



मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 43]

भोपाल, शुक्रवार, दिनांक 27 अक्टूबर 2017—कार्तिक 5, शक 1939

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

भोपाल, दिनांक 12 अक्टूबर 2017

क्रमांक आर-283/सी.सी./2017/अडतीस—मध्यप्रदेश निजी की (स्थापना एवं संचालन) अधिनियम -2007 की धारा 29 के अनुक्रम में रविन्द्रनाथ टैगौर निजी विश्वविद्यालय ग्राम मेंदुआ जिला रायसेन (पूर्व विश्वविद्यालय का नाम आईसेक्ट)के संशोधित अध्यादेश क्रमांक 11,14,15,17,18 एवं 21 तथा पश्चातवर्ती अध्यादेश क्रमांक 26 से 35, राज्य शासन के निर्देशों के अनुसार अधिनियम 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त संशोधित अध्यादेश एवं पश्चातवर्ती अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे।

संशोधित अध्यादेश क्रमांक 11,14,15,17,18 एवं 21,

पश्चातवर्ती अध्यादेश क्रमांक 26 से 35,

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

जयश्री मिश्रा, अपर सचिव.

ORDINANCE NO. 11
(MODIFIED)
ORDINANCE FOR ONE YEAR (TWO SEMESTER) AND
TWO YEARS (FOUR SEMESTER)
UNDER GRADUATE DEGREE COURSES,
UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

Course & Faculty

1. This ordinance shall be applicable to all one year (two semester) and Two years (Four Semesters) 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 Degree under this Ordinance is Bachelor of Library & Information Sciences (B. Lib. Sc.) in one year.
 - (b) At present the Degree Under this Ordinance are Bachelor of Education (B.Ed.) Bachelor of Physical Education (B.P.Ed.) in two years.
 - (c) These programmes are offered by concerned faculty approved by the 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 the University teaching departments/Institute /School of this University.

Duration

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

Intake & Fees

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

Academic Year

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

Eligibility

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

- (a) B.P.Ed. - passed graduate examination with any subject from any recognised University or as equivalent.
- (b) B.Ed. - passed graduate examination with any subject from any recognised University or as equivalent.
- (c) B. Lib. Sc. - passed graduate examination with any subject from any recognized 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 this course 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 & criteria of the admission the provisional admission granted to him will be cancelled.
- (e) The application from may be rejected due to any of the following reasons:
 - The candidate does not fulfill the eligibility conditions
 - The prescribed fees are not enclosed.
 - The application from 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. This under graduate course in semester system shall consist of:
- 1 Such courses (papers) as prescribed by the University
 - 2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
 - 3 Such scheme of examination as prescribed, by the University from time to time.
9. The course curriculum of each course shall be Recommended by the concerned Board of Studies/faculty approved by the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies/faculty 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 four papers in each semester 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	-	In Final Semester
Second	4	-	-
Third	4	-	-
Forth	4	-	-

11. In subject with practical there will be 4 papers per semester 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 semesters.

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) 50%marks of each paper will be earmarked of internal assessment (for each year, there will be at least two midterm examinations.
 - (b) Main examination will carry 50% marks.
 - (c) For passing the examination; the candidate that be required to secure at least 'D' Grade in university examination separately in the term-end theory, practical and internal assessment in each of the prescribed paper in the subject, practical are also to be cleared separately.
 - (d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 'B' Grade.

Promotion to Next Semester & Failed Candidate

15. (a) There shall be no supplementary or second examination in between the semester exam.
- (b) There will be one term & University Examination at the end of each Semester.
16. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
17. (a) If a candidate fails in not more than two 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.
- (b) There will be a full examination at the end of each Semester consisting theory and practical. The duration of examination period normally should not exceed 25 working days.

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 withheld. 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 semesters will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

Award of Credits/Grades and Exam Scheme

18. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies/faculties and shall be approved by the Academic Council. Only approved courses can be offered during any semester.
 - (i) The distribution of weightage/marks for each component shall be recommended by the respective Board of Studies/faculties and approved by Academic Council.
 - (ii) A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies/faculties and approved by Academic Council.
19. For the award of degree and promotion to higher semester minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.
 - (i) To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts separately of the subject. For practical examinations one external examiner from out side the institute shall always be there.
 - (ii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum **CGPA of 5.0** as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of three theory/practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
 - (iii) Other than the provision of clause (ii) above, a candidate shall not be

permitted to reappear in that examination, for improvement of division/Grade or for any other purpose.

(a) Theory Block

(i)	Major Theory Exam	-	50%
(ii)	Minor Theory Exam	-	20%
(iii)	Attendance, Aptitude & Discipline	-	15%
(iv)	Class Tests / Assignments / Quizes	-	15%
Total		-	100%

(b) Practical Block

(i)	Lab work and performance, quizzes, assignments and attendance	-	50%
(ii)	End- semester examination	-	50%
Total		-	100%

20. Practical training, and project work shall be treated as practical subjects.

- (i) In each semester, there will normally be one mid semester test and 4 class tests. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
- (ii) The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent

B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

- (iii) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, n$, are the number of semesters in that programme.

21. Credit earned in particular course will be
Credits earned = Grade point X Total Credits assigned to particular course

Condonation of Deficiency

22. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.
- (i) One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor.

Award of Division

23. Division shall be awarded only after the final semester and final semester examination based on integrated performance of the candidate for all the four years as per followings details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} < 5.0$	Fail

24. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}} \times 100}{10}$$

Merit Lists

25. Merit list of first 10 candidates in the order of merit shall be declared at the end of each branch from amongst the candidates who have passed in one attempt.
26. Final merit list shall be declared by the University only after the main examination of 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

27. A candidate has to complete the entire course of under graduate degree within a maximum period of four 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. 14**Bachelor of Engineering (BE)
4 years (Eight Semester) Degree course
(Under Credit based Grading System)*****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 designed as Bachelor of Engineer, in respective Branch.
 - a. This degree of B.E. shall include the branches of Civil, Mechanical, Electrical, Electronics, Electronics & Communication, Electronics & Instrument, 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 respective 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, under its jurisdiction who offer these courses.**

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 University from time to time.

Academic Year

5. There will be normally one academic cycle for this course every year from July to June comprising two semesters i.e. July to Dec and Jan to June.

Eligibility

6. Minimum qualification for admission to the first year B.E. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University or as decided by AICTE/University.
- (a) For first year B.E. in Biotechnology & Biomedical option will be available for Biotechnology or Biology instead of Chemistry as minimum qualification. Physics and Mathematics is compulsory for admission to any branch.
- (b) Admission to Third Semester (Lateral Entry to 2nd Year) will be available to Candidates who have passed the Diploma course in related branch of engineering from M.P. Board of Technical Education, Bhopal or equivalent. B.Sc. passed with PCM from recognized University, shall also be eligible for admission to third semester of B.E. course under lateral entry scheme.
- (c) 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.
- (d) Non-Resident Indian (N R I)/PIO/Foreign candidates shall also be eligible for admission to B.E. in accordance with prevailing norms/directives, provided they satisfy the criterion of clause 6 above.
- (e) Any student migrating from any other University shall be admitted in the institution provided that the provision of para 15 of this Ordinance will be applicable at the time of admission.

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 PEB, Bhopal or JEEE or any other competent authority of the State Government of Madhya Pradesh/Central Government of admission to BE.

- b. The University may also conduct its own entrance examination for admission to its engineering courses or may utilize the list of results of such examination/Test conducted by different State/National/Professional bodies.
 - c. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/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 Academic Council.
 - b. Such job internship, lab work, practical, Industrial Training, projects etc. as may be prescribed by the Academic Council and
 - c. Such scheme of examination as prescribed, by the Academic Council from time to time.
10. On the recommendation of BOS, course curriculum will be approved by the Academic Council of the University.
11. There will be **39 papers of 100 marks each, 30 practical with Practical Examination, of 50 marks each**, One compulsory Industrial Training of 50 marks and 2 project reports (Minor in 6th Semester for 100 marks and Major in 8th Semester for 200 marks) with viva, (Viva will be for 20%) distributed in different semesters as under which may be modified/changed as per recommendation of BOS by Academic Council

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.

Examinations Scheme

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

- (a) Attended at least 75% of lectures/practical delivered.
- (b) Paid all the fees due.
- (c) Obtained 'No Dues' certificates from concerned Department/college.
- (d) Submitted the job internship certificate/project Report, if required in the scheme of examination.
- (e) Received Industrial training if prescribed in the curriculum.

Note: Clause(a) above shall not be applicable to private/Ex-candidates.

14. There will be one term end University Examination at the end of each semester.

These examinations 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.

- 14 (i) There will be a full examination at the end of each semester consisting of all of theory and practical. The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in Nov-Dec. and April – May in each year.

Promotion to Higher Semester and Year

15. A candidate who has been admitted in the B.E. course will be promoted to higher class in accordance with the following sub rules:-

- a. A 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 subjects of previous semester.
- b. A candidate who has taken admission in 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 in any number of subjects of previous semester.
- c. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

Note:

- (i) 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 generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.
- (ii) A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of **CGPA of 5.0**. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum **CGPA of 5.0**.

Award of Credits and Grades

16. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.
 - (i) The distribution of weightage/marks for each component shall be recommended by the respective Board of Studies and approved by Academic Council.
 - (ii) A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity.

as proposed by respective Board of Studies and approved by Academic Council.

For the award of degree minimum **Cumulative Grade Point Average (CGPA)** required is 5.0 and promotion to higher semester.

- (i) To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts separately of the subject. For practical examinations one external examiner from out side the institute shall always be there.
- (ii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum **CGPA of 5.0** as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of three theory/practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- (iii) Other than the provision of clause 17(ii) above, a candidate shall not be permitted to reappear in that examination, for improvement of division/Grade or for any other purpose.

(a) Theory Block

(i)	Quizzes, assignments and attendance.	-	15%
(ii)	Mid- semester tests	-	15%
(iii)	End-semester examination	-	70%
Total		-	100%

(b) Practical Block

(i)	Lab work and performance, quizzes, assignments and attendance	-	40%
(ii)	End- semester examination	-	60%
Total		-	100%

18. Practical training, and project work shall be treated as practical subjects.

- (i) In each semester, there will be normally three mid semester tests. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
- (ii) The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and

regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

- (iii) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

19. The grade sheet at the end of each even semester examination for students of A-B group (odd semester, for students of B-A group) shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA.
20. A candidate appearing in seventh semester after eighth semester (B-A group) will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

Condonation of Deficiency

21. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.
- (i) One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, 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 36.

Award of Division

22. Division shall be awarded only after the eighth (Seventh semester for candidates of B-A group) and final semester examination based on integrated performance of the candidate for all the four years as per followings details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} < 5.0$	Fail

23. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA Obtained} \times 100}{\text{CGPA Obtained}}$$

Duration of Semester

24. There shall be at least fourteen weeks of teaching in every semester.
25. One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
26. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% by the Dean of the faculty and a further 5% can be condoned by the Vice Chancellor of the University, respectively supported with satisfactory reasons.

Merit List

27. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.E. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

Maximum Duration of Completion of Course

28. The maximum duration for completion of the course shall be eight year. However, one mercy attempt shall be applicable on approval of Vice Chancellor.

Examination Centers

29. University examination centers will be notified by the university.
30. In matters of admission, attendance, and examination 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

31. 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.
32. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.
33. The Ordinance No. 14 (Bachelor of Engineering) notified vide notification no. 3/2012 dated 20th January 2012 shall be repealed.

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 offering M.Phil Programme.
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 three semesters (1 1/2 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 this course shall be decided by the University from time to time, subject to the approval of regulatory authority.
 - a. The basic unit of intake in a course will be 30 seats. Multiples of unit can also be set up.

