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मध्यप्रदेश राजपत्र

(असाधारण)

प्राधिकार से प्रकाशित

क्रमांक 329]

भोपाल, बुधवार, दिनांक 30 जुलाई 2014—श्रावण 8, शक 1936

चिकित्सा शिक्षा विभाग
मंत्रालय, वल्लभ भवन, भोपाल
भोपाल, दिनांक 30 जुलाई 2014

क्र. एफ-4-46-2014-पचपन-2.—मध्यप्रदेश आयुर्विज्ञान विश्वविद्यालय अधिनियम, 2011 (क्रमांक 19 सन् 2011) की धारा 39 की उपधारा (2) द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, राज्य शासन के निर्देशों के अनुसार मध्यप्रदेश आयुर्विज्ञान विश्वविद्यालय के प्रथम अध्यादेश—अध्यादेश क्रमांक 1 से 9 को अनुमोदित किया गया है. संस्था का प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होगा.

प्रथम अध्यादेश

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
संजीव श्रीवास्तव, उपसचिव.

भोपाल, दिनांक 30 जुलाई 2014

क्र. एफ-4-46-2014-पचपन-2.—भारत के संविधान के अनुच्छेद 348 के खण्ड (3) के अनुसार, इस विभाग की अधिसूचना क्रमांक एफ. 4-46-2014-पचपन-2, दिनांक 30 जुलाई 2014 का अंग्रेजी अनुवाद राज्यपाल के प्राधिकार से एतद्वारा प्रकाशित किया जाता है.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
संजीव श्रीवास्तव, उपसचिव.

Bhopal, the 30th July 2014

No. F. 4-46-2014-LV-2.—In exercise of the powers conferred by sub-section 39 of the Madhya Pradesh Ayurvigyan Vishwavidyalaya Adhiniyam, 2011, the State Government hereby approves the first ordinance of Madhya Pradesh Ayurvigyan Vishwavidyalaya and is hereby published in the Gazette. The first ordinance of the University shall come into force from the date publication.

The First Ordinance

By order and in the name of the Governor of Madhya Pradesh,
SANJEEV SHRIVASTAVA, Dy. Secy.

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR
ORDINANCE NO: 01/2014 - ELIGIBILITY AND ENROLMENT OF STUDENTS
FOR UNDERGRADUATE COURSES

Under section 38 sub section (i) of the act

1. **Short title and commencement.**—(1) This Ordinance may be called the Madhya Pradesh Ayurvigyan Vishwavidyalaya (eligibility and enrolment of students for Undergraduates courses) Ordinance, 2014;

(2) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

2. **Definitions.**—in this statute, unless the context otherwise requires;

- (a) “Act” means the Madhya Pradesh Ayurvigyan Vishwavidyalaya Act, 2011
- (b) “Employee” means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;
- (c) “Ordinance” means the Ordinance made under the provisions of Section 38 and 39 of the Madhya Pradesh Ayurvigyan Vishwavidyalaya Act, 2011
- (d) “Section” means Section of the Act;
- (e) “State Government” means the Government of Madhya Pradesh;
- (f) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. The student passing (10+2) Higher Secondary School Certificate Examination with Physics, Chemistry, Biology and English subject conducted by the Board of Higher Secondary of Madhya Pradesh State or Equivalent Examination from outside Madhya Pradesh State, recognized by the appropriate Authority of Central Government or the Council or Board of School Examination in India shall be eligible for admission to the first year of Undergraduate courses as per eligibility rules framed from time to time by the University and by the respective Central Councils.

4. The candidates who have passed the Examination as given in aforesaid Ordinance shall be required to appear at Common Entrance Test (CET) Examination if any, conducted by the Government of Madhya Pradesh or Authorised Competent Authority, to be eligible to seek admission. The Non-CET candidate shall also be eligible for admission as per norms of respective Apex Council.

5. The student who has been admitted to the Undergraduate course by the College / Institution shall apply in the prescribed form to the University through the Dean / Principal of the respective College / Institution for eligibility and registration on or before the prescribed date, relevant original documents and a set of attested photo copies of the documents to be submitted to the University. The student shall pay the Registration / Enrolment and various other fees as prescribed from time to time by the University. Enrolment and Eligibility fee once paid shall not be transferable or refundable.

