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Education Department

Notification

The 18th May 2019

No. 15/M 1-44/2015-1119— Under the provisions of section 32 of Bihar Private Universities Act 2013 the State Government has been pleased to approve the following first Ordinance for Al -Karim University, Katihar established vide State Government notification no 1065 dated 15.06.2018.

Preliminary

1. Short title and commencement:-

- 1.1. These Ordinances may be called the First Ordinances of the Al-Karim University, Katihar, 2019.
- 1.2. These Ordinances were approved by the Board of Management in its meeting held on 4th October 2018.
- 1.3. They shall come into force from the date of their approval by the State Government.
- 1.4. Till these ordinances are approved by Government of Bihar, the First Ordinances of Al-Karim University, Katihar shall be applicable to respective courses.

2. **Definitions:** In these Ordinances, unless the context otherwise requires,
- a. "Act" means the Bihar Private Universities Act, 2013 (Bihar Act 20, 2013);
 - b. "Statutes" means the First Statutes of Al-Karim University, Katihar, 2018 and subsequent Statutes;

Ordinance - 001: Courses of Study

1. Al-Karim University, Katihar shall offer courses of studies in following faculties for the present:
- (i). Faculty of Medicine: This will include Medicine, Health Technology, Public Health and such other stream related to Medical and Health Science.
 - (ii). Faculty of Nursing: This will include Nursing and such other stream related to Nursing.
 - (iii). Faculty of Management and Technology: This will include all streams connected with Management and Administration of Business.
 - (iv). Faculty of Engineering and Technology: This will include Information Technology, Nano-Technology, Bio-Technology, Design Technology, Environment Science, River Studies, Computer Science and such other stream related to Engineering and Technology.
 - (v). Faculty of Education and Training: This will include Education and Training of different grades.
 - (vi). Faculty of Humanities & Social Sciences: This will include English, Economics Political Science, History, Library Science, Geography and Sociology and all streams related to it.
 - (vii). Faculty of Commerce: This will include Accounting and Financial Management, Banking and Insurance, Business Economics, Commerce and Business Management, Cooperative Management and Rural Studies etc. and all streams related to Commerce.
 - (viii). Faculty of Science: This will include Physics, Chemistry, Zoology, Botany, Statistics, Mathematics and all streams related to it.
 - (ix). Faculty of Law: This will include Law and all streams related to it.
 - (x). Faculty of Mass Communication: This will include Mass Communication, Journalism and all streams related to it.
 - (xi). And any such other Faculty as may be approved by Governing Body on the recommendation of Board of Management/ Academic Council.
 - (xii). Each Faculty will have different Schools.

2. New Institutes / Schools / Faculties / Departments and new courses in the existing Faculties / Schools/ Institutes/ Departments shall be introduced in the University by the Vice Chancellor on the recommendations of the Academic Council and approval of Chancellor.
3. Semester system shall be followed in all courses except where rules and regulations of the courses are governed by any regulatory body viz., MCI, DCI, INC, AICTE, BCI, NCTE, NAAC, State Board of Technical Education, State Nursing Council etc.
4. The minimum standard/requirement/criteria fixed by respective regulatory/apex body to be followed. However, higher standards may be fixed in the University by the Vice Chancellor on the recommendations of the Academic Council and approval of Chancellor.
5. Any relaxation or waiver in rules and regulations in any Ordinances of a course can be given in a special case by Chancellor and/or Vice Chancellor and ratified by Academic Council.

Ordinance – 002: Admission & Enrolment Rules

This Ordinance shall be called “Ordinance for Admission and Enrolment Rules of Al-Karim University, Katihar”.

Admission and Enrolment Rules

Admissions in the University shall be offered on the basis of rules framed by the relevant bodies of the University as applicable to unaided minority Institutions. Following will be the procedure for admission in different courses of studies.

A candidate who applies for admission shall be presumed that he/she agrees to abide by the University Rules and no litigation shall, therefore, be tenable.

1. Admission shall be made on the basis of the eligibility for the course. Eligibility for admission to various courses shall be governed by the rules, regulations, norms of University Grants Commission or any other council/competent authority designated to do so by the Government of India wherever applicable or as defined in this Ordinances and any other relevant laws prevailing at that time. However, principles/rules as applicable to the unaided minority institutions as per rights guranteed under article 30 of the Constitution of India shall always be followed. The final decision to grant or refuse admission shall rest with the Academic Council, as approved by the Chancellor of Al-Karim University, Katihar. A candidate shall not be entitled to claim admission as a matter of right even if he/she is otherwise eligible. The University reserves the right to refuse admission to any individual without assigning any reason thereof.

During admission if a situation of contradiction, doubt or ambiguity arises regarding the eligible qualification and equivalence/authenticity of a qualifying degree/qualification awarded by any Board/University or any other examining body in India or abroad, under such circumstances, the matter shall be referred to the University Grants Commission or Association of Indian Universities or Equivalence Committee of the University constituted by the Chancellor for the purpose or any other competent authority designated to do so. In the meantime the Equivalence Committee, if deems fit, may recommend provisional admission to the candidate till a clarification is received from the UGC or AIU or any other competent authority. In case clarification is not received till examinations, the candidate shall be allowed to appear in examination provisionally. However, if no clarification is received from the concerned authority till publication of results, in that case the final decision to grant or refuse admission shall rest with the Academic Council subject to approval by the Chancellor.

2. The university reserves the right not to admit any candidate to a course of his/her study even though a notification inviting applications for admission to the same has been issued and the admission process has started. Further, the University shall have the right to cancel the admission process without giving any reason. The applicant shall have no right to get the application/processing fee refunded in any such circumstances.
3. All admissions shall be provisional. If it is found at any stage that the qualifying examination of a candidate is not recognised by the appropriate authority or he/she has concealed or given false information, such admissions shall be cancelled on the recommendation of the Director/Principal of the concerned institute/school and Dean of concerned faculty with approval of the Academic Council and Chancellor. However, the candidate should be given an opportunity of being heard before cancelling his/her admission.
4. Every student shall have to pass a medical test before admission and the candidates found medically unfit shall not be admitted. For this purpose, the candidate may have to appear before a medical practitioner/board empanelled or constituted by the University.
5. Changes made in the Admission Rules and/or in the eligibility criteria by the Admission Committee/Academic Council of this University from time to time, shall be applicable to the applicants seeking admission in the University.

6. The candidates are required to produce the original academic certificates e.g. marksheets / certificates etc, in person, including the statement of marks of the qualifying examination with the requisite percentage of marks at the time of interview / reporting/counselling for admission, failing which they shall not be interviewed / allowed to complete the admission process, and the offer of admission shall stand cancelled and no further correspondence in the matter shall be entertained.

The selected candidates shall not be allowed to complete admission formalities in absentia and the offer of admission shall stand cancelled.

7. If it is found, at any stage, that a candidate -
- does not fulfil the eligibility requirements,
 - has used fraudulent means to secure admission, and/or
 - has made false or incorrect statement(s)
- he/she shall not be allowed to appear at the counseling or interview, complete the admission formalities, or in case already admitted, his/her admission shall be cancelled.

Under these conditions, the cancellation shall be governed by Chapter 9 of the Statutes of Al-Karim University, Katihar.

8. If any error/omission in the processing/verification of certificates/documents of a candidate is detected after the candidate is admitted to a Course in the University and before the last date of admission, the University has the right to cancel such admission at any stage at which the error/omission is detected and cancellation shall be governed by **Chapter 9** of the Statutes of Al-Karim University, Katihar. A vacancy, created due to the cancellation of admission in the manner mentioned above or due to such cancellation of admission or any other reason, shall be filled up by the candidate who had reported with reference to his/her rank in waiting list on the specified date and time as per the waiting list, strictly in the order of merit.

However, if the admission is cancelled after the closing date of admissions due to any reason, the cancellation of admission shall be governed by Chapter 9 of the Statutes of Al-Karim University, Katihar and such a vacancy shall not be filled up and the same shall remain unfilled. Fee of such candidates shall be governed by Ordinances 3 related to Fees.

9. Application of candidates whose qualifying examinations are not recognized by appropriate authority shall not be considered for admission to any course.
10. Before applying the applicants should satisfy themselves that they fulfil the eligibility requirements in terms of educational qualifications,

- age, *etc.* The percentage of marks secured by a candidate at the qualifying examination, falling short by even a decimal fraction shall not be rounded off to the next whole number. Similarly, if the age falls short or exceeds even by a single day, the applicant shall not be considered eligible for admission.
11. No candidate shall be admitted unless he/she has completed all the eligibility requirements at the time of admission. Such candidates as have appeared in the qualifying examination and awaiting results of their main/ supplementary/ compartmental/improvement examination, may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their marksheet of the qualifying examinations by the time and date to be determined and notified by the University, failing which their candidature/admission shall be cancelled.
 12. In case of admission by test, Admission Test Cards (Admit Cards) shall be sent to the candidates by registered post/speed post/courier/email or may be directed to download from the University website. Applicants should ensure that the address on the application form/Admit Card is correct and appropriate. The candidates should also ensure that they have in their possession the Admission Test Card before they reach the Test Centres. In very special circumstances and due to genuine reasons, Duplicate Admission Test Card (Admit Card) may be issued to a candidate in person a day before or up to 2 hours before the time of the Admission Test by the Admission Section of this University after proper identification and also on production by the candidate his/her two photographs and other relevant information. University may charge additional fee for issue of duplicate Admission Test Card.
 13. Request for change in address for correspondence shall not be entertained ordinarily. In case of any change, the candidate may himself/herself inform the Post Office to redirect his/her mail to the new/changed address. However, if a candidate requests for change of address, it will be allowed only if it permissible as per time limit and the candidate shall pay additional fee for change of address as prescribed by the University.
 14. The list of selected candidates will be displayed in the Chancellor/Registrar's Office and the Notice Boards of the Faculty concerned and will be put on the website of the University. The last dates for admission shall be strictly observed. It is the responsibility of the candidate to keep himself/herself informed about such notices. The University shall not be responsible if a candidate fails to get information regarding his/her selection for admission.

15. Candidates not reporting for admission on the stipulated date and time shall forfeit their claim for admission and no correspondence in this regard shall be entertained.
16. The University shall prepare and display 'Waiting List' if there is any likelihood of a vacancy caused due to removal of name or any selected candidate does not turn up or any other reason. Waiting List is not an offer of admission but is issued only in case there is likely to be a vacancy due to one or more selected candidates not reporting for admission. In case there is a vacancy, candidate in Waiting List as per merit shall be given admission provided he/she reports on the specified date and time. In case the candidate with Waiting List as per merit does not report for admission, the vacancy shall be offered to the next candidate in Waiting List.
17. Candidates not selected for admission shall be informed through University website and their Application Forms/fees/copies of certificates/documents shall not be returned.
18. Canvassing in any manner for securing admission shall render an applicant disqualified.
19. It is not possible to preserve the forms and relevant material for a long period. Therefore, in case of any grievance regarding admission, the matter must be filed within thirty days of the closing of admissions after which such grievance shall not be entertained. In case any grievance is filed after expiry of such period, the University shall not be bound to produce Admission Form and related documents.
20. The applicants are advised to fill out the Application Form and relevant documents in their own handwriting with utmost care in order to avoid rejection of applications.
21. Incomplete Application Forms such as (i) those received without requisite fee, (ii) remitting the requisite fee of lesser amount, (iii) demand draft of requisite fee not drawn in favour of Al-Karim University, Katihar and (iv) the Application Forms received after the last date shall be rejected and no correspondence shall be entertained in this regard. Applicants are advised to ensure that their Application Forms are complete in all respects.
22. Receipt/Reference Number should be quoted for all queries or correspondence and at the time of submission of required documents. The documents submitted without mentioning Receipt or reference Number will not be considered.
23. Candidates who have an Intervening Period in their studies after passing the qualifying examination shall submit an Affidavit from the Notary Public and relevant documents explaining the reason for

- discontinuation/interruption in studies, to consider condonation of the intervening period in the case of Indian students.
24. The candidates selected for admission shall have to deposit the original marksheet or other documents as required by the University and other related documents of qualifying examination in the office of the Registrar while completing the admission formalities. The said marksheet and other related documents shall be returned to the respective candidates after completion of their course on full payment of all requisite fees applicable to their course.
25. The Office of the Registrar receiving original/copy of the marksheet(s) of the qualifying examination and other documents, wherever required, on or before the last date, from the candidates, by hand, shall give acknowledgement of receipt.
26. If a candidate is provisionally admitted in a Course of lower preference as mentioned in his/her Application Form, he/she may be transferred to a Course of higher preference in the event of a vacancy arising therein after closing of admission of course of higher preference but before the date decided by the University.
27. Test Centres for all courses shall be Al-Karim University, Katihar. Additional centres in the country or abroad can be organised depending upon the number of candidates.
28. **Hostel Accommodation.**— It shall not be possible to provide accommodation in Hostel of Residence to every student admitted to the University. However, subject to the availability of seats in the Hostel, accommodation may be provided as per the policy/rules laid down by the University from time to time. Where there is residential programmes or requirement of regulating bodies, in that case it will be done accordingly.
29. **How to apply for admission.**— The candidate should ensure that he/she correctly fills out the application Form for seeking admission to a particular course in the University. The prescribed Application Forms and the Guide to Admissions containing details of courses may be downloaded from the University Website.
The procedure for admission shall be made out by the Academic Council and approved by the Chancellor.
30. All admissions granted shall, in the first instance, be deemed to be provisional. The office of Registrar shall confirm the admission after verification of his/her documents for eligibility and enrol the student by allotting him/her Enrolment Number. In case of any doubt, the matter shall be referred to a Committee.

