrar (Evaluation) shall be forwarded to the coordinator

10. The Co-ordinator shall consolidate all the reports and conduct the viva- voce examination with the help of any two of the examiners. The viva-voce examination will verify whether all the works submitted have been composed by the candidate himself, and allow the candidate an opportunity to defend his works.

11 The Coordinator shall, after the viva-voce examination forward to the Registrar (Evaluation) a consolidated report along with the report on the viva-voce examination, and the examiners individual reports. The reports shall be consolidated by the Syndicate and the results declared appropriately. The decision of the Syndicate is final.

****

APPENDIX -35

Statues Governing Convocations for Conferring Degrees

(Famed under Section 40(c) and (d) read with section 68 and 69 of the K.S.U. Act-2000)

Notified on April 5, 2002: MU/ACC/Conv.Statute/2001-02/A2

1. Title and Commencement:

i) These statutes shall be called Statutes Governing Convocations for Conferring Degrees.

ii) These statutes shall come into effect from the date of assent of the Chancellor

2. Annual Convocation:

i) A Convocation for the purpose of conferring Degrees shall be held once a year in the month of January/February and at other times as the Chancellor may direct on the recommendation of University Syndicate.

ii) The Registrar, shall at least 30 days before the Annual Convocation issue a Notification to be published in the leading News Papers and in the University Office, Mangalagangotri indicating the date of Convocation.

3.

i) After the publications of results of Degree Examinations held every year, the Registrar (Evaluation) will prepare a list of candidates eligible to receive their Degrees at the next Annual Convocation. A list of such candidates eligible for conferment of Degrees shall be presented at the Annual Convocation and all the candidates shall be conferred Degrees.

ii) Candidates included in the list mentioned in Clause 3(i) above shall be eligible to receive their Degrees, either in person or in absentia.

4. Admission to the Convocation shall be limited only to the candidates eligible for postgraduate degrees, Doctorates, Honorary Doctorates, and Winners of Prizes and Medals in First Degrees and all the first class graduates of all the faculties.

5. Distribution of Degree Certificates:

i) Distribution of Degree Certificates to the persons coming under Clause 3 above shall be made either at the Convocation or at any time after the Convocation. Provided however, that no such candidate will be admitted to the Convocation who does not submit his application in the prescribed from to the Registrar (Evaluation) with the prescribed fee so as to reach him not later than 20 days before the date fixed for the Convocation. Provided further that such candidates shall not be allowed to apply for and receive the same Degree in person at any subsequent Convocation.

ii) Distribution of Degree Certificates to all other graduates included in the list mentioned in Clause 3(i) shall ordinarily be made by the Registrar(Evaluation) from where, a month after such Convocation is held, but it shall be pre-condition that such a candidate had applied to the Registrar(Evaluation) in the prescribed form within the time specified in the University Notification after paying the prescribed fees.

iii) Others who have not taken the Degree Certificates at the Colleges in the manner noted above may at any time after the Annual Convocation apply to the Registrar(Evaluation) in the prescribed form along with the payment of the prescribed fees and they shall be issued the Degree Certificates.

6.

i) Between two Annual Convocations if University Examinations are held and students are in such Examinations, thus becoming eligible for conferment of degrees at the next annual Convocation, the Registrar(Evaluation) is competent to issue provisional certificates declaring them to have passed such University examinations. Such candidates will however, obtain conferment of degrees only at the next annual Convocation.

ii) Degree Certificates to such candidates will be issued only on an application made to the Registrar(Evaluation) by paying the prescribed fees.

7. Every candidate applying for the degree shall sign a declaration in the following form printed in the application form:

むI hereby solemnly declare and promise that, if admitted to the degree of ..... recommended, I shall, in my daily life and conversation, conduct myself, as befits a member of this University, that I shall to the utmost of my capacity and opportunity, support the cause of morality and sound learning; and that, as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmenめ

In the case of Professional Degrees, the following shall be added to the above declaration:

むI shall faithfully and carefully fulfil the dutuies of the profession to which I may be admitted by virtue of my degree: that I shall on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honourable reputation and I shall never deviate from the straight path of their honourable exercise by making my knowledge subervient to unworthy endsめ

8. Attendance at Convocation :

Candidates attending the Convocation shall come in white dress and shall occupy their respective seats before the proceedings begin.

9. Preliminary Meeting of the Academic Council:

i) There shall be meeting of the Academic Council preliminary to the Convovation at which the report of the Syndicate containing lists of candidates recommended for the degrees relating to various Faculties be admitted to the several degrees for which they have been recommended.

ii) The Dean of each Faculty, or in his absence, the senior member of such Faculty present, shall then move the persons so recommended for the degrees relating to his Faculty be admitted to the several degrees for which they have been recommended.

10 Convocation Procession:

The Chancellor, the Pro-Chancellor, the Vice-Chancellor and the Members of the Academic Council and Syndicate shall pass in procession to the place where the Convocation is to be held, the order of the procession being as under:

i) Members of the Academic Council and Syndicate(in pairs)
ii) Deans of Faculties (in Pairs)
iii) The Registrar(Evaluation)
iv) The Registrar
v) Recipients of Honorary Degrees
vi) Chief Guest invited to deliver convocation address
vii) The Vice Chancellor
viii) Mace-bearer
ix) The Pro- Chancellor
x) The Chancellor(followed by Aide-de-Camp)

Candidates and other invitees in the hall will remain standing till the Members forming the procession take their seats.

11. Conferment of Degrees:

i) After the members forming the procession have taken their places, the Vice- Chancellor will request the Chancellor/Pro-Chancellor to declare the Convocation open in the following words :
ぢMr. Chancellor/Pro-Chancellor, I have the honour to request you, sir, to declare the convocation openめThe Chancellor/Pro-Chancellor will then declare the Convocation open and say: This Convocation of the Mangalore University has been called to confer degrees upon the candidates who in the examinations held for the purpose, have been successful and certified to be worthy of receiving the degrees. Let the candidates be presentedめ

ii) The Deans of Faculities of Heads of Colleges or other members of the Academic Council who may be nominated for the purpose by the Vice-Chancellor shall present the candidates to the Chancellor/ Pro-Chancellor for the award of degrees:

ȣSir I present the candidates whose names are set out in the list for the degrees of ..... under the Faculty of ..... They have been examined and found qualified for the respective degrees to which I pray they may be admittedめ

All the candidates who belong to several degrees under the Faculty will rise from their seats and bow to the Chancellor/Pro-Chancellor and then resume their seats.

iii) At the conclusion of presentation of candidates, the Chancellor/Pro-Chancellor shall say to the candidates. ȣBy virtue of the authority vested in me as Chancellor/Pro-Chancellor of the Mangalore University. I admit all the candidates presented to the degrees of ..... in this University: and in taken thereof they have been presented with these diplomasめ

12. Convocation Address:

An address suitable to the occasion will then be delivered by the Chief Guest.

13. Convocation Conclusion:

The Chancellor/Pro-Chancellor shall then dissolve the convocation. The Chancellor, the Pro-Chancellor , the Vice-Chancellor and the members of the Academic Council and Syndicate shall retire in procession. And the order shall be reverse of the order given in Clause 10.

14. Schedule of Robes of the Chancellor, the Pro-Chancellor, the Vice-Chancellor, Members of the Academic Council and the Syndicate.

Chancellor:

Gown: Rich dark red or vermilion with gold facings.

Pro-Chancellor:

Gown : Red with golden yellow facings.

Vice Chancellor:

Gown: Black with Blue and Gold facings.

Registrar and Registrar (Evaluation):

Gown : Black-faces gown of silk or stuff.

Members of the Academic Council and the Syndicate:

Gown: Black, Silk or Alpaca gown with three inch gold coloured border of Braid or Silk from each shoulder to the bottom in front, or the Gown and Hood prescribed for the University degree taken.

For recipients of Honorary Degrees, Robe : White Dress

	Gown	Hood
L.L.D.	Crimson silk with gold facing	Scarlet silk with gold linings
D.S.T	Crimson silk with blue border	Dark red with gold linings
D.Litt	White silk with Sky blue border	Sky blue with gold linings

15. Honorary Degrees or other Distinctions:-

i) If not less than two thirds of the members of the Syndicate recommended that an Honorary degree or other academic distinction be conferred on any person on the ground that he is in its opinion, by reason of eminent attainment and position, fit and proper to receive such degree on the person concerned.

ii) The Honorary degree or distinction may be conferred only in exceptional cases. It shall not be conferred as a matter of course. Only such of the persons who have contributed substantially to the advancement of Literature. Philosophy, Arts, Music, Painting or any other subject assigned to the Faculty of Arts, Science or Technology or conspicuous service rendered by them to the cause of eduction shall be identified for the purpose of grant of such Honorary degrees (D.Litt.)

iii) A degree of Doctor of Science & Technology (D.S.T) Honoris Causa may be conferred upon such persons in the branch of Science or Technology. Planning, Organising or Developing Scientific and Technological Institutions.

iv) A degree of Doctor of Laws (LL.D.) Honoris Causa may be conferred upon such persons who are distinguished Lawyers, Judges, Jurists, Statesmen or have made noteworthy contribution to the cause of the public.

v) Honorary degrees shall be conferred only at the Annual Convocation and may be taken in person or in absentia.

vi) The presentation of persons at the convocation on whom Honorary degrees are to be conferred shall be made by the Vice-Chancellor.

vii) The Diploma or Certificate for an Honorary Degree shall be signed by the Chancellor/ Pro-Chancellor and the Vice-Chancellor.

viii) The procedure outlined in the Statutes governing the Annual Convocation shall apply Mutatis/ Mutandis in the case of conferment of Honorary Degrees also except that in the later case the recipient of the Honorary Degree may be allowed to make a brief address after receiving the degree and be a member of the Convocation.