6. It shall be the responsibility of the Dean / Principal of the college / Institution to report, the status of the enrolment before the end of the first term to the University

7. It shall be the responsibility of the Dean / Principal of the College / Institution, to ensure that, no student is admitted after the cut-off-date declared by the concerned Competent Authority / Apex Council. The enrolment and eligibility shall not be granted by the University to such students, if any, admitted after the cut-off-date.

8. It shall be the responsibility of the Dean / Principal of the college / Institution, to submit the certified list of admitted students on the cut-off-date up to 5.00 P.M to the Registrar of the University by Fax or by E-mail or through a Special Messenger of the College / Institution

9. It shall be the responsibility of the Dean / Principal / Director to obtain the enrolment, prior to the submission of examination form. The student shall not be allowed to appear for the examination unless the enrolment is issued to him/ her by the University.

10. The enrolment of the students shall be cancelled, if it is found that, the student is undergoing two degree courses or he/she is admitted in two different colleges simultaneously.

**MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR ORDINANCE NO: 02/2014 - EN-
ROLMENT/REGISTRATION AND GRANT
OF ELIGIBILITY TO THE STUDENTS FOR
POSTGRADUATE COURSES**
Under section 38 sub section (i) of the act

1. **Short title and commencement.**—(a) This Ordinance may be called the Madhya Pradesh Ayurvigyan Vishwavidyalaya (enrolment/registration and grant of eligibility to the students for postgraduate courses) Ordinance, 2014;

(b) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

2. **Definitions.**—in this statute, unless the context otherwise requires;

- (a) “Act” means the Madhya Pradesh Ayurvigyan Vishwavidyalaya Act, 2011
- (b) “Employee” means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;
- (c) “Ordinance” means the Ordinance made under the provisions of Section 38 and 39 of the Madhya Pradesh Ayurvigyan Vishwavidyalaya Act, 2011
- (d) “Section” means Section of the Act;
- (e) “State Government” means the Government of Madhya Pradesh;
- (f) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. The student who has passed Bachelor’s Degree Examination of the University or from other Statutory Universities within / outside the country recognized by the appropriate Authority of Central Government and respective Central Council shall be eligible for admission to the Postgraduate course in the concerned faculty/subject on the following conditions:

- (i) The student who has been admitted to the Postgraduate course by the College / Institution / University Department shall apply in the prescribed format to the University through the Dean / Principal/ Director of the respective College / Institution / University Department for eligibility and registration before the prescribed date.
- (ii) The student shall pay the Registration / Enrolment/ Eligibility and various other fees, as prescribed by the University from time to time. Enrolment and Eligibility fee once paid shall not be transferable or refundable.

4. It shall be responsibility of the student to submit the relevant documents before the prescribed date to the University through the College/Institution/University Department. It shall also be the responsibility of the Dean / Principal/ Director of the respective affiliated College/ Institution / University Department to forward applications to the University with all the necessary documents and obtain the enrolment for the students prior to submission of examination forms within one year.

5. The registration and enrolment proposal sent by the Dean / Principal / Director of the affiliated Colleges / Institution / University Department shall be rejected if the admission procedure laid down by the Competent Authority, rules of the registration and eligibility prescribed by the University are not followed in toto.

6. It shall be responsibility of the Dean / Principal / Director and obligatory for the student to obtain the certificate of registration and enrolment prior to the submission of examination form. He/ She shall not be allowed to appear for the examination unless the enrolment certificate issued to him/her by the University.

7. The students applying for registration and enrolment to Postgraduate Degree/ Diploma / Superspeciality courses shall have to submit the certificate / documents in original with attested photo copies thereof as given in application format along with the application through concerned College / Institution.

8. It shall be the responsibility of the Dean / Principal/ Director of the affiliated College/ Institution / University Department to ensure that no student is admitted to any postgraduate course after the cut-off-date declared by the Competent Authority/Central Council. The registration and enrolment shall not be granted by the University to the students admitted after cut-off-date.

9. It shall be the responsibility of the Dean / Principal of the college / Institution, to submit the certified list of admitted students on the cut-off-date or on next working day up to 5.00 P.M to the Registrar of the University by Fax or by E-mail or through a Special Messenger of the College / Institution

10. The proposals for registration and enrolment of admitted students along with the original and attested photo copies of the required documents shall be submitted on or before the day as prescribed from time to time by the University.