Academic Year

7. There will be one academic cycles every year, from July to June.

Eligibility

8. A candidate who satisfies the following conditions can register for the M. Phil. Programme, as per UGC directive/Norms from time to time:
 - (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.

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) University will conduct entrance test followed by personal interview and will prepare a merit list depending upon Seats available.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (h) Admission procedure 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 Academic Council.

(b) Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the Academic Council and

(c) Such scheme of examination as prescribed, by the Academic Council 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 and half academic year i.e. three semesters. The syllabi for the programme shall be as decided by the Academic Council on the recommendation of BOS 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)	
I	Theory Paper First (Research Methodology) Common To All	70		30	100
	Theory Paper Second (Subject Specific)	70		30	100
	Computer Skill	70		30	100
II & III	Dissertation	SCRIPT 100		100*	200
TOTAL					500

* this will be a comprehensive oral examination from total subject knowledge till today and everybody from university may attend and ask the questions including external and guide.

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 200 marks and it shall be separately assessed and the weightage for Dissertation assessment shall be as follows:-

1. Dissertation - 100 marks

2. Comprehensive examination on the dissertation - 100 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 - 100 marks.

2. Comprehensive examination of dissertation - 100 marks.

16. The student shall submit his/her dissertation within a period of 18 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.

Allocation of Supervisor (Guide)

17. Eligible candidates shall be interviewed by the Departmental M. Phil. Committee of the concerned subject.
18. 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.
19. Number of M. Phil. students allotted to an M. Phil. Supervisor every academic year shall not be more than **five (05) or as per UGC Norms.**

Evaluation, Assessment Method and Submission of Dissertation

20. 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 Third Semester as per the provisions of the Examination Department.
21. The Dissertation based on research work shall be evaluated separately by (a) the Guide and (b) an External Examiner.
22. 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.
23. After receiving the External Examiner's report, the guide and the Departmental M.Phil Committee shall conduct the viva-voice examination. The average of marks awarded by the Committee members shall be awarded as marks of the viva-voice. Marks given by the external examiner shall be awarded as the Dissertation marks.
24. No External Examiner shall be given more than five dissertation for assessment in each academic year.
25. 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.
26. 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

27. 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

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

Passing Standard and Award of Division

29. (a) 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 for 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 will be required to secure at least 36% marks in the University examination separately in the term-end Theory exam. 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.

- (iv) There will be an external examiner to evaluate the project report. The minimum passing marks for project work (script) will be 50% separately.
- (v) Everybody from University may attend the comprehensive oral examination along with internal and external examiner. The minimum passing marks will be 50% separately.
29. (b) Division shall be awarded only after the Third semester examination, based on integrated performance of the candidate. 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
50% or above but less than 60%	-	Second Division
40% and above but less than 50%	-	Third Division

Merit Lists

30. 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.
31. Final merit list shall be declared by the University only after the main examination of the Third and final semester for each subject, on the basis of the integrated performance of all the semesters. The merit list shall include the first five candidates securing at least First Division and passing all semesters in single attempt.

Maximum Duration of Completion of Course

32. 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 three 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

33. University examination centers will be notified by the university.
34. 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

35. 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.
36. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.
37. The Ordinance No. 15 (Ordinance for M.Phil. Programme) notified vide notification no. 3/2012 dated 20th January 2012 shall be repealed.

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

Two Year (4 Semesters) Post Graduate Degree Course
(Under Credit based grading system)

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. **The ordinance shall be applicable to all the University teaching departments, under its jurisdiction who offer these courses.**
3. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.

Duration

4. M.Tech./M.Arch. shall be a full time Degree Programme. The duration of the course shall be of four semesters (Two years).

Intake & Fees

5. The intake and fees for each of these courses shall be decided by the University from time to time, subject to the norms of regulatory body.

Academic Year

6. There will be normally one academic cycle every year from July to June comprising two semesters i.e. July to Dec and Jan to June.

Eligibility

7. Every applicant for admission to the First Semester of M.TECH./M.ARCH.
 - (i) Shall have passed B.E./B. Tech/B.Arch. or equivalent examinations from the university /institutions recognised by the AICTE/UGC in

appropriate branch with at least 50% marks in aggregate at final year examination or any other qualification as recommended by AICTE/UGC for a particular course. Candidate belonging to reserved categories will get a relaxation of 5% in qualifying marks as mentioned above.

- (ii) Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score.
- (iii) Any student migrating from any other University recognized by the UGC shall be admitted in the institution provided that the provision of Para 16 of this ordinance will be applicable at the time of admission.

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 University may also conduct its own Entrance Examination for admission to this course.
- (d) 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.
- (e) 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.
- (f) The application form may be rejected due to any of the following reasons :
 - (i) The candidate does not fulfill the eligibility conditions
 - (ii) The prescribed fees is not enclosed.

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

Course Structure

9. 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 Academic Council of the University
 - b. Such job internship, lab work, practical, Industrial training, projects etc. as may be prescribed by the Academic Council of the University and
 - c. Such scheme of examination as prescribed, by the Academic Council of 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.
- 10.1 There will be 12 papers of 100 mark each, 4 practical's with viva of 50 marks each, Two seminars of 50 marks each and dissertation in two parts i.e. part I in third semester for 100 marks and final report Part II in fourth semester for 500 marks as per following distribution.

Semester	Theory	Practical	Seminar/Paper Presentation	Research Work/Dissertation
First	5	2	-	-
Second	5	2	-	-
Third	2	-	1	1
Fourth	-	-	1	1

Number of papers and marks distribution may be changed on recommendation of BOS by Academic Council.

Medium of Instructions and Examinations

11. The medium of instructions and examinations shall be English.

Examination Scheme

12. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- (a) Attended at least 75% of lectures / practical delivered.
 - (b) Paid all the fees due
 - (c) Obtained 'No Dues' certificate from the concerned Department/college.
 - (d) Submitted the job internship certificate / Project Report, if notified by the syllabus/scheme of examination.
 - (e) Received in-plant training if prescribed by the Syllabus/Scheme of examination.

Clause (a) above shall not be applicable to private/ex candidates

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 in the scheme.

- (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,

14. There will be one End term University Examination at the end of each semester consisting of end semester theory and practical.

These examinations will be designated as follows:

- a. During First Year

First Semester M. Tech/M.Arch Exam, Second Semester M. Tech/M.Arch Exam

- b. During Second Year

Third Semester M. Tech/M.Arch Exam, Fourth semester M. Tech/M.Arch Exam

15. The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in Nov-Dec. and April – May in each year.

Promotion to Next Semester & Failed Candidate

16. There shall be no supplementary or second examination in between the semester exam.
- 16.1 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from out side the institute shall always be there.
- 16.2 A candidate shall not be admitted in the third semester unless he/she has fully fails to score minimum of **grade D** likewise a candidate shall not be admitted in 4th semester unless he/she fully passed 2nd semester examination with minimum **CGPA of 5.0**.
- 16.3 Further, a candidate shall not be admitted in the third semester classes unless he/she has minimum **CGPA of 5.0** Likewise a candidate shall not be admitted in fourth semester classes unless he/she has minimum **CGPA of 5.0**.
17. A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over. After the result if he/she fails admission to higher semester will automatically cancelled with no claim.

Award of Credits and Grades

18. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council.
- 18.1 The distribution of weightage/marks for each component shall be Recommended by the respective Board of Studies and approved by Academic Council.
- 18.2 A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end- semester examinations and regularity.
- 18.3 For the award of degree minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.
- 18.4. If a candidate has passed all the subjects of an applicable year but has failed to score a minimum **CGPA of 5.0** as per requirement of clause above, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of three theory/practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)

- 18.5 Other than the provision of clause , a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

(a) Theory Block

(i)	Mid- semester tests Quizzes, assignments and attendance.	-	30%
(ii)	End-semester examination	-	70%
Total			100%

(b) Practical Block including Project/ Dissertation

(i)	Lab work and performance, quizzes, assignments and attendance	-	40%
(ii)	End- semester examination	-	60%
Total			100%

- 18.6 In each semester, there will be normally two mid semester tests for theory block. Number of tests can be reduced to one with approval of the Vice Chancellor.
- 18.7. Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.

W		O	Withdrawal
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- 18.8 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

here NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Condonation of Deficiency

19. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
20. One grace marks will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the M.Tech./M.Arch. Examination. This benefit will not, however, be available to a candidate getting advantage under clause 19.

Award of Division

21. Division shall be awarded only after the fourth and final semester examination based on integrated performance of the candidate for all the two years as per followings details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} < 5.0$	Fail

22. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}}}{5} \times 100$$

10

Merit List

23. Branch wise final merit list of first five (5) candidates in the order of merit shall be declared by the University only after the main examination of the fourth and final semester for M.Tech/M.Arch degree, on the basis of the integrated performance of all the two years. The merit list shall include the first five candidates securing at least first division and clearing every semester in first attempt.

Duration of Semester

24. There shall be at least fourteen weeks of teaching in every semester.
25. One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

Maximum Duration of Completion of Courses

26. The maximum duration of the course shall be four year. However, one mercy attempt shall be applicable on approval of Vice Chancellor.

Attendance

27. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the Dean Academic and Vice Chancellor of the University, respectively for satisfactory reasons.

Examination Centers

28. University examination centers will be notified by the university.
29. In matters of admission, attendance, and examination 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

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.
32. The Ordinance No. 17 (Master of Engineering/ Technology/Master of Architecture) notified vide notification no. 3/2012 dated 20th January 2012 shall be repealed.

ORDINANCE NO. 18

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

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 annual system. The programme is offered by the Faculty of Medical Sciences.
2. This course has a provision for multi-point entry/exit system. A candidate can take admission/exit to 1st or 2nd year. If candidates exit the course after passing 1st year he/she will be awarded Certificate in Medical Laboratory Technology (CMLT). If candidate exits the course after passing 2nd year, he/she will be awarded the Diploma in Medical Laboratory Technology (DMLT). If he/she passes 3rd year exam will be awarded B.Sc.(MLT).

Duration

3. The duration of this course of study shall extend over Three Years.

Intake & Fees

4. The intake and fees for this course shall be decided by the University from time to time.
 - a. The basic unit of intake in a course will be as per the approval granted from the M.P. Paramedical Council Norms. Multiples of this unit can also be set up.

Academic Year

5. There will be one academic cycle every year, from July to June.

Eligibility

6. Candidates seeking admission in the first year of the B.Sc.(MLT) course must have passed the Senior Secondary (12th) (Bio (PCB)) 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 considered 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, and 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, they 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/ her 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 Bachelor of Science in Medical Laboratory Technology [B.SC. (MLT)] in annual system shall consist of:
 - a. Such courses (papers) as prescribed by the University
 - b. Such j ' ' ' p, lab work, practical, in plant training, projects etc. as may be prescribed by the Unive
 - 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 year will not be less than 6 (six) and will not more than 10 (ten). Including of foundation course (if any).
13. Each subjects having one or two theory papers as recommended by the Board of Studies and approved by the Academic Council.

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 annual 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/ laboratory 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 year, 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 will 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 year & Failed Candidate

17. There shall be one supplementary or second examination in between the annual exam.
18. A candidate may provisionally continue his/her studies in higher class after the examinations of he/she appeared is over. However, his/her eligibility shall be evaluated only after the results declared at which he/she had appeared.
19. If a candidate fails in not more than one paper in any one annual 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 year.

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

20. A candidate clears all the subjects of 1st year examination or fails in one subject of the same will be allowed to the admission in the 2nd year.
21. A candidate clears all the subjects of 2nd year examination or fails in one subject of the same will be allowed to the admission in 3rd year.