16. The Vice-Chancellor may make suitable changes with the prior approval of the Chancellor in regard to the procedure to be followed at convocation when circumstances necessitate.

Sd/-
Registrar

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

ಸಂಖ್ಯೆ: ಮಂವಿ/ ಶೈಕ್ಷಣೀಕ/ಘಟಕೋತ್ಸವ/ಸಿಆರ್./ 20 –20/

ಕುಲಸಚಿವರ ಕಛೇರಿ
ಮಂಗಳಗಂಗೋತ್ರಿ– 574 199.

ದಿನಾಂಕ:

ಅಧಿಸೂಚನೆ

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಮೂವತ್ತನೆಯ ವಾರ್ಷಿಕ ಘಟಕೋತ್ಸವ

1. ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಮೂವತ್ತನೆಯ ವಾರ್ಷಿಕ ಘಟಕೋತ್ಸವವನ್ನು ..... ತಿಂಗಳಿನಲ್ಲಿ ಏರ್ಪಡಿಸಲು ಉದ್ದೇಶಿಸಲಾಗಿದೆ. ನಿಖರವಾದ ದಿನಾಂಕವನ್ನು ಮುಂದೆ ಪ್ರಕಟಿಸಲಾಗುವುದು.

2. ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸಂಯೋಜಿತ, ಘಟಕ ಮತ್ತು ಸ್ವಾಯತ್ತ ಕಾಲೇಜುಗಳಲ್ಲಿ ವ್ಯಾಸಂಗ ಮಾಡಿ ದಿನಾಂಕ ..... ರೊಳಗೆ ವಿವಿಧ ಪದವಿಗಳನ್ನು ಪಡೆಯಲು ಅರ್ಹರಾದ ಅಭ್ಯರ್ಥಿಗಳು ಈ ಘಟಕೋತ್ಸವದಂದು ಪದವಿ ಪಡೆಯಲು ಅರ್ಹರಾಗಿರುತ್ತಾರೆ. ಆದರೆ ಕೆಳಕಂಡ ಅಭ್ಯರ್ಥಿಗಳು ಮಾತ್ರ ಘಟಕೋತ್ಸವಕ್ಕೆ ಪ್ರವೇಶ ಪಡೆಯಲು ಅರ್ಹರು.
   ಅ) ಎಲ್ಲಾ ಸ್ನಾತಕೋತ್ತರ ಅಭ್ಯರ್ಥಿಗಳು
   ಆ) ಡಾಕ್ಟರೇಟ್ ಪದವಿ ಪಡೆಯಲು ಅರ್ಹರಾದ ಅಭ್ಯರ್ಥಿಗಳು
   ಇ) ಸ್ನಾತಕೋತ್ತರ ಮತ್ತು ಪದವಿ ಮಟ್ಟದಲ್ಲಿ ಪದವಿ/ಬಹುಮಾನ ಪಡೆಯಲು ಅರ್ಹರಾದ ಅಭ್ಯರ್ಥಿಗಳು
   ಈ) ಪದವಿ ಮಟ್ಟದ ಎಲ್ಲಾ ನಿಕಾಯಗಳಲ್ಲಿ ಪ್ರಥಮ ದರ್ಜೆಯಲ್ಲಿ ತೇರ್ಗಡೆಗೊಂಡ ಅಭ್ಯರ್ಥಿಗಳು
   ಉ) ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸ್ವಾಯತ್ತ ಕಾಲೇಜುಗಳಲ್ಲಿ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಪರೀಕ್ಷಾ ವಿನಿಯಮದ ಪ್ರಕಾರ ವ್ಯಾಸಂಗ ಮಾಡಿ ಸ್ನಾತಕೋತ್ತರ ಪದವಿ ಪಡೆಯಲು ಅರ್ಹರಾದ ಅಭ್ಯರ್ಥಿಗಳು ಹಾಗೂ ಪದವಿ ಮಟ್ಟದಲ್ಲಿ ಪ್ರಥಮ ದರ್ಜೆಯಲ್ಲಿ ತೇರ್ಗಡೆಗೊಂಡ ಅಭ್ಯರ್ಥಿಗಳು.

3. ಎಲ್ಎಲ್.ಬಿ., ಬಿ.ಪಿ.ಎಡ್. ಮತ್ತು ಬಿ.ಎಡ್, ಪದವೀಧರರನ್ನು ಸ್ನಾತಕೋತ್ತರ ವಿದ್ಯಾರ್ಥಿಗಳೆಂದು ಪರಿಗಣಿಸಲಾಗುವುದಿಲ್ಲ. ಈ ವಿಷಯದಲ್ಲಿ ಪದಕ/ ಬಹುಮಾನ ಪಡೆಯಲು ಅರ್ಹರಾದ ಮತ್ತು ಪ್ರಥಮ ದರ್ಜೆಯಲ್ಲಿ ತೇರ್ಗಡೆ ಹೊಂದಿದ ಅಭ್ಯರ್ಥಿಗಳು ಮಾತ್ರ ಘಟಕೋತ್ಸವಕ್ಕೆ ಅರ್ಜಿ ಸಲ್ಲಿಸಬಹುದು.

4. ಅಭ್ಯರ್ಥಿಗಳು ಈ ಹಿಂದೆ ಕಲಿತ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರಿಂದ/ ವಿಭಾಗಗಳ ಅಧ್ಯಕ್ಷರಿಂದ ನಿಗದಿತ ಅರ್ಜಿ ನಮೂನೆಯನ್ನು ಪಡೆದುಕೊಂಡು 'ಹಾಜರಿ' ಅಥವಾ 'ಗೈರುಹಾಜರಿ' ಯಲ್ಲಿ ಪದವಿಯನ್ನು ಪಡೆಯಬಹುದು. **ಸ್ವಾಯತ್ತ ಕಾಲೇಜುಗಳಲ್ಲಿ ವ್ಯಾಸಂಗ ಮಾಡಿ ಪದವಿ ಪಡೆಯಲು ಅರ್ಹರಾದ ಅಭ್ಯರ್ಥಿಗಳು ಅರ್ಜಿಗಳನ್ನು ಸಂಬಂಧಪಟ್ಟ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳ ಮುಖಾಂತರವೇ ಸಲ್ಲಿಸಬೇಕು.**

5. ಅರ್ಜಿಗಳಲ್ಲಿ 'ಹಾಜರಿ' ಎಂದು ನಮೂದಿಸಿದ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಪದವಿ ಪ್ರಮಾಣ ಪತ್ರಗಳನ್ನು ಘಟಕೋತ್ಸವ ಮುಗಿದ ಕೂಡಲೇ ವಿತರಿಸಲಾಗುವುದು. 'ಗೈರುಹಾಜರಿ' ಎಂದು ನಮೂದಿಸಿದ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಪದವಿ ಪ್ರಮಾಣ ಪತ್ರಗಳನ್ನು ಅಂಚೆ ಮೂಲಕ ಕಳುಹಿಸಿಕೊಡಲಾಗುವುದು.

6. **ಪದವಿ ಪಡೆಯಲು ಶುಲ್ಕ ವಿವರಗಳು ಈ ಕೆಳಗಿನಂತಿದೆ:**

	ಸಾಮಾನ್ಯ ವರ್ಗದ ವಿದ್ಯಾರ್ಥಿಗಳು			ಪ.ಜಾತಿ/ಪ.ಪಂಗಡದ ಅಭ್ಯರ್ಥಿಗಳು		
	ಪದವಿ ಪ್ರಮಾಣ ಪತ್ರ ಶುಲ್ಕ	ಅರ್ಜಿ ಶುಲ್ಕ	ಒಟ್ಟು	ಪದವಿ ಪ್ರಮಾಣ ಪತ್ರ ಶುಲ್ಕ	ಅರ್ಜಿ ಶುಲ್ಕ	ಒಟ್ಟು
ಪದವಿ ಮಟ್ಟ						
ಸ್ನಾತಕೋತ್ತರ ಪದವಿ						
ಪಿಎಚ್.ಡಿ./ ಎಂ.ಫಿಲ್.						
ಡಿಎಸ್ಸಿ/ಡಿ.ಲಿಟ್.						

7. ಶುಲ್ಕವನ್ನು ರಾಷ್ಟ್ರೀಕೃತ ಬ್ಯಾಂಕಿನ ಶಾಖೆಗಳ ಮುಖಾಂತರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ನಿಧಿಗೆ ಜಮೆ ಆಗುವಂತೆ ಡಿ.ಡಿ./ಚಲನ್ ಮೂಲಕ ಪಾವತಿಸಬಹುದಾಗಿದೆ.

8. ಪರಿಶಿಷ್ಟ ಜಾತಿ/ ಪರಿಶಿಷ್ಟ ಪಂಗಡದ ಅಭ್ಯರ್ಥಿಗಳು ದೃಢೀಕರಿಸಿದ ಜಾತಿ ಪ್ರಮಾಣ ಪತ್ರವನ್ನು ಅರ್ಜಿಯ ಜೊತೆ ಲಗತ್ತಿಸಬೇಕು.

9. ಪಿ.ಎಚ್.ಡಿ./ಡಿ.ಎಸ್ಸಿ./ಡಿ.ಲಿಟ್ ಪದವಿಯನ್ನು ಪಡೆಯಲು ಅರ್ಹರಾದ ಅಭ್ಯರ್ಥಿಗಳು ಅರ್ಜಿಯೊಂದಿಗೆ ಪಾಸ್‌ಪೋರ್ಟ್ ಅಳತೆಯ ಭಾವಚಿತ್ರವನ್ನು ಲಗತ್ತಿಸಬೇಕು.