11. The College / Institution/ University Department shall have to pay late fee as prescribed from time to time by the University, for late submission of proposals, Computerised floppy / CD and other shortcomings.

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR

ORDINANCE NO: 03/2014 - ORDINANCE REGARDING AFFILIATION FEES PAYABLE
BY THE COLLEGE / INSTITUTION TO THE UNIVERSITY.

(As per the provision u/s 5 (xxvi) (xxvii) section 25 (xxxix) of Madhya Pradesh
Ayurvedic Vishwavidyalaya, Act 2011)

1. **Short title and commencement.**—(1) This Ordinance may be called the Madhya Pradesh Ayurvedic Vishwavidyalaya (ordinance regarding affiliation /recognition fees payable by the college / institution to the university) Ordinance, 2014;

(2) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

2. **Definitions.**—in this statute, unless the context otherwise requires;

- (a) “**Act**” means the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011
- (b) “**Employee**” means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;
- (c) “**Ordinance**” means the Ordinance made under the provisions of Section 38 and 39 of the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011
- (d) “**Section**” means Section of the Act;
- (e) “**State Government**” means the Government of Madhya Pradesh;
- (f) **Words and expression** used but not defined in this statute shall have the meaning as assigned to them in the Act.

As per the provision under section 5 (xxvi)(xxvii) section 25 (xxxix) of Madhya Pradesh Medical Science University, Act, 2011, the University has prescribed fees for affiliation to be charged to the affiliated colleges/ institutions/new institutions desirous to open new colleges / increase in intake capacity and continuation of affiliation, at Under Graduate level as well as starting new courses / increase in intake capacity and continuation of affiliation, at Post Graduate level.

3. Every Management of College seeking permission

- (i) To open a New College / Institution for higher learning.
- (ii) To start new Post Graduate Courses.
- (iii) For Increase in intake for UG & PG Courses.
- (iv) For Continuation and extension of affiliation (UG & PG Courses).
- (v) For first time recognition of Institute of higher learning (UG & PG Courses), shall submit a proposal on or before 31st October in the prescribed form to the Registrar, Madhya Pradesh Medical Science University, Jabalpur.

4. Every affiliated College / recognized institution shall submit an application on or before 31st October of every year in the prescribed form, for continuation of affiliation or recognition of affiliation.

5. Every Management whether government or private, coming under the privilege of Madhya Pradesh Medical Science University, Jabalpur, by the notification as per the clause no. 6.2 of Madhya Pradesh Ayurvigyan Vishwavidyalaya adhiniyam 2011, applying under categories mentioned above at Sr. No.3, shall have to pay the initial affiliation fee equivalent to continuation of affiliation fee, even if they are still affiliated to some other university, as mentioned in this fee schedule to the University by Demand Draft/ **RTGS/or as decided by the university**, on a Nationalized Bank drawn in favor of The Registrar, Madhya Pradesh Medical Science University, Jabalpur, payable at Jabalpur.

6. If the proposal for opening of New College / Starting New P.G. Courses / Increase in intake capacity is **recommended** to the State Govt. by the University, **no fee** will be refunded.

7. If the proposal for opening of New College / Starting new P.G. Courses / increase in intake capacity is **Not Recommended** to the State Govt. by the University, fee will be refunded as follows :-

- (i) If Institute / College ask the refund **within three years** from the date of the issuance of the letter by which the Non-recommendation is intimated, **50%** of the amount of the deposited fee will be refunded.
- (ii) If Institute / College ask the refund **after three years** but before five years from the date of the issuance of the letter by which the Non-recommendation is intimated, **30%** of the amount of the deposited fee will be refunded.
- (iii) If Institute / College asks the refund **after five years** from the date of the issuance of the letter by which the Non-recommendation is intimated, **No Refund will be permissible**

8. If the Health sciences college is to be opened in a district where '**No College of that Pathy**' is in existence or the college is located in the tribal area, 50% of "Fee for opening of new colleges" shall be reduced by the University.

9. Those Institutions / Colleges who have received Consent of Provisional Affiliation from the university, for opening of New College / Increase in Intake Capacity / starting new PG courses, but could not obtain Essentiality / No Objection Certificate, from Madhya Pradesh Government for that particular Academic Year, within one year from the date of its issuance, should apply for revalidation of Consent of Provisional Affiliation by paying of Rs. 30,000/-. Such proposals can be revalidated for Three years only, from the date of its submission. After three years such proposals will be treated as cancelled and such institutes will have to apply a fresh with prescribed fee.

