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Pt. RAVIVISHANKAR SHUKLA UNIVERSITY, RAIPUR

Ordinance No. - 147 "A"

ORDINANCE FOR 3-YEARS DIPLOMA PROGRAMME
Based on Semester System
(Implemented from Academic Year 2003-2004)

THREE YEARS DIPLOMA PROGRAMMES

Pt. Ravishankar Shukla University, Raipur, C.G. awards first Diploma in disciplines of Engineering / Technology based disciplines as approved by All India Council of Technical Education (AICTE), New Delhi of three-years (six-semester) duration, herein after called 3-Year Diploma Programme shall be designated as DIPLOMA in Respective Branch.

1.0 THREE YEAR DIPLOMA PROGRAMMES :

1.1 This diploma shall include the branches of ARCHITECTURE, CIVIL ENGINEERING, COMPUTER-SCIENCE & ENGINEERING, COSTUME DESIGN & DRESS MAKING, ELECTRONICS (Y- SCHEME), ELECTRICAL-ENGINEERING, ELECTRONICS & TELECOMMUNICATION ENGINEERING., INTERIOR-DECORATION & DESIGN, INFORMATION-TECHNOLOGY, METALLURGY, MODERN OFFICE MANGEMENT, MECHANICAL-ENGINEERING.

1.2 The studies and examinations of these Diploma programmes shall be on the basis of Semester system.

2.0 RULES FOR ADMISSION :

2.1 The minimum qualification for admission to the FIRST-Semester of the following Diploma Programmes (Admission BASED ON INSTITUTION WISE MERIT)

CIVIL-ENGINEER-ING, COMPUTER-SCIENCE & ENGINEERING,
ELECTRICAL-ENGINEERING, ELECTRONICS (Y-SCHEME),
ELECTRONICS & TELE-COMMUNICATION ENGINEERING.,
INFORMATION TECHNOLOGY, MECHANICAL-ENGINEERING.
METALLURGY

shall be the passing of 10th class or higher examination under (10+2) education scheme with Science (Physics and Chemistry) and Mathematics as main subjects and obtaining 60% marks in aggregate in aforesaid subjects conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board / University. SC / ST and OBC candidates are not required to obtain minimum 60% marks.

2.2 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

COSTUME DESIGN AND DRESS MAKING, INTERIOR - DECORATION & DESIGN

shall be the passing of 10th class or higher examination under (10+2) education scheme conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board/University. Candidates for

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above programmes shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in qualifying examination.

- 2.3 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

ARCHITECTURE

shall be the passing of 12th. class examination under (10+2) education scheme with Physics, Chemistry and Mathematics subjects and by obtaining minimum 60% marks collectively in that, conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board / University. Candidates for above programmes shall be admitted to the Colleges / Institutions by Merit based on the percentage of total marks obtained in Physics, Chemistry and Mathematics in qualifying examination. SC/ST and OBC candidates are not required to obtain minimum 60% Marks.

- 2.4 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

MODERN OFFICE MANAGEMENT

shall be the passing of 12th. class examination under (10+2) education scheme or higher examination in any discipline conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board / University. Candidates for above programmes shall be admitted to the Colleges / Institutions by Merit based on the percentage of total marks in theory papers obtained in qualifying examination.

In general, admissions to any Diploma Programmes shall be governed by the rules framed by D.T.E. from time to time to compliance the guidelines of AICTE (All India Council Of Technical Education), PCI (Pharmacy Council Of India) or any other competent authority of the State Government of CHATTISGARH / Pt. RAVIVISHANKAR UNIVERSITY, Raipur, C.G..