Provided further, that if a candidate fails in some papers of earlier year and clears the final year, his result will be with held. A candidate will be awarded degree only in the year when he/she clears the papers of earlier year. In such situation, mark sheet for each year will be issued separately up to 3rd year and a composite mark sheet will be issued in the third year once the candidate clears all the papers.

Allocation of Division

22. Division shall be awarded only after the third and final year examination, based on integrated performance of the candidate for all the three years. The Division shall be awarded on the basis of Merit 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
36% and above but less than 48%	-	Third Division

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

Merit Lists

24. Merit list of first 10 candidates in the order of merit shall be declared at the end of each year 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 third and final year 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 years in single attempts.

Maximum Duration of Completion of Course

26. 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

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.
31. The Ordinance No. 18 (Bachelor of Science in Medical Laboratory Technology) notified vide notification no. 3/2012 dated 20th January 2012 shall be repealed.

Ordinance No. 21

**DIPLOMA COURSES (POLYTECHNIC ENGINEERING DIPLOMA)
SHIFT-I/SHIFT-II
THREE YEAR (SIX SEMESTER)
(Under Credit based Grading System)**

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 Diploma Certificates cover 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, Diploma in Food Processing.
 - b. These programmes will be offered by the Faculty of Engineering & Technology.
 - c. More Diploma programmes can be offered under this ordinance if the University so decides from time to time.
2. The ordinance shall be applicable to all the University teaching departments, under its jurisdiction who offer these courses.

Duration

3. The duration of these courses of study shall extend over three years (Six Semesters).

Intake & Fees

4. The intake and fees for each of these courses shall be decided by the University from time to time.

Academic Year

5. There will be normally one academic cycle for this course every year from July to June comprising two semesters i.e. July to Dec and Jan to June.

Eligibility

6. Candidates seeking admission to these courses should have qualifications as per the following:
- (i) Minimum qualification for admission to the first year Diploma course shall be the qualifying High School Certificate Examination (10th) scheme conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University.
 - (ii) Admission to Third Semester (Lateral entry to 2nd Years) will be available to Candidates who have qualified the ITI course (2 Years) in related branch from NCVT/Board of Technical Education or equivalent. 12th (with PCM) shall also be eligible for admission to third semester of Diploma course under lateral entry scheme.
 - (iii) Non-Resident Indian (N R I)/PIO/Foreign candidates shall also be eligible for admission to Diploma course in accordance with prevailing norms/directives, provided they satisfy the criterion of clause 6 above.
 - (iv) Any student migrating from any other University shall be admitted in the institution provided that the provision of para 16 of this ordinance will be applicable at the time of admission.

Admission Procedure

7. Admission under these courses will be made as follows:
- a. The eligible candidates as specified in clause (8) above should secure a place

in the merit list prepared by Vyapam, Bhopal for admissions to Diploma. or any other competent authority of the State Government of Madhya Pradesh/ Central Government.

- b. The University may also conduct its own entrance examination for admission to its Diploma courses, or directly admit based on the merit amongst candidates who have applied fulfilling eligible criteria or may utilize the list of results of such examination/test conducted by different State/National/Professional bodies.
- c. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
- d. 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.
- 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.

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

Course Structure

9. The Diploma courses in semester system shall consist of:
 - a. Such Courses (papers) as prescribed by the Academic Council of the University
 - b. Such job internship, lab work, practical, Industrial training, projects etc. as may be prescribed by the Academic Council of the University and

- c. Such scheme of examination as prescribed, by the Academic Council of the University from time to time.
10. The course curriculum of each course shall be recommended by the concerned board of study and approved by the Academic council of the University.
11. There will be **28 papers of 100 marks each, 28 practical with viva, of 50 marks each**, One Industrial Training of 50 marks and 2 project reports with viva of 100 marks, (Viva will be for 20%) distributed in different semesters as under.

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

Medium of Instructions and Examinations

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

Examination Scheme

13. No candidate shall be allowed to take up term-end Semester Examination unless one has:
- Attended at least 75% of lectures/practical delivered.
 - Paid all the fees due.
 - Obtained 'No Dues' certificates from concerned Department/college.
 - Submitted the job internship certificate/project Report, if required in the Syllabus/Exam Scheme.
 - Received Industrial training as prescribed in Syllabus/Exam Scheme.

Note- Clause (a) above shall not be applicable to Ex- candidates

14. There will be one term end University Examination at the end of each semester. These examinations will be designated as follows:
- a. During First Year
First Semester Diploma Exam, Second Semester Diploma, Exam
 - b. During Second Year
Third Semester Diploma Exam, Fourth semester Diploma Exam
 - c. During Third Year
Fifth semester Diploma Exam, Sixth semester Diploma Exam.
15. There will be a full examination at the end of each semester consisting of end Semester theory and practical examinations. The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in Nov-Dec. and April – May in each year.

Promotion to Higher Semester and Year

16. A candidate who has been admitted in the Diploma course will be promoted to higher class in accordance with the following sub rules:-
- a. A candidate who has appeared in First/Third Semester Examination will be promoted to the Second/fourth semester irrespective of the number of Courses (subjects) cleared by him/her.
 - b. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
 - c. A candidate who fails to score minimum of **grade D in more than eight subjects** (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
 - d. Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first ~~year~~ examination with minimum of **CGPA of 5.0**

Award of Credits and Grades

17. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.
18. The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by Academic Council of the University subject to such stipulation as given under:
19. A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end- semester examinations and regularly, as proposed by respective Board of Studies and approved by Academic Council of the University.
20. For the award of Diploma minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.
21. To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.
22. If a candidate has passed all the subjects of an applicable year but has failed to score a minimum **CGPA of 5.0** as per requirement of clause 22 and 25 above, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of five theory/practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
23. Other than the provision of clause 26 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

(a) Theory Block

(i)	Quizzes, assignments and attendance.	-	15%
(ii)	Mid- semester tests	-	15%
(iii)	End-semester examination	-	70%
Total		-	100%

(b) Practical Block

(i)	Lab work and performance, quizzes, assignments and attendance	-	40%
(ii)	End- semester examination	-	60%
Total		-	100%

24. Practical training, and project work shall be treated as practical subjects.
25. In each semester, there will be normally three mid semester tests for theory block. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
26. Each student, registered for a course, shall be awarded grade by the Controller Exam on the basis of marks obtained by him/her. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and attendance. The grades to be use and their numerical equivalentents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

27. The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

here NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

28. The grade sheet at end of each even semester examination shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 36 & 37 of this ordinance.
29. A candidate appearing in sixth semester will not be issued any Grade Sheet or Provisional Certificate until he/she has passed all the semesters without any backlog.

Condonation of Deficiency

30. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

31. One grace marks will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the Diploma Examination. This benefit will not, however, be available to a candidate getting advantage under clause 30.

Award of Division

32. Division shall be awarded only after the sixth and final semester examination based on integrated performance of the candidate for all the three years as per followings details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} < 5.0$	Fail

33. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}}}{10} \times 100$$

10

Duration of Semester

34. There shall be at least fourteen weeks of teaching in every semester.
35. One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
36. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% by the Dean Academics and a further 5% can be condoned by the Vice Chancellor of the University, respectively supported with satisfactory reasons.

Merit List

37. Branch wise final merit list of first ten (10) candidates in the order of merit shall be

declared by the University only after the main examination of the sixth and final semester for Diploma, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

Maximum Duration of Completion of Course

38. A candidate has to complete the entire course of Diploma within a maximum period of six years from the session of first admission. However one mercy attempt shall be applicable on the approval of Vice-Chancellor.

Examination Centers

39. University examination centers will be notified by the university.
40. In matters of admission, attendance, and examination 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

41. 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.
42. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.
43. The Ordinance No. 21 [Diploma Course (Polytechnic Engineering Diploma)] notified vide notification no. 3/2012 dated 20th January 2012 shall be repealed.

ORDINANCE NO. 26**ORDINANCE FOR FOUR YEARS
UNDER GRADUATE DEGREE COURSES IN NURSING (B.SC. (NURSING))
UNDER CHOICE BASED CREDIT SYSTEM (CBCS)****Course & Faculty**

1. This ordinance shall be applicable to four years under graduate degree course in nursing. This course shall be run on yearly system with six-month internship.
2. The ordinance shall be applicable to the University teaching departments/Institute /College of this University, who will offer this course.

Duration

3. The duration of these courses of study shall be extend over four years including six-month internship.

Intake & Fees

4. The intake and fees for this course shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body as per INC guidelines.
 - 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.
 - b. The fees will be charged from the students as per the approval of regulatory authority/government.

Academic Year

5. There will be one academic cycles every year, from July to June. It is as per INC guidelines.

Eligibility

6. A candidate shall be eligible for admission to B.Sc. (Nursing), if he/she is physically fit to carry out field work related with nursing activities and minimum age of admission shall be 17 years on or before 31st Dec of the year of admission:

- (a) Higher Secondary school certificate Examination (12 years course with PCBE i.e. Physics, Chemistry, Biology & English).

Or

Senior School Certificate Examination (10+2), Pre-degree Examination (10+2)

- (b) With 45% marks from a recognized board and 5% relaxation to SC/ST candidates.

Admission Procedure

Admission under this course 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 as per INC guidelines.
- (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 as per INC guidelines.

Course Structure

8. This under graduate course in Nursing will follow the yearly system as per INC guidelines:
 1. Such courses (papers) as prescribed by the University/Indian Nursing Council.
 2. Such job internship, lab work, practical, in hospital/nursing/institutions, training, projects hospital visit etc. as may be prescribed by the University and
 3. 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 as per INC guidelines.
10. A student shall be required to offer three types of papers for completing the requirements for the B.Sc.(Nursing) degree:
 - (i) Core papers (Theory Papers)
 - (ii) Experiential learning subjects (Practical i.e. clinical Practice).
 - (iii) Such scheme of examination as prescribed, by the University from time to time as per INC guidelines.
11. Each subjects having one or two theory papers as decided by the Board of Studies and as per Indian Nursing Council Guidelines.

Medium of Instructions and Examinations

12. The medium of instructions and examinations shall be English.

Examination Scheme

13. No candidate shall be allowed to take the term-end Year Examination unless one has:
 - (i) Attended at least 75% of lectures i.e. theory and 100% clinical training / practical delivered.
 - (ii) Paid all the fees due before examination.

- (iii) Obtained 'No Dues' certificate from the concerned Department/college.
- (iv) Submitted the job internship certificate / Project Report, as notified in Syllabus.
- (v) Received in-plant training as prescribed in syllabus.
- Clause (i) above shall not be applicable to ex-candidates.

14. There will be one term & University Examination at the end of each year.

These examinations will be designated as follows:

- a. During First Year
First Year B.Sc. (Nursing) Exam
- b. During Second Year
Second Year B.Sc. (Nursing) Exam
- c. During Third Year
Third Year B.Sc. (Nursing)
- d. During fourth Year
Four Year B.Sc. (Nursing) Exam

15. There will be a full examination at the end of each year consisting of theory and practical. The duration of examination period normally should not exceed 25 working days. The year examination will generally be held in April-May in each year.

Promotion to Next Year & Failed Candidate

There will be supplementary examination in between the year exam.

- 16. A candidate may provisionally continue his/her studies in higher year class after the examinations of the year he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of year are declared at which he/she had appeared.
- 17. If a candidate fails in supplementary exam papers, he/she will be allowed to keep the term (ATKT) and promoted to the next year up to third year. However, all papers need to be cleared before appearing in final examination.

(a) Passing Examination (First to fourth Year)

- 1. To pass an examination, candidate must obtain at least in 'D' Grade theory and in practical separately.
- 2. The candidate if fail in more than one/two subject in any nursing programme they can be promoted to next year. A candidate can take any number of attempts with condition that maximum period is as prescribed by each INC programme.
- 3. A candidate has to pass in theory and practical exam separately in each of the paper.