10. For the equitable distribution of health facilities in the state of Madhya Pradesh, the University, in cases of Medical and Dental faculty, shall not recommend the proposal, if college of Medical and Dental faculty already exist in the district. However, if the population of the city in its Municipal Corporation area where college is to be opened exceeds five lakh, the proposal complete in all respect, will be recommended, i.e. for every five lakh population one additional college will be recommended & **three time of existing fee of "Fee for opening of new colleges" prescribed will be charged in.**

11. If the No Objection Certificate/ Essentiality certificate is issued by the Government to the Colleges, which are not recommended, because of geographical restriction, by the University, such institutions will be charged five times of the prescribed affiliation fee.

12. The proposal submitted for permission to start New P.G. Subjects or Increase in intake capacity for existing P.G. subjects will be treated subject and seat wise.

13. In case affiliated College/ Recognized Institute fails to submit the proposal for Continuation of Affiliation (Not for Increase in Intake Capacity) in the stipulated period as mentioned in the statutes/ ordinance/ regulation, such colleges will be levied penalty as per provisions of statutes, ordinances, and regulations from time to time.

14. **Fee for opening of a new college or institution of higher learning, increase in intake capacity and continuation of affiliation for Under Graduate Course for the annual year 2014-2015 (P.A. = Per Anum)**

Sl.No.	PARTICULARS	M.B.B.S (per seat sanctioned for annual intake) Rs.	B.D.S. (per seat sanctioned for annual intake) Rs.	B.A.M.S., B.U.M.S., B.H.M.S. and B.N.Y.S.) (per seat sanctioned for annual intake) Rs.	B.Sc. Nursing, P.B.B.Sc. Nursing and B.P. Th. (per seat sanctioned for annual intake) Rs.	Allied Health Sciences courses degree/ diploma (Paramedical courses) (per seat sanctioned for annual intake) Rs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Cost of Application (P.A.)	Fix 5000/- only for all faculties				
2.	Inspection Fee (P.A.)	1,000/-	1,000/-	500/-	700/-	400/-
3.	Fee for opening of new colleges (<i>one time</i>) (exemption for government colleges)	30,000/-	25,000/-	10,000/-	20,000/-	7,000/-
4.	Continuance of Provisional Affiliation (P.A.)	5,000/-	4,500/-	2,500/-	3,500/-	1,500/-
5.	University Administrative Expenses Fee (UAE) (P.A.)	1,000/-	1,000/-	1,000/-	1,000/-	800/-
6.	Increase in Intake (<i>one time</i>) (exemption for government colleges)	30,000/-	25,000/-	25,000/-	25,000/-	25,000/-
7.	IT Fees (P.A.)	1,000/-	1,000/-	1,000/-	1,000/-	800/-

15. Fee for Starting of new course or institution of higher learning, increase in intake capacity and continuation of affiliation, for Post Graduate Courses for the annual year 2014-2015 (P.A. = Per Anum)

S.No.	COURSE	Cost of Application (P.A.) Per Subject	Inspection Fee (P.A.) Per Subject sanctioned for annual intake	Fee for opening of new course Per Subject sanctioned for annual intake (one time) (exemption for government colleges)	Continuance of Provisional Affiliation (P.A.) Per Subject sanctioned for annual intake	University Administrative Expenses Fee (UAE) (P.A.) Per Subject sanctioned for annual intake	Increase in Intake Per Subject sanctioned for annual intake (one time) (exemption for government colleges)	IT Fees Per Subject sanctioned for annual intake
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Allopathy							
	(i) Super specialty.	2,000/-	10,000/-	10,00,000/-	10,000/-	10,000/-	1,00,000/-	5000/-
	(ii) M.D./M.S.	2,000/-	3000/-	300000/-	5,000/-	3000/-	1,00,000/-	2000/-
	(ii) Diploma	2,000/-	2000/-	200000/-	4,000/-	2000/-	50,000/-	2000/-
2.	Dental							
	(i) M.D.S.	2,000/-	3000/-	300000/-	4,000/-	3000/-	1,00,000/-	2000/-
	(ii) Diploma	2,000/-	2000/-	200000/-	3,000/-	2000/-	50,000/-	2000/-
3.	Ayurved/ Unani/ Homoeopathy.							
	(i) M.S./M.D.	1,000/-	2000/-	50000/-	3,000/-	2000/-	10,000/-	1000/-
	(ii) Diploma	1,000/-	1000/-	30000/-	2,000/-	1000/-	10,000/-	1000/-
4.	M.Sc. Nursing And M.P.Th.	1,000/-	2000/-	50000/-	3,000/-	2000/-	10,000/-	1000/-
5.	Allied Health Sciences Post graduate degree/ diploma courses.	500/-	1000/-	10000/-	2,000/-	1000/-	10,000/-	500/-

