



# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 3]

भोपाल, शुक्रवार, दिनांक 20 जनवरी 2012—पौष 30, शक 1933

## भाग ४

विषय-सूची

- |     |                        |                               |                                  |
|-----|------------------------|-------------------------------|----------------------------------|
| (क) | (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन, | (3) संसद में पुरःस्थापित विधेयक. |
| (ख) | (1) अध्यादेश,          | (2) मध्यप्रदेश अधिनियम,       | (3) संसद के अधिनियम.             |
| (ग) | (1) प्रारूप नियम,      | (2) अन्तिम नियम.              |                                  |

## भाग ४ (क)—कुछ नहीं

## भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 17th January 2012

No.-R-439-cc-2011-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007, the State Government hereby makes, the first ordinance of the Aisect University village Mehdua, Bhopal-Chiklod Road, Tehsil Goharganj, District Raisen (M.P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna avam Sanchalan) Adhiniyam, 2007 under Section 35. The first Ordinance of the University shall come into force from the date of notification.

By order and in the name of the Governor of Madhya Pradesh,  
C. B. PADWAR, Dy. Secy.

**ORDINANCE NO. 01****FACULTIES AND DEPARTMENTS**

The University shall have the following Faculties mentioned in column (1) and the Departments mentioned in column (2) of the following table thereof :

Sr. No.	Faculty (01)	Departments (02)
1	Faculty of Science	Department of - <ul style="list-style-type: none"> <li>▪ Applied Sciences</li> <li>▪ Biosciences</li> <li>▪ Bio-Technology</li> <li>▪ Chemistry</li> <li>▪ Mathematics</li> <li>▪ Physics</li> </ul>
2	Faculty of Home Science	Department of - <ul style="list-style-type: none"> <li>▪ Home Science</li> </ul>
3	Faculty of Education	Department of - <ul style="list-style-type: none"> <li>▪ Adult and Continuing Education and Extension</li> <li>▪ Education</li> <li>▪ Physical Education</li> <li>▪ Teacher Training and Non-Formal Education (Institute of Teachers Education)</li> </ul>
4	Faculty of Commerce	Department of - <ul style="list-style-type: none"> <li>▪ Commerce and Business Studies</li> </ul>
5	Faculty of Management	Department of - <ul style="list-style-type: none"> <li>▪ Management</li> <li>▪ Rural Management</li> </ul>
6	Faculty of Engineering and Technology	Department of - <ul style="list-style-type: none"> <li>▪ Architecture</li> <li>▪ Chemical Engineering</li> <li>▪ Civil and Structural Engineering</li> <li>▪ Civil Engineering</li> <li>▪ Computer Science &amp; Engineering</li> <li>▪ Electrical and Electronics Engineering</li> <li>▪ Electrical Engineering</li> <li>▪ Electronics and Communication Engineering</li> <li>▪ Electronics and Instrumentation Engineering</li> <li>▪ Information Technology</li> <li>▪ Manufacturing Engineering</li> <li>▪ Mechanical Engineering</li> <li>▪ Pharmacy</li> <li>▪ Production &amp; Industrial Engineering</li> <li>▪ Rural Technology</li> <li>▪ Vocational and Skill Development (Institute of Vocational and Skill Development)</li> </ul>
7	Faculty of Computer Science & Applications	Department of - <ul style="list-style-type: none"> <li>▪ Computer Arts, Animation and Games</li> <li>▪ Computer Science &amp; Applications</li> </ul>
8	Faculty of Media Studies	Department of - <ul style="list-style-type: none"> <li>▪ Advertising &amp; Public Relations</li> <li>▪ Journalism &amp; Mass Communication</li> </ul>

9	Faculty of Fine Arts	Department of - <ul style="list-style-type: none"> <li>▪ Applied Art</li> <li>▪ Art Education</li> <li>▪ Art History and Art Appreciation</li> <li>▪ Graphic Art</li> <li>▪ Painting</li> <li>▪ Sculpture</li> </ul>
10	Faculty of Social Sciences	Department of - <ul style="list-style-type: none"> <li>▪ Economics</li> <li>▪ Library and Information Science</li> <li>▪ Philosophy</li> <li>▪ Political Science</li> <li>▪ Population Studies</li> <li>▪ Psychology</li> <li>▪ Rural Development</li> <li>▪ Social Work</li> <li>▪ Sociology</li> </ul>
11	Faculty of Humanities and Languages	Department of - <ul style="list-style-type: none"> <li>▪ English</li> <li>▪ Hindi</li> <li>▪ History and Culture</li> <li>▪ Foreign Languages</li> </ul>
12	Faculty of Agriculture	Department of - <ul style="list-style-type: none"> <li>▪ Agriculture</li> <li>▪ Animal Husbandry</li> <li>▪ Horticulture</li> <li>▪ Plant Pathology</li> <li>▪ Soil Science &amp; Agriculture Chemistry</li> </ul>
13	Faculty of Law	Department of Law
14	Faculty of Performing Arts	Department of - <ul style="list-style-type: none"> <li>▪ Dance</li> <li>▪ Instrumental Music</li> <li>▪ Musicology</li> <li>▪ Vocal Music</li> <li>▪ Performing Arts</li> <li>▪ Visual Arts</li> </ul>
15	Faculty of Medical Sciences	Department of - <ul style="list-style-type: none"> <li>▪ Allied Health Science</li> <li>▪ Biochemistry</li> <li>▪ Biostatistics &amp; Medical Informatics</li> <li>▪ Community Medicine</li> <li>▪ Medicine</li> <li>▪ Microbiology</li> <li>▪ Nursing</li> <li>▪ Paramedical Sciences</li> <li>▪ Pharmacology</li> <li>▪ Physiology</li> <li>▪ Surgery</li> </ul>

Other Faculties and Departments can be created as per the decisions of the Academic Council and after approval of the Governing Body.

**ORDINANCE NO. 02****ADMISSION OF STUDENTS TO UNIVERSITY TEACHING DEPARTMENTS OR INSTITUTIONS, TRANSFER OF STUDENTS AND MAINTENANCE OF DISCIPLINE**

1. In this Ordinance, unless there is anything repugnant in the subject or context-
  - a. Qualifying examination means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to a Bachelor's or Post-Graduate Degree or Diploma conferrable by this University.
  - b. "Equivalent Examination" means an examination which has been conducted by-
    - i. any recognised Board of Higher Secondary Education, or
    - ii. any Indian University incorporated by any law in force for the time being, and recognised by the University as equivalent to its corresponding examination.
    - iii. Any foreign University / Board examination that have been recognized by AIU as equivalent to +2 stage qualification or Bachelor Degree programme.
2. A student seeking admission to a University Teaching Department or an Institution (hereinafter called an Institution) shall, on or before the date prescribed for submission of applications submit his application on the prescribed form to the prescribed location.
3. The University shall follow the normal admission process to all courses, if otherwise not specified as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Students already studying in AIST would be automatically transferred to the University.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
  - (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
  - (e) The application form may be rejected due to any of the following reasons :
    - o The candidate does not fulfill the eligibility conditions
    - o The prescribed fees is not enclosed.
    - o The application form is not signed by the candidate and his/her parent guardian, wherever required.
    - o Supporting documents for admission are not enclosed.

- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.
4. The application for admission shall among others be accompanied by (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student, (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School or College Leaving Certificate an eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University, as the case may be together with immigration fee decided by University.
5. (1) No student shall be admitted to an institution for perusing a course of study for the Initial year of the first degree under any faculty unless he has passed the final examination held under any recognised Board of Higher Secondary Education or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
- (2) No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he has passed the examination qualifying him to appear for the examination for which he will be preparing.
- (3) No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student of the University.
- (4) Without prejudice to the provision contained in sub-clause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Registrar wherever by any general or special direction, such permission is necessary.
- (5) An applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.
6. (1) No student who has passed a part of any degree or Post-Graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice Chancellor.
- (2) No person who is under sentence of rustication from another University or a Teaching Institution connected with that University shall be admitted to any course of study in any Institution maintained by this University.
7. (1) Admission to various institutions of the University will be done as per the admission cycle declared by the university. The Vice Chancellor can make changes in the admission cycle.
- (2) Candidates coming on transfer from other universities because of the transfer of their Parents/Guardians or any other genuine hardship will be given admission beyond the last date for admission, subject to the provisions of 5(2) & 5(3).
8. A Complete list of all students admitted to the Institution / department shall be forwarded by the Head of the Institution to the Registrar of the University by the last date (or as per the last date declared in the academic calendar of the university) with a

certificate that all admissions have been made as per University Rules and that no exception has been made.

- (1) A student shall be enrolled as a member of an Institution as soon as he is admitted by the Head of the Institution and has paid the prescribed fees.
- (2) A student seeking admission to an Institution / department after the commencement of the session shall be required to pay tuition fees from July of the year / or as directed by the Regulatory Body.
9. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Vice Chancellor, to change the Faculty within 30 days of start of the course.
10. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
11. (1) When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the institution at which such student is studying or the Vice Chancellor/Registrar may according to the nature and gravity of the offence-
  - a. suspend such a student from attending classes for not more than a week at a time, or
  - b. expel such a student from his institution,
  - c. disqualify such a student from appearing at the next ensuing examination, or
  - d. rusticate such a student.
- (2) Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- (3) The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- (4) The period, during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- (5) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.

Reservations to SC/ST/Other categories students shall be observed as per norms. Concessions/scholarship to SC/ST/Physically Handicapped and girls candidates shall be given as per M.P. Government norms.

### **ORDINANCE NO. 03**

#### **REGISTRATION OF STUDENTS AND THEIR ADMISSION TO THE COURSES OF STUDY, TEACHING METHODOLOGY**

For registration/ to enroll in the university courses of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and university fees. The registration form will be forwarded by the head of the institution to the Registrar of the University.

2. On receipt of the registration form at the University Institution the candidate will be allotted a temporary registration number.
3. The registration application form will be subjected to verification by the University and after due verification, the candidate will be given a permanent registration number.
4. The mode of sending application for admission of students can be direct or counseling or through guidance centre or through post or through Online. Any student from India or abroad seeking admission in the University can interact Online to the University. Mode of instructions of teaching of such student shall be decided by the Academic Council of the University.
5. The validity of the registrations will be for the following periods:
 

a. Certificate and one year Diploma programmes	-	2 years
b. Three year Degree programmes	-	6 years
c. Four year Degree Programme	-	8 years
d. Master degree and two year programmes	-	4 years
6. No person, who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentence is in operation.
7. (1) A student who is registered with the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with a fee decided by University.  
 (2) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of name of the student.  
 (3) The application for change or correction in the name shall be made through the Head of the Institution where the student is studying or will be supported by an affidavit.  
 (4) The fees deposited by the candidate shall not be refunded in any case.
8. Teaching Days - Every University enrolling students for the First Degree course shall ensure that the number of actual teaching days not to below 180 in an academic year (90 days in a semester).
9. (a) Teaching methods of all the courses shall include one or more methods of teaching from - Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.  
 (b) To better support to the students in conjunction with the traditional approaches, modern approaches based on Information and communication technologies for teaching learning will be adopted. These may includes online teaching-learning, material availability, Webcasting, Podcasting, Online chatting with teachers, Online Discussion Forums etc.

**ORDINANCE NO. 04**  
**EXAMINATIONS GENERAL**

**PART-I**

**DEFINITIONS**

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing in an examination of the University for a degree or a diploma, either generally

or for a particular examination, unless there is anything repugnant in the subject or context-

- (a) **"Regular Candidate"** is a person who is pursuing a course in the University Teaching Department (UTD) or a University Institution and seeks admissions to an examination of the University as such.
- (b) **"Ex-student Candidate"** means a person who was admitted to an examination as a regular candidate and was not declared successful there-at or was not able to appear in the examination; though admission card was correctly issued to him by the university and seeks admission again to the said examination.
- (c) **"Failed Candidate"** is a person who has failed in any of the theory paper or in any other part of the examination.
- (d) **"Registration Period"** means the period for which a candidate's registration / enrollment is valid.
- (e) **"Forwarding Officer"** means any person authorized by the Registrar of the university.
- (f) **"Attested"** means attested by the forwarding officer.
- (g) **"Private Candidate"** is one who is seeking admission to the University examination not as a regular candidate or an ex-candidate.

## PART - II

### ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO UNIVERSITY EXAMINATION.

2. No candidate shall be permitted to appear in the university examinations unless he/she is duly registered / enrolled with the university.
3. Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach to the designated centre on or before the last date prescribed for the purpose by the university. It will be the responsibility of the head of the institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
4. The head of the institution or the Registrar of the university can detain a candidate from appearing in an examination if he/she has not paid full dues of the university.
5. (i) An ex-student shall submit his examination form in prescribed format on or before the last date notified by the university to the concerned head of the institution who will forward it to the designated centre after due verification.  
(ii) An ex-student candidate shall offer the same subjects or optional papers which he had previously offered as a regular candidate, the changes in scheme of examinations by the university not-with-standing.
6. A Private candidate seeking permission for admission to an examination of the university shall apply to the registrar on or before the last date notified by the university in the prescribed form through the forwarding officers. The candidate shall submit with his application the attested copy of the mark sheet of qualifying examinations.
7. In case a private candidate having Practical subjects – Geography/ Psychology/ Home Science/ Physics/ Chemistry/ Computer etc. he/she should attend the practicals at respective department and submit practical attendance certificate from the respective department with the exam form.



8. For private candidates, University shall arrange classes/assignments and continuous comprehensive examination (CCE), i.e., internal assessment and project assessment. Fees for this purpose will be additionally charged by the student as decided by the University.
9. (i) Application submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Head of the Institution/Head of the University Teaching Department or School of Studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University.  
(ii) In case of each application, the Head of the Institution/Head of the University Teaching Department or School of Studies shall certify that the candidate :-  
(a) Possesses the minimum academic qualification for appearing at the examination to which he seeks admission.  
(b) Is of good conduct.  
(iii) The Head of the Institution or Head of the University Teaching Department or School of Studies concerned shall send to the Registrar a list of candidates eligible for examination, as per examination schedule declared by the university.
10. The Head of the Institution or the Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding dues, or does not return the property and all the articles and uniform issued to him for sport or NCC or does not pay the cost thereof in case of loss, 15 days before the commencement of the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.
11. No candidate shall be allowed to take the term-end Semester Examination unless one has:  
(i) Attended at least 75% of lectures / practical delivered.  
(ii) Paid all the fees due  
(iii) Obtained 'No Dues' certificate from the concerned Department/ college.  
(iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.  
(v) Received in-plant training as prescribed by the Director/ Head/ Principal.  
Clause (i) above shall not be applicable to private candidates.