10. ಭರ್ತಿ ಮಾಡಿದ ಅರ್ಜಿಗಳನ್ನು ನಿಗದಿತ ಶುಲ್ಕದೊಂದಿಗೆ **ದಿನಾಂಕ** ..... **ರೊಳಗೆ** ತಲುಪುವಂತೆ ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ), ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ– 574 199 ಇವರಿಗೆ ಕಳುಹಿಸಬೇಕು.

ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)

ರಿಗೆ:

1. ಅಧ್ಯಕ್ಷರು, ಎಲ್ಲಾ ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗಗಳು/ಸಂಯೋಜಕರು, ಸ್ನಾತಕೋತ್ತರ ಕೋರ್ಸುಗಳು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ ಮತ್ತು ಮಡಿಕೇರಿ.

2. ಪ್ರಾಂಶುಪಾಲರು, ಸಂಯೋಜಿತ/ಘಟಕ/ಸ್ವಾಯತ್ತತೆ ಕಾಲೇಜು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ – ವಿದ್ಯಾರ್ಥಿಗಳ ಅವಗಾಹನೆಗೆ ಸೂಚನಾ ಫಲಕದಲ್ಲಿ ಪ್ರಕಟಿಸಲು ಕೋರಲಾಗಿದೆ.

3. ಸಿಂಡಿಕೇಟು ಮತ್ತು ಶೈಕ್ಷಣಿಕ ಮಂಡಳಿಯ ಸದಸ್ಯರುಗಳು.

4. ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)/ ಹಣಕಾಸು ಅಧಿಕಾರಿಯವರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

5. ಗ್ರಂಥಪಾಲಕರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

6. ಕಾರ್ಯಕಾರಿ ಅಭಿಯಂತರರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

7. ಕರ್ನಾಟಕ ರಾಜ್ಯದಲ್ಲಿರುವ ಎಲ್ಲಾ ವಿಶ್ವವಿದ್ಯಾನಿಲಯಗಳ ಕುಲಸಚಿವರುಗಳಿಗೆ.

8. ಸಹಾಯಕ ನಿರ್ದೇಶಕರು, ಪ್ರಚಾರ ಮತ್ತು ಮಾಹಿತಿ ಇಲಾಖೆ, ಮಂಗಳೂರು – ಎಲ್ಲಾ ವಾರ್ತಾ ಪತ್ರಿಕೆಗಳಲ್ಲಿ ವಾರ್ತಾ ವಿಷಯವಾಗಿ ಪ್ರಕಟಿಸಬೇಕೆಂಬ ವಿನಂತಿ ಮೇರೆಗೆ.

9. ನಿಲಯ ನಿರ್ದೇಶಕರು, ಆಕಾಶವಾಣಿ ಮಂಗಳೂರು– ಸುದ್ದಿ ರೂಪದಲ್ಲಿ ಬಿತ್ತರಿಸಬೇಕೆಂಬ ಕೋರಿಕೆ ಮೇರೆಗೆ.

10. ಉಪಕುಲಸಚಿವರು/ ಸಹಾಯಕ ಕುಲಸಚಿವರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

11. ನಿರ್ದೇಶಕರು,/ಅಂಚೆ ತೆರಪಿನ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ/ ಕಾಲೇಜು ಅಭಿವೃದ್ಧಿ ಪರಿಷತ್ತು/ ವಿದ್ಯಾರ್ಥಿ ಕ್ಷೇಮಪಾಲನೆ/ ಗಣಕಕೇಂದ್ರ/ವಿಜ್ಞಾನ ಉಪಕರಣಗಳ ಕೇಂದ್ರ/ ಮೈಕ್ರೋಟೋನ್/ಓಎಎಸ್‌ಟಿಸೆಲ್/ಪ.ಜಾತಿ–ಪ.ಪಂಗಡ ಘಟಕ/ ಓಬಿಸಿ ಘಟಕ/ಪ್ರಸಾರಾಂಗ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

12. ನಿರ್ದೇಶಕರು/ ಸಂಯೋಜಕರು, ಎಲ್ಲಾ ಅಧ್ಯಯನ ಕೇಂದ್ರಗಳು ಮತ್ತು ದತ್ತಿ ಪೀಠಗಳು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

13. ಮುಖ್ಯಸ್ಥರು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಉದ್ಯೋಗ ಮಾಹಿತಿ ಮತ್ತು ಮಾರ್ಗದರ್ಶನ ಕೇಂದ್ರ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

14. ಸಂಯೋಜಕರು, ರಾಷ್ಟ್ರೀಯ ಸೇವಾ ಯೋಜನೆ, ವಿಶ್ವವಿದ್ಯಾನಿಲಯ ಕಾಲೇಜು, ಮಂಗಳೂರು–1

15. ವಿಶೇಷಾಧಿಕಾರಿ(ಪರೀಕ್ಷಾಂಗ)/ವಿಶೇಷಾಧಿಕಾರಿ (ಪ.ಜಾತಿ–ಪ.ಪಂಗಡ ಘಟಕ)/ಸಹಾಯಕ ಕುಲಸಚಿವರು,(ಪರೀಕ್ಷಾಂಗ)/ ಸಹಾಯಕ ಹಣಕಾಸು ಅಧಿಕಾರಿಯವರು ,ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

16. ಕುಲಪತಿಯವರ ಆಪ್ತ ಕಾರ್ಯದರ್ಶಿಯವರು/ ಕುಲಸಚಿವರ ಆಪ್ತ ಸಹಾಯಕರು, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

17. ಸಾರ್ವಜನಿಕ ಸಂಪರ್ಕಾಧಿಕಾರಿ, ಕುಲಸಚಿವರ ಕಛೇರಿ/ ಕುಲಸಚಿವರು(ಪರೀಕ್ಷಾಂಗ) ಕಛೇರಿ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

18. ಎಲ್ಲಾ ಅಧೀಕ್ಷಕರುಗಳು, ಕುಲಸಚಿವರ ಕಛೇರಿ/ ಕುಲಸಚಿವರು (ಪರೀಕ್ಷಾಂಗ)/ ಹಣಕಾಸು ಅಧಿಕಾರಿಯವರ ಕಛೇರಿ, ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ.

19. ಸೂಚನಾ ಫಲಕ.

No. MU/EXB/ Conv./201-1/

Date:

To:

.....
.....
.....

Sir/Madam,

Sub: Application for admission to the ..... Annual Convocation 20 .....-reg.

I am to state that the Annual Convocation will be held on ..... In this connection, I am happy to inform you that you will be awarded the Gold Medal/ Cash Prize / Ph.D. Degree/ I Rank at the Convocation.

If you have already applied for the Degree Certificate/ Rank Certificate in the prescribed form for Annual Convocation to be held on ..... you are requested not to apply again. If you have not applied for the Degree Certificate/ Rank Certificate you should send the application immediately on or before .....

Yours faithfully,

REGISTRAR (EVALUATION)

No. MU/EXB/.... Conv./201-1/

Date: .....

Sir/Madam,

INSTRUCTIONS TO CANDIDATES ATTENDING CONVOCATION

1. The .....th Annual Convocation will be held on ..... **at** ..... at the University Campus, Mangalagangothri, Konaje.
2. Candidates receiving degree in person at the Annual Convocation are requested to report at the office of the Registrar (Evaluation), Mangalore University, Administrative Building, Mangalagangothri between ..... **on** ..... to sign the Register of Attendance and receive Admission Card and other instructions. They have to produce this communication along with their **identity card** at the time of signing the Register. **Candidates reporting on the day of convocation will not be entertained for signing the Register of attendance and receiving the admission card.**
3. Medalists and Prize Winners have to sign in a separate Register maintained for the purpose. They must produce this communication as well as the the **identity card** of the examinations concerned to verify whether he/she is eligible for the Medal/Prize.
4. Detailed instructions to candidates will be given at the time of signing the Attendance Register.
5. Candidates will have to come to the convocation wearing **White Dress** as prescribed by the statutes.
6. All Candidates will have to take their respective seats marked for them before .....
7. The degeree certificate will be distributed after the convocation and on production of the candidates Admission card issued by the Registrar (Evaluation), Mangalore University. Candidates are requested to hand over the Admission Card while receiving the Degree Certificate immmediately after closure of the Convocation.
8. The above instructions are meant to those who have already applied for receiving the degree certifcates at the **Convocation in person.**

REGISTRAR (EVALUATION)

To:

.....

.....

.....

MANGALORE UNIVERSITY

No. MU/EXB/ Conv./201-1/

Office of the
Registrar (Evaluation)
Mangalagangothri-574199

Date :

To:
The Chairmen of all P.G. Depts.
Mangalore University,
Mangalagangothri.

Sir/Madam,

Sub: List of candidates eligible for conferring degree
during ..... Annual Convocation - reg.

With reference to the above, I am to state that the eligibility list of candidates who have completed M.A./M.Sc./M.Com./M.H.R.D./M.S.M./M.B.A./M.T.A./M.C.A./M.C.J./M.S.W./ M.L.I.Sc./M.Sc. Yogic Science/M.P.Ed./ B.P.Ed., etc., degree courses/ P.G. Diploma courses during May/June 20 ..... examinations is to be prepared by this office for conferring degrees during the next annual convocation.

Hence, I request you to furnish the list of candidates of your department who have completed their degrees during May/June 20 .... examinations (including repeater candidates) in the enclosed proforma. Also the nationality of the students shall be mentioned without fail.

The list may be prepared course wise and examination wise (May/June 20 .... & November/ December 20.....) mentioning the month and year of completion of the course.