3.0 ENROLMENT IN THE UNIVERSITY

- 3.1 Any person, who has been admitted to Diploma programme of the University through the admission criteria laid down in clause 2.0 may be enrolled as a student of the University in the respective programme.
- 3.2 The candidates who wish to take the examination of the ~~the~~ **RSU** shall have to get themselves enrolled in the University not later than 1st October in the academic year in which they first time take up the University Examination.
- 3.3 Application for enrolment will be made to Registrar in the prescribed form through the Principal of the College/Institute where student has been admitted accompanied by an enrolment fee as prescribed by the University from time to time. The enrolment fee is not refundable under any circumstances. Application for enrolment should be submitted along with necessary fees, migration certificate (if required), transfer certificate and certificate of passing the qualification prescribed in eligibility criteria mentioned in clause 2.0.
- 3.4 The Principal of the concerned College/Institution shall put a certificate to the effect that the information given by the candidate in enrolment form whose application is being forwarded to the University is accurate and has been verified from the records, and the candidate is entitled for enrolment in the respective programme of the University as per the prevailing rules.
- 3.5 Late submission of enrolment form shall be accepted within 10 days after the last date of submission with payment of late fee and enrolment fee. In very special case Vice-chancellor may permit late submission of enrolment form after the extra time given above is finished, if the Vice-Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of a student.
- 3.6 The University shall maintain a register of all students enrolled in the University.
- 3.7 On enrolment every student shall receive from the University an enrolment card.
- 3.8 Expulsion of a student from the College/Institution shall entail the removal of his/her name from the enrolment register.
- 3.9 No person, who is under sentence or expulsion or rustication from another Board/University shall be admitted to any course of study during the period for which the sentence is in operation.
- 3.10 A duplicate copy of enrolment certificate may be granted on payment of a prescribed fee.

4.0 MIGRATION FROM UNIVERSITY

- 4.1 A Migration certificate may be granted to a candidate on submitting an application in prescribed form on payment of prescribed fee.
- 4.2 No candidate who has been rusticated or debarred or expelled shall be granted a migration certificate within the period of his rustication, debarment or expulsion.
- 4.3 The head of Institutions shall by 15th September of the year, send to the University a complete list of all students who are admitted to the colleges/institutions for the session.
- 4.4 No students shall be allowed to migrate from one institution to another under the University without a leaving or transfer certificate, in the form prescribed from the College/Institution last attended, provided that a student shall be allowed to migrate after his/her application for admission to ensuing examination has been forwarded to the University.

5.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMME

- 5.1 There shall be normally 90 days of teaching in every semester.
- 5.2 A candidate may provisionally continue his/her studies in higher semester/class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 5.3 The maximum duration for passing all the courses (theory, practicals and Industrial Training) of the programme shall be FIVE years for 3 years Diploma Programmes.

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no separate time will be given to students for medical or any reason whatsoever. Candidates debarred from examination due to UFM cases or any other reason also have to clear their Diploma programme in the duration mentioned above. Names of those candidates, who are unable to clear their Diploma programme in the stipulated period will be struck off from the roll list of the college and enrolment of the University.

- 5.4 If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

6.0 RULES FOR EXAMINATIONS

- 6.1 There shall be University Examination at the end of each semester (broadly classified in the enclosed schemes at Annexure).

- 6.2 These Examinations common to all branches, shall be named as follows :-

- (a) FIRST YEAR
- First Semester Diploma Exam. (Branch wise)
 - Second Semester Diploma Exam. (Branch wise)
- (b) SECOND YEAR
- Third semester Diploma Exam. (Branch wise)
 - Fourth semester Diploma Exam. (Branch wise)
- (c) THIRD YEAR
- Fifth semester Diploma Exam. (Branch wise)
 - Sixth semester Diploma Exam. (Branch wise)

- 6.3 The examinations of First semester (I), Third semester (III) and Fifth semester (V) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II) Fourth semester (IV) and Sixth semester (VI) called even semesters, shall generally be held in the months of May-June, the dates of which shall be notified to all the concerned Colleges/Institutions.

6.4 ELIGIBILITY FOR APPEARING IN THE EXAMINATION.

- 6.4.1 A candidate who has filled up the examination form and deposited the required amount of examination fees will be eligible to appear in the EXAMINATION, provided he/she has completed the required 80% of attendance in each theory and practical subject and also completed the prescribed sessional work i.e. TERM WORK and LAB. WORK as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB. WORK.

- 6.4.2 A candidate who has filled up the examination form and deposited the required amount of examination fees but has not completed the required 80% of attendance in each theory and practical subject will be detained from appearing in the semester EXAMINATION and similarly if the candidate has not completed the sessional work i.e. TERM and LAB. WORK, will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/practicals regularly and has secured a minimum of 60% marks in each term and laboratory work.

The sessional work (Term work/Lab. work) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.