### PART III

#### GENERAL CONDITIONS

12. Where there are Two or Three examinations for any degree such as Year I, II and III or Previous and Final examinations and there are Two or more alternative subjects/courses for such a degree a candidate for the degree must take the same subject/course in year III/Final examination as he has taken in the year-II/Previous examination.
13. No candidate shall appear in more than one degree examination or post graduate degree examination in one and the same year.
14. A Candidate who has passed the Bachelor's Degree Year-I or Year-II examination or the Previous examination for a Master's Degree of another University may with the permission of the Vice Chancellor, be admitted to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.

15. No person who has been expelled or rusticated from the University or has been debarred from appearing at University examination shall be admitted to any examination during the period for which the sentence is in operation.
16. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the requisite late fees.
17. (1) The Controller of Examination shall issue an admission card in favour of a candidate, if-
  - (a) the application of the candidate is complete in all particulars in accordance with the provisions applicable, and is in order.
  - (b) the candidate is eligible for admission to an examination and the fees as prescribed have been paid by the candidate.
- (2) Where the practical examination is held earlier than the examination in theory papers a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- (3) The admission card issued in favour of a candidate and also the permission given to a private candidate to appear at an examination may be withdrawn if it is found that-
  - (a) the admission card was issued or permission was given through mistake, or the candidate was not eligible to appear in the examination.
  - (b) any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a University Teaching Department or Institutions for admission to an examination is false or incorrect.
- (4) The Controller of Examination may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee as decided by the University. Such card shall show in a prominent place the word "DUPLICATE".
18. A candidate shall not be admitted into the examination hall unless he produces the admission card before the superintendent of the examination centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator.
19. (a) In the Examination hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or arrogant behavior towards the Superintendent or any invigilator, the candidate may be excluded from that day's examination and if he persists in misbehavior he may be excluded from the rest of the examinations by the Superintendent of the Centre.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to obstruct the authorities in the discharge of their duties, the superintendent may expel the candidate from the centre and he may take police help.

(c) If a candidate brings any dangerous weapon within the precincts of the examination centre, he may be expelled from the centre and/or handed over to the police by the superintendent.

(d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.

(e) In every case where action is taken by the Superintendent under (a), (b) or (c) above a full report shall be sent to the Registrar and the Board of Management may according to the gravity of the offence, further punish a candidate by cancelling his examination and/or debarring him from appearing at any of the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.

(f) (i) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him the examination hall material connected with the examination or in any other manner whatsoever, the Vice Chancellor may cancel his examination and also debar him from appearing at any of the examinations of the University for one or more years according to the nature of the offence.

(ii) The Board of Management may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tempering of university records including the answer books, mark-sheets, result charts, diplomas and the like.

(iii) The Board of Management may cancel the examination of a candidate and/or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

20. (1) A candidate who due to sickness or other cause is unable to present himself/herself at an examination shall not receive a refund of his fee, provided that the Vice Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination :

(i) Examination fee

Other fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness if applicable must be sent so as to reach the Registrar not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in foregoing paragraph if he/she changes the faculty or his subject in case of a postgraduate examination.

(2) The examination fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.

(3) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

21. (1) Any candidate who has appeared at an examination conducted by the University, may apply to the Registrar for the re-totaling of his marks in the written papers in any subject and rechecking of his result. Such application must be made so as to reach the Registrar within 30 days of the publication of the result of the examination.

(2) Such application must be accompanied by fee as per schedule given below :-

(a) In One Subject Rs. 250.00

(b) In Two Subjects Rs. 500.00

In P.G. exams re-totaling of only one subject would be permitted.

(3) The result of the re-totaling shall be communicated to the candidate.

(4) If as a result of re-totaling it is found that the examinee should be declared as having passed or placed in a higher division the result of the candidate shall be revised accordingly.

22. (1) A candidate whose result has been declared may apply to the Registrar in the prescribed form within Thirty Days of the declaration of his result for the revaluation of any answer books.

Provided that no candidate shall be allowed to have more than Two Answer Books revalued.

Provided also that no revaluation shall be allowed in case of scripts of practicals, field work sessional work, tests and thesis submitted in lieu of a paper at the examination.

(2) The fee for revaluation shall be Rs. 400/- per Answer-Book.

23. No person who is under sentence of expulsion or rustication from a University Teaching Department, School of Studies or College or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.

24. Duplicate copies of the following certificates shall be granted on payment of the fee mentioned against each :

(i) Marks Sheet Rs. 500.00

(ii) Migration Certificate Rs. 500.00

Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

25. The names of first ten successful candidates in each examination who obtain first division shall be declared in order of Merit for each class/subject as the case may be.

26. The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark.

#### PART-IV

#### EXAMINATION FEES

27. The examination fees for various courses under semester system examination pattern will be as follows :

Post Graduate Courses : Rs. 1000/- per semester

Under Graduate Courses	:	Rs. 1000/- per semester
Diploma Courses	:	Rs. 750/- per semester
Certificate Courses	:	Rs. 500/- per course

The Board of Management of the University can change any of the above fees or conditions for the examination (clause 1 to 25) as and when the situation so warrants.

## ORDINANCE NO. 05

### CONDUCT OF EXAMINATIONS

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examinations in accordance with such directions as may be issued by the Board of Management.
2. The Controller of Examinations shall prepare and duly publish a programme for the conduct of examinations specifying the date of each Examination and the last dates by which applications and fees for examinations shall be submitted by the intending examinees.
3. (i) The Board of Management shall in consultation with the Head of the Institution appoint Superintendent and Assistant Superintendents, if any, for the examination centre and shall issue instructions for their guidance.  
(ii) The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer books sent to him and shall render to the University office a complete account of used and unused question papers and answer books.  
(iii) The superintendent shall supervise the work of invigilators working under him and shall conduct the examinations strictly according to the instructions issued to him by the University.  
(iv) The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examinations about the conduct of examination, mentioning therein the performance of the invigilators and the general behavior of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination being held at the centre as may be considered necessary, alongwith any other matter which he thinks fit to be brought to the notice of the University. He shall also be responsible for maintenance and submission to the CFAO of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examinations.  
(v) The Centre Superintendent shall have the power to expel, an examinee, from examinations on subsequent examination days, on any of the following grounds :
  - a. That the examinee created a nuisance or serious disturbance at the Examination Centre.
  - b. That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
  - c. If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.

- (vi) Unless otherwise directed, only teachers of University Teaching Departments and Schools of Studies shall be appointed as invigilators by the Superintendents. Invigilators can also be drawn from other educational institutions.
4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination. It shall be the duty of the Centre Superintendent to see that on each day on which a candidate appears in the examination his signature is obtained on the form and to make sure that it tallies with the one already on it.
  5. The Controller of Examinations may, on the recommendation of the Centre Superintendent appoint an alternative person to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness (must be supported by a certificate issued by a Medical Officer ), provided that such an alternative person shall be a man/woman possessing qualification of atleast one class examination lower than the examinee concerned.
  6. The Vice Chancellor may cancel an examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
  7. The Vice Chancellor may issue such General Instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, as he considers necessary for the proper discharge of their duties.
  8. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter or modify rules and procedures about the conduct of examination.
  9. (1) The Results Committee for each faculty shall consist of the following :
 

(i) Vice Chancellor	Chairman
(ii) Chairman of Concerned Board of Studies	Member
(iii) Registrar	Member Secretary
  - (2) Two members shall form the Quorum,
  - (3) The term of the Results Committee shall be one academic year.
  - (4) The functions of the Results Committee shall be as follows :
    - (i) To scrutinise and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Vice Chancellor the action to be taken in case the result is unbalanced.
    - (ii) To scrutinise complaints against question papers and to take necessary action.
    - (iii) To decide cases of candidates who answered wrong paper.
    - (iv) To decide cases of candidates whose answer books were lost in transit.
    - (v) To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators. Superintendents of the Examination Centres, Tabulators, Collators, Coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
    - (vi) To exercise such other powers as the Board of Management may delegate to it from time to time.

9. The Vice Chancellor shall appoint Tabulators and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examination.
10. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of Examinations direct.
11. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Examinations who shall place the matter before the Board of Management.
12. Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed off after 6 months from the date of declaration of the results.
13. The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Heads of Institutions of the schools of studies. If any clerical error or error in the process of calculation or computerisation is discovered in the results so declared, the Vice Chancellor shall have the power to rectify the same.
14. The remuneration of the Examiners, Superintendents, Asstt. Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be decided by the Board of Management from time to time.
15. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement.
16. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes.
17. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examinations by the Superintendent.
18. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner :
  - (i) The examinee shall be called upon to surrender all the objectionable materials found in his or her possession including the answer book and a memorandum shall be prepared with date and time.
  - (ii) The statement of the examinee and the invigilator shall be recorded.
  - (iii) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfairmeans" to attempt answer within the remaining time prescribed for the examination.
  - (iv) All the materials collected and the entire evidence alongwith a statement of the examinee and the answer book duly initialled shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" alongwith the observations of the Superintendent.

- (v) The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
  - (vi) The cases of the use of unfair means at the examination as reported by the Centre Superintendent alongwith the report of the Examiner shall be examined by a Committee to be appointed by the Vice Chancellor every year.
19. (i) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to Two Examiners (other than the One who initially valued it).
- (ii) The average of the nearest two of the three valuations (one initial and two revaluation) shall be taken as corrected marks.
- (iii) If the revaluation marks deviate 20% or more from the initial valuation, a fourth examiner shall be appointed by the Vice Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
20. All the records of examinations and results will be maintained by the university for a maximum period of three years from the date of declaration of results of the concerned examination.

### **ORDINANCE NO. 06**

#### **AWARD OF FELLOWSHIPS AND SCHOLARSHIPS**

1. (a) For award of fellowships and scholarships, the University shall invite applications through an advertisement in the newspapers for the awards to be made, in the month and time to be fixed by the Board of Management.
- (b) All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of the Academic Council by the Board of Management.
2. The value and duration of Research Scholarships instituted by the University will have the following conditions-
  - (i) The Fellow/Scholar will do whole time Research Work under an approved guide on a subject approved by the University.
  - (ii) The Fellow/Scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary stipend etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he is working without accepting any remuneration.
  - (iii) The Fellow/Scholar shall not join any other course of study or appear in any examination after commencing work under the Fellowship/Scholarship.
  - (iv) Provided that the Vice Chancellor may, on the recommendation of the guide, permit the Fellow/Scholar to join a Language Diploma Course and appear in an examination therefor.
  - (v) Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problems of research without supplicating for a degree.



- (vi) Unless permitted by the guide to work for a specified period at some other place, the Fellow/Scholar shall be required to attend the institution, where he is to work, on all working days.
  - (vii) If any information submitted by the Fellow/Scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
  - (viii) If at any time it should appear to the University that the progress or conduct of the Fellow/Scholar has not been satisfactory, the Fellowship/Scholarship may be suspended or withdrawn.
  - (ix) The leave conditions for the fellow/scholar will be decided by the Board of Management.
  - (x) The Fellow/Scholar shall be required to pay the fees prescribed by the University.
3. Post-Graduate Scholarship instituted by the University shall ordinarily be tenable for Two Academic Sessions i.e. Twelve Months in the First Year and Ten Months in the Second Year on condition that the Scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study.
  4. If two or more candidates are eligible for the award of Scholarship, the scholarship shall be divided equally between the candidates concerned.
  5. The Scholarship shall be tenable from the 1st of July if the Scholarship holder joins the institution within One Month of date of opening of the session after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the institution.
  6. The payment of Scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institution regularly in that month.
  7. The drawal of Scholarship shall be done in accordance with the procedure, that may be laid down by the University.
  8. A Scholarship holder shall not combine any other course of study with the course for which the award is made.
  9. A Scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 50% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science, Social Science and Commerce and 60% in other Faculties.
  10. If a Scholarship holder is unable to appear at the Previous examination on account of sickness or any other reasonable cause, the scholarship for the Months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite marks in the succeeding year in the first attempt.
  11. A Scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.
  12. (1) A Scholarship shall be liable to termination if-

- (i) The Scholarship-holder discontinues studies during the middle of a session; or
  - (ii) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of Scholarship drawn by him.
- (2) The order of termination passed by the Board of Management shall be final.

### **ORDINANCE NO. 07**

#### **ORDINANCE FOR TWO YEARS (FOUR SEMESTERS) POST GRADUATE DEGREE COURSES**

#### ***Course & Faculty***

1. This ordinance shall be applicable to all two years post graduate degree courses except those for which the university has separate ordinances. These courses shall be run on semester system.
  - a. At present the degrees covered under this ordinance are Master of Science (M.Sc.), Master of Arts (M.A.), Master of Business Administration (M.B.A.), Master of Commerce (M.Com.), Master in Social Work (MSW).
  - b. These Degrees may be followed by the specific area of specialization of the study to be reflected in the parentheses, as specified by the UGC like MA (English), MA (Hindi), MA (Sociology), M.Sc. (Physics), M.Sc. (Chemistry), M.Com (Administration), M.Com (International Business), M.B.A. (Finance), M.B.A. (Human Resources), M.B.A. (Information Systems), M.B.A. (Insurance & Risk Management) etc.
  - c. These courses are offered by the concerned Faculty after the approval of concerned Board of Studies and Academic Council.
  - d. More degree programmes can be offered under this ordinance on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

#### ***Duration***

3. The duration of these courses of study shall extend over four semesters.

#### ***Intake & Fees***

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

### **Academic Year**

5. There will be two academic cycles every year, one from July to June and second from January to December.

### **Eligibility**

6. Candidates seeking admission to these courses must have passed the graduation course as specified below from any recognized University or an equivalent body.
  - M.B.A. - Bachelor degree (Hons. /Pass) from any recognized university in any discipline (such as commerce, arts, science, engineering, management etc.)
  - M.Com. - Bachelor of Commerce (Hons. /Pass) or BBA or Bachelor of Arts with Economics (with at least 45% marks in Economics) or B.A. with Commerce, Marketing or Insurance as a subject.
  - M.Sc. (Physics) - Bachelor degree (Hons. /Pass) with Physics as a major subject from any recognized University.
  - M.Sc. (Maths) - Bachelor degree (Hons. /Pass) with Mathematics/Statistics as a major subject from any recognized University.
  - M.Sc. (Chemistry) - Bachelor degree (Hons. /Pass) with Chemistry as a major subject from any recognized University.
  - M.A. (any Subject) - Bachelor degree (Hons. /Pass) from any recognized university in any discipline.
  - MSW - - Bachelor degree (Hons. /Pass) from any recognized university in any discipline.

Candidates appearing for their final year/semester of graduation examination and awaiting for their results can apply. They will have to provide proof of passing the degree, within 15 days of admission.

Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

### **Admission Procedure**

7. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission granted will be cancelled.
  - (d) The application form may be rejected due to any of the following reasons :
    - The candidate does not fulfill the eligibility conditions
    - The prescribed fees is not enclosed.