This may be treated as ***MOST URGENT*** and the required particulars may be furnished to this office on or before .....

Yours faithfully,

REGISTRAR (EVALUATION)

Note**:** The names of the candidates shall be in capital letters.

No. MU/EXB/ Conv./201-1/ E.17

Date :

To:

The Principals of all U.G. Colleges
affiliated to Mangalore University.
.

Sir/Madam,

Sub: List of candidates eligible for conferring degree
during ..... Annual Convocation - reg.

With reference to the above, I am to state that the eligibility list of candidates who have completed B.A./B.Sc./B.Com./ B.B.M./B.S.W./B.C.A./ B.Sc. Fashion/ Garment Design/ B.Sc. Interior Design & Decoration/ B.A.(H.R.D.)/ B.A.S.L.P/ B.H.M./B.Sc.(H.S.)/ B.Sc(F.N.D.)/ LL.M./ LL.B./ B.A.Law/ M.S.W./ M.B.A./ M.C.A./ M.Sc./ M.Sc. (Hospitality Management)/M.A./M.A.S.L.P./M.Ed./B.Ed., etc., degree courses/ P.G. Diploma courses during May/June 20 ..... and November/December 20..... examinations is to be prepared by this office for conferring degrees during the next annual convocation.

Hence, I request you to furnish the list of candidates of your college who have completed their degrees during May/June 20 .... and November/December 20.....examinations (including repeater candidates) in the enclosed proforma. Also the nationality of the students shall be mentioned without fail.

The list may be prepared course wise and examination wise (May/June 20 .... & November/ December 20.....) mentioning the month and year of completion of the course (Each course list must be prepared separately)

This may be treated as MOST URGENT and the required particulars may be furnished to this office on or before .....

Yours faithfully,

REGISTRAR (EVALUATION)

Note: 1. The names of the candidates shall be in capital letters.
2. Another list may be sent separately to this office for those candidates who have passed after revaluation.

APPENDIX -37

MANGALORE UNIVERSITY

REVISED REGULATION GOVERNING THE DECLARATION OF RANKS

(Framed under Section 44 (1) (c) of KSU Act 2000)

1. These Regulations shall be called むThe Regulations governing the Declaration of Ranksめ
2. These regulations shall come into force from the date of assent of the Chancellor.
3. The number of ranks to be declared shall be 1% of the total number of candidates appearing for any Final Year/Final Semester examination (fraction being rounded off to the nearest integer) subject to a minimum of 3 and a maximum of 10 ranks.
4. Only those candidates who obtain I class/ むA Gradeめand above are eligible for ranks.
5. Ranks shall be declared on the basis of the total marks/Cumulative Grade Point Average (CGPA) obtained in the examinations of entire degree/diploma programme as per Regulations.
6. Candidates shall be ranked in the descending order of the total marks/CGPA obtained in the examination concerned.
7. If more than one person obtain equal marks, all of them shall be eligible for the same ranking.
8. Ranks shall be awarded only to such candidates who pass their examination in the first attempt without discontinuity. Candidates who reject/improve their results are not eligible for ranking.
9. Ranks shall not be declared for the courses conducted by the autonomous colleges or under the distance education programme of the University.
10. Rank certificate shall be signed and issued by the Registrar (Evaluation) on payment of prescribed fees.
11. Results shall be declared only after the Revaluation results are declared.
12. The existing Regulation Governing Declaration of Ranks shall hereby stand repealed.

(Assented by the Chancellor on 9.2.2010 as communicated in Government letter No.ED 21 UDS 2009, dated 20.03.2010)

Sd/-

REGISTRAR

MANGALORE UNIVERSITY

ANNUAL CONVOCATION- LIST OF CASH PRIZES

Sl. No.	Name of the Cash Prize	Subject	Name of the Candidate	Reg.No.	Name of the College/ Department
1	2	3	4	5	6
1.	Padma Nagappa Sastry Cash Prize	M.A English			
2.	Prof. K.S. Deshpande Cash Prize in Library & Information Science	M.L.I.Sc.			
3.	Vanamalidas Gokuldas Charitable Trust Cash Prize	Hindi(B.A./**B.Sc**./B.Com.)			
4.	Dr. P. Gururaja Bhat Memorial Cash Prize	M.A. History			
5.	Nobel Laureate Sir C.V Raman Cash Prize, Dr. S.N Bose Prize, Dr. Homi Bhabha Prize, NSRP-7 Prize	1) Radiation Physics 2) Nuclear Physics 3) Electronics 4) Condensed Matter Physics			
6.	Smt. Vasantha S. Ananthanarayana and Prof. S Ananthanarayana Cash Prize in Kannada (M.A.), English (M.A) and History (M.A) -do- -do-	M.A. Kannada IV Semester ಪತ್ರಿಕೆ–2– ಆಧುನಿಕ ಕನ್ನಡ ಸಾಹಿತ್ಯ–ವಿಶೇಷ ಸಾಹಿತಿ: ಕೆ.ಪಿ ಪೂರ್ಣಚಂದ್ರ ತೇಜಸ್ವಿ M.A. History, Karnataka History Papers viz History 104, History-106 and History 205 M.A English, Literary Criticism Part-I of III Semester & Part II of IV Semester			
7.	Sri M.S Puttanna Cash Prize	M.A.Kannada III ಸೆಮಿಸ್ಟರ್ ಪತ್ರಿಕೆ 4: ಪಾಶ್ಚಾತ್ಯ ಸಾಹಿತ್ಯ ತತ್ವಗಳು IV ಸೆಮಿಸ್ಟರ್ ಪತ್ರಿಕೆ 4: ತೌಲನಿಕ ಕಾವ್ಯ ಮೀಮಾಂಸೆ			
8.	Dakshina Kannada Children's Film Festival 1988 Prize	Master of Communication and Journalism			

9.	Golden Jubilee Kannada Film Festival Memorial Cash Prize	M.A.(Kannada)			
10.	Ramanujan Centenary Cash Prize	1) M.Sc. (Mathematics) I Rank 2) M.Sc. (Mathematics) II Rank			
11.	Smt. Radhika Gopal Rao, Karkala Cash prize	M.A (Economics) Macro Economics Analysis I of III Sem. and Macro Economic Analysis II of IV Semester			
12.	Mrs. Cyprian Carnelio Memorial Cash Award	1. B.A. Final- (International Relations) 2. M.A (Political Science)			
13.	Prof. B. R. Bhat Commemoration Award	M.Sc. (Statistics) Paper Probability Theory			
14.	Aubrey D'Souza Charitable Foundation Prize	M.A (Previous) History			
15.	Peruvai Subbaiah Shetty Memorial Cash Prize	M.A. (Kannada) ತುಳು ಅಧ್ಯಯನ			
16.	Vaidya Partha Narayana Pandit & Family Cash Prize	M.Sc. (Microbiology)			
17.	Public Relations Society of India Cash Prize	Master of Communication and Journalism (Corporate Communication)			
18.	The Louella Lobo Prabhu Literature Cash Prize	M.A. English (Literature)			
19.	The Louella Lobo Prabhu & J.M Lobo Prabhu Cash Prize	M.A. (Political Science)			
20.	Prof. J.V. Bhat Memorial Cash Prize	B.Sc. (Microbiology			
21.	ಪ್ರೋ. ಎಸ್.ವಿ. ಪರಮೇಶ್ವರ ಭಟ್ಟ ಸ್ಮಾರಕ ನಗದು ಬಹುಮಾನ	ಬಿ. ಎ. ಕನ್ನಡ ಐಚ್ಛಿಕ (3 ವರ್ಷಗಳ ಒಟ್ಟು 5 ಪತ್ರಿಕೆಗಳು)			
22.	ಪ್ರೋ. ಎಸ್.ವಿ. ಪರಮೇಶ್ವರ ಭಟ್ಟ ಸ್ಮಾರಕ ನಗದು ಬಹುಮಾನ	ಬಿ.ಎ./ಬಿ.ಎಸ್ಸಿ/ಬಿ.ಕಾಂ./ಬಿ.ಎಸ್.ಡಬ್ಲ್ಯು(ಕನ್ನಡ ಭಾಷಾ ಪತ್ರಿಕೆಗಳು)			
23.	Dr. M.V. Shetty Memorial Cash Prize	M.A. History (Indian History)			
24.	Dr. V.N Raja Memorial Cash Prize	M.Sc. (Final) Materials Science (Second highest total marks)			
25.	Lobo Prabhu S.R Alphonso Prize in Applied Botany & Lobo Prabhu S.R Alphonso Prize in Economics	1. M.Sc. (Applied Botany) 2. M.A (Economics)			
26.	Sri Kerody Subba Rao Memorial Cash Prize	M.A. (Kannada)			
27.	A.B. Shetty Memorial Cash prize	B.Com.(Final yr. B.Com.- Business Law & Indian Corporate Law)			
28.	Vimochana Devadasi Punarvasathi Sanga , Athni Cash Prize.	M.A (Sociology)			

29.	Late B.N Gupta Trustee Janmabhoomi Press Trust Memorial Cash Prize.	M.A (Kannada)			
30.	Mrs. Kamala S. Alva Cash Prize	M.S.W			
31.	Hanuman Gajanana Automobiles Cash Prize	M.A. (Political Science)			
32.	Old Students Cash Prize	M.A. (English)			
33.	Prof. M.I Savadatti Cash Prize	M.Sc. (Physics)			
34.	Prof. B. Sheik Ali Felicitation Committee Cash Prize	M.A. (History)			
35.	K.M Ramdas Prabhu Cash Prize	M.Sc. (Mathematics)			
36.	Mrs.Laxmi Bhujanga Sul aya Cash Prize	M.Sc. (Materials Science)			
37.	Dr. T.M.A. Pai Cash Prize	B.S.C.(3 years) (M.P.S.)			
38.	Dr. T.M.A. Pai Cash Prize	B.S.C. (Final) (P.C.M)			
39.	Prof. M.R. Gajendragad Cash Prize in Chemistry	M.Sc.(Chemistry)			
40.	Darbe Narayana Chowta & Family Cash Prize	M.Sc. (Bio-Sciences)			
41.	Vysya Bank Memorial Cash Prize	M.B.A			
42.	P.V.S Memorial Cash Prize	M.A. (Economics)			
43.	Sri K. Lakkanna Bhandari Cash Prize	M.Sc. (Applied Zoology)			
44.	Dr. T.M.A Pai Cash Prize	B.Com (Final)			
45.	Dr. K.M. Rai Cash Prize	M.Sc. (Statistics)			
46.	President (1985-870) Kanara Chamber of Commerce & Industry, Mangalore	B.B.M.			
47.	ICRAIEST-2009 Cash Prize	M.Sc. Industrial Chemistry (Second highest)			
48.	Prof. A.K. Baradol Cash Prize	M.L.I.Sc.			