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6.4.3 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 6.4.1 but could not appear in the semester EXAMINATION due to illness of self or due to genuine reasons, maybe allowed to appear in the next semester examination, if he/she so likes, provided he/she has submitted the medical certificate to the UNIVERSITY through the principal of concerned College/Institution from the authorized medical officer not below the rank of Civil Surgeon or submitted suitable and satisfactory explanation of his/her absence to the principal within 15 days from the date of commencement of semester Examination in which the candidate was due to appear. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination shall not be adjusted/refunded. In such cases, the number of theory papers and practicals in which a candidate can appear shall be limited to a maximum number of theory papers and practicals prescribed in that semester, in which a candidate could not appear due reasons mentioned above.

6.4.4 A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and/ or detained due to lack of prescribed attendance or submission of sessionals as prescribed in Clause 6.4.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned Institution against the seats earmarked for the repeater candidate, if available.

6.5 In case of change in curriculum of a Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised curriculum, however University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

6.6 FILING OF EXAMINATION FORMS

6.6.1 For appearing in any of the Examination of the University a candidate shall have to apply in the prescribed form, which normally should reach the office of the University through the Head of the Institution in which the candidate has completed his/her course of studies, one month before the announced date of examination.

6.6.2 The Head of Institution has to certify as to the eligibility of the candidate.

6.6.3 Each application must be accompanied by prescribed fee of the examination together with the late fee (if any), and the fee for sending marks obtained in the examinations.

6.6.4 Examination fee once paid shall in no case be refunded to the candidate.

6.7 PERMISSION TO APPEAR IN THE EXAMINATION AND ISSUE OF EXAMINATION ADMIT CARD (EAC)

6.7.1 If the candidate is admitted, the Controller (Examination) shall furnish the candidate with an admission card permitting him to appear at the examination.

6.7.2 Permission to appear at the University Examination may be withdrawn for conduct, which in the opinion of the Examination committee justifies exclusion of the examinee.

- 6.7.3 The Controller (Examination) may withdraw the permission granted for some accidental mistake or omission to a candidate who was not eligible for appearing at University examination even though an admission card has been issued and produced by him/her before the Superintendent of Examinations.
- 6.7.4 The Controller (Examination), if satisfied, that the examination admission card has been lost or destroyed, grant on payment of a prescribed fee, a duplicate examination admission card. The card so granted shall show in a prominent place the number and date of the card originally granted.
- 6.7.5 The candidates shall be admitted to the examination hall on producing the admission card before the superintendent of Examination at the centre.

6.8 CONDUCT IN EXAMINATION HALL

- 6.8.1 In the Examination Hall the candidates shall be under the disciplinary control of the Superintendent and they shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his insolvent behavior towards the Superintendent or any of the invigilators, the candidate may be excluded from that day's examination and if he/she persists in misbehavior, he/she may be excluded from the rest of the examination by the Superintendent of the Centre. Provided that in all such cases a full report of each case shall be sent to the University and the Executive Council according to the gravity of the offence, shall punish a candidate by canceling his/her examination and/or debaring him/her from appearing at the examination of the University as per the prevailing rules.
- 6.8.2 No candidate shall bring with him/her into the Examination Hall (Room) any book or papers, notes or other materials capable of being used by him in connection with the examination, nor shall he/she communicate to or receive from any other candidate any information in the Examination Hall.
- 6.8.3 Any candidate detected in cheating or in making use of any dishonest means in connection with examination shall be reported to the Controller (Examination) by the Superintendent of Examinations and if the facts alleged are true and disclose premeditation on the part of the candidate, the Executive Council, on recommendation of Examination committee may debar candidate from examination as per the prevailing rules of punishment for using Unfair Means.
- 6.8.4 Any candidate detected in using unfair means in examination room shall be reported to the Controller (Examination) by the Superintendent of Examinations and if the misdeeds are true but do not disclose any premeditation, the executive Council on reconsideration of Examination Committee may disqualify the candidate from passing that examination and may also in its discretion debar him from appearing at the examination or examinations.
- 6.8.5 Any candidate bringing any torn papers, notes or other material to the Examination hall shall be reported to the Controller (Examination) by the Superintendent of examinations and if the facts alleged be true but that the candidate has not made any use there of, the Executive Council or recommendations of Examination committee may disqualify the candidate from passing that examination.
- 6.9 If a candidate is unable to pass/clear some subjects of an odd semester examination he/she shall be permitted to appear as an ex-student in the subsequent semester examination. Likewise, if a candidate unable to pass/clear some subjects in even-semester examination he/she shall be permitted to appear as an ex-student in the subsequent semester examination. To enable the candidates to clear their backlog subjects as quickly as possible, the examinations of all the theory papers and practicals shall be held during every semester examination.
- 6.10 There will be no supplementary examination.