- The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (e) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
8. Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

9. The post graduate course in semester system shall consist of:
- a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in-plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
10. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
11. In subject with no practical there shall be minimum 14 papers of 100 marks (Maximum 32 papers) each and a project report of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	4	-	-
Second	4	-	-
Third	4	-	-
Fourth	2	-	1

12. In subject with practical there will be minimum 14 papers of 100 marks each (Maximum 32 papers). 4 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	4	1	-
Second	4	1	-
Third	4	1	-
Fourth	2	1	1

### Medium Of Instructions And Examinations

13. The medium of instructions and examinations shall be either Hindi or English.

### Examination Scheme

14. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- (i) Attended at least 75% of lectures / practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/ college.

(iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.

(v) Received in-plant training as prescribed by the Director/ Head/ Principal.

Clause (i) above shall not be applicable to private candidates.

15. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

(a) 30 per cent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

(b) Main examination will carry 70 percent marks,

(c) For passing the examination; the candidate that be required to secure at least 25% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 36% in the subject, practical are also to be cleared separately with 36% marks wherever applicable.

(d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

16. There shall be no supplementary or second examination in between the semester exam.

17. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.

18. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Third semester and a composite mark sheet will be issued in the Fourth semester once the candidate clears all the papers.

### **Allocation of Division**

19. Division shall be awarded only after the fourth and final semester examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 36% but less than 48%	-	Third Division

20. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### **Merit Lists**

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

### **Maximum Duration of Completion of Course**

23. A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission.

### **Examination Centers**

24. University examination centers will be notified by the university.

### **General**

25. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
26. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
27. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## **ORDINANCE NO. 08**

### **ORDINANCE FOR THREE YEARS (SIX SEMESTERS) UNDER GRADUATE DEGREE COURSES**

### **Course & Faculty**

1. This ordinance shall be applicable to all three years under graduate degree courses except those for which the university has separate ordinances. These courses shall be run on semester system.
  - a. At present the degrees covered under this ordinance are Bachelor of Computer Applications (BCA), Bachelor of Arts (B.A.), Bachelor of (B.Com), and Bachelor of Business Administration (BBA), Bachelor in Social Work (BSW).
  - b. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
  - c. More degree programme can be offered under this ordinance on the recommendations of the Board of Studies.

2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

### **Duration**

3. The duration of these courses of study shall extend over six semesters.

### **Intake & Fees**

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

### **Academic Year**

5. There will be two academic cycles every year, one from July to June and second from January to December.

### **Eligibility**

6. Candidates seeking admission to these courses must have passed the Senior Secondary (12<sup>th</sup>) examination as specified below from any recognized Board or an equivalent.
  - B.A. - Passed 10+2 exam with any subject
  - B.C.A. - Passed 10+2 exam with any subject
  - B.Com. - Passed 10+2 exam with Commerce / Mathematics / Economics
  - B.B.A. - Passed 10+2 exam with any subject
  - B.S.W. - Passed 10+2 exam with any subject

Candidates appearing for the 12th examination and awaiting for their results can apply. They will have to provide proof of passing the examination within 30 days of admission.

Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

### **Admission Procedure**

7. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
- o The candidate does not fulfill the eligibility conditions
  - o The prescribed fees is not enclosed.
  - o The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - o Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course Structure**

8. The under graduate course in semester system shall consist of:
- b. Such courses (papers) as prescribed by the University
  - c. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - d. Such scheme of examination as prescribed, by the University from time to time.
9. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
10. Number of core subjects in a semester will not be less than 3 (three) and will not more than 5, including of foundation course (if any).
11. Each subjects having one or two theory papers as decided by the Board of Studies.

### **Medium Of Instructions And Examinations**

12. The medium of instructions and examinations shall be either Hindi or English.

### **Examination Scheme**

13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- (i) Attended at least 75% of lectures / practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/college.
  - (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - (v) Received in-plant training as prescribed by the Director/ Head/ Principal.
- Clause (i) above shall not be applicable to private candidates



14. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
  - (a) 30 per cent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - (b) Main examination will carry 70 percent marks,
  - (c) For passing the examination; the candidate that be required to secure at least 25% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 36% in the subject, practical are also to be cleared separately with 36% marks wherever applicable.
  - (d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### ***Promotion to Next Semester & Failed Candidate***

15. There shall be no supplementary or second examination in between the semester exam.
16. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
17. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

1. A candidate clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in the 2<sup>nd</sup> semester.
2. A candidate clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in 3<sup>rd</sup> semester.
3. A candidate shall not be admitted in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester examination unless he/she has fully passed/cleared all the papers in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examination respectively.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

### ***Allocation of Division***

18. Division shall be awarded only after the fourth and final semester examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 36% but less than 48%	-	Third Division

19. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### **Merit Lists**

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

### **Maximum Duration of Completion of Course**

22. A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

### **Examination Centers**

23. University examination centers will be notified by the university.

### **General**

24. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
25. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
26. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## **ORDINANCE NO. 09**

### **MASTER OF COMPUTER APPLICATIONS (MCA)**

#### **Course & Faculty**

1. This ordinance shall be applicable to the Master of Computer Applications (MCA) course. The courses shall be run on semester system. The program will be offered by faculty of Engineering & Technology after the approval by Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

#### **Duration**

3. The duration of these courses of study shall extend over Three years (six semesters).

### **Eligibility**

4. For admission to MCA programme a candidate should have a Bachelor's degree of minimum 3 years duration of a recognized University and Mathematics as one of the subjects at 10+2 level or at graduation.
5. However, a candidate who does not have Mathematics background as per above, could also be considered for admission to the programme on the recommendations of the Personal Interview panel, if it is adjudged that the candidate would be able to cover his deficiency through a Mathematics audit course in the first semester.
6. Lateral Entry to MCA IInd year will be given to the students having qualification PGDCA (after graduation) or DOEACC "A" level examination or any other examination considered equivalent by the university.

### **Intake & Fees**

7. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

### **Academic year :**

8. There will be two academic cycles every year, one from July to June and second from January to December.

### **Admission Procedure**

9. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
  - (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
  - (e) The application form may be rejected due to any of the following reasons :
    - o The candidate does not fulfill the eligibility conditions
    - o The prescribed fees is not enclosed.

- The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course structure**

10. The course curriculum of the course shall be approved by the Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
11. There will be 25 papers of 100 marks each. 10 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	5	2	-
Second	5	2	-
Third	5	2	-
Fourth	5	2	1
Fifth	5	2	-
Sixth	0	0	1

12. The MCA course is six semester duration consisting of Five Semester classroom study/practical and One semester project work. The sixth semester is for project work. During this semester the candidate shall devote himself /herself for the research work, in connection with any of the aspects of computer application relevant to the course selected, and assigned to him by the Head of the Department concerned in the respective college. Prior to submission of dissertation, candidate shall present a presubmission seminar on his/her work. At the end of the semester the candidate shall submit three typed or printed copies of the dissertation written by him/her, to the university through the Director/Principal of the college. The dissertation should be accompanied by the certificate from the Head of the Department and the project supervisor to the effect that it embodies actual work by the candidate and that the work has not been submitted earlier in part or full for the award of any other degree.

### **Medium Of Instructions And Examinations**

13. The medium of instruction can be Hindi or English. However the term-end examination will be in English only.

### **Examination Scheme**

14. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- (i) Attended at least 75% of lectures / practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/college.

- (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
- (v) Received in-plant training as prescribed by the Director/ Head/ Principal.

Clause (i) above shall not be applicable to private candidates

15. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- (i) 30 per cent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
- (ii) Main examination will carry 70 percent marks,
- (iii) For passing the examination; the candidate that be required to secure at least 25% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 36% in the subject, practical are also to be cleared separately with 36% marks wherever applicable.
- (iv) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

- 16. There shall be no supplementary or second examination in between the semester exam.
- 17. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 18. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.
- 19. Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.
  - (a) A candidate clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in the 2<sup>nd</sup> semester.
  - (b) A candidate clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in 3<sup>rd</sup> semester.
  - (c) A candidate shall not be admitted in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester examination unless he/she has fully passed/cleared all the papers in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examination respectively.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

### ***Allocation of Division***

20. Division shall be awarded only after the sixth and final semester examination, based on integrated performance of the candidate for all the three years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 36% but less than 48%	-	Third Division

21. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### ***Merit Lists***

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

### ***Maximum Duration of Completion of Course***

24. A candidate has to complete the entire course of post graduate degree within a maximum period of six years from the session of first admission.

### ***Examination Centers***

25. University examination centers will be notified by the university.

### ***General***

26. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
27. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
28. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## **ORDINANCE NO. 10**

### **ORDINANCE FOR ONE YEAR (TWO SEMESTER) POST GRADUATE DEGREE COURSES**

### ***Course & Faculty***

1. This ordinance shall be applicable to all one year Post Graduate Degree Courses except those for which the university has separate ordinances. These courses shall be run on semester system.

- a. At present the degrees covers under this ordinance are Master of Physical Education (M.P.Ed), Master of Education (M.Ed.), Master of Library & Information Sciences (MLib.Sc.).
  - b. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
  - c. More degree programme can be offered under this ordinance on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes/Schools of this University.

### **Duration**

3. The duration of these courses of study shall extend over two semesters (One year).

### **Intake & Fees**

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - (a) The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

### **Academic Year**

5. There will be two academic cycles every year, one from July to June and second from January to December.

### **Eligibility**

6. Candidates seeking admission to these courses must have passed the graduation course as specified below from any recognised University or an equivalent body.
  - M.P.Ed - Passed B.P.E / B.P.Ed examination from any recognised University or as equivalent.
  - M.Ed. - Passed B.Ed. examination from any recognised University or as equivalent.
  - M.Lib.Sc. - Passed B.Lib.Sc. / B.Lib. examination from any recognised University or as equivalent.

Candidates appearing for their final year/semester of graduation examination and awaiting for their results can apply. They will have to provide proof of passing the degree, within 15 days of admission.

Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

### **Admission Procedure**

7. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

- (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
- The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

8. The post graduate courses in semester system shall consist of:
- a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
9. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
10. In subject with no practical there shall be 8 papers of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	4	-	-
Second	4	-	1

11. In subject with practical there will be 8 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
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First	4	1	-
Second	4	1	1

### **Medium Of Instructions And Examinations**

12. The medium of instructions and examinations shall be either Hindi or English.

### **Examination Scheme**

13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- Attended at least 75% of lectures / practical delivered.
  - Paid all the fees due
  - Obtained 'No Dues' certificate from the concerned Department/college.
  - Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - Received in-plant training as prescribed by the Director/ Head/ Principal.
- Clause (i) above shall not be applicable to private candidates.
14. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - Main examination will carry 70 percent marks,
  - For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
  - There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

15. There shall be no supplementary or second examination in between the semester exam.
16. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
17. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semester. In such

situation, mark sheet for each semester will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

### **Allocation of Division**

18. Division shall be awarded only after the second and final semester examination, based on integrated performance of the candidate for all the two semesters. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

19. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### **Merit Lists**

20. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
21. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

### **Maximum Duration of Completion of Course**

22. A candidate has to complete the entire course of post graduate degree within a maximum period of two years from the session of first admission.

### **Examination Centers**

23. University examination centers will be notified by the university.

### **General**

24. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
25. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
26. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

**ORDINANCE NO. 11**  
**ORDINANCE FOR ONE YEAR (TWO SEMESTER)**  
**UNDER GRADUATE DEGREE COURSES**

***Course & Faculty***

1. This ordinance shall be applicable to all one year (two semester) Under Graduate degree courses except those for which the university has separate ordinances. These courses shall be run on semester system.
  - a. At present the degrees covered under this ordinance are Bachelor of Physical Education (B.P.Ed), Bachelor of Education (B.Ed.), Bachelor of Library & Information Sciences (B.Lib.Sc.).
  - b. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
  - c. More degree programme can be offered under this ordinance on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes/Schools of this University.

***Duration***

3. The duration of these courses of study shall extend over two semesters.

***Intake & Fees***

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

***Academic Year***

5. There will be two academic cycles every year, one from July to June and second from January to December.

***Eligibility***

6. Candidates seeking admission to these courses must have passed the graduation course as specified below from any recognised University or an equivalent body.
  - B.P.Ed - Passed graduate examination with any subject from any recognised University or as equivalent.
  - B.Ed. - Passed graduate examination with any subject from any recognised University or as equivalent.
  - B.Lib.Sc. - Passed graduate examination with any subject from any recognised University or as equivalent.

Candidates appearing for their final year/semester of graduation examination and awaiting for their results can apply. They will have to provide proof of passing the degree, within 15 days of admission.

Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

### **Admission Procedure**

7. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
  - (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
  - (e) The application form may be rejected due to any of the following reasons :
    - o The candidate does not fulfill the eligibility conditions
    - o The prescribed fees is not enclosed.
    - o The application form is not signed by the candidate and his/her parent guardian, wherever required.
    - o Supporting documents for admission are not enclosed.
  - (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
  - (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course Structure**

8. The under graduate course in semester system shall consist of:
  - a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
9. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

10. In subject with no practical there shall be 8 papers of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	4	-	-
Second	4	-	1

11. In subject with practical there will be 8 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	4	1	-
Second	4	1	1

### **Medium Of Instructions And Examinations**

12. The medium of instructions and examinations shall be either Hindi or English.

### **Examination Scheme**

13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- Attended at least 75% of lectures / practical delivered.
  - Paid all the fees due
  - Obtained 'No Dues' certificate from the concerned Department/college.
  - Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - Received in-plant training as prescribed by the Director/ Head/ Principal.
- Clause (i) above shall not be applicable to private candidates.
14. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - Main examination will carry 70 percent marks,
  - For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
  - There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

15. There shall be no supplementary or second examination in between the semester exam.
16. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.

17. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

### **Allocation of Division**

18. Division shall be awarded only after the second and final semester examination, based on integrated performance of the candidate for all the two semesters. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

19. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### **Merit Lists**

20. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
21. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

### **Maximum Duration of Completion of Course**

22. A candidate has to complete the entire course of under graduate degree within a maximum period of two years from the session of first admission.