31. By the commencement of the Bihar Private Universities Act, all the students of all colleges established and run by of sponsoring body, shall be deemed to be admitted and enrolled in Al-Karim University, Katihar from session 2018 onwards.
32. Such student who was enrolled with any duly constituted University in the country can be migrated to Al-Karim University, Katihar with the approval of the Academic Council and **the Chancellor**. Such student shall be enrolled in accordance with the regulation for migration made by the Academic Council in the class in which he/she has been migrated provided he/she had cleared/passed all papers of lower class(s) and migration certificate of migrating University contained that he/she has passed lower class(s) from that university. He/she shall have to offer all deficiency papers of programme in the Al-Karim University, Katihar. Rules of the respective Apex body (if applicable) shall apply in case of transfer of students.
33. **Admission procedure for NRIs/Foreign Nationals:** The Information Bulletin with prescribed Application Form meant for admission of Non-Resident Indians/Foreign Nationals shall be available on the University Website. Admission process shall be followed as given in clause 30 & 31.
 1. International candidate shall have good proficiency in English language and a proof for the same shall be submitted at the time of admission by the candidate to the satisfaction of the Academic Council.
 2. The students from a Foreign University can be migrated to Al-Karim University if approved by the Academic Council and is within the rules prevailing in the country from time to time.
34. (1) The University may have twinning arrangements with one or more Universities / Institutes in the country and abroad. In this arrangement Al-Karim University will issue the diploma / degree and an additional certificate of training shall be issued by the Partner University / Institute for the training the student has obtained from that University. Al-Karim University can issue the diploma / degree of its own mentioning the type and duration of course / training the student has undergone in Partner University / Institute in India / abroad.
 - (2) In the twinning arrangements there can be an arrangement of joint or double diploma / degree by Al-Karim University and Universities / Institutes in India and abroad. Part of the course of study shall be offered by Al-Karim University in the first instance and the students shall be transferred to Partner University / Institute to continue the remaining part of the

programme and the joint or double diploma / degree shall be issued by the Al-Karim University and Partner University / Institute. The similar programme shall be started by Partner University / Institute in twinning arrangements with Al-Karim University.

- (3) **CBCS (Choice Based Credit System):** The Al-Karim University shall endeavour to adopt CBCS (Choice Based Credit System) in future for which necessary regulations shall be framed.
35. No. of seats for each programme shall be decided by the Academic council as per availability of the faculty and other requirements.
36. **Re-admission:** A candidate who fails in University Examination and could not complete his course within the prescribed duration of his/her course, will be permitted maximum two attempts within two years of his/her scheduled duration of completion of course. In case if he/she could not qualify the examination in additional efforts also, then he/she will have to be re-admitted as a fresh candidate and complete the course subject to rules of respective regulatory body.
Provided that during additional attempts, 50% of the applicable fee on pro rata basis for the semester/year shall be payable by the students excluding hostel & examination fee which shall be payable in full.
37. **Jurisdiction:**
- (1) Any dispute arising in the process of selection/admission is subject to Katihar City, Katihar Jurisdiction only.
 - (2) University has the right to change the dates of admission process, examination centres etc. due to unavoidable circumstances.
38. Any changes, if deemed necessary, may be effected by the University after due notice.

Ordinance – 003: Fees

This Ordinance shall be called “**Fees of Al-Karim University, Katihar**”.

Fees

1. The University shall charge fee as provided in Chapter 8 of the Statute.
2. The tuition fee for various courses can be revised by the University from time to time as and when needed depending upon budgetary need and National Economical Parameters and revised fee can be applicable to all running batches also.
3. The University shall notify the last date for payment of fee by the students of a stream/branch/school/college/institute. The students shall have to adhere to the schedule and defaulter students shall be charged suitable penalty fixed by the University for a notified period. If a student does not deposit fee up to this notified date, the University

may cancel his/her admission or remove his/her name from the enrolled list.

4. The University may provide conveyance facilities for the non campus-resident students. Keeping in view the safety and security of students, the conveyance may be provided to all students. The University may charge additional fee/charges for providing such facilities.
5. A candidate once admitted will be required to pay full fee of the University/School even if he/she leaves the college before completing the studies due to any reason or he is directed to leave the college on any other ground.

Ordinance – 004: Students Conduct and Discipline Rules

This Ordinance shall be called “Ordinance on Students Conduct and Discipline Rules of Al-Karim University, Katihar”.

Students Conduct and Discipline Rules

PART - I

GENERAL

1. **Application of Rules.**—These Rules shall apply to all the students of the Al-Karim University, Katihar, whether admitted before the date of enforcement of these Rules or afterwards. In addition to statutory provision given in Chapter 6, following shall be the rules governing the students’ conduct and discipline.

PART – II

INDISCIPLINE AND MISCONDUCT

2. **Acts of Indiscipline and Misconduct:** Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University.

Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

1. Disruption of teaching, study, examination, research or administrative work; curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and, doing any act reasonably likely to cause such disruption;
2. Damaging or defacing University property or the property of members of the University or any other property inside or outside the University Campus;
3. Engaging in any attempt to wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University;

4. Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act in furtherance thereof;
5. Ragging in any form;
6. Eve teasing or disrespectful behaviour to women or girl students, staff or any other female member in the campus or female member visiting the campus.
7. Any assault upon or intimidation of or insulting behaviour towards a teacher, officer, employee or student or any other person;
8. Causing or colluding in the unauthorised entry of any person into the campus or in the unauthorised occupation of any portion of University premises, including hostels or halls of residence, by any person;
9. Getting enrolled in more than one course of study simultaneously in violation of the University Rules;
10. Committing forgery, tampering with or misuse of the University documents or records, identification cards, *etc.*;
11. Furnishing false certificates or false information to any office under the control and jurisdiction of the University;
12. Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the University premises;
13. Indulging in acts of gambling in the University premises;
14. Possessing or using any weapons such as knives, *lathis*, iron chains, iron rods, sticks, explosives fire arms *etc.* and any other item/instrument likely to cause damage in the University premises;
15. Arousing communal, caste or regional feelings or creating disharmony among students;
16. Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorised to ask for identity;
17. Tearing of pages, defacing, burning or in any way destroying books of any library or seminar;
18. Unauthorised occupation of hostel room/s or unauthorised acquisition or use of University furniture in one's hostel room or elsewhere;
19. Accommodating guests or other persons, student in hostels without permission of the authorised authority;
20. Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University;

21. Coercing the Medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour;
22. Any act of moral turpitude;
23. Any offence under law;
24. Committing any of the offences specified in the Examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University;
25. Suspicious involvement in leakage of secrecy examination materials including examination papers
26. Violation of the Traffic Rules;
27. Improper behaviour while on tour or excursion;
28. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings; and
29. Any other act which may be considered by the Chancellor or the Discipline Committee to be an act of violation of discipline.

PART – III

OFFICERS AUTHORISED TO TAKE DISCIPLINARY ACTION

3. Without prejudice to the powers of the Chancellor as specified in Statutes, the following persons are authorised to take disciplinary action by way of imposing penalties as specified in Part IV of these Ordinances:-
 - 1) Chancellor
 - 2) Vice Chancellor
 - 3) Deans of the Faculties
 - 4) Directors/Principals of Colleges or Institutes or Schools
 - 5) Proctor
 - 6) Any other person employed by the University authorised by the Chancellor for such purpose.
4. (1) Any penalty enumerated in Chapter IV Clause 5 may be imposed by the Chancellor upon the recommendation of the Discipline Committee constituted under these Ordinances.
 - (2) Penalties other than those specified in Clauses (ix), (x), (xi) and (xii) of Chapter IV Clause 5 may also be imposed by any of the Officers enumerated in Clause 3, within their respective jurisdictions.
 - (3) Penalties for the offences relating to Examinations will be dealt with by the relevant bodies/unfair means committee/Examination Board.

PART - IV
PENALTIES

5. **Nature of Penalties.**—The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons, be imposed on a student, namely:
1. Written warning and information to the guardian.
 2. Fine as decided by Discipline Committee of the University.
 3. Suspension from the Class/Department/Faculty/Hostel/Mess/Library or availing of any other facility.
 4. Suspension or cancellation of scholarships, fellowships or any financial assistance from any source; or, recommendation to that effect to the sanctioning agency.
 5. Recovery of pecuniary loss caused to University property.
 6. Disqualifying from holding any representative position in the Class/ Faculty/Hostel/Mess/Sports/Clubs and in similar other bodies.
 7. Hostel shift.
 8. Expulsion from the Department/Faculty/Hostel/Mess/Library/ Club for a specified period.
 9. Debarring from an examination.
 10. Issue of Migration Certificate.
 11. Expulsion from the University for a specified period.
 12. Disqualifying from further studies or prohibition of future admission or re-admission.
6. Any student against whom an allegation of misconduct has been made may be suspended from the rolls of the University by the Chancellor, pending enquiry or pending trial on a cognizable offence by a court of law.
7. A review would lie to the officer issuing the orders, within seven days, and an appeal would lie against the orders of the authorities mentioned in the above Clauses (except the Chancellor) to the Discipline Committee.
8. An appeal would lie to the Chancellor against the order of the authorities mentioned in above clauses (including the orders of Vice Chancellor). The decision of the Chancellor shall be final in every case.

Ordinance – 005: Discipline Committee

This Ordinance shall be called “Ordinance for the Discipline Committee of Al-Karim University, Katihar”.

Discipline Committee

1. There shall be a Discipline Committee appointed by the Chancellor which shall perform such functions and exercise such powers as may be delegated to it by the Chancellor from time to time.
2. The Discipline Committee shall be constituted for specific incidents/ specified period.
3. The Discipline Committee shall consist of a Chairman and several members to be nominated by the Chancellor from among the Deans, Director/Principal, Heads of Departments and teachers/officers/ management of the university.

Ordinance – 006: Residence & Health of Students

This Ordinance shall be called “Ordinance related to Residence & Health of Students of Al-Karim University, Katihar”.

Residence and Health of Students

1. The University shall provide hostel/residential accommodation as per availability of accommodation in the hostel. The hostel facilities shall be provided on first come first serve basis.
Provided that in case hostel is mandatory for the students in a course regulated by a regulatory body, the University will follow the regulation of regulatory body.
2. The University shall make arrangements for supervision, maintenance and inspection of facilities provided in the hostel/ residential accommodation.
3. The University shall make arrangements for supervision of the students in order to maintain the discipline of the hostel/residential accommodation.
4. The resident students shall conform to the Rules drawn up by the University.
5. Every non-resident outstation student (an outstation student not residing in the hostel or residential accommodation arranged by the University) shall submit to the Proctor/authorised authority, the address, where he/she proposes to stay.
6. The Proctor shall maintain records of the followings:
 - (1) Number of hostels and the number of the Superintendents;
 - (2) Number of resident students in each hostel and approved lodging;
 - (3) Number of non-resident students living with their parents;
 - (4) Number of non-resident students living with their guardians;
 - (5) Number of non-resident students living on their own.