REGISTRAR (EVALUATION)

MANGALORE UNIVERSITY

ANNUAL CONVOCATION- LIST OF GOLD MEDALS

Sl. No.	Name of the Gold Medal	Subject	Name of the Candidate	Reg.No.	College/ Department
1.	Dharmasthala Rathnavarma Heggade Memorial Gold Medal	M.A. (Kannada)			
2.	Jayaraja Ballal Memorial Gold Medal	LL.B.(5 years)			
3.	Dr. T.M.A. Pai Gold Medal	LL.B.(5 & 3 Years)			
4.	Dr. T.M.A. Pai Gold Medal	B.A. (Optional) 3 Years			
5.	Dr. T.M.A. Pai Gold Medal	Final B.Sc. (B.Z.C.)			
6.	Dr. T.M.A . Pai Gold Medal	B.Ed.			
7.	Colgate Gold Medal	M.Sc. (Microbiology)			
8.	Mulla Salehbhai M.A. Vagh Gold Medal	M.Sc. (Applied Botany)			
9.	Dr. T.M.A. Pai Endowment Gold Medal in Mass Communication and Journalism	Master of Communication & Journalism			
10.	Jindal Jubilee Gold Medal	M.A. Sanskrit			
11.	Jindal Jubilee Gold Medal	M.Sc. (Yogic Science)			
12.	Ashwin Shetty & Gautham Shetty Memorial Gold Medal	M.P.Ed.			
13.	Sequent Scientific Limited Gold Medal	M.Sc. (Applied Chemistry)			
14.	Institute of Chartered Accountants of India Gold Medal	B.Com. (Accountancy)			
15.	Prof. K. Siddappa Gold Medal	M.Sc. (Physics)			
16.	N. Raghavendra Memorial Gold Medal	M.B.A. (Marketing)			
17.	Prof. J.Uchil Felicitation Gold Medal	M.Sc. (Materials Science)			
18.	Late Kotekunja Kambar Jagannatha Alva Gold Medal	M.S.W.			
19.	Sri Antony G. Lobo Gold Medal	B.Sc. (Bio Technology)			
20.	Smt. Carmine Lobo Gold Medal	B.Sc. (Microbiology) (Lady Candidate)			
21.	Prof. B. Shivarama Holla Gold Medal	M.Sc. Chemistry (Organic Chemistry paper)			

Sl. No.	Name of the Gold Medal	Subject	Name of the Candidate	Reg.No.	College/ Department
22.	Kumbla Ramdas Rangappa Nayak Memorial Gold Medal (Applied Botany)	M.Sc. (Applied Botany)	MANASA D.J	091070009	Dept. of Applied Botany, Mangalore University, Mangalagangothri
23.	Kumbla Ramdas Rangappa Nayak Memorial Gold Medal (Computer Applications)	M.Sc. (Computer Applications)			
24.	ಶ್ರೀGirishamಶ್ರೀGold Medal	M.A. (Economics)			
25.	Mangalagangothri Commerce Pioneers Gold Medal	M.Com.			
26.	Smt. Lakshmi Soma Bangera Kodikanyana Memorial Gold Medal	M.Com.			
27.	Smt. Rukmini Shetty Memorial Sudhakar Shetty Gold Medal	B.Com.			
28.	Late Dr. Gururaja Bhat Gold Medal	M.A. (History)			
29.	Dr. Sister Consilia Fernandes Memorial, Dr. Gabrial Fernandas Gold Medal	M.H.R.D			
30.	Late Saraswathi alias Uma Bai Kini Mamorial Gold Medal	M.Sc. Yogic Science Female Candidate			
31.	Syngenta Gold Medals	M.Sc. Organic Chemistry			
32.	Syngenta Gold Medals	M.Sc. Industrial Chemistry			
33.	ICRAIEST- 2009 Gold Medals	M.Sc. Industrial Chemistry			
34.	Late Sri Ramakrishna Mallya Gold Medal	M.B.A.			
35.	Late Sri Ramakrishna Mallya Gold Medal	M.C.J.			

REGISTRAR (EVALUATION)

APPENDIX -39

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ MANGALORE UNIVERSITY

200.....ರ ಘಟಕೋತ್ಸವವಕ್ಕೆ ಪ್ರವೇಶ ಕೋರುವ ಅರ್ಜಿ

Application for admission to convocation 200.....

ಹಾಜರಿಯಲ್ಲಿ/ಗೈರು ಹಾಜರಿಯಲ್ಲಿ (ಅನ್ವಯವಾಗದ್ದನ್ನು ಹೊಡೆದು ಹಾಕಿ)
IN PERSON/ IN ABSENTIA
(STRIKEOUT WHICHEVER IS NOT APPLICABLE)

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆಗಳು ಈ ಅರ್ಜಿಯ ಹಿಂಭಾಗದಲ್ಲಿ ನೋಡಿ

Instructions to Candidates-see overleaf

ಭರ್ತಿ ಮಾಡಿದ ಫಾರಂಗಳನ್ನು ಕುಲಸಚಿವ, ಮೌಲ್ಯಮಾಪನ, ಮಂಗಳೂರು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳಗಂಗೋತ್ರಿ–574 199 ಇವರಿಗೆ ಕಳುಹಿಸತಕ್ಕದ್ದು

Filled in application shall be sent to the Registrar (Evaluation), Mangalore University Mangalagangothri-574199.

1.a) ಅಭ್ಯರ್ಥಿಯ ಪೂರ್ಣ ಹೆಸರು, ಇದು ವಿ.ವಿ ಪರೀಕ್ಷೆಗೆ ರಿಜಿಸ್ಟರ್ ಮಾಡಿದ ಕ್ರಮದಲ್ಲೇ ಇರತಕ್ಕದ್ದು. Name of the candidate in full (In block letters) as registered for the University Examination. b) ಅಭ್ಯರ್ಥಿಯ ಹೆಸರನ್ನು ಇಂಗ್ಲೀಷ್ ಹಾಗೂ ಕನ್ನಡದಲ್ಲೂ ಬರೆಯತಕ್ಕದ್ದು. Name must written both in Kannada & English	ಶ್ರೀ/ಶ್ರೀಮತಿ/ಕುಮಾರಿ ..... Sri/Smt/Kum .....
2. ಪುರುಷ/ಸ್ತ್ರೀ Male/Female	
3. a) ಅಭ್ಯರ್ಥಿಯ ರಾಷ್ಟ್ರೀಯತೆಯನ್ನು ನಮೂದಿಸತಕ್ಕದ್ದು. Nationality of the candidate should be mentioned	
ತಂದೆ/ತಾಯಿಯ ಹೆಸರು Father/Mother Name.	
ಅಭ್ಯರ್ಥೀಯ ಹುಟ್ಟಿದ ದಿನಾಂಕ Date of Birth of the Candidate	
4. ಸಂಬಂಧಿಸಿದ ಪತ್ರ ವ್ಯವಹಾರ ಮಾಡಲು ಅಭ್ಯಥೀಯ ಸರಿಯಾದ ಅಂಚೆ ವಿಳಾಸ. (ಪಿನ್ ಕೋಡ್ ಸೂಚಿಸಿ) Correct Postal Address to which Communication may be sent (in block letters). Please give Pin Code No. also	

5. ತೇರ್ಗಡೆಯಾದ ಪರೀಕ್ಷೆಗಳು ವಿವರಗಳೊಂದಿಗೆ. Examination passed with details	ಪದವಿ Degree	ಪಡೆದ ವರ್ಗ Class obtained	ರಿಜಿಸ್ಟರ್ ನಂ Reg No.	ವರ್ಷ Year	ತಿಂಗಳು Month