### **Examination Centers**

23. University examination centers will be notified by the university.

### **General**

24. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

25. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
26. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

### **ORDINANCE NO. 12**

### **ORDINANCE FOR ONE YEAR (TWO SEMESTER) POST GRADUATE DIPLOMA COURSES**

#### ***Course & Faculty***

1. This ordinance shall be applicable to all one year Post Graduate Diploma courses except those for with the university has separate ordinances. These courses shall be run on semester system.
  - a. At present the degrees covers under this ordinance are Post Graduate Diploma in Computer Applications (PGDCA), Post Graduate Diploma in Hardware Engineering (PGDHE), Post Graduate Diploma in Rural Development (PGDRD), Post Graduate Diploma in Retail Management (PGDRM), Post Graduate Diploma in Fashion Design (PGDFD), Post Graduate Diploma in Business Management (PGDBM), Post Graduate Diploma in Information Technology (PGDIT), Post Graduate Diploma in Environment and Pollution Management (PGDEPM), Post Graduate Diploma in Marketing Management (PGDMM), Post Graduate Diploma in Financial Management (PGDFM)
  - b. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
  - c. More diploma programme can be offered under this ordinance on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

#### ***Duration***

3. The duration of these courses of study shall extend over two semesters.

#### ***Intake & Fees***

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

#### ***Academic Year***

5. There will be two academic cycles every year, one from July to June and second from January to December.

## Eligibility

6. Candidates seeking admission to these courses must have passed the graduation course as specified below from any recognized University or an equivalent body.

PGDCA - Passed the graduation course from any recognized University or its equivalent.

PGDHE - Passed the graduation course from any recognized University or its equivalent.

PGDRD - Passed the graduation course from any recognized University or its equivalent.

PGDRM - Passed the graduation course from any recognized University or its equivalent.

PGDFD - Passed the graduation course from any recognized University or its equivalent.

PGDBM - Passed the graduation course from any recognized University or its equivalent.

PGDIT - Passed the graduation course from any recognized University or its equivalent.

PGDEPM - Passed the graduation course from any recognized University or its equivalent.

PGDMM - Passed the graduation course from any recognized University or its equivalent.

PGDFM - Passed the graduation course from any recognized University or its equivalent.

Candidates appearing for their final year/semester of graduation examination and awaiting for their results can apply. They will have to provide proof of passing the degree, within 15 days of admission.

Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

## Admission Procedure

7. Admission under these courses will be made as follows:

- (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
  - o The candidate does not fulfill the eligibility conditions
  - o The prescribed fees is not enclosed.



- The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

8. The post graduate diploma course in semester system shall consist of:
- a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
9. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
10. In subject with no practical there shall be 10 papers of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	5	-	-
Second	5	-	1

11. In subject with practical there will be 10 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	5	1	-
Second	5	1	1

### Medium Of Instructions And Examinations

12. The medium of instructions and examinations shall be either Hindi or English.

### Examination Scheme

13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- (i) Attended at least 75% of lectures / practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/college.
  - (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - (v) Received in-plant training as prescribed by the Director/ Head/ Principal.
- Clause (i) above shall not be applicable to private candidates.

14. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - Main examination will carry 70 percent marks,
  - For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
  - There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

- There shall be no supplementary or second examination in between the semester exam.
- A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
- If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

### **Allocation of Division**

- Division shall be awarded only after the fourth and final semester examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

- Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### **Merit Lists**

- Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.

21. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

### **Maximum Duration of Completion of Course**

22. A candidate has to complete the entire course of post graduate diploma within a maximum period of two years from the session of first admission.

### **Examination Centers**

23. University examination centers will be notified by the university.

### **General**

24. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
25. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
26. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## **ORDINANCE NO. 13**

### **ORDINANCE FOR ONE YEAR (TWO SEMESTER) DIPLOMA COURSES**

#### **Course & Faculty**

1. This ordinance shall be applicable to all one year (two semester) diploma courses except those for which the university has separate ordinances. These courses shall be run on semester system.
  - a. At present the degrees covers under this ordinance are Diploma in Computer Applications (DCA), Diploma in Teachers Training (DCTT), Diploma in Computer Education (DCEd), Diploma in Education (DEd).
  - b. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
  - c. More diploma programme can be offered under this ordinance on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

#### **Duration**

3. The duration of these courses of study shall extend over two semesters.

### **Intake & Fees**

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be 60 seats. Multiples of this unit can also be set up.

### **Academic Year**

5. There will be two academic cycles every year, one from July to June and second from January to December.

### **Eligibility**

6. Candidates seeking admission to these courses must have passed the Senior Secondary (12th) examination as specified below from any recognized Board or an equivalent.
  - DCA - Passed 10+2 examination with any subjects.
  - DCTT - Passed 10+2 examination with any subjects
  - DCEd - Passed 10+2 examination with any subjects
  - DED - Passed 10+2 examination with any subjects

Candidates appearing for the 12th examination and awaiting for their results can apply. They will have to provide proof of passing the examination within 30 days of admission.

Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

### **Admission Procedure**

7. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
  - (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
  - (e) The application form may be rejected due to any of the following reasons :
    - The candidate does not fulfill the eligibility conditions
    - The prescribed fees is not enclosed.

- The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

8. The diploma course in semester system shall consist of:
- a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
9. The course curriculum of each course shall be based on the industries demands and approved by the Board of Studies and Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
10. In subject with no practical there shall be 10 papers of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	5	-	-
Second	5	-	1

11. In subject with practical there will be 10 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	5	1	-
Second	5	1	1

### Medium Of Instructions And Examinations

12. The medium of instructions and examinations shall be either Hindi or English.

### Examination Scheme

13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- (i) Attended at least 75% of lectures / practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/college.
  - (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - (v) Received in-plant training as prescribed by the Director/ Head/ Principal.
- Clause (i) above shall not be applicable to private candidates.

14. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- (e) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - (f) Main examination will carry 70 percent marks,
  - (g) For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
  - (h) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

15. There shall be no supplementary or second examination in between the semester exam.
16. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
17. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

### **Allocation of Division**

18. Division shall be awarded only after the second and final semester examination, based on integrated performance of the candidate for all the two semesters. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

19. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### **Merit Lists**

20. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.

21. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

### **Maximum Duration of Completion of Course**

22. A candidate has to complete the entire course of diploma within a maximum period of two years from the session of first admission.

### **Examination Centers**

23. University examination centers will be notified by the university.

### **General**

24. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
25. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
26. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## **ORDINANCE NO. 14 BACHELOR OF ENGINEERING (B.E.)**

### **Course & Faculty**

1. This ordinance shall be applicable to the first degree in Engineering of four-year (eight semester) course, hereinafter called 4-YDC, shall be designated as Bachelor of Engineering, in respective Branch.
  - a. This degree of B.E. shall include the branches of Civil, Mechanical, Electrical, Electronics, Electronics & Communication, Electronics & Instrumentation, Information Technology, Computer Science And Engineering, Automobile, Chemical, Textile, Production Engineering, Fire Technology & Safety Engineering, Instrumentation & Control And Electrical & Electronics, Bio-Medical, Biotechnology, Industrial Engineering & Management.
  - b. These programmes are offered by the Faculty of Engineering and Technology after the approval by the Board of Studies and Academic Council.
  - c. More branches can be offered under this ordinance on the recommendations of the Board of Studies.
  - d. More degree programme can also be offered under this ordinance on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

### **Duration**

3. The duration of these courses of study shall extend over four-year (eight semesters).

### **Intake & Fees**

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

### **Academic Year**

5. There will be one academic cycle for this course every year from July to June.

### **Eligibility**

6. Candidates seeking admission to these courses must have the required qualification as decided by the AICTE / Competent Authority from any recognized University or an equivalent body.

- a. Admission to First Semester

The Current minimum qualification for admission to the first year B.E. shall be passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one of the Chemistry / Biotechnology / Biology by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

- b. Admission to Third Semester (Lateral Entry to 2<sup>nd</sup> Year)

- (i) Passed Diploma examination in related branch of engineering
- (ii) Passed B. Sc Degree from a recognized University as defined by UGC and passed XII standard with mathematics as a subject.
- (iii) Provided that in case of students belonging to B. Sc. Stream, shall clear the subjects of Engineering Graphics / Engineering Drawing and Engineering Mechanics of the first year engineering program along with the second year subjects.
- (iv) Provided further that, the students belonging to B. Sc. Stream shall be considered only after filling the supernumerary seats in this category with students belonging to the Diploma stream.
- (v) Provided further that students, who have passed Diploma in Engineering & Technology or B. Sc Degree from a recognized University as defined by UGC, shall also be eligible for admission to the first year Engineering Degree courses subject to vacancies in the first year class in case the vacancies at lateral entry are exhausted. However the admissions shall be based strictly on the eligibility criteria as mentioned in 6(b) (i), (ii), (iv) and (v) above.

- c. Admission to NRI Candidate

Non-Resident Indian (N R I ) candidates shall also be eligible for admission to B.E. as according to the directives of the Government of Madhya Pradesh, provided they satisfy with the criterion of clause 6 (a) above.

### **Admission Procedure**

7. Admission under these courses will be made as follows:

- a. The eligible candidates as specified in clause 6(a) above should secure a place in the merit list prepared by V.P.P. Mandal, Bhopal for admissions to B.E. In general the



admissions to B.E. course shall be governed by the rules by D.T.E. or any other competent authority of the State Government of Madhya Pradesh.

- b. The University may also conduct its own entrance examination for admission to its engineering courses.
  - c. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
8. Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course Structure**

9. The B.E. courses in semester system shall consist of:
  - a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
10. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
11. There will be 39 papers of 100 marks 30 practical with viva of 50 marks , One industrial Training of 50 marks and 2 project report (Minor in 6<sup>th</sup> Semester and Major in 8<sup>th</sup> Semester) with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report	Industrial Training
First	5	4	-	-
Second	5	4	-	-
Third	5	4	-	-
Fourth	5	4	-	-
Fifth	5	4	-	-
Sixth	5	3	1	-
Seventh	5	4	-	1
Eight	4	3	1	-

### **Medium Of Instructions And Examinations**

12. The medium of instructions and examinations shall be either Hindi or English.

### **Examination Scheme**

13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
    - (i) Attended at least 75% of lectures / practical delivered.
    - (ii) Paid all the fees due
    - (iii) Obtained 'No Dues' certificate from the concerned Department/college.
    - (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
    - (v) Received in-plant training as prescribed by the Director/ Head/ Principal.
- Clause (i) above shall not be applicable to private candidates.

14. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
  - (i) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - (j) Main examination will carry 70 percent marks,
  - (k) For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 45% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
  - (l) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

15. There will be one University Examination at the end of each semester. These examination will be designated as follows.
  - (a) During First Year - First Semester B.E., Exam, Second Semester B.E., Exam
  - (b) During Second Year - Third semester B.E. Exam, Fourth semester B.E. Exam
  - (c) During Third Year - Fifth semester B.E. Exam, Sixth semester B.E. Exam
  - (d) During fourth Year - Seventh semester B.E. Exam, Eighth semester B.E. Exam
16. There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters.
17. A candidate who has been admitted in the Engineering course will be promoted to the higher class in accordance with the following sub rules:-
  - (a) The candidate who seeks admission in odd semester of an academic year is said to be in A-B group while a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission in July where as candidate of B-A Group will take admission in January in the relevant academic year.
  - (b) Candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year will automatically be promoted to even semester of that year irrespective of failing in any number of theory or practical of previous semester.
  - (c) A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester will automatically be promoted to next applicable odd semester irrespective of failing any numbers of theory or practical of previous semester.
  - (d) Provided that the provisions of para 20 and 21 of this ordinance will be applicable at the time of admission to odd semester in A-B Group and admission to even semester of B-A Group
  - (e) A candidate offering seventh semester after eighth (B-A group) will not be issued any mark sheet or Provisional certificate after eighth semester until he has passed all the semester
18. The duration of examination of any semester shall normally not exceed twenty working days

19. A candidate who has failed in more than six theory papers or a combination of more than six theory papers and practicals ( taken together), will become ex-student.
20. A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed/cleared the first and second semester examinations. Likewise candidates shall not be admitted in seventh or higher semester classes unless he/she has fully passed/cleared the first four semester examinations. For promotion to the next higher semester, the sequence shall be strictly adhered to.
21. A candidate will be promoted to the available semester of the next academic year provided he/she does not carry a backlog of more than six theory or combination of six theory and practical (taken together) of the immediate previous year.

### **Allocation of Division**

22. Division shall be awarded only after the eighth and final semester examination, based on integrated performance of the candidate for all the four years.
23. Evaluation of integrated performance shall be on the basis of the scheme of weightage-marks added to the total score of the candidate as shown below :

I and II Semesters	I year	10% of I year Marks.
III and IV Semesters	II year	20% of II year Marks.
V and VI Semesters	III year	30% of III year Marks.
VII and VIII Semesters	IV year	100% of IV year Marks.

24. For evaluation of integrated performance for the lateral entry candidate who have been admitted directly in the third Semester, the weightage of marks added to the total score of a candidate will be as shown below :

I,II,III & IV Semester	First year & Second Year	25%
V & VI Sem.	Third Year	30%.
VII & VIII Sem.	Fourth Year	100%.

25. No candidate shall be declared to have passed the final B.E. unless he/she has fully passed all the previous examinations of the eight semesters. The results of the eighth and final semester of those candidates who have not passed examination of any previous semester will be withheld. They, however, will be informed about the deficiency. He/she shall be deemed to have passed the final B.E. examination in the year in which he/she passes all the examinations of all eight semesters.
26. Division shall be awarded only after the eighth and final semester examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

27. Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.
28. One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark in each semester, on behalf of the Vice-Chancellor in the B.E.

examination. This benefit will not, however, be available to a candidate getting advantage under clause 24.

### **Merit Lists**

29. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
30. Final merit list shall be declared by the University only after the main examination of the eighth and final semester for each degree, on the basis of the integrated performance of all the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

### **Maximum Duration of Completion of Course**

31. A candidate has to complete the entire course of B.E. degree within a maximum period of eight years from the session of first admission.

### **Examination Centers**

32. University examination centers will be notified by the university.
33. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

### **General**

34. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
35. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## **ORDINANCE NO. 15 ORDINANCE FOR M. PHIL. PROGRAMME**

### **Course & Faculty**

1. The Degree of Master of Philosophy (M.Phil) in the concerned Subject and Faculty shall be considered an intermediate Degree between the Masters Degree and the Doctorate Degree (Ph.D.). However, M. Phil. shall not be considered a prerequisite for any student seeking registration as a Ph.D. student. Moreover, it shall be an integrated course covering advance courses and a dissertation in the subject.
2. This ordinance shall be applicable to all the University teaching departments / Schools of this University.
3. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.

### **Duration**

4. Master of Philosophy shall be a full time Degree Programme. The duration of the course shall be of two semesters (One year).

5. The candidate registered for M. Phil. Programme shall not be permitted to join any other programme/course of this or any other university.

### **Intake & Fees**

6. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be 30 seats. Multiples of this unit can also be set up.