The Proctor shall provide the information whenever asked for by the Chancellor/Vice-Chancellor/Registrar’s office.

7. Resident students in the hostel shall take their food in the mess provided by the University. The University shall appoint a Committee to monitor the quality of food provided by the mess. The menu of the mess shall be approved by a dietician.
8. The University shall provide adequate playground and sports/gymnasium facilities for students.
9. The University shall provide for a health check-up on non-profitable basis of each student intending to reside in a hostel managed by the University and ensure especially that no such student has any contagious disease. The health check-up shall be arranged in the Katihar Medical College or at suitable place and the student will also inform the authority of his/her illness.
10. The University shall provide for arrangement for health check-up and care of all the students at regular intervals at least once a year.
11. The health facilities are available in Katihar Medical College.
12. The fee for health check up/facilities shall be as prescribed by the University or approved rates of the University/School.
13. Cost of Health Check up/medical treatment shall be borne by the student.

Ordinance – 007: Examinations Board

This Ordinance shall be called “Ordinance related to Examinations Board of Al-Karim University, Katihar”.

Examinations Board

1. **Constitution:** There shall be a Examinations Board constituted by the Chancellor, which shall consist of the following members:
 - (1) The Vice-Chancellor as Chairman.
 - (2) The Deans of Faculties,
 - (3) Controller of Examination- Secretary.
2. **Powers and Duties of the Examinations Board:**
 - (1) The Examinations Board shall be the authority for conducting admission tests and examinations of various courses and making policy decisions in regards to organizing and holding examinations, improving the system of examinations, appointing the paper-setters, examiners and moderators, preparing the schedule of dates for holding examinations and for declaring the results. The Examinations Board shall also oversee and regulate the conduct of examinations in the centers of various departments.
 - (2) The Examinations Board shall deal with all the matters in relation to examinations and shall hear and decide the complaints received pertaining to any matter arising out of

-
- conduct of examinations. The procedure to be followed by the Board in their deliberations shall be such as may be prescribed.
- (3) The Board shall meet at least once in each academic term.
 - (4) The Board shall have the following powers and perform the following duties:
 - (1) to ensure proper organization of examinations of various courses and common entrance tests for admissions, including moderation, tabulation and declaration of results;
 - (2) to appoint paper-setters, examiners and moderators taking into consideration the persons included in the panels prepared by the respective Boards of Studies and, where necessary, having regard to the recommendations made by the Committee, referred to in sub-section (2.4.5), to remove them or debar them;
 - (3) to undertake experiments in conduct of examination and bring about examination reforms based on results of the experiments;
 - (4) In case of any emergency requiring immediate action to be taken, the Chairman of the Board or any other officer or person authorized by the Chairman in that behalf, shall take such action as considered fit and necessary, and at the next meeting of the Board, the action taken shall be reported by such person;
 - (5) (i) In order to investigate and take disciplinary action for malpractices and lapses on the part of students, paper-setters, examiners, moderators, referees, teachers, supervisors, Centres-in-Charge, Centre observers or any other persons connected with the conduct of examinations, the Examinations Board shall constitute a Committee of not more than five persons of whom one shall be the Chairman. This Committee shall be called "Examination related Lapses and Malpractices Enquiry Committee".
 - (ii) Such a Committee shall submit its report and recommendations to the Examinations Board, which shall take disciplinary action in the matter as per the provisions in the bye-law concerning conduct of examinations.
 - (6) The Board shall prepare the financial estimate for incorporation in the budget of the University and shall submit the same to the Finance and Accounts Officer; and

- (7) The Board shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, supervisors, *etc.*

3. Rules and Procedure for Conduct of Business at the Meeting of Examinations Board

- (1) The Examinations Board shall meet at least once in each academic term of a year. The meeting shall be convened under the orders of Chairman.

Provided that the Chairman may convene a meeting of the Examinations Board as and when required.

- (2) The Controller of Examinations shall be the Secretary of the Examinations Board. He shall issue the notices of meetings, get the minutes of the proceedings recorded and perform all other functions required to be performed by the Member Secretary.
- (3) Not less than five clear days' notice of the date, time and place of a meeting of the Examinations Board shall be given to the members. The agenda of the meeting should be sent to the members so as to reach them at least three clear days before the date of a meeting. In the case of an emergency meeting, such previous notice shall be given as the circumstances may permit.
- (4) No business other than that specified in the agenda shall normally be considered at a meeting. Any business not specified in the agenda may be brought up by any member with the permission of the Chair.
- (5) Propositions to be laid before the meeting by any member must be received in the Office of the Controller of Examinations in written form at least two clear days before the date of a meeting, except for an emergency meeting.
- (6) A meeting may be adjourned to any date to complete unfinished business. Notice of such adjournment shall also be sent to members, who were not present on the scheduled date of the meeting.
- (7) Every meeting of the Examinations Board shall be presided over by the Chairman (Vice Chancellor) and, in his absence, by a member chosen by the members present from amongst themselves.
- (8) All acts of the Examinations Board, the decisions at every meeting, questions coming or arising before it, shall be decided by the majority of votes of members present and voting at the meeting.

- (9) The decisions on various matters at the meeting of the Examinations Board shall be regulated by the Chairman in accordance with the rules laid down. The Chairman may make such changes as he considers essential and changes made by him shall be final for that meeting. However, the changes so made shall not be inconsistent with the rules, regulations and bye-laws.
- (10) Two-third of the total members of the Examinations Board shall constitute a quorum.
- (11) Any member not attending three consecutive meetings, without prior permission, shall cease to be a member. The Controller of Examinations shall report such vacancies to the Chancellor and the Chancellor shall fill up the vacancy so caused, before the next meeting.
- (12) The minutes of proceedings of every meeting shall be drawn up by the Member Secretary and approved by the Chairman. A copy of the minutes of proceedings of each meeting shall be placed before the Board at its next meeting for confirmation.

Ordinance – 008: Conduct of examinations

This Ordinance shall be called “Ordinance for conduct of examinations of Al-Karim University, Katihar”.

Conduct of examinations

1. **Definitions.**—In this Ordinance relating to the rules for conduct of examinations of Al-Karim University, Katihar, unless there is anything repugnant in the subject or context,
 - (i) "Academic Year" means a year commencing on such date as decided by the Academic Council or as per the direction of the Apex Body.
 - (ii) "Admission to an Examination" means the issuance of an admission card to a candidate in token of his having completed all the formalities and conditions laid down in the relevant Ordinance(s), Regulation(s) framed by the University.
 - (iii) "Applicant" means a person who has submitted an application to the University in the prescribed form for admission to an examination/course.
 - (iv) "Candidate" means a student, who has applied for an admission to University and includes students already persuing regular course of study including Off Camus students.
 - (v) "Examinee" means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted for particular qualification.

- (vi) "Examination fee" means the total fee chargeable from students for examination, by the University from time to time as laid down by the Al-Karim University, Katihar.
- (vii) "Repeater Student" means a student, who, having once been admitted to an examination of this University is again required to take the same examination/paper by reason of his failure (back in the paper) or absence thereat and shall include a student who may have joined a Faculty again in the same class.
- (viii) "Under-Graduate Examination" means an examination leading to the Graduate Degree of the University.
- (ix) "Post Graduate Diploma Examination" means an examination leading to Post Graduate Diploma of the University.
- (x) "Post Graduate Degree Examination" means an examination leading to Post Graduate Degree of the University.
- (xi) "Super Speciality Examination" means an examination leading to the Super Speciality Degree of the University after post graduation.
- (xii) "Research programme" means study/research leading to Degree of Doctorate and Master of Philosophy.
- (xiii) "Verification" means recounting and re-totalling of marks of all answer(s) evaluated earlier, including reassessment and allotment of marks.
- (xiv) "Re-evaluation" means a process in which the answer book of the student is to be re-evaluated.
- (xv) "Attempt" means appearance and participation by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- (xvi) "Unfair Means Committee" means the Committee to investigate into the cases of unfair means, adopted/indulged in by a candidate or by a person involved in the work of examinations, constituted under the Ordinance/ regulation by the Chancellor.
- (xvii) "Student" means and includes a person who is enrolled as such by the University for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University while pursuing the studies at the University campus or off-campus Centre(s) or enrolled under a distance education programme run by the University.
- (xviii) "Moderation of Question Papers" means a process where a moderator moderates the question papers set by the paper setters.

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- (xix) "ATKT" means 'Allowed To Keep Terms' of the next class in spite of failure in one or many subjects of the present class.
- (xx) "Regulating body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as UGC, AICTE, NCTE, MCI, DCI, PCI, INC, BCI, etc. or any other regulatory body constituted by the appropriate Government for the purpose or any other regulatory body formed by replacing these exiting one.
- (xxi) "Ex-student" means a candidate who fails to pass an examination of this University or is unable to appear at an examination after having undergone a regular course of study may be permitted to appear at subsequent examination as an ex-student without further attendance provided that he keeps his name on the rolls of the University in accordance with the regulations that may be framed in this behalf.
2. The University shall hold examinations normally two times in a year; one in May/ June/ July and second in December/January/ February or as prescribed by a regulating body. There can be a supplementary examination to be held within six month of result declaration of main examination. The Chancellor may allow the conduct of a special examination on the recommendation of Controller of examination in special circumstances.
3. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.
4. (1) A candidate, desirous of taking an University examination, unless otherwise provided in any Statute, Ordinance or regulation, shall pursue a regular course of study in one or more faculties or enrolled under a distance education programme of the University for the corresponding courses leading to the examination for which he/she applies for not less than the period prescribed in the concerned Ordinances/ regulation.
- (2) Only such candidates who have regularly and satisfactorily undergone the course of study by attending not less than 75% (or as prescribed by respective council/board/Regulating Body) of the classes held both in theory and practical separately in each subject in every semester/academic year/professional, shall be eligible to appear for the university examination.
- Provided that it shall be discretion of the Chancellor to constitute a Condonation Committee for condonation of attendance if required.

5. The Dean of the Faculty/In-charge of an off-campus/Directorate of distance education of University/Principal or head of an institution or college or school shall send to the Controller of Examinations of the University, a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University, atleast two weeks before the date of the commencement of the written examination.
6. A candidate/off-centre candidate / Distance Education Programme candidate shall submit his/her application form for admission to the examination through the Dean/In-charge of Off-Centre/through Incharge, Distance Education programme of the University/ Principal or head of an institution or college or school alongwith prescribed examination fees.
7. The Dean/In-charge of Off-Centre/Incharge, Distance Education programme/ Principal or head of an institution or college or school shall forward such forms and fees to the University on or before the date notified by the University.
8. Application forms received after the prescribed date shall not be accepted.
9. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council of the University in consonance with the norms/guidelines/curriculum prescribed by regulating bodies.
10. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the syllabi or in the scheme of examinations shall be notified for general information.
11. The question shall be set at any University examinations without having any ambiguity like involving the sensitive issues like religious faith and / or belief on the part of the examinee.
12. (1) A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees.
(2) If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/she may be debarred for one term or more from appearing in further examination and/or a fine, as decided, will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.

13. All examinations except viva-voce / oral / practical / clinical shall be conducted by means of printed or photocopied question papers including such other modality in emergency as writing of questions on class board/hand written paper or as may be prescribed by the University from time to time.
14. Notwithstanding anything contrary to this Ordinance, no person shall be admitted to the University examination, if he / she has already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.
15. The University shall prepare and publish a schedule of examinations for each and every course conducted by it before the examinations.
Explanation: "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper, which is a part of a scheme of examinations. The schedule for practical examination shall be declared separately.
16. All arrangements for the conduct of the examinations at the University level shall be made by the Examinations Board.
17. Examiners shall be appointed by the Examination Board or by the Vice Chancellor on its behalf on the recommendations of the Board of Studies. In case of refusal from the person so appointed, the Controller of Examinations or any other university authority so designated by Vice Chancellor shall appoint substitute examiners with the approval of the Chancellor.
18. Each Board of Studies shall submit, to the Committee constituted by Examinations Board, a panel of names, along with their addresses, suitable for appointment as Paper Setters/Examiners in each paper of each subject/Practical assigned to that Board of Studies.
19. The Controller of Examinations or any other authority of university so designated by Vice Chancellor shall maintain and submit a list of teachers in the University and of the teachers of other universities in the state and outside the state along with their academic qualifications, experience in examination, in which they have acted as examiner, moderator, paper setter in the past and such other information as may be relevant, to the Committee constituted by the Examinations Board.
20. **Internal and External Examiners:** An "Internal Examiner" means a person who is a teacher in the university. The teachers in other colleges/universities in the state or outside the state shall be referred to as the "External Examiner". University may also appoint "Internal Examiner" from outside University, from other colleges/institute/Universities subject to regulations of respective Regulating Body.

21. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also the information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations or to any other university authority so designated by Vice Chancellor.
22. Each paper-setter shall set and submit to the Controller of Examinations or to any other university authority so designated by Chancellor/Vice Chacellor, the required number of copies of question papers that he/she sets in a sealed cover, enclosed in another sealed cover within prescribed period. He/she shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the University.
23. Paper-setters, who do not set and submit their question papers to the Controller of Examinations or to any other university authority so designated by Chancellor/Vice Chancellor within the prescribed time limit, shall cease to be examiners.
24. Examiners shall be appointed for examinations to be held in that academic year; however, they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.
25. The Examiner shall have to furnish an undertaking/conflict of Interest that no blood relation is appearing in the said examination.
26. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations or by any other university authority so designated by Chancellor for future guidance / necessary action.
27. The question papers, unless otherwise specified, shall be set in English.
28. The Dean of the faculty/Principal/Head of Institution where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.
29. The Chancellor shall ordinarily appoint the Dean / Principal/Sr. Professor of the constituent department/In-charge of an Off-campus Centre, who is designated as the Centre-in-Charge for the university Examination at the centre-in-charge of examination. The Chancellor/Vice Chancellor shall also appoint a suitable person as a

- Centre Observer who along with Centre-in-Charge shall have joint responsibility for smooth conduct of examination.
30. In exceptional cases, the Chancellor may appoint a person as the Centre-in-Charge for the University examinations at a centre even though he/she may not be a teacher in that faculty/Off-Campus/Distance Education Centre.
 31. The Controller of Examinations or any other authority of university so designated by Chancellor/Vice Chancellor shall have overall responsibility for the proper arrangements connected with the conduct of all examinations of the University.
 32. The Centre-in-Charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules. The Centre-in-Charge shall submit a detailed audited account of the expenses incurred by him/her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre-in-Charge by the accounts section of the University along with the cheque/cash towards the first advance. The accounts section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Centre-in-Charge.
 33. No person other than the examinees, invigilators and such other persons as may be authorised by the Centre-in-Charge or by the University, shall be allowed to enter the premises of the examination centre. The Centre-in-Charge shall take all necessary steps to ensure this. A notice to this effect shall be displayed prominently.
 34. Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the Competent Authority from time to time.
 35. The Controller of Examinations shall supply sufficient number of copies of question papers (in sealed packets) and answer papers required at each centre to the Centre-in -Charge in reasonable time.
 36. The Centre-in-Charge shall send the sealed question & answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.
 37. The results of each examination shall be prepared by a person, hereinafter referred to as Tabulator / Computer Programmer.
 38. The results of the examinees shall be tabulated in a prescribed form by a Tabulator/ Computer Programmer.

39. Tabulator/Computer Programmer may be appointed by the Chancellor/Vice Chancellor. Tabulator/Computer Programmer may be either a teacher of any faculty or a staff member of the University office or both or an agency approved by the Chancellor.
40. The results tabulated by the Tabulators/Computer Programmer shall be scrutinised by a person hereinafter called the "Scrutinizer".
41. **Terms of Tabulators and Scrutinizers:**
1. The rates of remuneration payable to the Tabulators or Scrutinizers shall be fixed by Board of Management on the recommendations of Finance Committee from time to time.
 2. The Tabulator / Computer Programmer shall perform the following duties:
 - a) Posting of marks obtained by an examinee in the Tabulation Register.
 - b) Totalling of posted marks.
 - c) Indicating failures in accordance with the provisions of the Rules / Ordinances.
 - d) Stating the result at the specified place.
Explanation: The result for purposes of this includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance.
 - e) Preparation of list of examinees entitled for any awards or prizes;
 - f) Preparation of the result-sheet in the proforma prescribed for its publication.
 3. "Scrutinizer" means a person who is appointed by the Chancellor and who actually does the work of scrutiny of the results.
"Scrutiny" means and includes:
 - (a) Checking of posting made by the tabulators from the original statement submitted by the examiner;
 - (b) Checking of totals/aggregates posted by tabulator / computer programmer;
 - (c) Checking of appropriate marking indicating failures;
 - (d) Checking of result prepared by the tabulator (both in the tabulation register and the result sheet) including Distinction, Pass, Fail, Exemption etc. and
 - (e) Checking of the list of awards prepared by the tabulators.

42. **Award of Class.**—Class shall be awarded on the basis of aggregate of all the years of study regardless of the number of attempts and are shown below:-

| | | |
|--------------|---|------------------------|
| First Class | — | 60% and above. |
| Second Class | — | 50% and less than 60%. |

However, ranking of the student will be determined on the basis of the first attempt only.

43. **Distinction.**—The candidate securing 75% or above marks in the first attempt not being a supplementary examination, in the total of theory, practical, viva voce and internal assessment, out of the maximum marks allotted to a subject, shall be declared to have obtained the distinction. The candidate shall be eligible for the award of distinction only if he/she has secured 75% or more marks in an examination attempted as a whole and in the first attempt.
44. **ATKT**— ATKT (Allowed To Keep Terms) shall be as per the norms laid down by respective council and approved by the Academic Council.
45. **INTERNAL ASSESSMENT.**—Theory and Practical internal assessment marks shall be added as follows:
- (1) The number and marking pattern (theory and practical marks distribution) of the terminal and preliminary examination shall be as per the syllabus.
 - (2) Additional examination may be arranged to help the student to avail the opportunity of compensating the loss due to his/her genuine absence in any one of the internal assessment examinations (periodical / terminal / preliminary, etc.). The candidates whose genuineness of reason for the absence is verified and who are permitted by the Director/Principal of the School to appear for the additional examination can appear for such examination. Such an additional examination shall be arranged after scheduled/routine examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University.
46. **Grace Marks**—The Grace Marks up to a maximum of five may be awarded to a student who has failed in only one subject but has passed in all other subjects of the semester/year. Provided student passes after awarding these marks. However, the grace marks will be awarded only once during the course on application of the student in prescribed format.

The above policy may be modified from time to time by the Academic Council, if needed.

47. Vigilance Squad

- (1) The Chancellor shall appoint Vigilance Squad which may include – any teachers of University and desirably one lady teacher; and any other person as the Chancellor may consider appropriate. The Vigilance Squad(s) of not less than three and not more than four members, shall be appointed by the Chancellor to visit the Centres of University Examination to:
 - (i) ensure that the University Examinations are conducted as per norms laid down.
 - (ii) observe whether the Invigilators are following scrupulously instructions for conduct of the University examinations.
 - (iii) check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.
- (2) The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the Centre-in-Charge to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidates' identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorized to detect use of malpractices and unfair means in the University Examination, by physical check, if necessary. In case of female candidates, the physical check shall be made by a lady member of the squad.
- (3) The Chairman of Vigilance Squad(s) shall submit the report on surprise visit directly to the Chancellor with a copy to the concerned Dean/Director/Principal. The Vigilance Squad(s) may make suggestions in the matter of proper conduct of examinations, if necessary.
- (4) The Dean of the Faculty where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of malpractices / unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.
- (5) The Dean/Centre-in-Charge shall extend all cooperation to the Vigilance squad.

48. Amendment of Results

- (1) **Due to errors.**—In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a

manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of the Chancellor, provided the errors are reported / detected within 6 months from the date of declaration of results. Errors detected thereafter shall be placed before the Examinations Board which will convey its decision to the Chancellor to take final decision.

Error means:

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine error, in totalling or entering of marks on ledger/register.
- iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result tabulation.

(2) Due to fraud, malpractices etc.—In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has, in the opinion of the Examinations Board, been a party or privy to or connived at such malpractice, fraud or improper conduct, the Examinations Board shall have power at any time, notwithstanding the issue of the Certificate or the award of a Degree or Scholarship, to amend the result of such examinee and to make such declaration as the Examinations Board considers necessary in that behalf.

If a situation arises like it has been detected at a later stage that the examination was not fair or examinees have used fraudulent means in the examinations and enmass copying, the Chancellor, on the recommendation of Examinations Board, may cancel entire examination of the paper. If situations necessitates, the Chancellor can postpone examination schedule.

49. Appointment of Paper setters, Examiners, Senior Supervisors and conduct of examination, etc.

- 1 A panel of examiners in the subject concerned will be sent by the Board of Studies to Controller of Examination/Registrar or any other university authority so designated by Chancellor/Vice Chancellor. The panel shall be approved by Academic Council or by the Chancellor on behalf of the Academic Council. In case

- the examiner appointed is not available, an alternate examiner shall be appointed with the approval of the Chancellor.
- 2 No person can claim appointment as paper setter / examiner/ moderator or for any other examination work as a matter of right. Appointments of persons as paper setters / examiners / moderators, *etc.* shall be ordinarily made at any time by the Examinations Board with the approval of the Chancellor.
 - a) The teachers of Al-Karim University, Katihar appointed by the University as paper setters/ examiners / moderators shall not refuse the assignment of the examination work under normal circumstances. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit.
 - b) The paper setters/examiners/moderators shall follow all the instructions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, *etc.*
 - 3 There shall be two senior supervisors at each examination centre to be appointed by the Vice-Chancellor one of whom would be the Centre Observer and other Centre-in-Charge.
 - 4 The Dean of the Faculty **or Principal/Head of college/school/ institution** (where the examination centre is located) shall normally be the Centre-in-Charge. Where substitute appointment has to be done, it shall be done only with prior permission of the Vice-Chancellor. However, Centre-in-Charge shall alone be responsible for any lapse / lapses occurring during the conduct of examination. The eligibility conditions of appointment of Centre-in-Charge will be the same as that of examiners.
 - 5 The Centre Observer appointed by the University shall report to the Dean of the Faculty where examination centre is located one day earlier. He shall ensure that:
 - a) The proper arrangements for the conduct of examination are made.
 - b) The stationery required for the conduct of examinations, question papers, *etc.* are received at the examination centre.
 - c) The packets of question papers are intact and duly sealed.

- 6 The Centre Observer, during the examination, shall ensure that:
 - a) The question paper packets are opened in his presence 20 minutes before the start of the examinations
 - b) The students are not resorting to unfair means/malpractices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations or to any other university authority so designated by Chancellor /Vice Chancellor along with his report.
 - c) He shall not leave the examination centre during the examination period.
- 7 The answer books are distributed to the students 10 minutes before the start of the examination. The Centre-in-Charge and Centre Observer shall be responsible for the whole conduct of examination.

50. Conduct of Examinations:

- (1) The examination forms of the students shall be accepted by the Dean/Principal/Head of Institution with the prescribed examination fee within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the Faculty along with the fees so collected.
- (2) On receipt of the examination forms in the University, the name list, summary and Admit cards of the students shall be prepared and sent to the concerned examination centres by the University well before the commencement of the concerned examination.
- (3) The Centre-in-Charge shall send the answer books in sealed cover to the Controller of Examinations or to any other university authority so designated by Chancellor/Vice Chancellor.
- (4) The Examiner appointed by the University shall receive the bundles of answer books sent by the University.
- (5) As soon as the mark lists are received in the University examination section, the same shall be processed immediately.
- (6) The results of the examinations shall ordinarily be declared within 60 days and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the constituent Faculty/Off- Campus centres and Incharge, Distant Education Programme, colleges/Institutions for distributing the same to the students.