6. ತೆಗೆದುಕೊಂಡ ವಿಷಯಗಳು	Subjects Offered	
1. ಗುಂಪು 1ರಲ್ಲಿ ಆರಿಸಿದ ಭಾಷೆಗಳು	1.Languages under Group-1	
2. ಮೇಜರ್/ಐಚ್ಛಿಕ ಭಾಷೆಗಳು	2.Major/Optional subjects	
3. ಹೆಚ್ಚಿನ ವಿಷಯಗಳು (ಇದ್ದರೆ)	3.Additional Subjects, If any	
4. ವಿಶೇಷ ವಿಷಯಗಳು (ಇದ್ದರೆ)	4.Special Subjects if any	
7. ಕಾಲೇಜಿನ ಹೆಸರು Name of the College		
8. ನೀವು ಕಡ್ಡಾಯದ ಇನ್‌ಹೌಸ್ ಟ್ರೈನಿಂಗ್/ ಇಂಟರ್ನ್‌ಶಿಪ್/ಟ್ರೈನಿಂಗ್ ಮುಗಿಸಿದ್ದಿರೋ ಹಾಗಿದ್ದರೆ ಅಭ್ಯರ್ಥಿಗಳು ಪ್ರಾನ್ಸ್‌ಪಾಲರಿಂದ ದೃಡೀಕರಿಸಿದ ನಿಜ ಪ್ರತಿಯನ್ನು ಲಗತ್ತಿಸಬೇಕು. ಅದಿಲ್ಲದೆ ಅಭ್ಯರ್ಥಿಗಳು ಆ ಪದವಿಯನ್ನು ಪಡೆಯಲು ಅರ್ಹರಾಗಿರುವುದಿಲ್ಲ. Have you undergone the compulsory inhouse training/ Internship/ Training? if so, attach the true copy of the certificate attested by the Principal. Otherwise the candidates are not eligible to apply for the convocation		
9. ಪಾವತಿಸಿದ ಶುಲ್ಕದ ವಿವರ (ವಿವರಗಳಿಗೆ 2ನೇ ಪುಟ ನೋಡಿ) Details of fee paid (for details see page 2)	ಚಲನ್ ರಶೀದಿ ಡಿ.ಡಿ. ಸಂಖ್ಯೆ ದಿನಾಂಕ: Challan/ Receipt/ D.D No. of Date: ಮೊಬಲಗು ರೂ. Amount Rs.	

ಸ್ಥಳ Place .....

ದಿನಾಂಕ Date .....

ಅಭ್ಯರ್ಥಿಯ ಸಹಿ Signature of the Candidate

ಸೂಚನೆ: (i) ನಿಮಗೆ ಪದವಿಪತ್ರ ಕಳುಹಿಸಲು ಅಥವಾ ವ್ಯವಹಾರ ಮಾಡಲು ಬಳಸಬೇಕಾದ ವಿಳಾಸವನ್ನು ಕೆಳಗಿನೆ ಚೀಟಿಯಲ್ಲಿ ಸ್ಪಷ್ಟವಾಗಿ ಬರೆಯಿರಿ
Please enter clearly IN BLOCK LETTERS in the place provided below your name & the correct postal address to which degree certificate to be sent
(ii) ಅಭ್ಯರ್ಥಿಗಳು ಸ್ವೀಕರಿಸಬೇಕಾದ ವಚನ ಈ ಅರ್ಜಿಯ ಹಿಂದೆ ಇದೆ. ಅಭ್ಯರ್ಥಿಗಳು ಅದಕ್ಕೆ ರುಜು ಹಾಕತಕ್ಕದ್ದು.
Declaration to be signed by the candidate as detailed on the reverse of the application. This should be signed by him/her

---

ರಿಜಿಸ್ಟರ್ ನಂ
Reg No

ರಿಜಿಸ್ಟರ್ ಅಂಚೆ
BY REGISTERED POST

ಭಾರತ ಸರ್ಕಾರದ ಸೇವೆಯಲ್ಲಿ
ON INDIA GOVERNMENT SERVICE

ರಿಂದ
ಕುಲಸಚಿವ(ಮೌಲ್ಯ ಮಾಪನ)
ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
ಮಂಗಳಗಂಗೋತ್ರಿ ೫೭೪೧೯೯
ದ.ಕ ಜಿಲ್ಲೆ
ಕರ್ನಾಟಕ, ಭಾರತ

From
The Registrar (Evaluation)
Mangalore University
Mangalagangothri-574199
D.K District
Karnataka, India

ರಿಗೆ, To,
ಶ್ರೀ/ಶ್ರೀಮತಿ Sri/Smt .....
.....
.....
ಪಿನ್ ಕೋಡ್ Pin Code .....

ಪು.ತಿ.ನೋ

ಅಭ್ಯರ್ಥಿಗಳು ಸ್ವೀಕರಿಸಬೇಕಾದ ಘೋಷಣಾ ವಚನ Declaration to be signed by the Candidate

ಶಿಫಾರಸ್ಸು ಮಾಡಲಾಗಿರುವಂತೆ ನನ್ನನ್ನು ..... ಪದವಿ ಸ್ವೀಕರಿಸಿದಲ್ಲಿ ನನ್ನ ದೈನಂದಿನ ಬದುಕಿನಲ್ಲಿ ಹಾಗೂ ಮಾತುಕತೆಯಲ್ಲಿ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸದಸ್ಯನಿಗಣುಗುಣವಾದ ರೀತಿಯಲ್ಲಿ ಪ್ರಾಮಾಣಿಕವಾಗಿ ನಡೆದುಕೊಳ್ಳುತ್ತೇನೆ. ನನಗೆ ಸಾಮರ್ಥ್ಯವಕಾಶವಿದ್ದಷ್ಟು ನೈತಿಕ ಹಾಗೂ ಜ್ಞಾನಸಾಧನೆಯ ಧ್ಯೇಯವನ್ನು ಎತ್ತಿ ಹಿಡಿಯುತ್ತೇನೆ, ಹಾಗೂ ಅದಕ್ಕಾಗಿ ಶ್ರಮಿಸುತ್ತೇನೆ, ನನ್ನಿಂದ ಸಾಧ್ಯವಾದಷ್ಟು ಮಟ್ಟಿಗೆ ಸಾಮಾಜಿಕ ಪ್ರಗತಿಗೂ, ಮಾನವಕುಲದ ಕಲ್ಯಾಣಕ್ಕೂ ಶ್ರಮಿಸುವುದಾಗಿ ಈ ಮೂಲಕ ಪ್ರಾಮಾಣಿಕವಾಗಿ ಭರವಸೆ ನೀಡುತ್ತೇನೆ.

I hereby solemnly declare and promise that, if admitted to the degree of ..... for which have been recommended I shall, in my daily life and conversation conduct myself, as befits a member of the University, that I shall to the utmost of my capacity and opportunity support the cause of morality and sound learning and that as far as in me lies, I shall uphold and advance the social order and the well-being of my fellowmen,

ನನಗೆ ನೀಡಲಾದ ಪದವಿ ದೆಸೆಯಿಂದ ನಾನು ಸೇರುವ ವೃತ್ತಿಗೆ ಸಂಬಂಧಿಸಿದ ಕರ್ತವ್ಯಗಳನ್ನು ಪ್ರಾಮಾಣಿಕತೆಯಿಂದಲೂ ನಿರ್ವಹಿಸುತ್ತೇನೆಂದೂ, ಎಲ್ಲಾ ಸಂದರ್ಭಗಳಲ್ಲೂ ವೃತ್ತಿ ಗೌರವ ಮತ್ತು ಪಾವಿತ್ರ್ಯವನ್ನು ಕಾಪಾಡಿಕೊಂಡು ಬರುತ್ತೇನೆಂದೂ, ವಿದ್ಯೆಯನ್ನು ನಿಂದ್ಯ ಉದ್ದೇಶಗಳಿಗೆ ಬಳಸುವುದಿಲ್ಲವೆಂದೂ, ಋಜುಪಥದಿಂದ ವಿಚಲಿತನಾಗುವುದಿಲ್ಲವೆಂದೂ ಈ ಮೂಲಕ ಪ್ರಾಮಾಣಿಕವಾಗಿ ಭರವಸೆ ನೀಡುತ್ತೇನೆ.

I shall faithfully and carefully fulfil the duties of the profession to which I may be admitted by virtue of my degree, that I shall on all occasions, maintain its purity and reputation and I shall never deviate from the straight path of its honourable exercise by making by knowledge subservient to unworthy ends

ವೃತ್ತಿಪರ ಪದವಿಗಳನ್ನು ಪಡೆಯದ ಅಭ್ಯರ್ಥಿಗಳು ಹೊಡೆದುಹಾಕತಕ್ಕದ್ದು. * In case of non-professional degrees, this statement.

ಸ್ಥಳ Place.....

ದಿನಾಂಕ Date..... ಅಭ್ಯರ್ಥಿಯ ಸಹಿ Signature of the Candidate

ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ಸೂಚನೆಗಳು Instruction to Candidates