### **Academic Year**

7. There will be two academic cycles every year, one from July to June and second from January to December.

### **Eligibility**

8. A candidate who satisfies the following conditions can register for the M. Phil. Programme:
  - (a) He/She must have taken Masters Degree (P.G) in the concerned/related subject with at least 55% marks. Candidates belonging to SC/ST and / Physically Challenged categories shall be given a relaxation of 5% marks at the Masters Degree (P.G) eligibility criterion.
  - (b) In case of foreign students, the condition of 55% at Masters Degree (P.G.) Level shall remain mandatory, whether he/she has obtained P.G Degree from this University or any other university in India.
  - (c) In case of foreign students who have obtained P.G. Degree from any university outside India, grade points equivalent to 2nd class shall be considered eligible for registration.
  - (d) Teachers, who were already in-service before 19.9.1991 i.e., when the U.G.C requirement of 55% marks was not made a pre-requisite requirement for appointment in colleges shall be exempted from the condition of 55% of marks.

### **Admission Procedure**

9. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
  - (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
  - (e) The application form may be rejected due to any of the following reasons :

- The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

10. The M.Phil Programme in semester system shall consist of:

- (a) Such courses (papers) as prescribed by the University
- (b) Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
- (c) Such scheme of examination as prescribed, by the University from time to time.

11. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

12. Candidates must attend a regular course of study of one academic year i.e. two semesters. The syllabi for the programme shall be as decided by the University from time to time.

13. The course structure of the M.Phil course is as follows:

Sem	Papers	Marks			Total Marks
		Term Examination	End Internal Assessment (Seminar, Test)	Viva	
I	Theory Paper 1 (Research Methodology) Common To All	80	20	—	100
	Theory Paper 2 (One Subject Specific paper)	80	20	—	100
	Computer Skill	80	—	20	100
II	Dissertation	SCRIPT 150	—	50	200
TOTAL					500

14. The candidate shall be required to pass the written and dissertation examinations ( thesis & viva-voce).

15. (a) For Theory / in-class teaching papers

- (i) Each paper shall be of 100 marks
- (ii) Each paper shall have two components, namely, continuous evaluation of 30 marks and the Semester-end examination for 70 marks
- (iii) The division of marks for continuous assessment shall be as follows:

- (a) 10 marks for class internal test
- (b) 10 marks for seminar paper /assignment
- (c) 10 marks for class-room seminar presentation
- (b) The Dissertation for Social Sciences, Humanities and Languages shall be of 100 marks and it shall be separately assessed and the weightage for Dissertation assessment shall be as follows:-
  - 1. Dissertation - 70 marks
  - 2. Viva-Voce examination on the dissertation - 30 marks
- (c) The dissertation for Sciences, shall be of 200 marks and it shall be separately assessed and the weightage for dissertation assessment shall be as follow:-
  - 1. Dissertation - 150 marks
  - 2. Viva-Voce examination of dissertation - 50 marks
- 16. The student shall submit his/her dissertation within a period of 12 months from the date of admission. As the dissertation is considered as one of the components of the course work and which is to be subjected to Examination of the University, the rules framed by the Controller of Examination regarding date of submission, late fees for submission etc. and changes therein shall be applicable from time to time. No candidate shall be considered having completed the programme unless he/she submits the Dissertation.
- 17. Extension shall not be granted to any student in any case beyond a period of 18 months since the date of admission. After this period his/her registration shall cease automatically.

### ***Allocation of Supervisor (Guide)***

- 18. Eligible candidates shall be interviewed by the Departmental M. Phil. Committee of the concerned subject.
- 19. The Departmental M. Phil. Committee shall consist of the following:-
  - (a) Head of the Department shall be the Chairman of the Committee.
  - (b) All teachers of teaching the M. Phil. courses in the Department shall be members of the said Committee.
- 20. Number of M. Phil. students allotted to an M. Phil. Supervisor every academic year shall not be more than five (05).

### ***Evaluation, Assessment Method and Submission of Dissertation***

- 21. Every student of M. Phil. Programme shall pass the theory Course Work examinations at the end of each semester as per the provisions of the Examination Department. The student shall submit his/her dissertation by the end of the Second Semester as per the provisions of the Examination Department.
- 22. The Dissertation based on research work shall be evaluated separately by (a) the Guide and (b) an External Examiner.
- 23. For the assessment of the Dissertation, the Guide shall suggest a panel of four external examiners who are M. Phil. /Ph. D. guides (of which preferably at least one should be out of the State), out of which, the Vice Chancellor will appoint one External Examiner.
- 24. After receiving the External Examiner's report, the guide and the Departmental M.Phil Committee shall conduct the viva-voce examination. The average of marks awarded by the

Committee members shall be awarded as marks of the viva-voce. Marks given by the external examiner shall be awarded as the Dissertation marks.

25. No External Examiner shall be given more than five dissertation for assessment in each academic year.
26. Every candidate shall submit 04 bound copies of Dissertation along with a soft copy C.D. in MS-Word (.DOC) and Adobe Acrobat (.PDF) format.
27. The dissertation shall be presented in accordance with the following specification :
  - (a) Dissertation should be in A-4 size papers
  - (b) Printing shall be in standardized format in 1.5 spacing. Font type shall be Times New Roman/Arial/Courier of 12 point size. In case of Hindi Dissertation, it must be typed using Unicode font (Arial Unicode MS / Mangal) and size should be 12.
  - (c) A margin of 4 cms. shall be made on the left side and margin of 2 cms. Shall be made on the remaining sides.
  - (d) The title of the Dissertation, name of the candidate, degree, name of the Guide/Supervisor and the month and year of submission shall be printed on the title page and the front cover.
  - (e) No ornamental bordering of the sides is permitted.
  - (f) No dedication page in dissertation is permitted.
  - (g) Page numbers should be at the bottom of each page, centered on the width.
  - (h) Set everything justified.
  - (i) Use International SI (System of Units). If other units are used, provide approximate conversion, factors for SI units.

### ***Eligibility of M. Phil. Teacher and/or Guide***

28. For teaching and/or guiding the Dissertation at the M. Phil. Level, the concerned teacher must be :

A professor in a University Teaching Department/School of Studies

OR

A Reader /Associate Professor in a University Teaching Department/ School of Studies or a Research centre possessing either Doctorate degree or has published five research papers in standard Research journals.

OR

A recognized guide/supervisor for the Ph.D. degree in the same subject.

OR

A directly appointed teacher in a University Teaching Department with a Ph. D. degree.

OR

A Ph.D. degree holder with three years of P.G. teaching in the same subject and two research articles published in national/international refereed journals.

OR

A P.G. Teacher having 10 years experience and five research articles published in National/international refereed journals.



### ***Medium Of Instructions And Examinations***

29. The medium of instructions and examinations shall be either Hindi or English.

### ***Allocation of Division***

30. Division shall be awarded only after the fourth and final semester examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

### ***Merit Lists***

31. Merit list of first five candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
32. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each subject, on the basis of the integrated performance of both the semester. The merit list shall include the first five candidates securing at least First Division and passing all semesters in single attempts.

### ***Maximum Duration of Completion of Course***

33. The candidate once registered for M. Phil. Programme shall be allowed maximum extension of six months for submission of Dissertation after his/her successful completion of stipulated two semesters within a maximum period of two years from the session of first registration. After that his/her admission along with registration shall be canceled.

### ***Examination Centers***

34. University examination centers will be notified by the university.
35. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

### ***General***

36. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
37. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## ORDINANCE NO. 16 DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE PROGRAMME

### **Course & Faculty**

1. The Degree of Doctor of Philosophy (Ph.D.) may be granted in any discipline, belonging to any faculty of the AISECT University, in which postgraduate studies and/or research is available at the University.
2. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
3. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

### **Eligibility**

- (a) A Candidate for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade from a recognized University / a Deemed University or any other University incorporated by any law.
- (b) The Candidates will have to appear in Combined Entrance Test (CET) conducted by AISECT University as per rules. Details of the CET will be uploaded on University website.
- (c) University may decide separate terms and conditions for those students who qualify UGC/CSIR(JRF) Examination/SLET/GATE/teacher fellowship holder or have passed M.Phil programme for CET for Ph.D. Programme.
- (d) It shall be followed by an interview to be organized by the University as the case may be.
- (e) At the time of interview, doctoral candidates are expected to discuss their research interest/area.
- (f) Only the predetermined number of students may be admitted to Ph.D. Programme.
- (g) Maximum number of research candidates that can be registered and allowed to pursue research work under a supervisor at any particular time shall be not more than six.

Provided that the candidate registered with the Co-supervisor shall not be counted for the number of candidate under a supervisor.

### **Fee Structure**

A Candidate must apply for registration for Ph.D. degree of his subject on the prescribed form obtainable on payment of prescribed fee, stating.

- (i) his qualification and experience;
- (ii) subject in which he proposes to work;
- (iii) the field or topic of research work;
- (iv) Name of the supervisor (along with that of Co-supervisors, if any) under whom he wishes to carry on investigations along with the consent of the supervisor and co-supervisors, if any.

The application must also be accompanied with :

- (a) Registration fee of Rs. 10,000/- (Rs. Ten thousand only)

- (b) A certificate from the head of the University Teaching Department, testifying that adequate facilities exist and stating that the head of the University Teaching Department/School of Study will, in case the candidate is permitted, allow the candidate to work in his/her department or institute.
- (c) Attested copies of the mark sheet /grade sheet of Master's degree examination should be enclosed with the application. Application for registration may be submitted any time during the academic year.
- (d) A certificate from the Head of the Institute where he/she wishes to pursue his/her research work, that he/she has paid the following first installment fees, be enclosed;
- (i) Tuition fee Rs. 25000 per year (for Faculty of Humanities, Arts & Commerce) and Rs. 60000 per year (For Faculty of Science, Management, Information Technology, Engineering and Technology, Agriculture, Medical Sciences and Law)
  - (ii) Library fee (Rs. 4000/- for each Six months)
  - (iii) Library caution money (Rs. 5000 once only) and Refundable.
  - (iv) Identity card (Rs. 100/- once only)
  - (v) Laboratory fee (Rs. 10000/- for each six months, for research Scholars where laboratory work is involved).
  - (vi) Laboratory caution money (Rs. 10000/- once only and refundable.)
- (e) After payment of fees along with the form of application the candidate will be provisionally admitted.

Provided the application is found in order after being scrutinized by the dean of faculty..

### **Selection Process**

Candidates will be selected through an Entrance Test followed by an interview. The entrance test will be used to shortlist the candidates to be interviewed.

The interview of the short-listed candidates will be held immediately after the entrance test as per announced programme.

### **Entrance Test Details For Ph.D. Programmes**

Duration : Two hours.

Pattern : The test paper will contain objective and subjective questions.

The question paper consists of two parts.

Part – I Research Methodology – 40 Marks.

Part - II Subjective Questions – 60 Marks.

Medium - Hindi/English.

### **Course Work**

- (a) After having been admitted each Ph.D. student shall be required to undertake course work for one semester in the concerned department.

- (b) The course work shall be treated as pre Ph.D. preparation and must include a course on research methodology which should include quantitative method, Computer Applications and reviewing of the literature in the relevant field.
- (c) The HOD of the respective department shall prepare the time table of the course work, teaching, continuous evaluation and the internal assessment and shall conduct the same.
- (d) The semester end examination of the course work shall be conducted by the University. The passing standard in the course work shall be 50%
- (e) After completion of the course work by the student, the department shall issue a certificate indicating that the student has completed the course work and he/she is qualified for research and writing the thesis.

### **Registration & RDC**

A. After three months of his application and/or on completion of course work of one semester duration, the candidate shall be eligible to submit a synopsis of his proposed research work along with the title of thesis (in seven copies) duly forwarded by the supervisor and Head of the Institution where the candidate will be pursuing his research work. He shall be required to make an oral presentation of the proposed work before, the Research Degree Committee consisting of the following members

- (i) Vice Chancellor or his/her nominee.
- (ii) Dean of the Faculty
- (iii) Head of the University Teaching Department / Chairman, Board of Studies in the respective subject.
- (iv) Two external subject experts of the rank of the University professor / Associate Professor/Reader to be appointed by the Vice Chancellor on the recommendation of Chairman respective Board of Studies.

Three members including at least one external expert shall form the quorum of the Committee.

On the request of the supervisor, the Vice Chancellor may permit him to be present as observer during the oral presentation of his candidate.

No TA and DA shall be payable to the candidate and the supervisor for attending the Research Degree Committee meeting.

B. The meeting of the Research Degree Committee will be held in the University Office ordinarily twice a Year. The committee shall recommend the eligibility of the person for the appointment as Supervisor/Co-supervisor. The committee shall also prepare a list of approved Supervisors/Co-supervisors along with their specializations as per provisions of the ordinance. This list shall be available with the Registrar.

The Committee shall recommend suitability of the topic of research and the registration of the candidate for the Ph.D. degree. On approval by the RDC the candidate shall be registered and enrolled as a student from the date the Head of the Department/School of Studies/Institute forwarded the application or the date on which the candidate deposits the registration fee, whichever is earlier. He will also be required to pay regular tuition, library and laboratory fees (six monthly) during research tenure.

Provided that if the RDC does not recommend a candidate for registration to Ph.D. degree, the registration fees deposited by the candidate shall be refunded.

- C. A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he has the Masters degree, provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature.
- D. The candidate shall pursue his/her research at the approved place of research under the Supervisor/Co-Supervisors on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension on time, his/her registration shall stand automatically cancelled. Provided that the period for submission of thesis can be extended by one year by the Vice Chancellor, if he/she applies for extension within a month after the expiry of registration period together with the prescribed fee. In case the candidate does not submit his/her thesis within the extended period, his/her registration shall stand automatically cancelled.
- Provided also that Vice Chancellor may permit a candidate to get re-registered on the same topic on payment of the prescribed re-registration fee. The minimum period of 24 months and attendance shall not apply to such re-registered candidate.
- E. The candidate possessing M.Phil degree or a teacher with 2 years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months as provided in clause 9(D) of the Ordinance.
- F. The candidate shall put in at least 200 days attendance including actual attendance he/she will earn during the course work, in the institution concerned or with the Supervisor.

### **Eligibility For Guide**

The person recommended as Supervisor/Co-supervisor to guide the Research Scholar must be :

- A. A professor in a University Teaching Department/School of Studies

OR

A Reader /Associate Professor in a University Teaching Department/ School of Studies or a Research centre possessing either Doctorate degree or has published five research papers in standard Research journals.

OR

A lecturer/Assistant Professor of a University Teaching Department/School of studies/Research centre who has obtained a Doctorate degree in the subject and has published at least five Research papers in standard Research journals and has at least five year teaching experience after Ph. D.

OR

A Scientist/Director working in a research institute/ organization / establishment/ laboratory, identified by the University as a research centre by signing an MOU of the effect, who has obtained a doctorate degree and published 5 research papers on concerned subject in standard research journals and has 5 years post-doctoral experience.

OR

Any other person from another University, a public sector industry, an institute of repute conducting research programmes having a Ph.D. Degree and has established record of research evidenced through publications in standard refereed journals, shall be eligible for appointment as Co-guide .