16. Fee for starting of new fellowship / certificates courses & continuation of Affiliation for the annual year 2014-2015 (P.A. = Per Anum)

S.No.	PARTICULARS	Fellowship / Certificate courses Per Subject per seat sanctioned for annual intake
(1)	(2)	(3)
1.	Cost of Application(P.A.)	1000/-
2.	Inspection Fee (P.A.)	5,000/-
3.	Fee for opening of new course (one time) (exemption for government colleges)	30,000/-
4.	Continuance of Provisional Affiliation (P.A.)	10,000/-
5.	University Administrative Expenses Fee (UAE) (P.A.)	5,000/-
6.	Increase in Intake (one time) (exemption for government colleges)	30,000/-
7.	IT Fees	5,000/-

17. University Development Fee to be paid by each affiliated College/ Recognized Institute

S.No.	Category	Per Subject per seat sanctioned for annual intake
(1)	(2)	(3)
1.	Medical & Dental	UG Degree/ Diploma & PG Diploma
		PG Degree
		Super specialty
2.	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences	UG Degree/ Diploma & PG Diploma
		PG Degree

18. All the prescribed fees shall be increased annually by minimum 10%, or as decided by the executive council.

19. In case, any time, any authority of the university feels that some kind of fee is needed to be levied upon the affiliated College / Recognized Institute, such proposals can be implemented after the approval of executive council.

MADHYA PRADESH MEDICAL SCIENCES UNIVERSITY, JABALPUR**ORDINANCE NO. 04/2014 - ORDINANCE FOR DEMAND & RECEIVE PAYMENT OF FEES OF EXAMINATION & OTHER FEES CHARGED BY THE UNIVERSITY**

[As per the provision u/s 5 (xxvi) and section 38 (iv) of Madhya Pradesh Ayurvedic Vishwavidyalaya, Act 2011]

(A) Short title and commencement ;

- (1) This Ordinance may be called the Madhya Pradesh Ayurvedic Vishwavidyalaya (Ordinance for demand & receive payment of fees of examination & other fees charged by the University) Ordinance, 2014;
- (2) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

(B) Definitions ; in this statute, unless the context otherwise requires ;

1. "Act" means the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011
2. "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;
3. "Statute" means the Statute made under the provisions of Section 36 and 37 of the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011;
4. "Section" means Section of the Act;
5. "State Government" means the Government of Madhya Pradesh;
6. Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Act.

As per the provision under section 5 (xxvi) and section 38 (iv) of Madhya Pradesh Ayurvedic Vishwavidyalaya, Act 2011, the University has prescribed fees to be charged for various courses of study in the University, for admission to the examinations, degrees, diplomas and various other fees to be charged from the students enrolled/ to be enrolled in the University; (the figures, where not specified, are in rupees).

1. ENROLMENT FEE FOR UNDER GRADUATE STUDENTS (ONE TIME FEE) (PER CANDIDATE)

SL. No.	CATEGORY	Medical	Dental	Indian System of Medicine (AYUSH) & Homoeopathy	NURSING & B.P.Th.	Allied Health Sciences
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Govt. Colleges	2000	2000	1000	1000	500
2	Private Colleges (Govt. Quota)	6000	5000	1000	1000	500
3	Private Colleges (Mgt. Quota)	10000	7000	1000	1000	500
4	N.R.I (All Colleges)	US \$ 1200	US \$ 800	US \$ 600	US \$ 400	US \$ 200