(b) Promotion to next higher Classes

- 1. If a candidate fails in either theory or practical paper he/she has to reappear for both the papers (Theory and practical)

Award of Credits and Grades

- (1) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council and the Board of Management. Only approved courses can be offered during any year.
- (2) The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by Academic Council and BOS of the University subject to such stipulation as given under:
- (3) A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid- year tests, field work, seminars, quizzes, end- year examinations, hospital training and regularity, as proposed by respective Board of Studies and approved by Academic Council and BOS of the University.
- (4) For the award of degree minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.
- (5) To pass a particular subject of the course the minimum required grade is 'D'. However, the candidate should also separately score minimum of grade 'D' in end-year examinations of theory and practical parts of the subject. Separately for practical examinations one external examiner from outside the institute shall always be there.
- (6) A candidate who fails to score minimum of **grade D in more than two subjects** (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- (7) Further, a candidate shall not be admitted in the fourth year classes unless he/she has fully passed the first year examination with minimum of **CGPA of 5.0**
- (8) In each year, there will be normally three mid-year tests including PUT for theory block. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
- (9) Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid-year test, end year exam and regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good

B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

18. The Year Grade Points Average (YGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$CGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Year for which YGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that year.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

here NC_j is the number of total credits offered in the j^{th} year, YG_j is the YGPA earned in the j^{th} year, where $j = 1, 2, \dots, m$, are the number of year in that course.

Award of Division

19. Division shall be awarded only after the 4th year for candidates after completing final year examination based on integrated performance of the candidate for all the four years as per followings details.

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division
$CGPA < 5.0$	Fail

20. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

Percentage marks scored = $\frac{\text{CGPA Obtained}}{10} \times 100$

10

Merit Lists

21. Merit list of first 10 candidates in the order of merit shall be declared at the end of each year from amongst the candidates who have passed in one attempt.
22. Final merit list shall be declared by the University only after the main examination of the fourth year exam and internship on the basis of the integrated performance of all the four years & internship marks. The merit list shall include the first ten candidates securing at least First Division and passing all year in single attempts.

Maximum Duration of Completion of Course

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

Examination Centers

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

General

25. Admission criteria and examination scheme will be as per INC guidelines.
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 as per INC guidelines.
28. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

ORDINANCE NO. 27

ORDINANCE FOR FOUR YEARS (EIGHT SEMESTERS) UNDER GRADUATE DEGREE COURSES IN AGRICULTURE (B.Sc. Ag.) UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

Course & Faculty

1. This ordinance shall be applicable to four years under graduate degree course in agriculture. This course shall be run on semester system.
2. The ordinance shall be applicable to the University teaching departments/Institute /School of this University, who will offer this course.

Duration

3. The duration of these courses of study shall extend over four years (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 every year from July to June.

Eligibility

6. A candidate shall be eligible for admission to B.Sc.(Ag.), if he/she is physically fit to carry out field work related with agricultural activities and has:
- (a) Passed the (10+2)/higher secondary examination from M.P.board of secondary education in Agriculture or in Science (with Physics, Chemistry and Mathematics/Biology) or any other equivalent examination recognized by the University/M.P. state govt.
- (b) 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.

Admission Procedure

7. Admission under this course 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. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.
- (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) Out of told seats available for admission in each Programme the seats will be reserved for SC/ST/OBC as per M.P. Govt rules.

Course Structure

8. This under graduate course in Agriculture which follows the semester system shall consist of:
- (a) Such courses (papers) as prescribed by the University
 - (b) Such job internship, lab work, practical, in field 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 recommended by the concerned Board of Studies faculty and approved by 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. A student shall be required to offer four types of papers for completing the requirements for the B.Sc. (Ag.) degree:
- (i) Core papers (Min. 3 and Max. 7 per semesters).
 - (ii) Optional/Elective/Skill Papers.
 - (iii) Experiential learning subjects.
 - (iv) Rural Agricultural Work Experience (RAWE).
11. Each subject shall have 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 in the Syllabus.

- (v) Received in-field training as prescribed in the syllabus.
 Clause (i) above shall not be applicable to private/Ex candidates.

14. There will be one term University Examination at the end of each semester.

These examinations will be designated as follows:

- (a) During First Year
 First Semester B.Sc. (Agriculture) Exam, Second Semester B.Sc. (Agriculture) Exam.
- (b) During Second Year
 Third Semester B.Sc. (Agriculture) Exam, Fourth semester B.Sc. (Agriculture) Exam.
- (c) During Third Year
 Fifth semester B.Sc. (Agriculture) Exam, Sixth semester B.Sc. (Agriculture.) Exam.
- (d) During fourth Year
 Seventh semester B.Sc. (Agriculture.) Exam, Eighth semester B B.Sc. (Agriculture.) Exam.

15. There will be a full examination at the end of each semester consisting of all the papers as per syllabus in theory and practical. Apart from continuous comprehensive examination (CCE)/internal assessment. The internal assessment will be held in the manner prescribed of the University from time to time.

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. A candidate, who has taken admission in odd 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 subjects of previous semester.
19. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
20. For passing the examination the candidate will be required to secure at least 'D' Grade in University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.

Provided further, that if a candidate fails in some papers 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 who clears all the subjects of 1st semester examination or fails in one or more subjects of the same, will be allowed admission in the 2nd semester.
2. A candidate who clears all the subjects of 2nd semester examination or fails in one or more subjects of the same, will be allowed admission in 3rd semester.
3. A candidate will not be admitted in 5th and higher semester unless he/she has passed 1st & 2nd semester completely. A candidates shall not be admitted in 7th semester unless he/she has passed 1st, 2nd, 3rd & 4th Semester.

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. 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 Seventh semester and a composite mark sheet will be issued in the Eighth semester once the candidate clears all the papers.

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawn

21. The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

here NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

22. The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 23 & 24 of this ordinance.
23. A candidate appearing in seventh semester after eighth semester will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

Award of Division

24. Division shall be awarded only after the eighth and final semester examination based on integrated performance of the candidate for all the four years as per followings details.

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division
$CGPA < 5.0$	Fail

25. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA Obtained} \times 100}{10}$$

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Merit Lists

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

Maximum Duration of Completion of Course

27. A candidate has to complete the entire course of under graduate degree within a maximum period of Eight 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. 28**ORDINANCE FOR FIVE YEAR (TEN SEMESTERS) DUAL DEGREE
INTEGRATED POST GRADUATE PROGRAMME IN ENGINEERING &
MANAGEMENT UNDER CHOICE BASED CREDIT SYSTEM (CBCS)****Course & Faculty**

1. This ordinance shall be applicable to all five years (ten semesters) dual degree integrated Post Graduate degree courses except those for which the university has separate ordinances. These courses shall be run on semester system.
 - a. The Five years (Ten Semesters) Integrated Post Graduate Programme shall be designated as Five Year Dual Degree Integrated Post Graduate Programme conducted by University Teaching Department (UTD) and abridged as 5 YDDIPG in various branches. The branches of study can be any of the branch in which the University has its UTD
 - b. The studies and examinations of these 5YDDIPG programmes shall be on the basis of Grading- Cum - credit system.
 - c. On the completion of the course the candidate shall be awarded Bachelor of Engineering (B.E.) and Master of Technology (M.Tech.) Degrees (i.e., B.E. + M.Tech.) or Bachelor of Engineering (B.E.) and Master of Business Administration (M.B.A.) Degrees (i.e., B.E. + M.B.A.), as the case may be.
 - d. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council. More programme can be offered under this ordinance on the recommendations of the Board of Studies/Faculty and approved by Academic Council and University.

Duration

2. The duration of these courses of study shall extend over ten semesters.

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 one academic cycles every year, from July to June.

Eligibility

5. Minimum qualification for admission to the first year 5YDDIPG shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary

Education or an equivalent examination from a recognized Board/ University or as decided by AICTE/University.

- (a) For first year 5YDDIPG in Biotechnology & Biomedical option will be available for Biotechnology or Biology instead of Chemistry as minimum qualification. Physics and Mathematics is compulsory for admission to any branch.
- (b) Admission to Third Semester (Lateral Entry to 2nd Year) will be available to Candidates who have passed the Diploma course in related branch of engineering from M.P. Board of Technical Education, Bhopal or equivalent. Subject to the eligibility by Academic section.
- (c) Non-Resident Indian (N R I)/PIO/Foreign candidates shall also be eligible for admission to 5YDDIPG in accordance with prevailing norms/directives, provided they satisfy the criterion of clause 5 above.
- (d) Any student migrating from any other University shall be admitted in the institution provided that the provision of para 15 of this Ordinance will be applicable at the time of admission.
- (e) 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.
- (f) Transfer of candidates from other programme/courses shall not be permitted in this five year integrated programme.

Admission Procedure

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

- (a) The eligible candidates as specified in clause 5(a) above should secure a place in the merit list prepared by PEB, Bhopal or JEEE or any other competent authority of the State Government of Madhya Pradesh/Central Government for admission to BE. The seats are to be reserved for various categories (SC/ST/OBC) as per M.P.G ovt rules at the time of admission.
- (b) The University may also conduct its own entrance examination for admission to its engineering courses or may utilize the list of results of such examination/Test conducted by different State/National/Professional bodies.
- (c) Enrolment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
- (d) 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 cycles every year. Alternately University may decide to conduct an Online/Offline admission test for which also notification in Newspaper, University Notice Board of University will be given.

- (e) 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.
- (f) 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.
- (g) If a candidate admitted provisionally under (c) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- (h) The application form may be rejected due to any of the following reasons :
 - o The candidate does not fulfil 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.
- (i) Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (j) Admission rules as framed by the University shall be applicable for all admissions from time to time.

Course Structure

7. The five years integrated post graduation 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.

8. 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.

a) During first year:

5 YDDIPG I semester, 5 YDDIPG II semester.

b) During second year:

5 YDDIPG III semester, 5 YDDIPG (integrated) IV semester.

c) During third year:

5 YDDIPG V semester, 5 YDDIPG VI semester.

d) During fourth year:

5 YDDIPG VII semester, 5 YDDIPG VIII semester.

e) During fifth year:

5 YDDIPG IX semester, 5 YDDIPG X semester.

9. Number of core subjects in a semester excluding elective will not be less than 3 (Three) and will not more than 5, including of foundation course (if any).
10. Each subjects having one or two theory papers as recommended by the Board of Studies/Faculty & approved by Academic Council.
11. Every candidates of this programme shall have to undertake a dissertation work (DW/Project). The topic of the dissertation shall be allotted at the end of the eighth semester examination. The topic shall be chosen from current innovative fields of importance. The allotment procedure shall be decided by the department of the concerned branch of the UTD.
12. The topic of dissertation work (DW/Project) once decided normally not be changed.

Medium of Instructions and Examinations

13. The medium of instructions and examinations shall be 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 in the syllabus.
- (v) Received in-plant training as prescribed in the syllabus.

Clause (i) above shall not be applicable to Ex-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) The Scheme of examination pattern will be as recommended by BOS/faculty and approved by Academic Council of the University.
- b) A candidate, who has taken admission 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 subjects of previous semester.
- c) A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- d) For passing the examination; the candidate will be required to secure at least D Grade in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper.
- e) There will be an external examiner to evaluate the project report. The minimum passing Grade for project work will be 'B'.

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. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 18. 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 examinations of the same semester.

- (1) A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the 2nd semester.
- (2) A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd semester.
- 3(i) A candidate shall not be admitted in the 3rd year (5th or 6th semester) unless he/she has fully passed/cleared all the papers in the 1st & 2nd semester with CGPA >5.0
- 3(ii) A candidate shall not be admitted in 4th year (7th or 8th semester) unless he/she has fully passed/cleared all the papers in the 1st, 2nd, 3rd & 4th semester with CGPA >5.0
- 3(iii) A candidate shall not be admitted in 5th year (9th or 10th semester) unless he/she has fully passed/cleared all the papers in the 1st, 2nd, 3rd & 4th, 5th & 6th semester with CGPA >5.0

Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. 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 Ninth semester and a composite mark sheet will be issued in the Tenth semester once the candidate clears all the papers.