Provided farther that (i) the name(s) of guide and co-guides shall be approved by RDC. (ii) If the University proposes to appoint a guide (supervisor), an academician who is not a teacher of this University, such appointment shall be made only after such recommendation of RDC and communicate to the Regulatory Commission.

- B. The person recommended as co-supervisor to guide Research Scholar together with supervisor must be a Teacher/Scientist/Director of any Institute/ Research establishment who has obtained a Doctorate degree and has 5 year post-doctoral research experience.

### **Research Centre**

- (a) A candidate may pursue his research work for Ph.D. degree in a research centre recognized by the University for this purpose. This may include :
- i. University Teaching Departments in the subject concerned
  - ii. Research institute of national/international repute in respective fields, with exceptional research facilities.
  - iii. Industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre
  - iv. A candidate permitted to work in such Industry stated in pre para, shall be required to take at least one co-supervisor from that organisation/industry. Such Co-supervisor should be Scientist / Director of the R&D centre not below the rank of Associate Professor of the University.
  - v. A candidate permitted to work in such Research Establishment, stated in pre para, shall also be required to take at least one co-supervisor from that industry. Such Co-supervisor should be scientist/ Director of the R&D centre not below the rank of Associate Professor of the University.
- (b) Candidates will be permitted to pursue research work in any of the above centre outside of the University only after such centre has entered into an MOU for research work.
- (c) All new research centres and new supervisors (guide/co-guide) have to be approved by the Academic Council on the recommendations of concerned RDC/ Faculty Board of Studies

### **Change Of Supervisor**

The candidate may be allowed to change the Supervisor by the Vice-Chancellor on the recommendation of the committee constituted by the Vice Chancellor for this purpose under special circumstances. No major change in the topic of research will be permitted due to change in supervisor.

### **Submission Of Thesis:**

The University shall obtain every six months a record of attendance, receipt of fees paid and a progress report of the work of the Research scholar from his/her Supervisor. If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and the candidate fails to deposit fees, the Vice Chancellor may remove the name of the scholar from the list of those registered for the Ph.D. degree.

- (a) Prior to submission of the thesis, the student shall make a pre-Ph.D. presentation in the Department that may be open to all faculty members and research students, for getting feedback and comments, which may be suitably incorporated into the draft thesis under the advice of the supervisor.

- (b) The candidates shall publish atleast one research paper in referred Journal before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.
- (c) The candidate shall submit five copies of the summary of the thesis together with a list of research papers published/communicated for publication, if any, through his Supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
- (d) The supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Reader or Professor in a sealed cover to the Registrar. Provided that the panel of examiners shall be obtained from the Chairman, Board of Studies of the subject concerned, in case the candidate is related to the supervisor.
- (e) On the receipt of the panel of examiners from the Supervisor and summary from the candidate, the Registrar shall call a meeting of Examination Committee of the subject. The Committee considering the panel submitted by the Supervisor/Chairman, Board of Studies of the subject concerned will prepare a panel of six names to act as examiners.
- (f) The candidate shall supply three type written/photocopies, hard bound, with 3 CDs of his thesis along with the following:
  - Published/communicated papers (s).
  - The thesis must be accompanied by a declaration from the candidate that thesis embodies his own work and he/she has worked under the Supervisor at the approved place of work for the required period as per provisions of the ordinance.
  - The certificate from the supervisor together with co-supervisor, if any, that the thesis fulfills the requirements of the ordinance relating to the Ph.D. degree of the university.
  - The candidate shall also remit with the thesis Rs. 20,000/- (Rupees Twenty thousands) as the examination fee.

### **Examination Rules**

- (a) On receipt of the thesis along with the certificates and fee it shall be sent to two examiners appointed by the Vice Chancellor and already consented as per ordinance.

The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:

- I. It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of the facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
- II. It must be satisfactory in point to language and presentation of the subject matter.
- III. The examiners shall categorically recommend in the prescribed proforma acceptance, revision or rejection of the thesis together with detailed comments. The examiner must also give a list of the questions he wishes to be asked at the viva-voce examination.
- IV. If the examiners recommend that the candidate be asked to improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of order to the candidate. The candidate shall be provided examiner(s)' reports without disclosing the names. In case the candidate is allowed to resubmit the thesis he/she will have to pay a fee Rs. 20,000/- afresh at the time of resubmission,

but it shall not be necessary for him to reproduce any certificate of further attendance at the institute at which he/she carried out the work.

- V. The resubmitted three copies of the thesis must clearly mention that it is a revised version.
  - VI. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.
  - VII. In case both the examiners of revised thesis accept the thesis for the award then the candidate shall be awarded the Ph.D. Degree on successful viva-voce examination as per provisions of the Ordinance.
- (b) The Vice Chancellor can recall the thesis from an examiner who fails to send the report within three months of the date of dispatch of the thesis and may appoint another examiner.
  - (c) In case may both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision of the thesis then the thesis shall be rejected.
  - (d) If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of the examiners.
  - (e) If one examiner approves the thesis and the other rejects it or recommends for revision of the thesis then the thesis shall be sent to the third examiner drawn from the panel of examiners approved by the Vice Chancellor.
  - (f) In case both the original examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the Ph.D. degree, then the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising the supervisor, co-supervisor (if any) and one of the two examiners (approved) by the Vice Chancellor who have accepted the thesis for the award of the Ph.D. degree. Provided that the Vice Chancellor shall appoint head, department/school of studies or Chairman, board of studies of the subject concerned to act as viva-voce examiner, in place of the supervisor in case the candidate is related to the supervisor.
  - (g) The supervisor/head, University teaching department/school of studies, as the case may be, shall be communicated the name of the external examiner appointed by the Vice Chancellor to conduct the viva-voce examination. The date fixed in consultation with the external examiner for the viva-voce shall be informed to the candidate and to the Registrar.

Provided that in special circumstances the Vice Chancellor may appoint alternate viva-voce examiner if both the examiners are not in a position to conduct the viva-voce examination.

- (h) The viva-voce examination shall be conducted at the University Teaching Department/School of Studies in the Subject or at any place fixed by the University for the purpose. The date, time and place or viva-voce examination shall be notified by the Registrar on the University Notice Board at least a week in advance. At the time of viva-voce examination the board of examiners shall be provided the reports of the examiners which shall be returned along with report of viva-voce examination to the Registrar.

The candidate shall present the work embodied in the thesis to the board of examiners, members of faculty, research scholars and other interested persons. After the presentation of the research work the Board shall ask questions together with those questions which have been given along with examiners reports. Others in the audience may also ask questions and the candidate shall reply only those questions which are permitted by the external examiner.

In case the recommendation of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate



shall reappear at a second viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

Such candidates would be required to pay an additional fee of Rs. 20,000/- for second viva-voce. The external examiner for second viva-voce shall be appointed by the Vice Chancellor.

- (i) The thesis shall be published only with permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph.D. Degree of the University.
- (a) After the viva-voce, the recommendation of the examiner shall be reported to the BOM for the award of Ph. D. Degree to the candidate. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institute where the research work was carried out, and One copy along with CD will be sent to UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions/ Universities.
- (j) After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee of Rs. 2000/-. The reports will not disclose the identity of the examiners.
- (k) Along with the Degree, the University shall issue a Provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to PhD Regulations of the UGC
- (l) On detection of any irregularity, the University may take suitable steps to withdraw the degree.

### **APPENDIX-1 PROFORMA FOR SYNOPSIS**

1. Title of the thesis
2. Introduction
3. Motivation
4. Objective(s) and Scope (Research Problem/Question and Hypothesis)
5. A brief review of the work already done in the field (Literature Survey)
6. Proposed Methodology / plan of work during the tenure of the research work
7. Expected outcome of the proposed work
8. List of Publications based on the research work (Attach one set of reprints).
9. Proposed contents of the thesis (for Social Science Subjects Only)
10. References (Bibliography)

Signature of Supervisor

Date

Signature of Co-Supervisor(if any)

Date

Signature of the Candidate

Date

## **APPENDIX – 2**

### **Certificate By the Candidate**

I certify that the thesis entitled ..... approved by Research Degree Committee, submitted for the award of Ph.D. embodies my own work. I further certify that to the best of my knowledge and belief the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University/Deemed University without proper citation.

Signature of Supervisor

Signature of the Candidate

## **APPENDIX – 3**

### **CERTIFICATE OF THE SUPERVISOR**

#### **CERTIFICATE**

This is to certify that the work entitled ..... is a piece of research work done by Shri/Smt./Ku. .... Under my/our guidance and supervision for the degree of Doctor of Philosophy of AISECT University (M.P.) India. I certify that the candidate has put in an attendance of more than 200 days with me.

To the best of my knowledge and belief the thesis :

- (i) Embodies the work of the candidate himself/herself:
- (ii) Has duly been completed :
- (iii) Fulfills the requirement of the Ordinance relating to the Ph.D. degree of the University; and
- (iv) is upto the standard both in respect of contents and language for being referred to the examiner.

Signature of the Co-supervisor

Signature of the Supervisor

Date : .....

Date : .....

## **APPENDIX – 4**

### **CONFIDENTIAL PROGRESS REPORT BY SUPERVISOR**

Six monthly progress report of the research work done for the period from ..... To ..... of the research scholar.

1. Name of the research scholar
2. Subject
3. Topic registered for Ph.D. Degree
4. Name of the Supervisor.
5. Name of co-supervisor(if any)

Description of the guidance on the topic	Period with dates the Candidates has been with the guide for research work (It may also indicate the date of leave availed by the candidate during the above period.)

Remarks of the supervisor on the work done by the candidate on topic.

Fees paid vide receipt No. .... Date .....

Signature of the Supervisor

Date : .....

Address : .....

Place : .....

.....

### **APPENDIX – 5**

#### **REQUEST FOR PRE-PH.D. PRESENTATION BASED ON DRAFT THESIS**

The Registrar,  
AISECT University

Subject :- Request for making Pre-Ph.D. presentation based on draft thesis.

Reference :- Ph.D. registration letter No. .... dated .....

Sir,

With reference to above, the details of my Ph.D. thesis are given bellow:-

1. Name of the candidate
2. Name of supervisor and Co-supervisors
3. Subject
4. Place of work
5. Title of thesis

My draft thesis is complete and I want to make Pre-Ph.D. presentation. Kindly arrange for the same.

Date : .....

(Signature of the candidate)

Place : .....

Name and Address

(Signature of the Supervisor)

Name and Address : .....

### **APPENDIX – 6**

#### **FORWARDING LETTER OF HEAD OF INSTITUTION OF RESEARCH CENTRE**

The Ph.D. thesis entitled .....  
Submitted by Shri/Smt./Ku. .... is forwarded to  
the University in three copies. The candidate has paid the necessary fees and there are no dues  
outstanding against him/her.

Date : .....

Place : .....

.....  
(Signature of Head of institution  
where the candidate was registered  
for Ph.D.degree)

Name .....

Seal.....

**APPENDIX – 7**  
**EXAMINERS REPORT ON PH.D.**

Title of Thesis .....

Subject ..... Faculty .....

1. The thesis is recommended for the award of Ph.D. degree. Yes/ No

2. The thesis be revised on the lines detailed below .....

3. The thesis be rejected. ....

Please specify Yes/No, as the case may be.

**DETAILED-REPORT**

(The examiner is requested to give his/her detailed report below on the following points.)

- (i) It must be a piece of research work characterized either by the discovery of new facts or by a fresh approach towards the interpretation of facts & theories.
- (ii) It evinces the candidate's capacity for critical examination & sound judgment.
- (iii) It must be satisfactory in point of language & presentation of the subject matter.

Space for detailed report

Note : Additional sheet(s) may be attached, if necessary.

Date .....

Place .....

(Signature of the Examiner)

Full Name & Address

.....

.....

**ORDINANCE NO. 17**  
**MASTER OF ENGINEERING/TECHNOLOGY/MASTER OF ARCHITECTURE**  
**(ME/M.TECH./M.ARCH.)**

***Course & Faculty***

1. This ordinance shall be applicable to the Post Graduate Degree of Master of Engineering / Technology leading to the Degree of Masters of Engineering/ Technology/ Architecture (ME/M.TECH./M.Arch.) in the concerned Subject and Faculty.
2. This ordinance shall be applicable to all the University teaching departments / Schools of this University.
3. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.

***Duration***

4. Master of Engineering / Technology shall be a full time Degree Programme. The duration of the course shall be of four semesters (Two years).
5. The candidate registered for M. Tech programme shall not be permitted to join any other programme/course of this or any other university.

***Intake & Fees***

6. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

***Academic Year***

7. There will be two academic cycles every year, one from July to June and second from January to December.

***Eligibility***

8. Every applicant for admission to the First Semester of ME/M.TECH./M.ARCH.
  - (i) Shall have passed B.E./B. Tech/B.Arch. or equivalent examinations in appropriate branch.
  - (ii) Applicants possessing the M.Sc.(Maths/Physics/Electronics/Computer Science/ Information Technology) / MCA [for M.Tech in Computer Science / Computer Technology / Information Technology] degree.
  - (iii) Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score.

***Admission Procedure***

9. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

- (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
  - o The candidate does not fulfill the eligibility conditions
  - o The prescribed fees is not enclosed.
  - o The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - o Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course Structure**

- 10. The Post Graduate Degree of Master of Engineering / Technology leading to the Degree of Masters of Engineering/ Technology/ Architecture (ME/M.TECH./M.Arch.) shall consist of:
  - a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
- 11. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

### **Medium Of Instructions And Examinations**

- 12. The medium of instructions and examinations shall be either Hindi or English.

### **Examination Scheme**

- 13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - (i) Attended at least 75% of lectures / practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/college.

(iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.

(v) Received in-plant training as prescribed by the Director/ Head/ Principal.

Clause (i) above shall not be applicable to private candidates

14. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

(a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

(b) Main examination will carry 70 percent marks,

(c) For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.

(d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

15. Minimum pass marks for each subjects in each semester shall be as under: -

a) Each written Theory Paper – 40 % of the total marks allotted to that paper.

b) Each Practical Examination - 50 % of the total marks allotted to practicals.

c) Each Sessional Examination – 60 % of the total marks allotted to sessional.

### ***Promotion to Next Semester & Failed Candidate***

16. There shall be no supplementary or second examination in between the semester exam.

17. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.

18. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.

Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

The candidate failing in the final (sixth semester) examination may seek re-admission however he/she shall submit his/her dissertation after necessary improvement and/or modification or re-written dissertation on a different by the Head of the department in the college.