1. ಅಪೂರ್ಣ ಅರ್ಜಿಗಳನ್ನು ತಿರಸ್ಕರಿಸಲಾಗುವುದು. ಪಾವತಿ ಮಾಡಿದ ಹಣವನ್ನು ಯಾವುದೇ ಸಂದರ್ಭದಲ್ಲೂ ಹಿಂದಿರುಗಿಸಲಾಗುವುದಿಲ್ಲ.
   Incomplete applications are liable to be rejected. Refund of amount is not permissible under any circumstances.
2. ಪದವಿ ಪರೀಕ್ಷೆಯ ಎಲ್ಲಾ ಅಂಕಪಟ್ಟಿಗಳ ದೃಢೀಕೃತ ಜೆರಾಕ್ಸ್ ಪ್ರತಿಯನ್ನು ತಪ್ಪದೇ ಲಗತ್ತಿಸಬೇಕು.
   Attested Xerox Copies of all Marks Cards of the Examinations shall invariable be enclosed
3. ಸ್ನಾತಕೋತ್ತರ ಪದವೀಧರು ಮತ್ತು ಪದಕ ಬಹುಮಾನ ವಿಜೇತರು ಹಾಗೂ ಪ್ರಥಮ ದರ್ಜೆ ಪದವೀಧರರು ಮಾತ್ರ ಘಟಕೋತ್ಸವದಲ್ಲಿ ಹಾಜರಿದ್ದ ಪದವಿಗಳನ್ನು ಸ್ವೀಕರಿಸಬಹುದು ಇತರರಿಗೆಲ್ಲ ಗೈರುಹಾಜರಿಯಲ್ಲಿಯೇ ಪದವಿಗಳನ್ನು ನೀಡಲಾಗುವುದು.
   Only Post-Graduates and Medalists/Prize Winners and First Class Degree holders can take their Degrees IN PERSON, All others will be given the Degree only in ABSENTIA
4. ಘಟಕೋತ್ಸವದ ಬಳಿಕ, ಅರ್ಹ ಅಭ್ಯರ್ಥಿಗಳಿಗೆ ನೊಂದಾಯಿತ ಅಂಚೆ ಮೂಲಕವೇ ಪದವಿ ಪತ್ರಗಳನ್ನು ಕಳುಹಿಸಲಾಗುವುದು. ಹಾಜರಾತಿಯಲ್ಲಿ ವಿತರಿಸದವರಿಗೆ
   After the Convocation, the Degree Certificates will be sent to the eligible candidates(in Absentia), only through Registered Post.
5. ಭಾರತದ ಹೊರಗೆ ಪದವಿ ಪತ್ರವನ್ನು ಕಳುಹಿಸಬೇಕಾಗಿದ್ದರೆ ನಿಗದಿತ ಶುಲ್ಕದೊಡನೆ ಹೆಚ್ಚುವರಿ ಅಂಚೆ ವೆಚ್ಚ ರೂ. 130ನ್ನು ಪಾವತಿಸಬೇಕು.
   If the degree certificate is to be sent outside India, an additional amount Rs. 130 towards postal expenses is to be paid along with the prescribed fee.
6. ಅಭ್ಯರ್ಥಿಯು ಪದವಿ ಪತ್ರ ಅಥವಾ ನಕಲು ಪದವಿ ಪತ್ರವನ್ನು ಮುಖತಃ ಪಡೆಯುವಾಗ ತನ್ನ ಭಾವಚಿತ್ರವಿರುವ ಗುರುತು ಕಾರ್ಡನ್ನು ಹಾಜರಿಪಡಿಸತಕ್ಕದ್ದು
   While collection of the degree Certificate/Duplicate Degree Certificate in person the candidate has to produce the photo Identity Card.
7. ವಿದೇಶಿ ಅಭ್ಯರ್ಥಿಗಳು ಮೂರುಪಟ್ಟು ಶುಲ್ಕವನ್ನು ಪಾವತಿಸತಕ್ಕದ್ದು.
   The students who are foreign national shall pay three times of the Fee.
8. ಘಟಕೋತ್ಸವಕ್ಕೆ ಹಿಂದಿನ ಅಕ್ಟೋಬರ್ ಪರೀಕ್ಷೆಯಲ್ಲಿ ಪಾಸಾಗಿರುವ ವಿದ್ಯಾರ್ಥಿಗಳು ಉತ್ತೀರ್ಣತಾ ಪತ್ರವನ್ನು ಮಾತ್ರ ಪಡೆಯಲು ಅರ್ಹರಾಗಿರುತ್ತಾರೆ,
   Students who pass in the October Examination just before a Convocation are eligible only for Provisional Pass Certificate.
9. ಅಂಕಪಟ್ಟಿಯಲ್ಲಿ ಎನ್.ಸಿ.ಎಲ್. ಅನ್ನು ರದ್ದುಪಡಿಸದೆ ಇದ್ದರೆ ಮತ್ತು ದರ್ಜೆ ಘೋಷಣೆಯಾಗದೆ ಇದ್ದರೆ, ಅಂಥ ಅಭ್ಯರ್ಥಿಗೆ ಪದವಿ ಪತ್ರ ಪಡೆಯುವ ಅರ್ಹತೆ ಇರುವುದಿಲ್ಲ.
   If NCL is not removed and class is not declared in the marks card, such candidates are not eligible to receive the degree

ಶುಲ್ಕಗಳ ವಿವರ FEE DETAILS (including Application Fee)

		Under Graduate Degree Rs.	P.G Degree/ Diploma Rs.	Ph.D./ M. Phil Rs.
1.	ಘಟಕೋತ್ಸವ ಶುಲ್ಕ Convocation Fee:	*420.00	570.00	1,400.00
2.	ತೇರ್ಗಡೆಯಾದ ದಿನಾಂಕದಿಂದ ಮೂರು ವರ್ಷಗಳ ಬಳಿಕ ಪದವಿ ಪತ್ರ ಪಡೆಯಲು ನೀಡಬೇಕಾದ ದಂಡ ಶುಲ್ಕ Penel Fee of Rs. 170/- for every additional year of obtaining Degree Certificate after a lapse of three years from the date of passing	* 170.00	170.00	170.00
3.	ಪ.ಜಾತಿ/ಪ.ಪಂಗಡದ ಅಭ್ಯರ್ಥಿಗಳು ಪದವಿ ಪ್ರಮಾಣ ಪತ್ರ ಪಡೆಯಲು ಅರ್ಜಿಯೊಂದಿಗೆ ಪ್ರಮಾಣ ಪತ್ರದ ದೃಢೀಕೃತ ನಕಲು ಪ್ರತಿ ಹಾಜರುಪಡಿಸಿ ಶೇ.50% ರಷ್ಟು (ಅರ್ಧದಷ್ಟು) ಶುಲ್ಕ ಪಾವತಿಸಬೇಕು. Convocation fees for SC/ST candidates is 50% of the prescribed fees subject to the production of copy of the certified caste certificate.	* 260.00	335.00	750.00

* ಶುಲ್ಕಗಳು ಕಾಲ ಕಾಲಕ್ಕೆ ಪರಿಷ್ಕರಿಸುವ ಷರತುಗಳಿಗೆ ಒಳಪಟ್ಟಿವೆ. ಪರಿಷ್ಕೃತ ಶುಲ್ಕದ ವಿವರವನ್ನು ವಿ.ವಿ. ಕಛೇರಿ ಕಾಲೇಜು ಕಛೇರಿ/ವಿ.ವಿ ಅಂತರಜಾಲದಿಂದ ಪಡೆಯಬಹುದು

The fee details are subject to change from time to time and may be obtained from University Office//College Office/University Website

ಸೂಚನೆ: ಚೆಕ್ಕು, ಪೋಸ್ಟಲ್ ಆರ್ಡರ್ ಗಳನ್ನು ಸ್ವೀಕರಿಸುವುದಿಲ್ಲ. ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವ್ಯಾಪ್ತಿಯೊಳಗೆ ವಾಸವಾಗಿರುವ ಅಭ್ಯರ್ಥಿಗಳು ಸ್ಟೇಟ್ ಬ್ಯಾಂಕ್ ಆಫ್ ಇಂಡಿಯಾ ವಿಜಯಾ ಬ್ಯಾಂಕ್ ಅಥವಾ ಕೆನರಾ ಬ್ಯಾಂಕಿನ ಯಾವುದೇ ಶಾಖೆಯಲ್ಲಿ ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ನಿಧಿಗೆ ಪಾವತಿಯಾಗುವಂತೆ ಹಣವನ್ನು ಕಟ್ಟಿ ಚಲನನ್ನು ಅರ್ಜಿಗೆ ಲಗತ್ತಿಸಬೇಕು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವ್ಯಾಪ್ತಿಯ ಹೊರಗೆ ವಾಸವಾಗಿರುವ ಅಭ್ಯರ್ಥಿಗಳು ಕ್ರಾಸ್ ಮಾಡಿದ ಡಿಮಾಂಡ್ ಡ್ರಾಫ್ಟ್ ಗಳನ್ನು ಮಂಗಳೂರಿನ ಯಾವುದೇ ಬ್ಯಾಂಕಿನಲ್ಲಿ ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಹಣಕಾಸು ಶಾಖೆಗೆ ಪಾವತಿಯಾಗುವಂತೆ ಕಟ್ಟಬಹುದು.

Note: No cheques or Postal orders will be accepted. Those who are residing in Mangalore University area should credit the amount through Challan at any branch of State Bank of India, Vijaya Bank or Canara bank under Mangalore University Funds. The Duplicate Bank Challan/Receipt should be enclosed to the application forms. Those who are residing outside the University area have to send a crossed demand draft drawn in favour of the Finance Officer, Mangalore University payable at any bank in Mangalore along with the application.

ಈ ಗೆರೆಯ ಕೆಳಗೆ ಏನನ್ನೂ ಬರೆಯಬೇಡಿ ಅಂಟಿಸಬೇಡಿ DO NOT WRITE OR PASTE ANYTHING BELOW THIS LINE

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂಖ್ಯೆ: ಇಡಿ ೧೩೩ ಯಡಿವಿ ೨೦೦೨

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು

ದಿನಾಂಕ: ೭.೧೦.೨೦೦೩

ಇಂದ,

ಕಾರ್ಯದರ್ಶಿ
ಉನ್ನತ ಶಿಕ್ಷಣ, ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಬೆಂಗಳೂರು– ೫೬೦ ೦೦೧.