The result of Tenth and final semester shall be declared only if the candidate has fully cleared all the previous semesters.

Allocation of Division

19. Division shall be awarded only after the Tenth and final semester examination based on integrated performance of the candidate for all the five years as per followings details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} < 5.0$	Fail

20. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}} \times 100}{\text{CGPA}_{\text{Maximum}}}$$

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Credit Based Grading System

Grade	% Marks range (based on absolute marks)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

1. The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$\text{CGPA} = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

here NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

21. Kulpati Grace of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.
22. If a candidate has passed all the subjects of the Programme in tenth semester but has failed to score a minimum CPGA=5.0 as per the requirement of rule 19 above, such a candidate shall be permitted to cover up the short fall in requisite marks by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.
23. Other than the provision of rule 21 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

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. Branch wise final merit list shall be declared by the University only after the main examination of the final semester for each degree, on the basis of the integrated performance. 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 dual degree integrated Post Graduate degree courses within a maximum period of ten 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. 29**ORDINANCE FOR THREE YEARS (SIX SEMESTERS)
UNDER GRADUATE DEGREE COURSES IN VOCATIONAL
EDUCATION (B.VOC.) UNDER CHOICE BASED CREDIT SYSTEM
(CBCS)*****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 covers under this ordinance are Bachelor of Vocational Education (B. Voc.) in Computer Applications (B.VOC. (CA)).
 - b. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
 - c. More degree programmes can be introduced under this ordinance on the recommendations of the Board of Studies and Academic Council.
2. The course titled as B. Voc. (Selected Field/Vocation) shall be offered with a multi-level entry and exit (modular) structure that gives exit option after every year with employable skill at the end of each module.
3. The certification levels will lead to Diploma/Advanced Diploma/B. Voc. Degree in one or more vocational areas and will be offered under the aegis of the University. This is out-lined in Table I.

Table 1: Awards		
Award	Duration	Corresponding NSQF level
Diploma	1 Year	5
Advanced Diploma	2 Years	6
B.Voc. Degree	3 Years	7

Each of the awards shall specify within parenthesis, the Skill(s) specialization for example:

- B. Voc. (Renewably Energy Management)
- B. Voc. (Retail Management)
- B. Voc. (Retail Management and IT)
- Advanced Diploma (Food Processing)
- Advanced Diploma (Health Care)
- Advanced Diploma (Hospitality and Tourism)
- Diploma (Green House Technology)
- Diploma (BPO)
- Diploma (Jewellery Designing)

Duration

4. 6 Semesters (3 years). This three year full time programme is divided into six semesters, each of 14 weeks including assessment. In addition all students are expected to undergo on job training / project work for 4-8 weeks every semester that may continue partly during summer / winter breaks.
5. The course B. Voc. (Selected Field/Vocation) shall be offered with a multi-level entry and exit (modular) structure that gives exit option after every year with employable skill at the end of each module as specified earlier.

The three year modules are as under:

(a) Diploma in the selected course. (after completion of One Year)

Outcome: A person having adequate skills to work as an Assistant to a professional in the respective field.

(b) Advanced Diploma in the selected course (after completion of Two Year)

Outcome: A person having adequate skills to work as 'Technical Assistant' to a professional in the respective field.

(c) B. Voc. (Selected Field) (after completion of Three Year)

Outcome: A person having skills to work as a Technical Associate to a professional in the selected field or work as a 'multi-tasking' technical person in an organization serving the selected trade.

A separate list of outcomes of the offered stream/vocation shall be prepared and published in the respective prospectus of the offered course. This list shall be prepared as per the NOS and NSQF standards.

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.

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 one academic cycles every year, one from July to June.

Eligibility

8. Candidates seeking admission to the First Year of this courses must have passed the Senior Secondary (12th) examination from M.P. board of secondary education or any recognized Board or an equivalent,
9. This course shall be offered as Multilevel entry and exit course, as specified by the UGC guidelines, therefore, lateral entry may be offered in the second and third year of the programme to external candidates who have undertaken courses deemed to be equivalent to the 1st year / 2nd year of the programme offered and are able to qualify the skill equivalency test organized by the concerned school in which admission is required.
10. 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.
11. Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

Admission Procedure

12. 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. The seats will be reserved for SC/ST/OBC as per M.P. Govt. rules at that time
- (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 :
 - i. The candidate does not fulfill the eligibility conditions
 - ii. The prescribed fees is not enclosed.
 - iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - iv. 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

13. The under graduate course in Vocational Education shall be offered in the semester system scheme and 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.
14. The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components. Curriculum details should be worked before introduction of the courses.
15. The curriculum shall be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet the level descriptors for level 5, 6 and 7 of NSQF, respectively:

(a) Skill Development Components:

- (i) The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements.
- (ii) The curriculum should necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOSs.
- (iii) The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- (iv) In case NOS is not available for a specific area / job role, the university/college should get the curriculum for this developed in consultation with industry experts.
- (v) The curriculum should also focus on work-readiness skills in each of the three years.
- (vi) Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

(b) General Education Component:

- (i) The general education component should adhere to the normal university standards. It should emphasise and offer

courses which provide holistic development. However, it should not exceed 40% of the total curriculum.

(ii) Adequate emphasis should be given to language and communication skills.

16. Number of core subjects in a semester will not be less than 4 (four) and will not more than 6, including of foundation course (if any).
17. 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.
18. Each subjects having one or two theory papers as decided by the Board of Studies.
19. The course offered in B. Voc. Scheme shall have the (CBCS) Credit systems.

Medium of Instructions and Examinations

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

Examination Scheme

21. 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 in the syllabus.
 - (v) Received in-plant training as prescribed in the syllabus.Clause (i) above shall not be applicable to private candidates
22. 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.

23. End of Semester Assessment (Term End examination) will carry 50 percent marks,
24. For passing the examination the candidates will have to secure 'D' Grade in Theory and Practicals separately.
25. There will be an external examiner to evaluate the practical & project report. The minimum passing marks for practical & project work will be 50%. University may also consider using the designated assessors of Sector Skill Councils/industry associations for the conduct of practical assessment.

Assessment

26. Keeping in view the goal of technical and employability skills enhancement, the manner and form of end of course assessment will be significantly different from the regular educational programmes of the University. The course instructor depending on the demands of the course will decide and explain to the students the evaluation criterion and method of assessment. Opportunity will be given to students to improve their results in case his/her work falls short of the minimum prescribed criterion. The broad framework for each course is given with the detailed syllabus.

Promotion to Next Semester

27. There shall be no supplementary or second examination in between the semester exam.
28. 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.
29. A candidate who has been admitted in the Diploma course will be promoted to higher class in accordance with the following sub rules:-
 - (a) A candidate who has appeared in First/Third Semester Examination will be promoted to the Second/fourth semester irrespective of the number of Courses (subjects) cleared by him/her.
 - (b) A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear

qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

- (c) A candidate who fails to score minimum of **grade D in more than eight subjects** (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- (d) Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of **CGPA of 5.0**

Award of Credits and Grades

- 30. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.
- 31. The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by Academic Council of the University subject to such stipulation as given under:
- 32. A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularly, as proposed by respective Board of Studies and approved by Academic Council of the University.
- 33. For the award of Diploma minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.
- 34. To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of

grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.

35. If a candidate has passed all the subjects of an applicable year but has failed to score a minimum **CGPA of 5.0** as per requirement of clause 22 and 25 above, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of five theory/practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects).
36. Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. 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

Credit Based Grading System

Grade	% Marks range (based on absolute marks)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

here NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

Condonation of Deficiency

37. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
38. One grace marks will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the B. Voc Examination. This benefit will not, however, be available to a candidate getting advantage under clause 35

Award of Division

CGPA Score	Divisions
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$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} < 5.0$	Fail

39. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}} \times 100}{10}$$

Duration of Course

40. There shall be at least fourteen weeks of teaching in every semester.
41. One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
42. A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
43. The maximum duration of the course shall be six year. However, one mercy attempt shall be applicable on approval of Vice Chancellor.

Merit List

44. Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B. Voc degree, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

Attendance

45. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% by the Dean Academics and a further 5% can be condoned by the Vice Chancellor of the University, respectively supported with satisfactory reasons.


Maximum Duration of Completion of Course

46. A candidate has to complete the entire course of B. Voc degree within a maximum period of six years from the session of first admission.

Examination Centers

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

General

48. In matters of admission, attendance, and examination 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.
49. 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.
50. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.
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ORDINANCE NO.30**ORDINANCE FOR TWO YEARS (FOUR SEMESTERS) POST GRADUATE DEGREE COURSES IN VOCATIONAL EDUCATION (M.VOC.) UNDER CHOICE BASED CREDIT SYSTEM (CBCS)****1.0 Course & Faculty**

1.1 This ordinance shall be applicable to two years post graduate degree course having multiple-entry and multiple-exit as per UGC Guidelines except those for which the university has separate ordinances. The courses shall be run on semester system and CBCS pattern.

1.2 At present the degrees covered under this ordinance are "Master of Vocational education (M.VOC) in (i) Computer application. (ii) Renewable energy. (iii) Retail management. (iv) Food processing. (v) Hospitality and tourism. (vi) Wind energy. (vii) Solar energy. (viii) House wiring. (ix) Electric machines winding. (x) Automobiles. (xi) Construction technology. (xii) Electronic circuit. (xiii) Medical equipments. (xiv) Animal husbandry. (xv) Audits and accounts.

1.3 These programmes are to be offered by concerned faculty. The syllabus and scheme of examination will be prepared by Board of Studies and approved by academic council.

1.4 The course titled as M.VOC (selected field) shall be offered with a multi-level entry and exit structure that gives exit option after every year with employable skill at the end of each module.

1.5 The first and second semester (one year) will lead to PGD (selected field) and third and fourth semester (second year) will lead to PG Degree.

Each of the awards shall specify within the parenthesis the skill specialization.

1.5.1 Post-graduate diploma in selected skill (After completion of one year).

1.5.2 Master Degree in selected skill (After completion of two years).

2.0 Intake & Fees

2.1 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 authority. At present there will be 60 seats.

2.2 The fees for each of these courses will be as per the approval granted by the regulatory authority / M.P Govt.

3.0 Academic Year

3.1 There will be one academic cycle every year of two semesters from July to June.

4.0 Eligibility

4.1 A candidate seeking admission to the first year of these courses must be a graduate in B.Voc from any recognized university or equivalent in relevant field as per the norm of UGC.

- 4.2 These courses shall be offered as multi-level entry and exit as per UGC guidelines. Hence lateral entry in second year will also be offered.
- 4.3 Candidates appearing for graduate examination and awaiting for their results can apply for admission. However they have to provide proof of passing the examination within 30 days of admission.

5.0 Admission Procedure

Admission under this course shall be made as follows:

- 5.1 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.
- 5.2 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.
- 5.3 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.
- 5.4 If a candidate admitted provisionally under above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 5.5 The application form may be rejected due to any of the following reasons :
- 5.1.1 The candidate does not fulfill the eligibility conditions
 - 5.1.2 The prescribed fees is not enclosed.
 - 5.1.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - 5.1.4 Supporting documents for admission are not enclosed.
- 5.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

- 5.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

6.0 Course Structure

- 6.1 The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components. Curriculum details will be worked before introduction of the courses.