51. **SCRUTINY OF ANSWER BOOKS.**—The objective of scrutiny is to ensure that the student receives a fair evaluation in the university examination and to minimise human error.
- (1) On application and remittance of a prescribed fee by the student within 20 days of declaration of result, the University shall permit an opportunity for the scrutiny of an answer paper/papers for theory of all subjects for which the student has appeared in the university examination. An error with respect to addition of the marks awarded if identified, false or no transcription of marks, unevaluated answer shall be suitably rectified by a scrutiny committee constituted by the Vice Chancellor for the said purpose.
 - (2) There shall, in general, be no provision of re-evaluation except in the case of mass complaint of unfair evaluation in which case the Chancellor may take appropriate step to mitigate the problem.
 - (3) **Viewing of answer sheets:** The photocopy of the answer sheet shall be made available to the student if applied for the same and on remittance of a prescribed fee, to be determined by the Examination Board, within 20 days of declaration of the result.
52. **Unfair means resorted to by the Candidate:**
- (1) **General**
 - a. On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination. The Examinations Board shall have power at any time to institute enquiry and to punish such candidate using malpractices.
 - b. On receipt of report regarding malpractices used or lapses committed by any paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination held by the University including breach of the rules laid down for proper conduct of examination, the Examinations Board shall have power at any time to institute inquiry and to punish such persons using malpractices or leaving lapses by declaring disqualified the concerned paper setter, examiner, moderator, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as

per the rules provided for or in any two or more of the aforesaid ways.

- (2) **Competent Authority.**—The Examinations Board of the University constituted under the provision of the Rules of the University shall be the Competent Authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the constituent department or Institution of the University.
- (3) **Definitions – Unless the context otherwise requires.**—“Unfair means” mean and include one or more of the following acts of commission or omissions on the part of student(s) during the examination period:-
- (i) Possessing unfair means material and or copying there from.
 - (ii) Transcribing any unauthorized material or any other use thereof
 - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the Supervisor or causing disturbances in any manner in the examination proceedings.
 - (iv) Unauthorized communication in any way including use of mobile phone or other means of communication with other examinees or any one else inside or outside the examination hall.
 - (v) Mutual / mass copying.
 - (vi) Smuggling out or smuggling in of either blank or written answer books as copying material.
 - (vii) Smuggling in blank or written answer book and forging signature of the invigilator thereon.
 - (viii) Interfering with or counterfeiting of University/ Department/ Seal or answer books or office stationery used in the examinations.
 - (ix) Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with the conduct of examinations.
 - (x) Impersonation at the University/Department/ examination.
 - (xi) Revealing identity in any form in the answer/s written or in any other part of the answer book by the student at

- the University or Department or Institution's examination.
- (xii) Any other similar act(s) of commission and/or omission(s), which may be considered as unfair means by the competent authority.
- (xiii) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.
- (xiv) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid, etc. which is not allowed in the examination hall.
- (xv) "Possession of unfair means material by a student" means having any unauthorized material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (xvi) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by invigilator, member of the vigilance Committee or any other person authorized for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Chief Invigilator or Centre-in-Charge or any other authorized person to the Controller of examinations or Dean / Head of the constituent Department concerned or any officer authorized in this behalf.
- (xvii) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any

material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (52.3.16) above, the presumption shall be that the material did relate to the subject of the examination.

- (4) During examination, examinees and other students shall be under disciplinary control of the Centre-in-Charge.
- (5) The Centre-in-Charge of the examination centre shall, in the case of unfair means, follow the procedure as under:
 - (a) The examinee shall be called upon to surrender to the Centre-in-Charge, the unfair means material found in his or her possession, if any, and his/her answer book.
 - (b) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Chief Invigilator and the Centre-in-Charge shall also sign on all the relevant materials and documents.
 - (c) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Invigilator and Chief Invigilator shall be recorded in writing by the Centre in-Charge. If the student refuses to sign on any document or make statement or to give an undertaking, the concerned Chief Invigilator and Centre-in-Charge shall record accordingly under their signatures.
 - (d) The Centre-in-Charge shall take one or more of the following decisions depending upon seriousness/gravity of the case:-
 - a. In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
 - b. Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
 - c. May report the case to the concerned Police Station.
 - d. Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/her fresh answer book duly marked.

- e. All the materials and list of material mentioned in sub-clause (52.3.1, 52.3.14, 52.3.15) and the undertaking with the statement of the student and that of the Invigilator as mentioned in clause 52.5.2 and 52.5.3 and the answer-book/s shall be forwarded by the Centre in-Charge, along with his report, to the concerned, the Controller of Examinations / Dean / Head of the constituent Department, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".
- (e) In case of unfair means of oral type, the invigilator and the Chief Invigilator or concerned authorized person shall record the facts in writing and shall report the same to the concerned, the Controller of Examinations / Dean / Head of the constituent Department or to any other university authority so designated by Chancellor/ Vice Chancellor as the case may be.
- (f) **Procedure to be followed by Examiner during Assessment.**—If the examiner at the time of assessment of answer-book suspects that there is a *prima facie* evidence that the examinee(s) whose answer-book(s) the Examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report to the Controller of Examinations with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".
- (g) A *prima facie* case of unfair means reported to the University / constituent Department by the Centre In-charge / Invigilator/ Chief Invigilator and or examiners shall be inquired into by the Committee appointed by the Examinations Board.
- (h) The examination Result/s of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the Department, to which he/she belongs to, shall be informed accordingly.

53. Appointment of Unfair Means Inquiry Committee

- (1) For the purpose of investigating unfair means resorted to by the examinees at the University examination, the Examinations Board shall appoint a Committee. The term of the Committee shall be as decided by Examinations Board.

- (2) The Unfair Means Inquiry Committee shall function as a recommendatory body and submit its recommendations in the form of a report to concerned Competent Authority. The Competent Authority shall issue final orders with regard to the penal action to be taken against the examinee/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the concerned implicated examinee in his/her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

54. The procedure to be followed by the Unfair Means Inquiry Committee should be as under:-

- (1) The Controller of Examinations / Dean / Head of the constituent Department or the Officer authorized by them or to any other university authority so designated by Chancellor/ Vice Chancellor, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her and shall ask him/her to show cause as to why the charge(s) levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.
- (2) The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.
- (3) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge(s) against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/ herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.
- (4) Reasonable opportunity, including oral hearing, shall be given to the examinee in his/her defence before the Committee. The reply / explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (5) The Committee should follow the above procedure in the spirit of the principles of natural justice.
- (6) After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time

and place fixed for the meeting, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the examinee concerned.

- (7) The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

55. Punishment.—The Competent Authority concerned, *i.e.* the Examinations Board in the cases of University examination, or the concerned Dean / Head in the cases of constituent Department examination, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the student the benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the examinee/s found guilty of using unfair means:-

- (1) Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.
- (2) Debarring examinee from appearing for any examination of the University / Department for a stipulated period.
- (3) Debarring examinee from taking admission for any course in the University or constituent Department for a stipulated period.
- (4) Cancellation of the University / Department Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (5) In addition to the abovementioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine, within a stipulated period, the competent authority may impose on such an examinee additional punishment/penalty as it may deem fit.
- (6) The Controller of Examinations / Dean / Head of the constituent Department, or the Officer authorized by them or any other university authority designated by Chancellor/ Vice Chancellor shall issue necessary punishment orders.

56. Record Retention Schedule

1. Question papers, model question papers, used answer books/scripts, hall tickets, roll numbers, and admit cards, appointment or engagements of examiners, practical examiners & other records or documents related to secrecy

work of examination shall be maintained for two years from the last day of examination of the session.

- (i) Not withstanding anything contained in para 56.1 no such record or documents shall be destroyed which relates to audit or which is subjudice.
- (ii) The record or document, which attract the permission of 8.1 supra, shall be specified, segregated and destroyed in the presence of a committee to be appointed by the Chancellor on the first Friday of January of the succeeding year and record note of that destruction shall be prepared and signed by all the members of the committee. In the event of first Friday being holiday, the destruction shall take place on next working day.

- 57. Teaching Hours.**—The Minimum Teaching hours for a particular course shall be as prescribed by Academic Council in the Regulations for respective course or as per guidelines of respective Apex Body/Council.

Ordinance – 009: Convocation

This Ordinance shall be called “Ordinance for Convocation of Al-Karim University, Katihar”.

Convocation for Conferring Degrees

1. Convocation for admitting candidates to various degrees shall be held annually at Katihar or at any other suitable place on such date as the Chancellor may consent.
2. Special Convocation for conferring degrees may be held on such dates as may be fixed by the Chancellor on the recommendation of the Vice Chancellor.
3. At the Annual Convocation the Vice Chancellor shall present a Annual report of the University.
4. Notwithstanding anything contained in this Ordinance, if for unavoidable reasons the Annual Convocation is not held, the Academic Council may approve the conferment of degrees and the award of diplomas, certificates and other academic distinctions.
5. The procedure to be followed at the Convocation shall be as laid down by the Academic Council.

Ordinance – 010: Library Committee

This Ordinance shall be called “Library Committee of Al-Karim University, Katihar”.

Library Committee

1. There shall be a Standing Committee of the Academic Council called the Library Committee. The Library Committee shall consist of the followings:
 - (i) Vice Chancellor (Chairman)
 - (ii) University Librarian (Secretary)
 - (iii) Deans of Faculties
 - (iv) Registrar
 - (v) Director/Principal of Schools/Institutions
 - (v) One person from each of the Faculties/Schools/University Departments nominated by the Chancellor.
2. The nominated members of the Committee shall hold office for two years.
3. The Library Committee shall:
 - (i) frame rules for the management of the Library, subject to the approval of the Academic Council;
 - (ii) arrange for the stock taking of the Library;
 - (iii) prepare an annual report on the working of the Library for submission to the Academic Council, by the end of October, every year;
 - (iv) prepare the annual budget estimates of the Library for submission to the Board of Management; and
 - (v) recommend to the Academic Council, allocation of the annual grant for the purchase of books, journals and periodicals.
4. One third of the members shall form a quorum.

Ordinance – 011: Bachelor of Medicine and Bachelor of Surgery

This Ordinance shall be called “Degree of Bachelor of Medicine and Bachelor of Surgery of Al-Karim University, Katihar”

Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.)

(These ordinances are in accordance with Medical Council of India Regulations On Graduate Medical Education, 1997 as amended time to time and applicable to private unaided minority Educational institution)

1. The degree of Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) shall be awarded to candidates who have undergone a regular course of study for not less than four and a half academic years at the Katihar Medical College or any other medical college of the University and have passed the first, second and final professional examination of the University.
2. The regulations prescribed by the Medical Council of India/Govt. Of India with regard to abovementioned course from time to time shall be followed.

**Ordinance – 012: Doctor of Medicine (M.D.)/
Master of Surgery (M.S.)/Diploma courses**

This Ordinance shall be called “Postgraduate Medical Degree (MD/MS)/ Diploma courses of Al-Karim University, Katihar”.

Postgraduate Medical Degree (MD/MS)/Diploma Courses.

(These ordinances are in accordance with Medical Council of India Regulations on Post Graduate Medical Education, 2000 as amended time to time and applicable to private unaided minority Educational institution)

1. The period of training for obtaining MD/ MS shall be three completed years including the period of examination.
Provided that in the case of students possessing a recognised two years postgraduate diploma course in the same subject, the period of training including the period of examinations, shall be two years.
Diplomas: The period of training for obtaining a postgraduate Diploma shall be two completed years including the examination period.
2. The regulations prescribed by the Medical Council of India/Govt. Of India with regard to abovementioned courses from time to time shall be followed.

Ordinance – 013: Master of Science (Medical)

1. This Ordinance shall be called “Degree of Master of Science (Medical) of Al-Karim University, Katihar”.
2. Degree of Master of Science (Medical) will include M.Sc. in Medical Anatomy, Medical Physiology, Medical Biochemistry, Medical Microbiology and Medical Pharmacology or other subjects as approved by the Academic Council.