ಇವರಿಗೆ:

1) ಕುಲಸಚಿವರು ಮೈಸೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು – ೫೭೦ ೦೦೫.
2) ಕುಲಸಚಿವರು ಕರ್ನಾಟಕ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಧಾರವಾಡ – ೫೮೦ ೦೦೩.
3) ಕುಲಸಚಿವರು ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮಂಗಳೂರು – ೫೭೪ ೧೯೯.
4) ಕುಲಸಚಿವರು ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಗುಲಬರ್ಗಾ – ೫೮೫ ೦೦೩.
5) ಕುಲಸಚಿವರು ಕುವೆಂಪು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬಿ.ಆರ್. ಪ್ರಾಜೆಕ್ಟ್ – ೫೭೩ ೪೫೧.
6) ಕುಲಸಚಿವರು ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬೆಳಗಾಂ – ೫೯೦ ೦೧೦.
7) ಕುಲಸಚಿವರು ಕರ್ನಾಟಕ ರಾಜ್ಯ ಮುಕ್ತ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಮೈಸೂರು – ೫೭೦ ೦೦೩.

ಮಾನ್ಯರೇ,

ವಿಷಯ:– ಕರ್ನಾಟಕ ಪಾರದರ್ಶಕತೆ ಕಾನೂನು 2000ದ ವಿನಾಯಿತಿ ಕುರಿತು.
ಉಲ್ಲೇಖ:_ ದಿನಾಂಕ ೧೯.೦೮.೨೦೦೩ ಸಂಖ್ಯೆ: ಪಿಡಬ್ಲ್ಯೂಡಿ ೪೩೩ ಎಫ್‌ಪಿ ೩:೨೦೦೩ರ ಅಧಿಸೂಚನೆ.

ಮೇಲಿನ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖಿತ ಪತ್ರದ ಅಧಿಸೂಚನೆಯ ಪ್ರತಿಯನ್ನು ಮಾಹಿತಿ ಮತ್ತು ಅಗತ್ಯ ಕ್ರಮಕ್ಕಾಗಿ ಕಳುಹಿಸಲು ನನಗೆ ನಿರ್ದೇಶನವಾಗಿದೆ.

ತಮ್ಮ ನಂಬುಗೆಯ,
ಸಹಿ.
(ಮುದುಗಂಡಯ್ಯ)
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ, ಶಿಕ್ಷಣ ಇಲಾಖೆ,
(ವಿಶ್ವವಿದ್ಯಾಲಯ ಮತ್ತು ಸಾಮಾನ್ಯ–2).

GOVERNMENT OF KARNATAKA

No. PWD 433 FC-3/ 2003

Karnataka Government Secretariat,
Vidhana Soudha,
Bangalore, dated 19th August 2003.

NOTIFICATION

In exercise of the powers confered under section 4(g) of Karnataka Transparency in Public Procurement Act, 1999, Government hereby notify that provisions of the said Act shall not apply for Procurement of Printing of Question Papers for various examinations conducted by the following Universities:

1) Mysore University, Mysore.
2) Karnataka University, Dharwad.
3) Mangalore University, Mangalore.
4) Gulbarga University, Gulbarga.
5) Kuvempu University, B.R. Project.
6) Visweshwaraiah Technical University, Belgaum.
7) Karnataka Open University, Mysore.

By order and in the name of the
Government of Karnataka,
Sd/-
(Ashok S.J.)
Under Secretary to Government
PWD (Finance Cell)

To:

The Compilor, Karnataka Gazette for Publication in the extraordinary Gazette and supply of 50 copies.

Copy to:

1) Accountant General in Karnataka (Audit & Accounts)
2) Chief Secretary to Government.
3) Additional Chief Secretary to Government.
4) Principal Secretary to Cheif Minister.
5) Additional Chief Secretary & Development Commissioner.
6) All Principal Secretaries/ Secretaries.
7) Principal Secretary to Government.(Higher Education), Education Department.
8) All Deputy Secretaries/ Under Secretaries of Finance Department.
9) All Universities through Principal Secretary (Higher Education), Education Department.
10) Drafting Section, Law & Parliamentary Affairs and Legislation.
11) Office copy/ etc.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂಖ್ಯೆ: ಇಡಿ 121 ಯಡಿವಿ 2011

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ಬಹುಮಹಡಿ ಕಟ್ಟಡ,
ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 2/4/2012

ಇಂದ,

ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿ,
ಉನ್ನತ ಶಿಕ್ಷಣ, ಇಲಾಖೆ,
ಬೆಂಗಳೂರು– 560 001.

ಇವರಿಗೆ:
ಕುಲಸಚಿವರು,
ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾನಿಲಯ,
ಮಂಗಳೂರು.

ಮಾನ್ಯರೇ,

ವಿಷಯ:– ಪರೀಕ್ಷಾ ಗಣಕೀಕರಣ ಕಾರ್ಯವನ್ನು ಕರ್ನಾಟಕ ಪಾರದರ್ಶಕ ಕಾಯ್ದೆ 4(g)ಯಿಂದ ವಿನಾಯಿತಿ ಪಡೆಯುವ ಬಗ್ಗೆ.
ಉಲ್ಲೇಖ:– ತಮ್ಮ ಪತ್ರ ದಿನಾಂಕ 15/10/2011.

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖಿತ ಪತ್ರದಲ್ಲಿನ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಪರಿಶೀಲಿಸಲಾಗಿ, ಈ ಸಂಬಂಧ ಆರ್ಥಿಕ ಇಲಾಖೆಯು ಹೊರಡಿಸಿದ ಅಧಿಸೂಚನೆಯ ಪ್ರತಿಯನ್ನು ಇದರೊಂದಿಗೆ ಲಗತ್ತಿಸುತ್ತ ಮುಂದಿನ ಅಗತ್ಯ ಕ್ರಮಕ್ಕಾಗಿ ಕಳುಹಿಸಿಕೊಡಲು ನಿರ್ದೇಶಿತನಾಗಿದ್ದೇನೆ.

ತಮ್ಮ ನಂಬುಗೆಯ,

ಸಹಿ.
(ಪ್ರಕಾಶ್‌ರಾವ್ ಕೇಸರ್‌ಕರ್)
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ (ವಿಶ್ವವಿದ್ಯಾಲಯಗಳು)

ಸಂಖ್ಯೆ: ಆಇ 114 ವೆಚ್ಚ– 12/12

ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಚಿವಾಲಯ,
ವಿಧಾನ ಸೌಧ,
ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 15.03.2012

ಅಧಿಸೂಚನೆ

ಮಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯದ ಮುಂದಿನ 5 ಪದವಿ ಮತ್ತು ಸ್ನಾತಕೋತ್ತರ ಪರೀಕ್ಷೆಗಳ ಸಂಪೂರ್ಣ ಗಣಕೀಕರಣ ಕಾರ್ಯವನ್ನು ನೇರವಾಗಿ M/ s.Meta-i Technologies Pvt. Ltd. ಸಂಸ್ಥೆಗೆ ವಹಿಸಲು ಕರ್ನಾಟಕ ಸಾರ್ವಜನಿಕ ಸಂಗ್ರಹಣೆಗಳಲ್ಲಿ ಪಾರದರ್ಶಕತೆ ಅಧಿನಿಯಮ–1999ರ ಕಲಂ 4(ಜಿ)ರಡಿ ಪ್ರದತ್ತವಾದ ಅಧಿಕಾರ ಚಲಾಯಿಸಿ ಶಿಕ್ಷಣ ಇಲಾಖೆಗೆ ಪಾರದರ್ಶಕತೆ ಕಾಯ್ದೆಯಿಂದ ವಿನಾಯಿತಿ ನೀಡಿದೆ.

ಉತ್ತಮ ಗುಣಮಟ್ಟದ ಸೇವೆಯನ್ನು ಸಮಂಜಸ ದರದಲ್ಲಿ ಸಂಗ್ರಹಿಸುವುದನ್ನು ಶಿಕ್ಷಣ ಇಲಾಖೆಯು ದೃಢಪಡಿಸಿಕೊಳ್ಳುವುದು.

ಕರ್ನಾಟಕ ರಾಜ್ಯಪಾಲರ ಆಜ್ಞಾನುಸಾರ
ಮತ್ತು ಅವರ ಹೆಸರಿನಲ್ಲಿ

ಸಹಿ
(ಕಾಂತ ಎಸ್.)
ಸರ್ಕಾರದ ಅಧೀನ ಕಾರ್ಯದರ್ಶಿ,
ಆರ್ಥಿಕ ಇಲಾಖೆ (ಸಂಗ್ರಹಣಾ ಕೋಶ)

ಇವರಿಗೆ:

ಜಂಟಿ ನಿರ್ದೇಶಕರು, ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ, ಸರ್ಕಾರಿ ಮುದ್ರಣಾಲಯ, ಆರ್.ವಿ. ಕಾಲೇಜು, ಅಂಚೆ, ಮೈಸೂರು ರಸ್ತೆ, ಕೆಂಗೇರಿ, ಬೆಂಗಳೂರು–59, ಮುಂದಿನ ವಿಶೇಷ ರಾಜ್ಯ ಪತ್ರದಲ್ಲಿ ಪ್ರಕಟಿಸುವ ಸಲುವಾಗಿ ಹಾಗೂ 25 ಮುದ್ರಿತ ಪ್ರತಿಗಳನ್ನು ಸರಬರಾಜು ಮಾಡಲು ಕೋರಿದೆ.

ಪ್ರತಿ:

1) ಮಹಾಲೇಖಪಾಲರು (ಲೆಕ್ಕ ಮತ್ತು ಪರಿಶೋಧನೆ), ಬೆಂಗಳೂರು.
2) ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಉನ್ನತ ಶಿಕ್ಷಣ).
3) ನಿರ್ದೇಶಕರು, ರಾಜ್ಯ ಪತ್ರಾಗಾರ ಇಲಾಖೆ, ವಿಧಾನ ಸೌಧ, ಬೆಂಗಳೂರು– 10 ಪ್ರತಿಗಳು.
4) ಹೆಚ್ಚುವರಿ ಪ್ರತಿ.