- 6.2 The above subject of post graduate course in Vocational Education shall be offered in the semester system scheme and shall consist of:

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

- 6.3 The curriculum in each of the years of the programme would be a suitable mix of general education and skill development components. Curriculum details will be worked before introduction of the courses.

- 6.4 The curriculum shall be designed in a manner that at the end of year students is able to meet the level descriptors.

6.5 Skill Development Components:

- 6.5.1 The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries/employer as per their requirements.
- 6.5.2 The curriculum should necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning employer outcomes specified in the NOSs.
- 6.5.3 The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- 6.5.4 In case NOS is not available for a specific area / job role, the university should get the curriculum for this developed in consultation with employer.
- 6.5.5 The curriculum should also focus on work-readiness skills in each of the two years.
- 6.5.6 Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

6.6 General Education Component:

- 6.6.1 The general education component should adhere to the normal university standards. It should emphasis and offer courses which provide holistic development. However, it should not exceed 40% of the total curriculum.
- 6.6.2 Adequate emphasis should be given to language and communication skills.
- 6.7 Number of core subjects in a semester will not be less than 4 (four) and will not more than 6, including foundation course (if any).
- 6.8 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.
- 6.9 Each subject having one or two theory papers as decided by the Board of Studies.
- 6.10 The course offered in M. Voc. Scheme shall have the (CBCS) Credit systems.

7.0 Medium of Instructions and Examinations

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

8.0 Examination Scheme

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

- 8.1.1 Attended at least 75% of lectures / practical delivered.
- 8.1.2 Paid all the fees due
- 8.1.3 Obtained 'No Dues' certificate from the concerned Department/college.
- 8.1.4 Submitted the job internship certificate / Project Report, as notified in the syllabus.
- 8.1.5 Received in-plant training as prescribed in the syllabus.

8.2 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.

- 8.3 End of Semester Assessment (Term End examination) will carry 50 percent marks,
- 8.4 For passing the examination the candidates will have to secure 'D' Grade in Theory and Practicals separately.
- 8.5 There will be an external examiner to evaluate the practical & project report

9.0 Assessment

9.1 Keeping in view the goal of technical and employability skills enhancement, the manner and form of end of course assessment will be significantly different from the regular educational programmes of the University. The course instructor depending on the demands of the course will decide and explain to the students the evaluation criterion and method of assessment. Opportunity will be given to students to improve their results in case his/her work falls short of the minimum prescribed criterion. The broad framework for each course is given with the detailed syllabus.

10.0 Promotion to Next Semester

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

10.2 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.

10.2.1 A candidate who has appeared in First/Third Semester Examination will be promoted to the Second/fourth semester irrespective of the number of Courses (subjects) cleared by him/her. A candidate failing in more than four subjects (Theory and Practical will be treated separately) will not be allowed to take admission in next year.

10.2.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

10.2.3 A candidate will not be admitted in the next year who do not secure CGPA of 5.0.

11.0 Award of Credits and Grades

11.1 Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any semester.

11.2 The distribution of weightage/marks for each component shall be decided by the respective Board of Studies and approved by Academic Council of the University subject to such stipulation as given under:

11.3 A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end- semester examinations regularly, as proposed by respective Board of Studies and approved by Academic Council of the University.

11.4 For the award of Diploma minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.

11.5 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations in each theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.

- 11.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum **CGPA of 5.0** as per requirement of clause 10.2.3 above, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of two theory/practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects).
- 11.7 Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. 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. Composite mark sheet will be issued in the Fourth semester once the candidate clears all the papers

12.0 Allocation of Division

12.1 Credit Based Grading System

Grade	% Marks range (based on absolute marks) system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete
W		0	Withdrawn.

- 12.2 The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

- 12.3 Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

here NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that course.

13.0 Condonation of Deficiency

- 13.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- 13.2 One grace marks will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the M.Voc Examination. This benefit will not, however, be available to a candidate getting advantage under clause 13.1.

14.0 Award of Division

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	Second Division
$\text{CGPA} < 5.0$	Fail

14.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}} \times 100}{10}$$

15.0 Duration of Course

- 15.1 There shall be at least fourteen weeks of teaching in every semester.
- 15.2 One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 15.3 The maximum duration of the course shall be four year. However, one mercy attempt shall be applicable on approval of Vice Chancellor.

16.0 Merit List

- 16.1 Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the fourth and final semester for M. Voc 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 clearing final year (both semesters) in first attempt.

17.0 Attendance

- 17.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 10% by the Dean and a further 5% can be condoned by the Vice Chancellor of the University, respectively supported with satisfactory reasons.

18.0 Maximum Duration of Completion of Course

- 18.1 A candidate has to complete the entire course of M. Voc degree within a maximum period of four years from the session of first admission.

19.0 Examination Centers

- 19.1 University examination centers will be notified by the university.

20.0 General

- 20.1 In matters of admission, attendance, and examination 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.
- 20.2 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.
- 20.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

ORDINANCE NO. 31**ORDINANCE FOR IMPLEMENTING CBCS(CHOICE BASED CREDIT SYSTEM) IN ALL THE PROGRAMMES OF UNIVERSITY (CBCS)*****Jurisdiction***

1. This ordinance shall be applicable and surpass all the University teaching departments under its jurisdiction who offer the courses governed by all the Ordinances No. 7 to No. 30.
2. All the sections subsections contrary to this ordinance in Ordinances No. 7 to 30 will be repealed and substituted by the relevant section of this ordinance.
3. All the sections/subsections not provided in this ordinance and are in Ordinances No. 7 to 30 will remain as it is.

Award of Credits/Grades and Exam Scheme

4. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies/faculties and shall be approved by the Academic Council. Only approved courses can be offered during any semester.
 - (i) The distribution of weightage/marks for each component shall be recommended by the respective Board of Studies/faculties and approved by Academic Council.
 - (ii) A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end- semester examinations and regularity, as proposed by respective Board of Studies/faculties and approved by Academic Council.
5. For the award of degree and promotion to higher semester minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.
 - (i) To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts separately of the subject. For practical examinations one external examiner from out side the institute shall always be there.
 - (ii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum **CGPA of 5.0** as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of three theory/practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
 - (iii) Other than the provision of clause (ii) above, a candidate shall not be permitted to reappear in that examination, for improvement of division/Grade or for any other purpose.

(a) Theory Block

- | | | |
|--------------------------------------|---|-----|
| (i) Attendance aptitude& Discipline. | - | 15% |
| (ii) Class Tests/Assignments/Quizes | - | 15% |

(iii)	Minor (Mid- semester test One)	-	20%
(iv)	Major (End-semester examination)	-	50%
Total		-	100%

(b) Practical Block

(i) Lab work and performance, quizzes,

assignments and attendance - 50%

(ii) End- semester examination - 50%

Total	-	100%
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6. Practical training, and project work shall be treated as practical subjects.

- (i) In each semester, there will normally be one mid semester test and 4 class tests. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
- (ii) The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

- (iii) The Semester Grade Points Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Semester for which SGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

where NC_j is the number of total credits offered in the j^{th} semester, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semesters in that programme.

7. Credit earned in particular course will be

Credits earned = Grade point X Total Credits assigned to particular course

Condonation of Deficiency

8. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

- (i) One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor.

Award of Division

9. Division shall be awarded only after the final semester and final semester examination based on integrated performance of the candidate for all the four years as per followings details.

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honours
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division
$CGPA < 5.0$	Fail

10. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{CGPA_{\text{Obtained}} \times 100}{10}$$

ORDINANCE NO. 32
BACHELOR OF PHYSIO THERAPY (B.P.T.)
FOUR AND HALF YEARS PROGRAM

Course & Faculty

1. This ordinance shall be applicable to Bachelor of physiotherapy, four and half years under graduate degree program. This program shall be run on annual system. The program is offered by the Faculty of Medical Sciences.

Duration

2. The duration of course of study shall extend over Four and half years.

Intake & Fees

3. The intake and fees for this program shall be decided by the University from time to time subject to the approval of regulatory authority
 - a. The intake in the program shall be as per the approval granted by Govt. of M.P. (Medical Education dept.)
 - b. The fees for this program will be decided by the university from time to time subject to the approval of regulatory authority.

Academic year

4. There will be one academic cycle every year, from July to June.

Eligibility

5. Candidates seeking admission in the first year of B.P.T. Program must have passed Senior Secondary [(12th) (Bio), (PCB)] examination from any recognized Board or an equivalent as decided by M.P.Paramedical council.

Admission Procedure

6. Admission under these courses will be done as follows.

- a. The University will issue admission notifications in news papers, and on the University's website, notice board of the university and 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, they 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/her will be cancelled.
- e. The application form may be rejected due to any of the following reasons:
 - (1) The candidate does not fulfill the eligibility conditions.
 - (2) The prescribed fee is not enclosed.
 - (3) The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - (4) 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

7. The Bachelor of physiotherapy [B.P.T.] shall consist of such theory and practical as recommended by paramedical council.
 - a. Such courses (papers) as prescribed the University, on the recommendation of Paramedical council.

- b. Such lab work, practical, in plant training, projects etc. as may be prescribed by the University, on the recommendation of Paramedical council.
 - c. After study and passing all examinations of four years and successfully completing the internship of 6 months duration in a approved hospital the degree will be awarded to the candidate.
 - d. Such scheme of examination as prescribed, by the university from time to time, on the recommendation of Paramedical council.
8. The program curriculum of each course shall be recommended by the concerned Board of Studies/faculty and approved by Academic council of the University. The Academic council of the university on the recommendation of the concerned Board of Studies/faculty may change number of papers and/or marking scheme of the course after the due approval of vice chancellor, on the recommendation of Paramedical council.
 9. The curriculum and marking scheme of the program should be same as recommended by paramedical council.
 - 9.1 The 6 months of Rotational internship shall be covered in the following manner will change in future on the recommendation of Paramedical council.

S.NO	Department	Period
1.	Physiotherapy & Rehabilitation Medicine OPD (including Pediatrics to Geriatrics cases)	1 month
2.	Orthopedic wards and OPD	1 month
3.	Neurology and Neurosurgery wards (including Neuro ICU)and OPD	1 month
4.	Cardio-respiratory Medicine & Surgery ward and OPD	1 month
5.	General Medicine and Pediatric wards (including NICU and ICCU) and OPD	1 month
6.	General Surgery wards (including Burns, OBG)	1 month

9.2 Issue of Internship Completion Certificate :

Every candidate, after successful completion of Six months Rotatory Internship shall be eligible for Internship ~~Completion~~ Certificate, issued by HOI.

10. SCHEME OF COURSE / EXAMINATION

10.1 Scheme of Teaching Schedule (for each academic year) at present. But will change on the recommendation of M.P. Paramedical council in future.

Subject	Theory Min.Hrs.	Practical Min.Hrs	Clinical/Lab Posting	Total Hrs.
FIRST YEAR				
Human Anatomy	140	60	-	200
Human Physiology	140	60	-	200
Bio Electrical Modalities	80	-	-	80
Biomechanical	80	-	-	80
Psychology And Sociology	60+60	-	-	120
*Applied English	60	-	-	60
*First aid and Basic Nursing	60	20	-	80
SECOND YEAR				
Biochemistry & Pharmacology	60+60	-	-	120
Pathology & Microbiology	60+60	-	-	120
Gen.Surgery / Obs / Gynea / ENT / Opth	100	20	30	150
General Medicine	100	20	30	150
Orthopedics	100	20	30	150
Electrotherapy	100	100	-	200
Exercise Therapy including Yoga	100	100	-	200
THIRD YEAR				
Neurology, Neurosurgery, Cardio-thoracic Disease & Surgery	120	20	40	180
Physiotherapeutic-I (Physiotherapy in Orthopedics)	120	100	30	250
Physiotherapeutic-II (Physiotherapy in Neurology & Neurosurgery)	120	100	30	250

Physical Evolution	120	80	-	200
Biomechanics & Bio-Engineering	60+60	-	-	120
*Occupational Therapy & Speech Therapy	10+10	-	-	20
*Observatory Clinical Posting	-	-	100	100
FOURTH YEAR				
Physical diagnosis & Prescription	80	40	-	120
Physiotherapy in Cardiothoracic Conditions	120	80	60	260
Sports Physiotherapy	120	80	60	260
Community Medicine, Community PT, Field visits and Physiotherapy Ethics	60+60	-	40	160
Rehabilitation Therapy & Biostatistics	40+40	-	20	100
*Project	-	-	-	40
*Clinical Posting	-	-	300	300
*Clinical Research Methodology	20	-	-	20
*Computer Sciences	20	40	-	60

*Non Examination (Subsidiary) subjects

Medium of Instruction and Examinations

11. The medium of instructions and examinations shall be English.

Examination Scheme

12. No candidate shall be allowed to take the term-end annual 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 in the syllabus.
- Received in-plant training/laboratory/Hospital as prescribed in the syllabus.