Master of Science (Medical)

1. The duration of the Master of Science {(Medical Sciences)/ (Medical)} course shall be for two years.
2. (1) The candidate must have passed B. Sc. with at least one subject of biological sciences or BAMS or BUMS or MBBS or BHMS or BPT or B.Pharm. or any other professional graduation from a recognized University. The B.Sc. graduates with physics and chemistry optional could be considered for admission to M.Sc. in bio-chemistry.
(2) The selection criteria shall be either merit in the competitive entrance examination or merit in the qualifying examination.
(3) Such candidates as have appeared at the final year examination of the qualifying examination may also apply for admission provisionally at their own risk, subject to the condition that they shall be required to submit their mark sheet of the qualifying examination by the time and

- date to be determined and notified by the University, failing which their candidature/ admission shall be cancelled.
3. 1. The courses of study for the examination shall extend over a period of two years comprising four semesters (2 semesters in each year). The duration of each semester shall be 20 weeks exclusive of the preparatory holidays and examination days.
 2. The academic programmes in each semester may consist of course work as prescribed by syllabus for each specialization.
 4. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances
 2. There shall be an Internal assessment of 20% weightage at the end of each semester and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/ seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
 3. A candidate should obtain minimum 35% marks in each semester examination to be eligible to appear in University Examination.
 4. There shall be a university examination in theory and practical at the end of fourth semester.
 5. The examination shall be conducted by means of written papers and practical tests, wherever required.
 5. 1. A student, who has been admitted to the M.Sc. (Med) Part-I and has attended a regular course of study for 1st semester of M.Sc. (Med) Part I shall be eligible to appear at the 1st semester M.Sc. (Med) Part-I internal examination. A student who has attended a regular course of study for 2nd semester M.Sc. Part-I and has obtained minimum 35% marks in first internal examination shall be eligible to appear at the 2nd semester M.Sc. (Med) Part-I examination.
 2. Similar rules as described in sub-clause 1 above shall apply to M.Sc. (Med) Part-II.
 6. 1. In order to pass University examination a student must secure 50% marks in theory and practical separately.
 2. The Grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
 3. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
 4. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
 7. 1. There may be supplementary examination.
 2. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme in force.

8. Dissertation

1. Each student pursuing M.Sc. course is required to carry out work on selected research project under the guidance of a recognized post graduate teacher. The programme of work, guide and panel of examiners should be proposed by Board of Studies and approved by the Academic Council. The results of such a work shall be submitted in the form of dissertation by the end of 3rd semester. The student shall be entitled to submit dissertation only when he/she has cleared all subjects of every semester upto 2nd semester. The dissertation shall be evaluated by an external examiner and viva-voce examination shall be conducted by external and internal examiners.
2. The dissertation is aimed to train a graduate student in research methods and techniques. It includes identification of problem, formulation of a hypothesis, search and review of literature, getting acquainted with recent advances, designing of a research study, collection of data, critical analysis, and interpretation of results and drawing conclusions.
3. Student shall submit a synopsis to the Head of Department containing particulars of proposed dissertation work (synopsis) within three months from the date of commencement of the course and to be placed before the meeting of Board of Studies.
4. The synopsis shall be required to be discussed and approved by the Board of Studies and sent to Controller of Examinations for approval by the Academic Council.
5. External Examiner may be an expert on the topic from reputed academic Institutions. In case the thesis is not acceptable, the student shall be asked to revise dissertation and resubmit after a period of not less than three months. If the thesis is not accepted again, the matter shall be referred to the Academic Council through Board of Studies and the Academic Council can allow one more chance for submission of thesis if considered necessary.

Ordinance – 014: Bachelor of Physiotherapy

This Ordinance shall be called “Degree of Bachelor of Physiotherapy of Al-Karim University, Katihar”.

Bachelor of Physiotherapy (B.P.T.)

1. The duration of the Bachelor of Physiotherapy (B.P.T.) course shall be four academic years plus six months compulsory internship.

2. 1. For admission to B.P.T. the candidate must have passed 10+2 or equivalent from a recognized Board in the subjects of Physics, Chemistry and Biology/Botany/Zoology.
2. For Lateral entry in second year of BPT the candidate must have passed Diploma in Physiotherapy (3 years after 10th or 2 years after 10+2) or equivalent from recognized Board/University
3. The selection criteria shall be either merit in competitive entrance examination or merit in qualifying examination.
4. Such candidate as has appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled.
5. A candidate should have completed the minimum age of 17 years on 31st December of the year of admission or earlier.
6. Other conditions shall be as per decision of the Academic Council time to time
3. 1. The courses of study for B.P.T. course shall extend over a period of eight semesters in four years. The duration of each academic year shall consist of not less than 240 working days. There shall be compulsory internship of six months after completion of course work (all papers).
2. The academic programmes in each semester may consist of course work as prescribed by syllabus.
4. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
2. There shall be an Internal assessment of the weightage as prescribed in syllabus and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/ seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
3. There shall be a university examination in theory and practical at the end of each year.
4. The examination shall be conducted by means of written papers and practical tests, wherever required.
5. 1. A student, who has been admitted to Part-I of B.P.T. course and has attended a regular course of study for 1st semester of B.P.T. Part I shall be eligible to appear at the 1st semester B.P.T. course Part-I internal examination. A student who has attended a regular course of study for 2nd semester B.P.T. course Part-I and has obtained minimum

- prescribed marks in the first internal examination shall be eligible to appear at the 2nd semester B.P.T. course Part-I internal examination.
2. Similar rules as described in sub-clause 1 above shall apply to B.P.T. Part-II, Part-III and Part-IV.
 3. A candidate qualifying in internal examination as per regulations made by the Academic Council will be eligible to appear in University examination of respective year.
 6. 1. In order to pass an university examination in a subject in a year, a student must secure 50% marks in theory, practical separately and in aggregate in each year of Part-I, Part-II, Part-III and Part-IV.
 2. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
 3. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
 4. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
 7. 1. There may be supplementary examination.
 2. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme in force.
 3. Every student after successful completion of Part IV examination must undergo six months internship in the Department/Katihar Medical College. Each student is required to carry out work on selected project during internship, acceptance of which is a requirement for completion of the degree course. The results of such a work shall be submitted in the form of Project Report at the end of internship.

Ordinance – 015: General Nursing & Midwifery

This Ordinance shall be called “General Nursing & Midwifery course in Nursing of Al-Karim University , Katihar”.

General Nursing & Midwifery (GNM)

1. The course of GNM shall be awarded to the student who has undergone a regular course of study for not less than three academic years including internship. The course shall be open to both male and female students.
2. 1. Minimum and Maximum age for admission should be 17 and 35 years respectively, on or before 31 December of the year. For ANM / LHV candidate, there will be no age bar
2. Must have passed 10+2 or equivalent with aggregate of 40% from a recognized Board or must have obtained minimum marks as per INC norms.

3. Selection of the student shall be based on the merit of the entrance examination conducted by the University or by any other agency or on the basis of merit calculated on total marks obtained in the recognized qualifying examination.
4. Such student as have appeared at the final year examination of the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled.
3. 1. The course of study leading to the GNM diploma shall consist of three academic years (including internship training).
2. The academic programmes in each year shall consist of course work as prescribed by syllabus of Al-Karim University and INC.
4. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Chapter VIII of the Ordinances of Al-Karim University or as prescribed by BNC/INC.
2. Examination system and scheme of examination shall be governed by the rules and regulations of INC or as prescribed by Al-Karim University Ordinances and regulations.
5. Promotion rules, passing marks, division, re-evaluation and grace marks shall be governed by the rules and regulations of INC or as prescribed by Al-Karim University Ordinances.

Ordinance – 016: Auxiliary Nurse & Midwife

This Ordinance shall be called “Auxiliary Nurse & Midwife course in Nursing of Al-Karim University, Katihar”.

Auxiliary Nurse & Midwife (ANM)

1. The course of ANM shall be awarded to the student who has undergone a regular course of study for not less than one and half years and six months Internship (Total two years). The course shall be open to both male and female students.
2. 1. The candidate must have passed 10+2 or equivalent examination from a recognized Board/University and must have obtained minimum marks as per INC norms.
2. Minimum and Maximum age for admission should be 17 and 30 years respectively, on or before 31 December of the year.
3. Selection of the student shall be based on the merit of the entrance examination conducted by the University or by any other agency or on the basis of merit calculated on total marks obtained in the qualifying examination.
4. Such student as have appeared at the final year examination of the qualifying examination may also apply for admission provisionally at

- their own risk subject to the condition that they shall be required to submit their mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled.
3. 1. The course of study leading to the ANM diploma shall consist of two academic years (including internship).
 2. The academic programmes in each year shall consist of course work as prescribed by syllabus of BNC/INC and Al-Karim University.
 4. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Chapter VIII of the Ordinances of Al-Karim University or as prescribed by BNC/INC.
 2. Examination system and scheme of examination shall be governed by the rules and regulations of BNC/INC or as prescribed by Al-Karim University Ordinances and Regulations.
 5. Promotion rules, passing marks, division, revaluation and grace marks shall be governed by the rules and regulations of BNC/ INC or as prescribed by Al-Karim University Ordinances.

Ordinance – 017: Bachelor of Science in Nursing

This Ordinance shall be called “Degree of Bachelor of Science in Nursing of Al-Karim University, Katihar”.

Bachelor of Science in Nursing (B.Sc. Nursing)

1. The degree of Bachelor of Science in Nursing {B.Sc. (Nursing)} course shall be awarded to the student who have undergone a regular course of study for not less than four academic years including internship. The course of study for B.Sc. Nursing shall be open to both male and female students.
2. Student must have completed the age of 17 years but not completed 28 years in case of female and 25 years in case of male on or before 31 December of the year.
 1. The admission criteria shall be as per BNC/INC norms and regulations approved by the Academic Council.
 2. Selection of the student shall be based on the merit of the entrance examination held by the University or on the basis of merit calculated on total marks obtained in the above stated recognized qualifying examination in the subjects of English, Physics, Chemistry and Biology only.
 3. Such student as have appeared at the final year examination of the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their mark sheet of the

qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled.

3. 1. The course of study leading to the B.Sc. Nursing Degree shall consist of four academic years (including Internship) i.e. Part-I, Part-II, Part-III and Part-IV. The maximum period to complete the course successfully should not exceed 8 years.
2. The academic programmes in each year shall consist of course work as prescribed by syllabus of Al-Karim University.
4. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances or as prescribed by INC.
2. There shall be an annual University examination to be held after one academic year. The supplementary examination for the failed student may be held within a period of three months of declaration of result.
3. 25% of total marks prescribed in the theory and 50% of total marks prescribed in practical in any subjects shall be allotted for the periodical assessment (internal assessment). Internal assessment examination in theory & practical shall be held in each semester and obtaining a minimum 35% marks shall be compulsory to pass the internal assessment examination.
4. The examination shall be conducted by means of written papers and practical tests, wherever required.
5. Theory and practical examination in Introduction to Computer shall be conducted as departmental examination and marks to be sent to the Controller of Examinations for inclusion in the mark sheet.
6. For practical examinations there shall be two examiners one Internal and one External. An examiner should be a lecturer or above in a college of nursing with M.Sc. (N) in concerned subject. To be an examiner for nursing foundation course faculty having M.Sc. (N) with any speciality shall be considered. All practical examinations must be held in the respective clinical areas.
5. 1. Minimum pass marks for University examination shall be 50% in each of the theory and practical separately. Minimum pass marks shall be 40% for English, Hindi & Computer Science or as per BNC/INC norms.
2. Student who passes in theory examination of a particular subject but fails in practical examination of that subject shall be considered fail in both theory and practical exam and he/she shall have to reappear for both the papers (theory and practical).
3. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances or as prescribed by INC.

4. Class shall be awarded as per clause 43 & 44 of Ordinance VIII of these Ordinances.
5. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 of Ordinance VIII of these Ordinances or as per prescribed by INC
6.
 1. Students who have appeared in all subjects of a year and passed the examination shall be eligible for promotion to subsequent higher class.
 2. The student failing in up to two papers shall be promoted to next higher class but shall have to clear the failed papers before appearing in next University examination. However, failure in more than two papers shall debar him/her from promotion to the higher class. Such student shall be examined in the failing subjects at subsequent examinations as an ex-student.
 3. A student who has appeared at the first year examination shall be promoted to the second year. A student who fails to pass Part-I or subsequent examination in three attempts shall not be allowed to continue the course.
 4. A student who has appeared at the second year examination shall be promoted to the third year, provided that he has failed in not more than two papers of second year and has passed in all the courses of first year.
 5. A student who has appeared at the third year examination shall be promoted to the fourth year, provided that he has failed in not more than two papers of third year and has passed in all the courses of second year.
7. Rules of BNC/INC shall be followed wherever required.