### ***Allocation of Division***

19. Division shall be awarded only after the fourth and final semester examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

65% or above	-	First Division
Below than 65%	-	Second Division

### ***Merit Lists***

20. Merit list of first 5 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
21. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

### ***Maximum Duration of Completion of Course***

22. A candidate has to complete the entire course of post graduate degree within a maximum period of four years from the session of first admission.
23. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### ***Examination Centers***

24. University examination centers will be notified by the university.
25. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

### ***General***

26. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
27. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## **ORDINANCE NO. 18**

### **ORDINANCE FOR THREE YEARS (SIX SEMESTERS) BACHELOR OF SCIENCE IN MEDICAL LABORATORY TECHNOLOGY [B.SC. (MLT)]**

### ***Course & Faculty***

1. This ordinance shall be applicable to Bachelor of Science in Medical Laboratory Technology [B.Sc.(MLT)], a three years under graduate degree course. This course shall be run on semester system. The programme is offered by the Faculty of Science.



**Duration**

2. The duration of these courses of study shall extend over six semesters(Three Years).

**Intake & Fees**

3. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

**Academic Year**

4. There will be two academic cycles every year, one from July to June and second from January to December.

**Eligibility**

5. This course has a provision for multi-point entry/exit system. A candidate can take admission/exit to 1<sup>st</sup>, 3<sup>rd</sup> or 5<sup>th</sup> semester. If candidates exit the course after passing 2<sup>nd</sup> semester he/she will awarded Certificate in Medical Laboratory Technology (CMLT). If candidate exits the course after passing 4<sup>th</sup> semester, he/she will awarded the Diploma in Medical Laboratory Technology (DMLT).
6. Candidates seeking admission in the first year of the B.Sc.(MLT) course must have passed the Senior Secondary (12<sup>th</sup>) examination from any recognized Board or an equivalent.
7. Lateral Entry to B.Sc. (MLT) Second Year will be given to the students having qualification Certificate in Medical Laboratory Technology (CMLT) (after 10+2) or any other examination consider equivalent to this by the university.
8. Lateral Entry to B.Sc. (MLT) Third Year will be given to the students having qualification Diploma in Medical Laboratory Technology DMLT (after 10+2) or any other examination consider equivalent to this by the university.

**Admission Procedure**

9. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
  - (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

(e) The application form may be rejected due to any of the following reasons :

- The candidate does not fulfill the eligibility conditions
- The prescribed fees is not enclosed.
- The application form is not signed by the candidate and his/her parent guardian, wherever required.
- Supporting documents for admission are not enclosed.

(f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

(g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course Structure**

10. The Bachelor of Science on Medical Laboratory Technology [B.SC. (MLT)] in semester system shall consist of:

- a. Such courses (papers) as prescribed by the University
- b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
- c. Such scheme of examination as prescribed, by the University from time to time.

11. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

12. Number of core subjects in a semester will not be less than 3 (three) and will not more than 5, including of foundation course (if any).

13. Each subjects having one or two theory papers as decided by the Board of Studies.

### **Medium Of Instructions And Examinations**

14. The medium of instructions and examinations shall be either Hindi or English.

### **Examination Scheme**

15. No candidate shall be allowed to take the term-end Semester Examination unless one has:

- (i) Attended at least 75% of lectures / practical delivered.
- (ii) Paid all the fees due
- (iii) Obtained 'No Dues' certificate from the concerned Department/college.
- (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
- (v) Received in-plant training as prescribed by the Director/ Head/ Principal.

Clause (i) above shall not be applicable to private candidates

16. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- (a) 30 per cent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).

- (b) Main examination will carry 70 percent marks,
- (c) For passing the examination; the candidate that be required to secure at least 25% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 36% in the subject, practical are also to be cleared separately with 36% marks wherever applicable.
- (d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

- 17. There shall be no supplementary or second examination in between the semester exam.
- 18. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 19. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.

Provided further; that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.

- 20. A candidate clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in the 2<sup>nd</sup> semester.
- 21. A candidate clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in 3<sup>rd</sup> semester.
- 22. A candidate shall not be admitted in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester examination unless he/she has fully passed/cleared all the papers in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examination respectively.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

### **Allocation of Division**

- 23. Division shall be awarded only after the fourth and final semester examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 36% but less than 48%	-	Third Division

- 24. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

**Merit Lists**

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

**Maximum Duration of Completion of Course**

27. A candidate has to complete the entire course of under graduate degree within a maximum period of six years from the session of first admission.

**Examination Centers**

28. University examination centers will be notified by the university.

**General**

29. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
30. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
31. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

**ORDINANCE NO. 19**  
**DIPLOMA AND CERTIFICATE COURSES IN**  
**VARIOUS VOCATIONAL TRADES AND SKILLS**

**Preamble**

The diploma & certificate courses in various vocational trades and skills aim at providing through knowledge in the subject with an important component of entrepreneurship in all its programmes. Keeping in view the needs of target group, the thrust is on providing more vocational and community oriented courses. These courses cover almost all sectors of the society not only in the technical context but also in entrepreneurship development. Surely these courses will promote self employment and make people technically sound.

The Honorable President of India observed in the 78th Conference of Association of Indian Universities :

"Can the Universities, as part of their programme, impart training to the students in computer hardware, computer software, electrical/electronics/ mechanical maintenance, re-conditioning of agricultural implements etc. and provide a Certificate or Diploma, depending upon their proficiency. This may provide immediate employment potential to the graduates."

It is obvious that the focus of the Honorable President was on employment generation through high end technology, which is also envisaged in these courses.

**Course & Faculty**

1. This ordinance shall be applicable to the Diploma and Certificate courses in various Vocational trades and skills. These programmes are offered by concerned Faculty approved by the Board of Studies and Academic Council.
  - a. The diploma and certificate programmes can be offered under this ordinance offered on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

**Duration**

3. The duration of these courses of study shall extend over four weeks to fifty two weeks (One Months to Twelve Months duration). A table of identified courses with their name, eligibility and duration is enclosed.

**Intake & Fees**

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be 60 seats. Multiples of this unit can also be set up.

**Academic Year**

5. Normally these programmes will be offered in two academic cycles every year, one from July to June and second from January to December.
6. These programmes can also be offered by the department as and when the infrastructure and faculty is available. These programmes can also be offered at special request and collaboration from government departments / industries / other organizations.

**Eligibility**

7. Candidates seeking admission to these courses must have the required qualification as decided by the Academic Council of the University for each Course. A table of identified courses with their name, eligibility and duration is enclosed.

**Admission Procedure**

8. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria

before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
  - o The candidate does not fulfill the eligibility conditions
  - o The prescribed fees is not enclosed.
  - o The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - o Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course Structure**

- 9. The diploma & certificate courses in various vocational trades and skills shall consist of:
  - a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in-plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
- 10. The course curriculum of each course shall be based on recommendations of the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
- 11. If required in a programme a student shall be required to submit a project report based on the areas of his / her specialization. The project report certified by the concerned organization and the concerned coordinator / teacher shall be submitted in one copy to the University for evaluation.

### **Medium Of Instructions And Examinations**

- 12. The medium of instructions and examinations shall be either Hindi or English.

### **Examination Scheme**

- 13. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
  - (a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - (b) Main examination will carry 70 percent marks,

(c) For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.

(d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

14. Each Certificate program shall have One theory and One Practical Paper. The Diploma Course may have more than one theory / practical papers that are decided by the concerned Board of Studies for each course.

### **Allocation of Division**

15. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division	-	A+ Grade
48% or above but less than 60%	-	Second Division	-	A Grade
Above 40% but less than 48%	-	Third Division	-	B Grade

### **Maximum Duration of Completion of Course**

16. A candidate has to complete the entire course within a maximum period of two years from the session of first admission.
17. Kulpati Grace of one mark will be given for Pass and for improvement in division in final semester.

### **Examination Centers**

18. University examination centers will be notified by the university.
19. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.

### **General**

20. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
21. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

### **LIST OF VOCATIONAL CERTIFICATE & DIPLOMA COURSES**

S. No.	Course	Duration	Eligibility
<b>Faculty of Science</b>			
1	Certificate in Analytical Chemistry	6 Months	B.Sc.
2	Certificate in Biotechnology	6 Months	12th Pass with Biology / Maths

3	Certificate in Computational Mathematics	3 Months	12th Pass with Maths
<b>Faculty of Home Science</b>			
1	Certificate in Cutting, Tailoring And Dress Making (CCTDM)	12 Months	10th Pass
2	Certificate in Fashion Designing	12 Months	10th Pass
<b>Faculty of Education</b>			
1	Certificate in Early Childhood and Education	12 Months	10th Pass
2	Diploma in Nursery (Pre-Primary) Teachers Training (NTT)	12 Months	10 <sup>th</sup> Pass
3	Certificate in Primary Teaching (CPT)	6 Months	12 <sup>th</sup> Pass
4	Certificate in Primary Curriculum and Instructions (CPC)	6 Months	12 <sup>th</sup> Pass with Certificate in Primary Teaching (CPT) or equivalent
<b>Faculty of Commerce</b>			
1	Certificate in Accounting & Auditing	6 Months	12th Pass
2	Certificate in Banking	3 Months	12th Pass with Commerce / Maths
3	Certificate in Banking & Finance	6 Months	12th Pass with Commerce / Maths
4	Certificate in Export Procedure & Documentation	6 Months	12th Pass with Commerce
5	Certificate in Financial Accounting (CFA)	6 Months	12th Pass
6	Certificate in Import-Export Management	6 Months	12th Pass
7	Certificate in Taxation	6 Months	12th Pass
8	Diploma in Accounting & Auditing	6 Months	12th Pass with commerce / Maths
9	Diploma in Banking	6 Months	12th Pass with commerce/maths
10	Diploma in Taxation	12 Months	12th Pass with commerce
<b>Faculty of Management</b>			
1	Certificate in Hospitality Management	6 Months	10th Pass
2	Certificate in Human Resource Management	6 Months	Graduate
3	Certificate in Personal Secretary ship	6 Months	10th Pass
4	Certificate in Retail Management	6 Months	12th Pass
5	Certificate in Security Guards Management	6 Months	12th Pass
6	Certificate in Statistical Quality Control	6 Months	12th Pass
<b>Faculty of Engineering and Technology</b>			
1	Certificate in AutoCAD	3 Months	Diploma in Engg./Graduate in



			any Subject
2	Certificate in Diesel Engine Repairing (CDER)	6 Months	10th Pass
3	Certificate in Electrical Technician (CET)	1 year	12th Pass
4	Certificate in Electronic Equipment Maintenance	1 year	12th Pass
5	Certificate in Hi-Tech Welding Technology (CHWT)	6 Months	10th Pass
6	Certificate in Industrial Safety	6 Months	10th Pass
7	Certificate in Industrial Safety & ISO 14000 Series	12 Months	10th Pass
8	Certificate in Inverter & UPS Repairing	6 Months	10th Pass
9	Certificate in Mobile & Telephone Instrument	3 Months	10th Pass
10	Certificate in Mobile And Telephone Instruments Repairing (CMTIR)	3 Months	10th Pass
11	Certificate in Motor & Transformer Winding	3 Months	10th Pass
12	Certificate in Radio And TV Technician (CRTT)	12 Months	12th Pass
13	Certificate in Refrigeration and Air-conditioning	6 Months	12th Pass
14	Certificate in Stenography (Hindi/ English)	6 Months	10th Pass
15	Certificate in Stereo & CD Player Repairing	6 Months	12th Pass
16	Diploma in Diesel Engine Repairing (DDER)	12 Months	10th Pass
17	Diploma in Electronic Equipment Maintenance	12 Months	10th Pass
<b>Faculty of Computer Science &amp; Applications</b>			
1	Certificate in 'C' Programming	3 Months	10th Pass
2	Certificate in Computer Applications	3 Months	10th Pass
3	Certificate in 'C++' Programming	3 Months	10th Pass
4	Certificate in Client Server Technology (CCST)	3 Months	10th Pass
5	Certificate in Computer Hardware & Networking	6 Months	12th Pass
6	Certificate in Computer Networking (CCN)	3 Months	10th Pass
7	Certificate in Computer Programming	3 Months	10th Pass
8	Certificate in Computerized Fashion Designing (CCFD)	6 Months	10th Pass
9	Certificate in Computerized Financial Accounting	6 Months	10th Pass
10	Certificate in Desk Top Publishing (CDTP)	3 Months	10th Pass
11	Certificate in DTP With Computerized Design Development in Textile Printing	6 Months	10th Pass
12	Certificate in Java Programming (CJP)	3 Months	12th Pass
13	Certificate in Laptop Repairing (CLR)	6 Months	12th Pass
14	Certificate in Library Automation	3 Months	12th Pass
15	Certificate in Ms Office (CMO)	3 Months	10th Pass
16	Certificate in Multipurpose Computer Technician	6 Months	10th Pass

17	Certificate in Multipurpose Electronic Technician	12 Months	10th Pass
18	Certificate in Object Oriented Programming Language	3 Months	10th Pass
19	Certificate in Office Automation & Internet	3 Months	10th Pass
20	Certificate in Software Testing	6 Months	12th Pass
21	Certificate in Web Design, Animation & Advertisement	6 Months	12th Pass
22	Certificate in Web Designing	6 Months	10th Pass
23	Certificate in Word Processing (Hindi/ English)	6 Months	10th Pass
24	Diploma in Web Design	12 Months	10th Pass
<b>Faculty of Media Studies</b>			
1	Diploma in Television Video Production	12 Months	12th Pass
<b>Faculty of Social Sciences</b>			
1	Certificate in Human Rights	6 Months	Graduate
<b>Faculty of Humanities and Languages</b>			
1	Certificate in Communicative & Competitive Skills	3 Months	10th Pass
2	Certificate in Communicative English	3 Months	10th Pass
3	Certificate in Spoken English	3 Months	10th Pass
<b>Faculty of Agriculture</b>			
1	Certificate in Horticulture and Plant Nursery Management	6 Months	10th Pass
2	Certificate in Nursery Development, Management & Environmental Protection	6 Months	10th Pass
<b>Faculty of Medical Sciences</b>			
1	Certificate in Medical Laboratory Technology (CMLT)	12 Months	12th Pass
2	Certificate in Physiotherapy (CPT)	12 Months	12th Pass
3	Certificate in Public Health and Hygiene	6 Months	10th Pass
4	Certificate in Yoga	3 Months	12th Pass

**ORDINANCE NO. 20**

**ORDINANCE FOR TWO YEAR  
DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed)**

**Course & Faculty**

1. This ordinance shall be applicable to Two years Diploma in Elementary Education (D.El.Ed.) course.
  - a. This programme is offered by the faculty of Education after the approval of concerned Board of Studies and the Academic Council of the University.

2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

### **Duration**

3. The duration of the programme shall be of two academic sessions / years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided / supervised instruction and face to face contact sessions. Sand-witching the programme between two summer vacation will be an ideal proposition.