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

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) For passing the examination; the candidate will be required to secure at least 50% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper.

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

14. Scheme of Examination

The scheme given is applicable at present. It will change as per the recommendation of Paramedical council in future if any.

FIRST YEAR

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1.	Human Anatomy	20	20	100	20	40	200
2.	Human Physiology	20	20	100	20	40	200
3.	Bio Electrical Modalities	20	--	80	--	--	100
4.	Biomechanical	20	--	80	--	--	100
5.	Psychology And Sociology	20	--	80	--	--	100

SECOND YEAR

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1.	Biochemistry & Pharmacology	20	--	80	--	--	100
2.	Pathology & Microbiology	20	--	80	--	--	100
3.	Gen.Surgery / Obs / Gynea / ENT / Opth	20	80	--	--	100	200
4.	General Medicine	20	80	--	--	100	200
5.	Orthopedics	20	20	100	20	40	200
6.	Electrotherapy	20	20	100	20	40	200

7.	Exercise Therapy including Yoga	20	20	100	20	40	200
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THIRD YEAR

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1.	Neurology, Neurosurgery, Cardio-thoracic Disease & Surgery	20	--	80	--	--	100
2.	Physiotherapeutic-I (Physiotherapy in Orthopedics)	20	20	100	20	40	200
3.	Physiotherapeutic-II (Physiotherapy in Neurology & Neurosurgery)	20	20	100	20	40	200
4.	Physical Evolution	20	20	100	20	40	200
5.	Biomechanics & Bio-Engineering	20	20	100	20	40	200

FOURTH YEAR

S.No.	Subject	Internal Assessment		University Examination			Total
		Theory	Practical	Theory	Viva	Practical	
1.	Physical diagnosis & Prescription	20	20	100	20	40	200
2.	Physiotherapy in Cardiothoracic Conditions	20	20	100	20	40	200
3.	Sports Physiotherapy	20	20	100	20	40	200
4.	Community Medicine, Community PT, Field visits and Physiotherapy Ethics	20	--	80	--	--	100
5.	Rehabilitation Therapy & Biostatistics	20	--	80	--	--	100
6.	* Computer Science	There will no Examination.					

Promotion to Next year & Failed Candidate

15. There shall be one supplementary or second examination in between the annual examinations.

Award of Credits and Grades

16. Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved can be offered during any year.
17. The distribution of weightage/marks for each component shall be decided by the respective Board of Studies/faculty and approved by academic Council, of the University subject to such stipulation as given under:
18. A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-year tests, field work, seminars, quizzes, end-year examinations, hospital training and regularity, as proposed by respective Board of Studies/faculty and approved by Academic Council of the University.
19. For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
20. In each year, there will normally be three mid-year tests including PUT for theory block. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
21. Each student, registered for a program, shall be awarded grade by the university for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments quizzes, laboratory work, class work, mid-year test, end year exam and regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grad	% Marks Range Based	Grad Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	09	Excellent
B+	71-80	08	Very Good
B	61-70	07	Good
C+	51-60	06	Average
C	41-50	05	Fail
D	31-40	04	Fail
F	30 & Below	0	Fail
I		0	Incomplete
W		0	Withdrawal

22. The year Grade Point Average (YGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$\sum_{i=1}^n c_i p_i$$

$$YGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

$$\sum_{i=1}^n c_i$$

Where C_i is the number of credits offered in the i^{th} Subject of a Year for Which YGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i=1,2,\dots,n$, are the number of subjects in that year.

$$\sum_{j=1}^n SG_j NC_j$$

$$CGPA = \frac{\sum_{j=1}^n SG_j NC_j}{\sum_{j=1}^n NC_j}$$

$$\sum_{j=1}^n NC_j$$

Here NC_j is the number of total credits offered in the j^{th} year, YG_j is the YGPA earned in the j^{th} year, Where $j=1,2,\dots,n$, are the number of year in that course.

Award of Division

23. Division shall be awarded only after the 4th year for candidates after completing final year examination based on integrated performance of the candidate for all the four years as per followings details.

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honors
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	Second Division
$CGPA < 5.0$	Fail

24. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained} \times 100}{10}$$

Merit Lists

25. Merit list of first 10 candidates in the order of merit shall be declared at the end of each year from amongst the candidates who have passes in one attempt.
26. Final merit list shall be declared by the University only after the main examination of the fourth and final year 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 years in single attempts.

Maximum Duration of Completion of program

27. A candidate has to complete the entire course of under graduate degree within a maximum period of seven 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. 33
ORDINANCE FOR THREE YEAR B.ED. (PART TIME)
UNDER GRADUATE DEGREE PROGRAM,
UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

Course & Faculty

1. This ordinance shall be applicable to all three years and under Graduate degree courses except those for which the university has separate ordinances. These courses shall be run on yearly system.
 - (a) At present the Degree Under this Ordinance is Bachelor of Education (Part Time) three years program (B.Ed.)
 - (b) This program is offered by concerned faculty approved by the Board of studies/faculty and Academic Council.
 - (c) More degree programs can be offered under this ordinance on the recommendations of the Board of studies / faculty.
2. The ordinance shall be applicable to the University teaching departments/institute /School of this University.

Duration

3. The duration of these courses of study shall be minimum three years and maximum five years.

Intake & Fees

4. The intake and fees of this course shall be decided by the Board of Management of the University from time to time.
 - (a) The basic unit of intake in a course will be 50 seats. Multiples of this unit can also be set up, subject to the approval of regulatory authority.

Academic Year

5. There will be one academic cycles every year, from July to June.

Eligibility

6. Candidate seeking admission to these courses must have passed the graduation program as specified below from any recognized University or an equivalent body.
 - (a) B.Ed. (Part Time) - passed graduate examination with any subject from any recognized University or equivalent as per NCTE norms.

Candidates appearing for their final year 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 this course will be made as follows:

- (i) 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.
- (ii) 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.
- (iii) 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.
- (iv) If a candidate admitted provisionally under(c) above could not obtain the marks to fulfill the requirements & criteria of the admission, the provisional admission granted to him will be cancelled.
- (v) The application form may be rejected due to any of the following reasons:
 - The candidate does not fulfill the eligibility conditions
 - The prescribed fees are 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.
- (vi) Enrollment/registration number will be assigned to the student by the university after verification submission of all the necessary documents/fees.
- (vii) Admission rules as framed by the university shall be applicable for all admissions from time to time.

Course Structure

8. This under graduate course in yearly system shall consist of:

1. Such courses (papers) as prescribed by the University
2. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and

3. Such scheme of examination as prescribed, by the University from time to time as per course structure of B.Ed. part time programme.
9. The course curriculum of each course shall be recommended by the concerned Board of Studies/faculty approved by the Academic council of the University. The Academic council of the University on the recommended of the concerned Board of Studies/faculty may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.

Medium of Instructions and Examinations

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

Examination Scheme

11. No candidate shall be allowed to take the term-end Yearly Examination unless one has:
 - (a) Attended at least 80% of lectures / practical delivered.
 - (b) Paid all the fees due
 - (c) Obtained 'No Dues' certificate from the concerned Department / College.
 - (d) Submitted the job internship certificate / Project Report, as notified in syllabus as per NCTE norms.
 - (e) Received in Plant / Practical Training as prescribed by the University.

Clause (i) above shall not be applicable to the Private / ex candidates.
12. 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) 50% marks of each paper will be earmarked for internal assessment (for each year, there will be at least two midterm examinations.
 - (b) Main examination will carry 50% marks.
 - (c) For passing the examination; the candidate that be required to secure at least 'D' Grade in university examination separately in the term-end theory, practical and internal assessment in each of the prescribed paper in the subject and practical are also to be cleared separately.
 - (d) There will be an external examiner to evaluate, the project report. The minimum passing marks for project work will be 'B' Grade.

Promotion to Next Year & Failed Candidate

13. (a) There will be one term end University Examination at the end of each Year.
 (b) There shall be a supplementary or second examination in between the yearly exams.
14. A candidate may provisionally continue his/her studies in higher year after the A candidate may provisionally continue his/her studies examinations of the year he / she appeared is over.
15. (a) If a candidate fails in not more than two papers in any one year 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 year. Candidate shall be eligible to carry the backlog of two paper of the yearly examination.
 (b) There will be a full examination at the end of each Year consisting theory and practical.

The duration of examination period normally should not exceed 25 working days.

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

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

Award of Credits/Grades and Exam Scheme

16. Each course, along with its weight age in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies/faculties and shall be approved by the Academic Council. Only approved courses can be offered during any year.
- (i) The distribution of weight age/marks for each component shall be recommended by the respective Board of Studies/faculties and approved by Academic Council.
- (ii) A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, yearly tests, field work, seminars, quizzes, end- year examinations and regularity, as recommended by respective Board of Studies / Faculties and approved by Academic Council.
17. For the award of degree and promotion to higher year minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.

- (i) To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end year examinations of theory and practical parts separately. For practical examinations one external examiner from outside the institute shall always be there.
- (ii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of three theory / practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- (iii) Other than the provision of clause (11.3.2) above, a candidate shall not be permitted to reappear in that examination, for improvement of division/Grade or for any other purpose.

(a) Theory Block

(i)	Major Theory Exam	-50%
(ii)	Minor Theory Exam	- 20%
(iii)	Attendance, aptitude & Discipline	-15%
(iv)	Class Tests/Assignments /Quizzes'	-15%

Total	-100%
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(b) Practical Block

(i)	Lab Work and quizzes, assignments and attendance	Performance, -50%
(ii)	End-year examination	-50%

Total	-100%
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18. Practical training and project work shall be treated as practical subjects.

- (i) In each year, there will normally be three midyear test and 4 class tests. Only in emergent cases number of tests could be reduced to two with the approval of the Vice Chancellor.
- (ii) The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, midyear test, end year exam and regularity. The grades to be used and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Credit Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

(iii) The Year Grade Points Average (YGPA) and Cumulative Grade Point Average

(CGPA) shall be calculated as under:

$$YGPA = \frac{\sum_{i=1}^n c_i P_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of credits offered in the i^{th} subject of a Year for which YGPA is to be calculated, P_i is the corresponding grade point earned in the i^{th} subject, where $i = 1, 2, \dots, n$, are the number of subjects in that year.

$$CGPA = \frac{\sum_{j=1}^n YG_j NC_j}{\sum_{j=1}^n NC_j}$$

Where NC_j is the number of total credits offered in the j^{th} year, YG_j is the YGPA earned in the j^{th} year, where $j = 1, 2, \dots, n$, are the number of year in that programme.

19. Credit earned in particular course will be

Credits earned = Grade point X Total Credits assigned to particular course

Condonation of Deficiency

20. Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects, theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks in a each year.