Ordinance – 018: Diploma in Paramedical Technology Courses (2 years course)

1. This Ordinance shall be called “Diploma in Paramedical Technology courses (2 years course) of Al-Karim University, Katihar”.
2. This Ordinance shall be applicable to Diploma in Paramedical Courses (2 years course) i.e. Diploma in ECG Technology, Diploma in Practical Nursing, Diploma in Physiotherapy, Diploma in Nursing Assistant, Diploma in First Aid & Practical Nursing, Diploma in CT Scan Technology, Diploma in Pharmacy Assistant, Diploma in Physiotherapy, Diploma in Health Inspector, Diploma in Cardiac Technology, Diploma in Neuro Technology, Diploma in General Health Care & Maternity Assistant, Diploma in Nursing Assistant Care & Development, Diploma in Radiology & Imaging Technology, Diploma in Medical Record Science, Diploma in Medical Transcription, Diploma in Patient Care and other fields of Paramedical Technology as approved by Academic Council time to time.

Diploma in Paramedical Technology Courses (2 years course)

1. 1. The minimum qualification for admission to Diploma in Paramedical Technology Courses (2 years course) shall be 10+2 Science (Maths or Biology) or equivalent from a recognised Board/University.
2. The selection criteria shall be either merit in competitive entrance examination or on the basis of merit calculated on total marks obtained in the qualifying examination.
3. Such candidate as has appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that he/she shall be required to submit his/her mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which his/her candidature/admission shall be cancelled.
2. 1. The courses of study for the examination shall extend over a period of 2 years comprising of four semesters (2 semesters in each year).
2. The academic programmes in each semester may consist of course work as prescribed by syllabus of Al-Karim University for each branch.
3. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
2. There shall be an Internal assessment of 20% weightage in each semester known as end semester examination and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study/ seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
3. There shall be a university examination in theory and practical at the end of each year.
4. The examination shall be conducted by means of written papers and practical tests, wherever required.
4. 1. A candidate, who has been admitted to Diploma course and has attended the regular course of study for Diploma Ist semester shall be eligible to appear at the Ist semester Diploma End Semester Examination as a regular student. A candidate who has attended a regular course of study for IInd Semester Diploma and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the IInd End semester Examination of Diploma course as a regular student.
2. Similar rules, as described in sub-clause I above, for appearing shall apply to all the semesters of Diploma course.
5. 1. In order to pass University examination in a subject in a year a candidate must secure 50 % marks in theory, practical separately and in aggregate in each year. Similarly a candidate must obtain minimum

- 40% marks in end semester examination to be eligible to appear in University examination.
2. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
 3. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
 4. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
 6. 1. A candidate who fails in both the end semester examination of the 1st year shall not be promoted to 2nd year.
 2. There may be supplementary examination.
 3. Candidates re-appearing at an examination in subsequent semesters shall, as per rule, be examined in accordance with the syllabus and scheme in force.

Ordinance – 019: Diploma in Medical Lab Technology (2 years course)

This Ordinance shall be called “Diploma in Medical Lab Technology course (2 years course) of Al-Karim University, Katihar”.

Diploma in Medical Lab Technology (DMLT) (2 years course)

1. 1. The minimum qualification for admission to Diploma in Medical Lab Technology course shall be 10+2 Science (Maths or Biology/ Zoology/Botany) or equivalent from a recognised Board/University.
 2. The selection criteria shall be either merit in competitive entrance examination or on the basis of merit calculated on total marks obtained in the qualifying examination.
 3. Such candidate as has appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that he/she shall be required to submit his/her mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which his/her candidature/admission shall be cancelled.
2. 1. The course of study for the examination shall extend over a period of 2 years comprising of four semesters (2 semesters in each year) or as prescribed by Academic Council.
 2. The academic programmes in each semester may consist of course work as prescribed by syllabus of Al-Karim University for each specialisation.
3. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.

2. There shall be an Internal assessment of 20% weightage at the end of each semester to be termed as end semester examination and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/ seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
3. There shall be a university examination in theory and practical at the end of each Year.
4. The examination shall be conducted by means of written papers and practical tests, wherever required.
4. 1. A candidate, who has been admitted to Diploma course and has attended the regular course of study for Diploma Ist semester shall be eligible to appear at the Ist semester Diploma End Semester Examination as a regular student. A candidate who has attended a regular course of study for IInd Semester Diploma and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the IInd End semester Examination of Diploma course as a regular student.
 2. Similar rules, as described in sub-clause I above, for appearing shall apply to all the semesters of Diploma course.
5. 1. In order to pass an examination in a subject in a semester a candidate must secure 40 % marks in theory, practical separately and in aggregate in each semester of Part-I & Part-II.
 2. In order to pass an University examination in a subject in a year, a candidate must secure 50 % marks in theory, practical separately and in aggregate in each year of Part-I & Part-II.
 3. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
 4. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
 5. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
6. 1. A candidate who fails in both the semesters of the 1st year shall not be promoted to 2nd year.
 2. There may be supplementary examination.
 3. Candidates re-appearing at an examination in subsequent semesters shall, as per rule, be examined in accordance with the syllabus and scheme in force.

Ordinance – 020: Bachelor of Science in Medical Lab Technology

This Ordinance shall be called “Degree of Bachelor of Science in Medical Lab Technology of Al-Karim University, Katihar”.

Bachelor of Science in Medical Lab Technology {B.Sc. (MLT)}

1. The duration of the Bachelor of Science in Medical Lab Technology {B.Sc. (MLT)} course shall be for four academic years.
2. 1. For admission to B.Sc. (MLT) course the student must have passed 10+2 or equivalent in the subjects of Physics, Chemistry and Biology/Mathematics or two years Diploma in Medical Lab Technology after 10th from a recognized Board/University.
2. Diploma {(2 years DMLT after 10th or 1 yr/2yrs/3yrs DMLT after 10+2 (any stream))} holders from a recognized Board/University shall be eligible for lateral entry in 2nd year of B.Sc. (MLT) course.
3. The selection criteria shall be either merit in competitive entrance examination or on the basis of merit calculated on total marks obtained in the qualifying examination.
4. Such student as have appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled.
3. 1. The courses of study for B.Sc. (MLT) course shall extend over a period of eight semesters in four years. The duration of each semester shall be 20 weeks exclusive of the preparatory holidays and examination days.
2. The academic programmes in each semester of both programmes may consist of course work as prescribed by syllabus of Al-Karim University for each specialization.
4. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
2. There shall be an Internal assessment at the end of each semester to be termed as end semester examination of the weightage as prescribed in syllabus and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
3. There shall be a university examination in theory and practical at the end of each Year.
4. The examination shall be conducted by means of written papers and practical tests, wherever required.
5. 1. A student, who has been admitted to Part-I of B.Sc. (MLT) course and has attended a regular course of study for 1st semester of B.Sc. (MLT) Part I shall be eligible to appear at the 1st semester B.Sc. (MLT) course Part-I internal examination. A student who has attended a

- regular course of study for 2nd semester B.Sc. (MLT) course Part-I and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the 2nd semester B.Sc. (MLT) course Part-I internal examination.
2. Similar rules as described in sub-clause 1 above shall apply to B.Sc. (MLT) Part-II, Part-III and Part-IV.
 6. 1. In order to pass an internal examination in a subject in a semester a student must secure 40% marks in theory, practical separately and in aggregate in each semester of Part-I, Part-II, Part-III & Part-IV.
 2. In order to pass an University examination in a subject in a year, a student must secure 50% marks in theory, practical separately and in aggregate in each year of Part-I, Part-II, Part-III & Part-IV.
 3. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
 4. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
 5. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
 7. 1. A student must pass internal assessment examination to be eligible to appear in University examination.
 2. A student failing in more than two subjects/papers of University examination shall not be permitted to appear in next University examination till he/she passes all the papers/subjects.
 3. There may be supplementary examination.
 4. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme in force.

Ordinance – 021: Diploma in Ophthalmic Technology (2 years course)

This Ordinance shall be called “Diploma in Ophthalmic Technology course (2 years course) of Al-Karim University, Katihar”.

Diploma in Ophthalmic Technology (DOT)(2 years course)

1. 1. The minimum qualification for admission to Diploma in Ophthalmic Technology course (2 years course) shall be 10+2 Science (Maths or Biology/Zoology/Botany) from a recognised Board/University.
2. The selection criteria shall be either merit in competitive entrance examination or on the basis of merit calculated on total marks obtained in the qualifying examination.
3. Such candidate as has appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that he/she shall be required to submit his/her mark sheet

- of the qualifying examinations by the time and date to be determined and notified by the university, failing which his/her candidature/admission shall be cancelled.
2. 1. The course of study for the examination shall extend over a period of 2 years comprising of four semesters (2 semesters in each year).
 2. The academic programmes in each semester may consist of course work as prescribed by syllabus of Al-Karim University for each branch.
 3. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
 2. There shall be an Internal assessment in each semester to be termed as End Semester Examination of 20% weightage and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/ seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
 3. There shall be a university examination in theory and practical at the end of each year.
 4. The examination shall be conducted by means of written papers and practical tests, wherever required.
 4. 1. A candidate, who has been admitted to Diploma course and has attended the regular course of study for Diploma Ist semester shall be eligible to appear at the Ist semester Diploma End Semester Examination as a regular student. A candidate who has attended a regular course of study for IInd Semester Diploma and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the IInd End semester Examination of Diploma course as a regular student.
 2. Similar rules, as described in sub-clause I above, for appearing shall apply to all the semesters of Diploma course.
 5. 1. In order to pass an examination in a subject in a semester a candidate must secure 40 % marks in theory, practical separately and in aggregate in each semester of Part-I & Part-II.
 2. In order to pass an University examination in a subject in a year a candidate must secure 50 % marks in theory, practical separately and in aggregate in each year of Part-I & Part-II.
 3. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
 4. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
 5. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.

6. 1. A candidate who fails in both the semesters of the 1st year shall not be promoted to 2nd year.
2. A candidate must pass all the subjects/papers of previous University examination to be eligible to appear in next University examination.
3. There may be supplementary examination.
4. Candidates re-appearing at an examination in subsequent semesters shall, as per rule, be examined in accordance with the syllabus and scheme in force.

Ordinance – 022: Bachelor of Science in Optometry & Ophthalmic Technology

This Ordinance shall be called “Degree of Bachelor of Science in Optometry & Ophthalmic Technology of Al-Karim University, Katihar”.

Bachelor of Science in Optometry & Ophthalmic Technology {B.Sc. (O & OT)}

1. The duration of the Bachelor of Science in Optometry & Ophthalmic Technology {B.Sc. (O & OT)} course shall be for four academic years.
2. 1. For admission to B.Sc. (O & OT) course the student must have passed 10+2 or equivalent in the subjects of Physics, Chemistry and Biology/Mathematics or two years Diploma in Medical Lab Technology after 10th from a recognized Board/University.
2. Diploma {(2 years DOT after 10th or 1 yr/2yrs/3yrs DMLT after 10+2 (any stream))} holders from a recognized Board/University shall be eligible for lateral entry in 2nd year of B.Sc. (O & OT) course.
3. The selection criteria shall be either merit in competitive entrance examination or on the basis of merit calculated on total marks obtained in the qualifying examination.
4. Such student as have appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled.
3. 1. The courses of study for B.Sc. (O & OT) course shall extend over a period of eight semesters in four years. The duration of each semester shall be 20 weeks exclusive of the preparatory holidays and examination days.
2. The academic programmes in each semester of both programmes may consist of course work as prescribed by syllabus of Al-Karim University for each specialization.
4. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
2. There shall be an Internal assessment at the end of each semester to be termed as End Semester Examination of the weightage as

- prescribed in syllabus and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
3. There shall be a university examination in theory and practical at the end of each year.
 4. The examination shall be conducted by means of written papers and practical tests, wherever required.
 5.
 1. A student, who has been admitted to Part-I of B.Sc. (O & OT) course and has attended a regular course of study for 1st semester of B.Sc. (O & OT) Part I shall be eligible to appear at the 1st semester B.Sc. (O & OT) course Part-I internal examination. A student who has attended a regular course of study for 2nd semester B.Sc. (O & OT) course Part-I and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the 2nd semester B.Sc. (O & OT) course Part-I internal examination.
 2. Similar rules as described in sub-clause 1 above shall apply to B.Sc. (O & OT) Part-II, Part-III and Part-IV.
 6.
 1. In order to pass an examination in a subject in a semester a student must secure 40% marks in theory, practical separately and in aggregate in each semester of Part-I, Part-II, Part-III & Part-IV.
 2. In order to pass an University examination in a subject in a year, a student must secure 50% marks in theory, practical separately and in aggregate in each year of Part-I, Part-II, Part-III & Part-IV.
 3. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
 4. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
 5. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
 7.
 1. A student must pass internal assessment examination to be eligible to appear in University examination.
 2. A student failing in more than two subjects/papers of University examination shall not be permitted to appear in next University examination till he/she passes all the papers/subjects.
 3. There may be supplementary examination.
 4. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme in force.