### **Intake & Fees**

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 100 seats. Multiples of this unit can also be set up.

### **Academic Year**

5. There will be two academic cycles every year, one from July to June and second from January to December.

### **Eligibility**

6. Candidates seeking admission to these courses must have the required qualification as specified below from any recognized Board or an equivalent body.
  - a. Senior Secondary (Class XII) or equivalent examination passed with fifty percent marks.
  - b. Two years teaching experience in a Government/Government recognized private primary / elementary school.

### **Admission Procedure**

7. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
  - (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
  - (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
- The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

8. The Diploma in Elementary Education (D.El.Ed.) course shall consist of:
- a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
9. The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. Proposed D.El.Ed. Curriculum Structure is as follows:

S. No.	Course Title	Suggested Periods Per Week	Maximum Marks	External Marks	Internal Marks	Practicum
Year 1	Theory					
1	Childhood and the Development of Children	4-5	100	50	20	30
2	Contemporary Indian Society	4-5	100	75	25	
3	Education, Society, Curriculum and Learners	4-5	100	70	30	
4	Towards Understanding the Self	2-3	50	35	15	
5	Pedagogy across the Curriculum	2-3	50	35	15	
	Understanding Language and Early Literacy	4-5	100	70	30	
7	Mathematics Education for the Primary School Child	4-5	100	70	30	
8	Proficiency in English	2-3	50	35	15	
	Practicum					
	Creative Drama, Fine Arts and Education	2-3	40	-	40	
	Children's Physical and Emotional Health, School Health and Education	1-2	30	20	10	

	Work and Education	1-2	30	-	30	
	School Internship: 25 - 35 days		100	-	100	
	Total Marks		850			

S. No.	Course Title	Suggested Periods per Week	Maximum Marks	External Marks	Internal Marks	Practicum
Year II	Theory					
1	Cognition, Learnings and the Socio-Cultural Context	4-5	100	50	20	30
2	Teacher Identity and School Culture	4-5	50	35	15	
3	School Culture, Leadership and Change	2-3	50	35	15	
4	Pedagogy of Environmental Studies	2-3	100	70	30	
5	Pedagogy of English Language	4-5	100	70	30	
6	Optional Pedagogic Courses a) Social Science Education b) Language Education c) Mathematics Education d) Science Education	4-5	100	70	30	
7	Diversity, Gender and Education	2-3	50	35	15	
	Practicum					
	Children's Physical and Emotional Health, School Health and Education.	3-4	40	30	10	
	Creative Drama, Fine Arts and Education	4-5	60	-	60	
	School Internship: 45-55 days		200	-	200	
	Total Marks		350			
	Grand Total		1700			

10. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

### Medium Of Instructions And Examinations

11. The medium of instructions and examinations shall be either Hindi or English.

### Examination Scheme

12. No candidate shall be allowed to take the term-end Examination unless one has:

- Attended at least 75% of lectures / practical delivered.
- Paid all the fees due
- Obtained 'No Dues' certificate from the concerned Department/college.
- Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
- Received in-plant training as prescribed by the Director/ Head/ Principal.

13. A two-tier evaluation shall be used : continuous and comprehensive evaluation and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided/finalized by a Board of Examiners appointed by the examining body. The weightage for internal and external evaluation shall be in the ratio of 30.:70.

### **Promotion to Next Semester & Failed Candidate**

14. A candidate may provisionally continue his/her studies in second year after the examinations of the first year in which he/she appeared is over.
15. If a candidate fails in not more than one paper in the first examination but clears all the remaining papers of that examination. He/she will be allowed to appear in the supplementary examination, which shall be conducted keep the term (ATKT) and promoted to the next year. Candidate shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.

Provided further, that if a candidate fails in more than one paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.

A candidate will be awarded degree only in the year when he/she clears all the papers of both the year.

### **Allocation of Division**

16. Division shall be awarded only after the second and final year examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

17. Kulpati Grace of one mark will be given for Pass in each year and for improvement in division in final year.

### **Merit Lists**

18. Merit list of first 10 candidates in the order of merit shall be declared at the end of each batch from amongst the candidates who have passed in one attempt.
19. Final merit list shall be declared by the University only after the main examination of the Second and final year for each batch, on the basis of the integrated performance of both the year. The merit list shall include the first ten candidates securing at least First Division and passing all papers in single attempts.

**Maximum Duration of Completion of Course**

20. A candidate has to complete the entire course of Diploma in Elementary Education (D. El.Ed.) within a maximum period of four years from the session of first admission.

**Examination Centers**

21. University examination centers will be notified by the university.

**General**

22. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
23. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
24. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

**ORDINANCE NO. 21****ORDINANCE FOR THREE YEAR (SIX SEMESTER) DIPLOMA COURSES  
(POLYTECHNIC ENGINEERING DIPLOMA)****Course & Faculty**

1. This ordinance shall be applicable to all three year (six semesters) diploma courses except those for which the university has separate ordinances. These courses shall be run on semester system.
  - a. At present the degrees covers under this ordinance are Diploma in Automobile Engineering, Diploma in Chemical Engineering, Diploma in Civil Engineering, Diploma in Computer Technology, Diploma in Computer Engineering, Diploma in Civil & Rural Engineering, Diploma in Construction Technology, Diploma in Dress Designing & Garment Manufacturing, Diploma in Digital Electronics, Electrical Engineering, Diploma in Electronics & Telecommunication Engineering, Diploma in Electronic, Electrical Power Systems, Diploma in Electronics & Communication Engineering, Diploma in Electronics & Video Engineering, Diploma in Electronics Engineering, Diploma in Garment Technology, Diploma in Instrumentation & Control, Diploma in Industrial Electronics, Diploma in Instrumentation, Diploma in Marine Engineering, Diploma in Mechanical Engineering, Diploma in Modern Office Practice, Diploma in Mining & Mine Surveying, Diploma in Production Engineering, Diploma in Production Technology.
  - b. These programmes are offered by the Faculty of Engineering & Technology and approved by the Board of Studies and Academic Council.
  - c. More Diploma programmes can be offered under this ordinance on the recommendations of the Board of Studies.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

### **Duration**

3. The duration of these courses of study shall extend over three years (Six Semesters).
4. The Full Time Regular Diploma Course in Engineering shall be for a period of three academic years. The Course will run on semester pattern and the semester courses will be of 16 weeks duration each.
5. The First Year Diploma Course (Semester I & II) of study is common for almost all branches of Engineering / Technology, except for Diploma course in Modern Office Practice and few other special courses.

### **Intake & Fees**

6. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

### **Academic Year**

7. There will be two academic cycles every year, one from July to June and second from January to December.

### **Eligibility**

8. The candidates who pass X Standard or equivalent examinations with Mathematics and Science subjects are eligible for admission into three years diploma course.
9. For Lateral Entry into the Second year (III Semester) of the three year diploma courses, the candidates shall be required to have passed the Higher Secondary Examination (Academic or Vocational) of 10 plus 2 pattern, with the following conditions :
  - (i) Academic Stream candidates should have compulsorily studied Maths, Physics & Chemistry at 10 + 2 level
  - (ii) Vocational Stream candidates should have studied either Maths or Physics or Chemistry as one of the subjects of study along with the related Vocational Subject (Theory & Practical) at 10 + 2 level.

Their intake is restricted to 50% (25% for Academic + 25% for Vocational) of the sanctioned intake of the I Year Diploma Courses. There is no age limit for the admission.

### **Admission Procedure**

10. Admission under these courses will be made as follows:

- (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous



year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
- The candidate does not fulfill the eligibility conditions .
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course Structure**

11. The diploma course in semester system shall consist of:
  - a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
12. The course curriculum of each course shall be based on the industries demands and approved by the Board of Studies and Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
13. There will be 28 papers of 100 marks each. Each subject having practical component with viva of 50 marks and two project reports with viva of 100 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
First	5	5	-
Second	5	5	-
Third	5	5	-
Fourth	4	4	1
Fifth	5	5	-
Sixth	4	4	1

### **Time Limit to complete the Diploma Course**

14. The following time limit to complete the Diploma course of 3 years duration and pass all the subjects pertaining to the course:

Students Admitted to First Year

: 6 Years

Students Admitted to Second Year (Lateral Entry) : 5 Years

### **Medium Of Instructions And Examinations**

15. The medium of instructions and examinations shall be either Hindi or English.

### **Examination Scheme**

16. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- Attended at least 75% of lectures / practical delivered.
  - Paid all the fees due
  - Obtained 'No Dues' certificate from the concerned Department/college.
  - Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - Received in-plant training as prescribed by the Director/ Head/ Principal.
- Clause (i) above shall not be applicable to private candidates
17. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
- 40 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - Main examination will carry 60 percent marks,
  - For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
  - There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### **Promotion to Next Semester & Failed Candidate**

18. There shall be no supplementary or second examination in between the semester exam.
19. A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
20. If a candidate fails in not more than one paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.
21. Provided further, that if a candidate fails in more than one paper in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.
- A candidate clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in the 2<sup>nd</sup> semester.

- b) A candidate clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in 3<sup>rd</sup> semester.
- c) A candidate shall not be admitted in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester examination unless he/she has fully passed/cleared all the papers in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examination respectively.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

### **Allocation of Division**

22. Division shall be awarded only after the sixth and final semester examination, based on integrated performance of the candidate for all the last four semesters (Semester 3 to 6) on equal weightages. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

23. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.

### **Merit Lists**

- 24. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 25. Final merit list shall be declared by the University only after the main examination of the Second and final semester for each degree, on the basis of the integrated performance of both the semester. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

### **Maximum Duration of Completion of Course**

26. A candidate has to complete the entire course of diploma within a maximum period of two years from the session of first admission.

### **Examination Centers**

27. University examination centers will be notified by the university.

### **General**

- 28. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 29. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

30. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

## **ORDINANCE NO. 22**

### **ORDINANCE FOR TWO YEAR DIPLOMA IN DIPLOMA IN PRIMARY EDUCATION (DPE)**

#### ***Course & Faculty***

1. This ordinance shall be applicable to Two years Diploma in Primary Education (DPE) course.
  - b. This programme is offered by the faculty of Education after the approval of concerned Board of Studies and the Academic Council of the University.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

#### ***Duration***

3. The duration of the programme shall be of two academic sessions / years. The commencement and completion of the programme shall be so regulated that two long spells of vacation (summer / winter / staggered) are available to the learners for guided / supervised instruction and face to face contact sessions. Sand-witching the programme between two summer vacation will be an ideal proposition.

#### ***Intake & Fees***

4. The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.
  - a. The basic unit of intake in a course will be as per the approval granted from the respective authority / 60 seats. Multiples of this unit can also be set up.

#### ***Academic Year***

5. There will be two academic cycles every year, one from July to June and second from January to December.

#### ***Eligibility***

6. Candidates seeking admission to these courses must have the required qualification as specified below from any recognized Board or an equivalent body.
  - a. Matric (Xth) / Senior Secondary (Class XII) or equivalent examination passed.
  - b. Two years teaching experience in a Government/Government recognized private primary / elementary school.

#### ***Admission Procedure***

7. Admission under these courses will be made as follows:
  - (a) The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

- (b) List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- (c) The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- (d) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application form may be rejected due to any of the following reasons :
  - The candidate does not fulfill the eligibility conditions
  - The prescribed fees is not enclosed.
  - The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - Supporting documents for admission are not enclosed.
- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### **Course Structure**

- 8. The Diploma in Primary Education (DPE) course shall consist of:
  - a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.
- 9. The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. Proposed Diploma in Primary Education (DPE) curriculum structure is as follows:

#### **YEAR ONE**

- Module 1 (6 Months)
  - Teaching of Language
  - Teaching of Mathematics
  - Teaching of Environmental Studies
  - Teaching of Health, Physical Education, Art and Work Experience
- Module 2 (6 Months)
  - Teaching-Learning in Primary Schools

- Integrated Learning and Teaching in Primary Schools
- Foundation in Subjects
- School based Activities (Practicals)

## YEAR TWO

### Module 3 (One Year)

- Understanding The Primary School Child
  - Education in Emerging Indian Society
  - School Based Activities (Practicals)
  - Workshop Based Activities (Practicals)
  - Practice of Teaching (Practicals)
10. The learner will earn Certificate in Primary Teaching (CPT) on successful completion of Module 1 and Certificate in Primary Curriculum and Instructions (CPC) on successful completion of Module 2. Though each module is an independent module to earn a Certificate yet they are linked with each other closely. The learner will earn a full-fledged Diploma in Primary Education (DPE) only after the successful completion of the entire three modules.
  11. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

## **Medium Of Instructions And Examinations**

12. The medium of instructions and examinations shall be either Hindi or English.

## **Examination Scheme**

13. No candidate shall be allowed to take the term-end Examination unless one has:
  - (vi) Attended at least 75% of lectures / practical delivered.
  - (vii) Paid all the fees due
  - (viii) Obtained 'No Dues' certificate from the concerned Department/college.
  - (ix) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - (x) Received in-plant training as prescribed by the Director/ Head/ Principal.
14. A two-tier evaluation shall be used : continuous and comprehensive evaluation and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided/finalized by a Board of Examiners appointed by the examining body.

15. The weightage for internal and external/Term-end evaluation shall be in the ration of 30.:70.

### **Promotion to Next Year & Failed Candidate**

16. A candidate may provisionally continue his/her studies in second year after the examinations of the first year in which he/she appeared is over.
17. If a candidate fails in not more than one paper in the first examination but clears all the remaining papers of that examination. He/she will be allowed to be appear in the supplementary examination, which shall be conduct keep the term (ATKT) and promoted to the next year. Candidate shall be conducted within 45 days of the declaration of the result. After clear that paper the student is allowed to promote in the second year.

Provided further, that if a candidate fails in more than one paper in first year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.

A candidate will be awarded degree only in the year when he/she clears all the papers of both the year.

### **Allocation of Division**

18. Division shall be awarded only after the second and final year examination, based on integrated performance of the candidate for all the two years. The Division shall be awarded on the basis of Marks obtained in Internal Assessment and University examination (Theory and Practical Both) taken together.

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division

19. Kulpati Grace of one mark will be given for Pass in each year and for improvement in division in final year.

### **Merit Lists**

20. Merit list of first 10 candidates in the order of merit shall be declared at the end of each batch from amongst the candidates who have passed in one attempt.
21. Final merit list shall be declared by the University only after the main examination of the Second and final year for each batch, on the basis of the integrated performance of both the year. The merit list shall include the first ten candidates securing at least First Division and passing all papers in single attempts.

### **Maximum Duration of Completion of Course**

22. A candidate has to complete the entire course of Diploma in Primary Education (DPE) within a maximum period of four years from the session of first admission.

### **Examination Centers**

23. University examination centers will be notified by the university.

**General**

24. In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
  25. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
  26. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.
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