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8.11 The duration of examination of any semester shall normally not exceed twenty-five working days.

7.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS.

- 7.1 A candidate who has appeared in First Semester Examination will be promoted to the Second semester irrespective of the number of Courses (subjects) cleared by him/her.
- 7.2 A candidate who has appeared in Second Semester examination will not be promoted to the third semester unless he/she clears all the theory papers and practicals of first and second semester except three theory papers and two practicals of first and second semester taken together.
- 7.3 A candidate is required to clear all the subjects of First and Second semester taken together within a period of TWO YEARS including the academic session in which he/she was granted admission in First semester for the first time i.e., he/she has to clear all the Courses (Subjects) of First and Second semester within FOUR continuous semester examinations including the first one in which he/she appeared for the first time. If he/she is unable to do so, his/her name will be removed from the roll list of the College/Institute i.e., he/she will have to discontinue his/her further study in polytechnics of Chhattisgarh. If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.
- 7.4 A candidate who has appeared in third semester examination will be promoted to the Fourth semester irrespective of the number of Courses (Subjects) cleared by him/her.
- 7.5 A candidate who has appeared in fourth semester examination will not be promoted to the fifth semester unless he/she clears all the theory papers and practicals of first to fourth semester except three theory and two practicals of the third and fourth semesters taken together.
- 7.6 A candidate who has appeared in fifth semester examination will be promoted to the sixth semester irrespective of the number of courses (subjects) cleared by him/her.

8.0 RULES FOR PASSING EXAMINATIONS

8.1 BASIS OF MARKS

- 8.1.1 The basis of marks obtained in each semester examination shall be the Scheme of examination of courses for individual semesters as prescribed by respective Board of Studies and duly approved by Academic Council of University.
- 8.1.2 For the evaluation of End of the Semester exam in Practicals, one external examiner shall always be there from outside the College/Institution and one internal examiner from the College/Institution.
- 8.1.3 In the schemes of Diploma programmes, where flexibility has been provided to students for selection of courses, once a student in a particular group of electives has made the choice of elective course, it cannot be changed for future study/examination.

8.2 RULES FOR PASS

- 8.2.1 To pass the examination a candidate has to obtain a minimum of a minimum of 60% marks in each sessional work i.e. term work, class work and lab. Work. 33% marks in each theory paper, a minimum of 40% marks in each practical course (subject) excluding Industrial/In-plant training for which minimum passing marks are 50% in final viva/oral examination.

- 8.2.2 There will be no minimum pass marks for the progressive assessment tests.
- 8.2.3 A candidate who has appeared in the sixth semester examination will be
- Declared passed, provided he/she has passed all the courses (subjects) of I to VI Semesters examinations.
 - Awarded compartment if he/she has passed all the courses (subjects) of I to VI Semester examinations except two theory and two practicals of the III to VI semesters taken together.
 - Declared failed if he/she has failed in any number of courses (subjects) of sixth semester and/or of the previous semesters and number of failed courses (subjects) goes beyond the compartmental limit.
- The students belonging to (b) and (c) category will be treated as ex-student for future examinations.
- 8.2.4 The result of the candidate, who has appeared in the sixth and final semester examination will be WITHHELD if he/she has cleared all the courses (subjects) of sixth semester but has failed to clear any course/s (subject/s) of III to V semester examination.