**Ordinance – 023 : Diploma in X-Ray & Radiography/Radiation Technology
(2 years course)**

This Ordinance shall be called “Diploma in X-Ray & Radiography/Radiation Technology course (2 years course) of Al-Karim University , Katihar”.

Diploma in X-Ray & Radiography/Radiation Technology (DXRT) (2 years course)

1. 1. The minimum qualification for admission to Diploma in X-Ray & Radiography/Radiation Technology course (2 years course) shall be 10+2 Science (Maths or Biology) from a recognised Board/University.
2. The selection criteria shall be either merit in competitive entrance examination or merit in qualifying examination.
3. Such candidate as has appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that he/she shall be required to submit his/her mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which his/her candidature/ admission shall be cancelled.
2. 1. The course of study for the examination shall extend over a period of 2 years comprising of four semesters (2 semesters in each year).
2. The academic programmes in each semester may consist of course work as prescribed by syllabus of Al-Karim University for each branch.
3. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
2. There shall be an Internal assessment of 20% weightage at the end of each semester to be termed as End Semester Examination and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/ seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
3. There shall be a university examination in theory and practical at the end of each year.
4. The examination shall be conducted by means of written papers and practical tests, wherever required.
4. 1. A candidate, who has been admitted to Diploma course and has attended the regular course of study for Diploma Ist semester shall be eligible to appear at the Ist semester Diploma End Semester Examination as a regular student. A candidate who has attended a regular course of study for IInd Semester Diploma and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the IInd End semester Examination of Diploma course as a regular student.
2. Similar rules, as described in sub-clause I above, for appearing shall apply to all the semesters of Diploma course.

5. 1. In order to pass an examination in a subject in a semester a candidate must secure 40 % marks in theory, practical separately and in aggregate in each semester of Part-I & Part-II.
2. In order to pass an University examination in a subject in a year a candidate must secure 50 % marks in theory, practical separately and in aggregate in each year of Part-I & Part-II.
3. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
4. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
5. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
6. 1. A candidate who fails in both the semesters of the 1st year shall not be promoted to 2nd year.
2. A candidate must pass all the subjects/papers of previous University examination to be eligible to appear in next University examination.
3. There may be supplementary examination.
4. Candidates re-appearing at an examination in subsequent semesters shall, as per rule, be examined in accordance with the syllabus and scheme in force.

Ordinance – 024: Bachelor of Science in Radiodiagnosis & Imaging Technology

This Ordinance shall be called “ Degree of Bachelor of Science in Radiodiagnosis & Imaging Technology of Al-Karim University , Katihar”.

Bachelor of Science in Radiodiagnosis & Imaging Technology {B.Sc. (R&IT)}

1. The duration of the Bachelor of Science in Radiodiagnosis & Imaging Technology (B.Sc (R &IT) courses shall be for four academic years.
2. 1. For admission to Bachelor of Science in Radiodiagnosis & Imaging Technology (B.Sc (R & IT) course the candidate must have passed 10+2 or Diploma in Radiographic Techniques //Diploma in Radiation Therapy Techniques or equivalent from a recognized Board/University in the subjects of Physics, Chemistry and Biology/Mathematics.
2. Diploma {(2 years Diploma in RGT/RT after 10th or 1 yr/2yrs/3yrs RGT/RT after 10+2 (any stream)) holders from a recognized Board/University shall be eligible for lateral entry in 2nd year of B.Sc. (RGT/RT) course.
3. The selection criteria shall be either merit in competitive entrance examination or on the basis of merit calculated on total marks obtained in the qualifying examination.

4. Such candidate as has appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled..
3.
 1. The courses of study for B.Sc. (R & IT) course shall extend over a period of eight semesters in four years. The duration of each semester shall be 20 weeks exclusive of the preparatory holidays and examination days.
 2. The academic programmes in each semester of both programmes may consist of course work as prescribed by syllabus of Al-Karim University for each specialization.
4.
 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
 2. There shall be an Internal assessment of the weightage as prescribed in syllabus at the end of each semester to be termed as End Semester Examination and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/ seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
 3. There shall be a university examination in theory and practical at the end of each year.
 4. The examination shall be conducted by means of written papers and practical tests, wherever required.
5.
 1. A student, who has been admitted to Part-I of B.Sc. (R & IT) course and has attended a regular course of study for 1st semester of B.Sc. (R & IT) Part I shall be eligible to appear at the 1st semester B.Sc. (R & IT) coursePart-I examination. A student who has attended a regular course of study for 2nd semester B.Sc. B.Sc. (R & IT) coursePart-I and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the 2nd semester B.Sc. (R & IT) coursePart-I examination.
 2. Similar rules as described in sub-clause 1 above shall apply to B.Sc. (R & IT) Part-II, Part-III and Part-IV.
6.
 1. In order to pass an examination in a subject in a semester a student must secure 40% marks in theory, practical separately and in aggregate in each semester of Part-I, Part-II, Part-III & Part-IV.
 2. In order to pass an University examination in a subject in a year, a student must secure 50% marks in theory, practical separately and in aggregate in each year of Part-I, Part-II, Part-III & Part-IV.

2. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
3. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
4. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
7. 1. A student must pass internal assessment examination to be eligible to appear in University examination.
2. A student failing in more than two subjects/papers of University examination shall not be permitted to appear in next University examination till he/she passes all the papers/subjects.
3. There may be supplementary examination.
4. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme in force.

Ordinance – 025: Diploma in Operation Theatre Technology (2 years course)

This Ordinance shall be called “Diploma in Operation Theatre Technology (2 years course) of Al-Karim University, Katihar”.

Diploma in Operation Theatre Technology (DOTT)(2 years course)

1. 1. The minimum qualification for admission to Diploma in Operation Theatre Technology (2 years course) shall be 10+2 Science (Maths or Biology).
2. The selection criteria shall be either merit in competitive entrance examination or merit in qualifying examination.
3. Such candidate as has appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled.
2. 1. The course of study for the examination shall extend over a period of 2 years comprising of four semesters (2 semesters in each year).
2. The academic programmes in each semester may consist of course work as prescribed by syllabus of Al-Karim University for each branch.
3. 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
2. There shall be an Internal assessment of 20% weightage at the end of each semester to be termed as End Semester Examination and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/ seminar(s)/ field work

- presentation for which proper record shall be maintained by the course teacher(s).
3. There shall be a university examination in theory and practical at the end of each year.
 4. The examination shall be conducted by means of written papers and practical tests, wherever required.
 4. 1. A candidate, who has been admitted to Diploma course and has attended the regular course of study for Diploma Ist semester shall be eligible to appear at the Ist semester Diploma End Semester Examination as a regular student. A candidate who has attended a regular course of study for IInd Semester Diploma and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the IInd End semester Examination of Diploma course as a regular student.
 2. Similar rules, as described in sub-clause I above, for appearing shall apply to all the semesters of Diploma course.
 5. 1. In order to pass an examination in a subject in a semester a candidate must secure 40 % marks in theory, practical separately and in aggregate in each semester of Part-I & Part-II.
 2. In order to pass an University examination in a subject in a year a candidate must secure 50 % marks in theory, practical separately and in aggregate in each year of Part-I & Part-II.
 3. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
 4. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
 5. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
 6. 1. A candidate who fails in both the semesters of the 1st year shall not be promoted to 2nd year.
 2. A candidate must pass all the subjects/papers of previous University examination to be eligible to appear in next University examination.
 3. There may be supplementary examination.
 4. Candidates re-appearing at an examination in subsequent semesters shall, as per rule, be examined in accordance with the syllabus and scheme in force.

**Ordinance – 026: Bachelor of Science in Operation
Theatre & Anaesthesiology Technology**

This Ordinance shall be called “Degree of Bachelor of Science in Operation Theatre & Anaesthesiology Technology of Al-Karim University, Katihar”.

**Bachelor of Science in Operation Theatre & Anaesthesiology Technology
{B.Sc. (OT & A)}**

1. The duration of the Bachelor of Science in Operation Theatre & Anaesthesiology Technology {B.Sc. (OT & A)} course shall be for four academic years.
2.
 1. For admission to B.Sc. (OT & A) course the student must have passed 10+2 or equivalent in the subjects of Physics, Chemistry and Biology/Mathematics or two years Diploma in Operation Theatre Technology after 10th from a recognized Board.
 2. Diploma {(2 years DOT after 10th or 1 yr/2yrs/3yrs DOT after 10+2 (any stream))} holders from a recognized Board/University shall be eligible for lateral entry in 2nd year of B.Sc. (OT & A) course.
 3. The selection criteria shall be either merit in competitive entrance examination or on the basis of merit calculated on total marks obtained in the qualifying examination.
 4. Such student as have appeared in the qualifying examination may also apply for admission provisionally at their own risk subject to the condition that they shall be required to submit their mark sheet of the qualifying examinations by the time and date to be determined and notified by the university, failing which their candidature/admission shall be cancelled.
3.
 1. The courses of study for B.Sc. (OT & A) course shall extend over a period of eight semesters in four years. The duration of each semester shall be 20 weeks exclusive of the preparatory holidays and examination days.
 2. The academic programmes in each semester of both programmes may consist of course work as prescribed by syllabus of Al-Karim University for each specialization.
4.
 1. Attendance requirement for appearing in university examinations shall be governed by clause 4.2 of Ordinance VIII of these Ordinances.
 2. There shall be an Internal assessment of the weightage as prescribed in syllabus at the end of each semester to be termed as End Semester Examination and marks shall be awarded on the basis of tests and/or practical, class participation, assignment(s)/case study(s)/ seminar(s)/ field work presentation for which proper record shall be maintained by the course teacher(s).
 3. There shall be a university examination in theory and practical at the end of each year.
 4. The examination shall be conducted by means of written papers and practical tests, wherever required.

5. 1. A student, who has been admitted to Part-I of B.Sc. (OT & A) course and has attended a regular course of study for 1st semester of B.Sc. (OT & A) Part I shall be eligible to appear at the 1st semester B.Sc. (OT & A) course Part-I examination. A student who has attended a regular course of study for 2nd semester B.Sc. (OT&A) course Part-I and has obtained minimum 40% marks in the first internal examination shall be eligible to appear at the 2nd semester B.Sc. (OT&A) course Part-I examination.
2. Similar rules as described in sub-clause 1 above shall apply to B.Sc. (OT & A) Part-II, Part-III and Part-IV.
6. 1. In order to pass an examination in a subject in a semester a student must secure 40% marks in theory, practical separately and in aggregate in each semester of Part-I, Part-II, Part-III & Part-IV.
2. In order to pass an University examination in a subject in a year, a student must secure 50% marks in theory, practical separately and in aggregate in each year of Part-I, Part-II, Part-III & Part-IV.
3. The grace marks shall be awarded to a student as per clause 46 of Ordinance VIII of these Ordinances.
4. Class shall be awarded as per clause 42 & 43 of Ordinance VIII of these Ordinances.
5. Scrutiny of answer books of theory papers in all years of study of the course shall be permissible under clause 51 Ordinance VIII of these Ordinances.
7. 1. A student must pass internal assessment examination to be eligible to appear in University examination.
2. A student failing in more than two subjects/papers of University examination shall not be permitted to appear in next University examination till he/she passes all the papers/subjects.
3. There may be supplementary examination.
4. Student re-appearing at an examination in subsequent semesters shall be examined in accordance with the syllabus and scheme in force.

By the order of Governor of Bihar,
SATISH CHANDRA JHA,
Special Secretary.