- (i) One grace marks will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor.

Award of Division

21. Division shall be awarded only after the final year examination based on integrated performance of the candidate for all the three years as per followings details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} < 5.0$	Fail

22. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\text{Percentage marks scored} = \frac{\text{CGPA}_{\text{Obtained}}}{10} \times 100$$

10

Merit Lists

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

Maximum Duration of Completion of course

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

Examination Centers

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

General

27. 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.
28. In case of any dispute/ambiguity, the ruling of the Vice Chancellor with approval of regulatory authority 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.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Bhopal.

ORDINANCE NO. 34
DOCTOR OF SCIENCE/LITERATURE/Laws
(D.Sc, D.Lit. OR LL.D.)

1. Programme and Faculty

- 1.1 This ordinance will be applicable to the candidates seeking Doctor of Science OR Doctor of Literature Degree.
- 1.2 Doctor of Science (D.Sc.) will be awarded by the faculty of Science, Faculty of Technology, who are awarding M.Sc. or M.Tech. Degree.
- 1.3 Doctor of Literature (D.Lit.) will be awarded by the faculty of Arts, Humanity, and Social Sciences etc. who are awarding M.A., M.Com, and MBA Degree.
- 1.4 Doctor of Laws (L.L.D.) will be awarded by faculty of law.

2. Duration

Duration of the programme will be of Four years.

3. Intake and Fee

- 3.1 Intake and fee will be decided by Board of Management subject to approval of regulatory body.
- 3.2 Fee will be decided by BOM subject to the approval of regulatory authority.

4. Eligibility-

- 4.1 Who has five years experience in teaching or worked in research laboratory after the awarded of Ph.D. in relevant field.

5. Admission Procedure.

- 5.1 Candidate who is seeking the admission in the degree will submit the application in approved format and state the specific field where he wants to work along with synopsis and literature survey, research paper he has published in his name related to topic.
- 5.2 The concern department of the University will scrutinize the work done by the candidate in the topic and literature survey. If they are satisfied with work the application will be sent to Research Degree Committee (RDC) for consideration.
- 5.3 RDC will consist of (i) Vice chancellor (ii) Dean of faculty and three experts having D.Sc. D. Lit, LL.D. degree with 5 year experience after D. Sc , D. Lit, LL.D. degree working in recognized research lab or Professor in a recognized University in the relevant department.
- 5.4 If the RDC recommends the admission the application will be sent to academic council for final approval and appointing a adviser from relevant department, preferably the Dean.

6. Standard and Quality of Work

- 6.1 Candidates can submit the work/Papers, he has published, Prior to RDC as well, which have not been used for the award of his previous degrees, in the relevant field.
- 6.2 The candidate should discover a new fact which will pave the way for further research and will be cited by many research scholars. OR
 Should give a new interpretation to the known theory /fact which will again pave the way for further research.
- 6.3 The candidate should publish at least five research papers in SCI referred journals which are cited and referred worldwide, in the topic.

7. Submission of Abstract.

7.1 After the completion of work and on the advice of advisor the candidate will submit an abstract of whole work and research paper published (at least 5) in worldwide recognized journals, to the department. If the dean and department is satisfied they will forward it to controller examination.

7.2 A list of 10 examiners will be called from RDC members and on the approval of vice chancellor the abstract will be sent to three examiners for report. The examiners (evaluators) should be D. Sc, D. Lit, and LL.D. degree with at least 10 years experience as professor or scientist in recognized research lab.

7.3 If any of them ask for revision it will be sent to candidate and advisor for improvement.

7.4 Again the improved abstract will be sent to examiners. If everyone is satisfied, the candidate will be asked to submit 5 copies of thesis. Abstract will be part of thesis.

8. Submission and Evaluation of Thesis.

8.1 The copies of thesis will be sent to three examiners for evaluation. These evaluators ordinarily will be the same to whom abstract has been sent. One evaluator should be out of country.

8.2 If any improvement is asked by any or all evaluators it will be communicated to candidate to do so.

8.3 When all the three are satisfied the final submission will be accepted.

8.4 If two of them reject the thesis, it will be rejected.

8.5 If one of three rejects the thesis, it will be sent to new evaluator

8.6 All the three evaluators will be called for oral defense of the thesis by the candidate.

9. Oral defense

9.1 All Three evaluator, Dean, Advisor under the chairmanship of the vice chancellor will from the board of evaluators.

9.2 If the board recommends the award of degree it will be put up before academic council for final approval.

10. General

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

10.2 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.

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

ORDINANCE NO. 35
DIPLOMA IN PHARMACY
(D. PHARM)

1. Programme & Faculty

1.1. This ordinance shall be applicable to two years diploma programme except those for which the university has separate ordinances. These programmes shall be run on yearly/Semester basis as per the advice of pharmacy council of India here in after referred as PCI.

1.2. At present the Diploma Certificates covers Diploma in Pharmacy.

1.3. These programmes will be offered by the Faculty of Pharmacy.

1.4. The ordinances shall be applicable to all the University teaching departments under its jurisdiction who offer these programme.

2. More such Programmes can be run on the approval of academic council/BOM.

3. Duration:

3.1 The duration of this programme of study shall extend over two years.

4. Intake & Fees:

4.1. The intake for this programme shall be decided by the University from time to time subject to the approval of Regulatory Authority (PCI).

4.2. Fee for this programme will be decided by the university subject to approval of Regulatory Body.

5. Academic Year:

There will normally be one academic cycle for this Programme every year from July to June.

6. Eligibility:

6.1 Candidates seeking admission to this Programme should have qualifications as per the following:

6.2 Minimum qualification for admission to the first year Diploma Programme shall be the Higher Secondary School certificate (10+2) 12th class in Physics, Chemistry, Biology (PCB) or Physics, Chemistry and Mathematics (PCM) conducted by M.P.

Board of Secondary Education or an equivalent examination from a recognized Board/ University.

6.3 Non-Resident Indian (N R I)/PIO/Foreign candidates shall also be eligible for admission to Diploma programme in accordance with prevailing norms/directives, provided they satisfy the criterion of clause 6.2 above.

6.4 Any student migrating from any other University shall be admitted in the institution provided that the provision 6.2 of this ordinance will be applicable at the time of admission.

7 Admission Procedure:

Admission under this programme will be made as follows:

7.1 The eligible candidates as specified in clause (6.0) should secure a place in the merit list prepared by PEB Bhopal for admissions to Diploma. or any other competent authority of the Government of Madhya Pradesh/ Central Government.

7.2 The University may also conduct its own entrance examination for admission to its Diploma programme, or directly admit based on the merit amongst candidates who have applied fulfilling eligibility criteria or may utilize the list of results of such examination/test conducted by different State/National/Professional bodies.

7.3 Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.

7.4 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/Grade sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

7.5 The application form may be rejected due to any of the following reasons:

- The candidate does not fulfill the eligibility conditions.
- The prescribed fee 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.

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

9. **Course Structure:**

The Diploma Programme in Yearly system shall consist of:

- 9.1 Such courses (papers) as prescribed by the Academic Council of the University in accordance with the recommendation of PCI.
- 9.2 Such job internship, lab work, practical, Industrial training, projects etc. as may be prescribed by the Academic Council of the University.
- 9.3 Such scheme of examination as prescribed, by the Academic Council of the University from time to time as per recommendation of PCI.
- 9.4 The curriculum of each course shall be recommended by the concerned board of study and approved by the Academic council of the University.
- 9.5 At present CBCS Grading System as recommended by UGC will be adopted. However if PCI recommends numerical marking pattern, same will be followed.
- 9.6 Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved courses can be offered during any year.
- 9.7 One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

10 **Medium of Instructions and Examinations**

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

11 **Examination Scheme:**

No candidate shall be allowed to yearly Examination unless one has:

- 11.1 Attended at least 75% of lectures/practical delivered.
- 11.2 Paid all the fees due.
- 11.3 Obtained 'No Dues' certificates from concerned Department/college.
- 11.4 Submitted the job internship certificate/project Report, if required in the Syllabus /Exam Scheme.
- 11.5 Received Practical training as prescribed in Syllabus/Exam Scheme.

- 11.6 For the award of Diploma minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 11.7 To pass a particular subject the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end yearly examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.
- 11.8 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement of clause 11.6 and 11.7 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of five theory/practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- 11.9 Other than the provision of clause 11.8 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.
- 11.10 Practical training and project work shall be treated as practical subjects.
- 11.11 In each year there will normally be three mid tests for theory block. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.

Note- Clause (11.1) above shall not be applicable to Ex- candidates

12. There will be one term end University Examination at the end of each Year.
13. There will be a full examination at the end of each year consisting of theory and practical examinations. The duration of examination period normally should not exceed 20 working days. The yearly examination will generally be held in April in each year.
14. There will be one supplementary examination after the declaration of result every year.
15. **Promotion to Higher Year:**

A candidate who has been admitted in the Diploma programme will be promoted to higher class in accordance with the following sub rules:

15.1 Candidate failing in any number of subjects (Theory or Practical) will be permitted to appear in supplementary examination to be held every year.

15.2 Candidate failing in maximum two subjects (Theory or Practical) will be admitted in higher class, i.e. he/she will be allowed to keep term (ATKT).

15.3 A candidate failing in more than two subjects after supplementary exam result (Theory or Practical treated separately as a subject) will be treated fail and will appear in next yearly examination as ex-student.

16. Award of Credits and Grades:

16.1 A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-yearly tests, field work, seminars, quizzes, end-examinations, as proposed by respective Board of Studies and approved by Academic Council of the University.

17. Each student, registered for the programme, shall be awarded grade by the Controller Exam on the basis of marks obtained by him/her. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end exam and attendance. The grades to be use and their numerical equivalents are as under:

Credit Based Grading System

Grade	% Marks range (based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail
I		0	Incomplete.
W		0	Withdrawal

18. Calculation of YGPA & CGPA:

The yearly Grade Points Average (YGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:

$$18.1 \quad YGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

Where C_i is the number of credits offered in the i th subject of a Year for which YGPA is to be calculated, P_i is the corresponding grade point earned in the i th subject, where $i = 1, 2, \dots, n$, are the number of subjects in that semester.

$$18.2 \quad CGPA = \frac{\sum_{j=1}^n YG_j NC_j}{\sum_{j=1}^n NC_j}$$

here NC_j is the number of total credits offered in the j th year, YG_j is the YGPA earned in the j th years, where $j = 1, 2, \dots, m$, are the number of years in that programme.

19. The grade sheet at end of each year examination shall also show CGPA till end of that year. The final examination grade sheet at the end of final year examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in of this ordinance.

20. A candidate appearing in Final year will not be issued Grade Sheet or Provisional Certificate until he/she has passed all years without any backlog.

21. Condonation of Deficiency:

Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

22. Award of Division:

Division shall be awarded only after final examination based on integrated performance of the candidate for all the two years as per followings details.

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	II Division
$\text{CGPA} < 5.0$	Fail

23. Conversion in numerical marks:

The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula.

$$\text{Percentage marks scored} = \frac{\text{CGPA Obtained} \times 100}{10}$$

10

24. Duration of Year:

There shall be at least Twenty eight weeks of teaching in every Year.

25. Candidates appearing as regular students for any examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% by the Dean Academics and a further 5% can be condoned by the Vice Chancellor of the University, respectively supported with satisfactory reasons.

26. Merit List:

Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the final year for Diploma, 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 clearing final year in first attempt.

27. Maximum Duration of Completion of programme:

A candidate has to complete the entire programme of Diploma within a maximum period of four years from the session of first admission. However one mercy attempt shall be applicable on the approval of Vice-Chancellor.

28. Examination Centers:

Examination centers will be notified by the university.

29. General :

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

29.2 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.

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