8.3 RULES FOR REVALUATION/SCRUTINY OF MARKS

- 8.3.1 Any candidate who has appeared at an examination conducted by the University, may apply to the Controller (Examination) for the scrutiny of his marks and the re-valuation of his result.
- 8.3.2 Such applications must be made on a prescribed form within 15 days from the date of the publication of the result at the University's Office through the heads of institution where he/she had studied. Application received beyond this period shall not be considered. The time limit of 15 days shall be calculated on the basis of TR or mark-sheet, whichever have been issued earlier from the University or Valuation centre.
- 8.3.3 All such applications must be accompanied by a prescribed fee for revaluation of each paper and for re-totalling in each paper to be paid.
- 8.3.4 No candidate shall be entitled to a refund of the fee unless, as a result of the scrutiny, a mistake affecting his examination result is published and detected. If a candidate deposits excess fees, the same will not be refunded.
- 8.3.5 No candidate shall be allowed to get more than two answer books of one examination revalued. If a candidate mentions more than two subjects in his/her application then only first two courses (subject) shall be revalued and no action will be taken on rest of the courses (subjects).
- 8.3.6 No revaluation shall be allowed in case of practicals, field work and progressive tests.
- 8.3.7 If, on scrutiny and re-valuation, a mistake in the result originally published is detected necessary correction shall be published in a supplementary list. In all other cases, the result of the scrutiny shall be communicated to the candidate, as soon as possible through the officer who has forwarded his application.
- 8.3.8 The work of scrutiny i.e. re-totalling does not include re-examination of the answer books. It is done with a view to see whether there has been any mistake in totalling the marks assigned to individual questions or in the form of omitting the marks assigned to any question.

9.0 RULES FOR AWARD OF DIVISION

- 9.1 The final Division of the respective Diploma Programme will be awarded to the students on the basis of aggregate marks obtained by him/her as given below: The result of the candidate will be declared on the basis of marks secured by the candidate in V and VI semesters taken together plus 10% of the marks secured in First and Second semesters taken together plus 15% of the secured marks in Third and Fourth semesters taken together in order to ensure the integrated performance of the students in various examinations.

- 9.2 a) A candidate securing 75% marks or above in aggregate will be awarded FIRST DIVISION HONOURS.
 - b) A candidate securing 65% marks or more in aggregate but less than 75% will be placed in FIRST DIVISION.
 - c) A candidate securing 50% marks or more in aggregate but less than 65% marks will be placed in SECOND DIVISION.
 - d) Candidates securing less than 50% marks in aggregate but secures the minimum pass marks in each theory, practical subjects and Industrial training will be placed in PASS DIVISION.
- 9.3 A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental/failed courses (subjects), he/she will be also awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.
- 9.4 Concerned Polytechnics/Institutions may issue a provisional mark-sheet or Diploma on demand to such students who have cleared all the courses specified for that programme, till such time the University declares its result or issues original mark sheet of that Programme or College/Institute.
- 9.5 In case any discrepancy in respect of any candidate is noticed regarding his eligibility or other wise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination, the following rules shall be observed:

- 10.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory. This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals in first attempt) by availing 5 grace marks.
- 10.2 While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 10.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 10.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the DIPLOMA examination. This benefit will not, however, be available to a candidate getting advantage under clause 10.1.

11.0 DECLARATION OF MERIT LISTS

- 11.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 11.2 Branch wise final merit list shall be declared by the University only after the main examination of the sixth and final semester for DIPLOMA, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least First Division and passing all the semesters examinations in single attempts.

12.0 RULE FOR ATTENDANCE

- 12.1 Candidates appearing as regular students for any semester examination are required to attend 80 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up

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to 5% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.

12.212. If a student remains absent from classes without assigning any reasonable reason, he/she will have to pay fine as prescribed by the University.

13.0 RULES FOR IMPROVEMENT OF DIVISION IN FINAL DIPLOMA

- 13.1 If a candidate has passed all the semester examinations in the final year, he/she shall be permitted to reappear in that examination for improvement in division provided the candidate makes an application within TWO MONTHS from the date of passing/declaration of result of the said programme. Candidates will be allowed to appear as an ex-student in all the theory examination of final year (5th & 6th semesters) except Industrial training of the respective Diploma programme. In case of change in curriculum, candidate will be allowed to improve division in old curriculum, till the University of is conducting examination of old curriculum.
- 13.2 Re-valuation and ~~scrutiny~~ is not allowed in the cases of improvement in division.

14.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME

Candidates are not allowed to enroll for second Diploma programme of the University, after acquiring one Diploma of Engineering/Technology or ~~Occupational~~ based disciplines of the same University.

15.0 ISSUE OF DUPLICATE CERTIFICATES AND DIPLOMAS

- 15.1 Duplicate of University Certificates and Diplomas shall not be granted except in cases in which the University is satisfied by the production of an affidavit on a stamp paper of proper value required by law for the time being in force that the applicant has lost his/her certificate or diploma or that it has been destroyed and that the applicant has real need for a duplicate. In such cases duplicate of the certificate and Diploma may be granted on payment of prescribed fee.
- 15.2 Duplicate copies of marks sheet may be granted on payment of prescribed fee.

The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.