2. ENROLMENT FEE FOR POST GRADUATE STUDENTS (ONE TIME FEE) (PER CANDIDATE)

SL. No.	CATEGORY	Medical			Dental		Indian System of Medicine (AYUSH) & Homoeopathy		NURSING & B.P.Th.		Allied Health Sciences	
		Degree	Diploma	Super specialty	Degree	Diploma	Degree	Diploma	Degree	Diploma	Degree	Diploma
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1	Govt. Colleges	4000	3000	8000	3000	2000	2000	1000	2000	1000	1000	500
2	Private Colleges (Govt. Quota)	10000	8000	20000	8000	5000	2000	1000	2000	1000	1000	800
3	Private Colleges (Mgt. Quota)	30000	15000	60000	15000	7000	2000	1000	2000	1000	1000	1000
4	N.R.I (All Colleges)	US \$ 3000	US \$ 1500	US \$ 5000	US \$ 1500	US \$ 800	US \$ 800	US \$ 600	US \$ 800	US \$ 600	US \$ 600	US \$ 500

3. E-CONSORTIUM FEES (ONE TIME FEE)

Sl. No.	Category	Govt. Colleges	Private Colleges (Govt. Quota)	Private Colleges (Mgt. Quota)	N.R.I (All Colleges)	
(1)	(2)	(3)	(4)	(5)	(6)	
1.	Medical & Dental	UG Degree/ Diploma & PG Diploma	1000	3000	6000	US \$ 1000
		PG Degree	3000	6000	10,000	US \$ 2000
		Super specialty	5000	10,000	20,000	US \$ 4000
2.	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences.	UG Degree/ Diploma & PG Diploma	300	300	300	US \$ 1000
		PG Degree	500	500	500	US \$ 2000

4. LIBRARY FEES (ONE TIME FEE)

Sl. No.	Category	Govt. Colleges	Private Colleges (Govt. Quota)	Private Colleges (Mgt. Quota)	N.R.I (All Colleges)	
(1)	(2)	(3)	(4)	(5)	(6)	
1.	Medical & Dental	UG Degree/ Diploma & PG Diploma	1000	3000	6000	US \$ 1000
		PG Degree	3000	6000	10,000	US \$ 2000
		Super specialty	5000	10,000	20,000	US \$ 4000
2.	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences.	UG Degree/ Diploma & PG Diploma	500	500	500	US \$ 1000
		PG Degree	1000	1000	1000	US \$ 2000

5. SPORTS & CULTURAL ACTIVITIES FEES (ONE TIME FEE)

Sl. No.	Category	Govt. Colleges	Private Colleges (Govt. Quota)	Private Colleges (Mgt. Quota)	N.R.I (All Colleges)	
(1)	(2)	(3)	(4)	(5)	(6)	
1.	Medical & Dental	UG Degree/ Diploma & PG Diploma	500	800	1000	US \$ 1000
		PG Degree	1000	2000	5000	US \$ 2000
		Super specialty	2000	5000	10000	US \$ 4000
2.	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences.	UG Degree/ Diploma & PG Diploma	200	200	200	US \$ 800
		PG Degree	500	500	500	US \$ 1000

6. STUDENTS WELFARE FUND (ONE TIME FEE)

Sl. No.	Category	Govt. Colleges	Private Colleges (Govt. Quota)	Private Colleges (Mgt. Quota)	N.R.I (All Colleges)	
(1)	(2)	(3)	(4)	(5)	(6)	
1.	Medical & Dental	UG Degree/ Diploma & PG Diploma	200	300	500	US \$ 800
		PG Degree	500	800	1000	US \$ 1000
		Super specialty	1000	2000	5000	US \$ 4000
2.	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied	UG Degree/ Diploma & PG Diploma	100	100	100	US \$ 800
		PG Degree	300	300	300	US \$ 1000

7. UNIVERSITY DEVELOPMENT FUND (ONE TIME FEE)

For up gradation of quality of Health Education of Students and for conducting various skill development courses

Sl. No.	Category	Govt. Colleges	Private Colleges (Govt. Quota)	Private Colleges (Mgt. Quota)	N.R.I (All Colleges)	
(1)	(2)	(3)	(4)	(5)	(6)	
1.	Medical & Dental	UG Degree/ Diploma & PG Diploma	500	800	1000	US \$ 1000
		PG Degree	1000	2000	5000	US \$ 2000
		Super specialty	2000	5000	10000	US \$ 4000
2.	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences.	UG Degree/ Diploma & PG Diploma	200	200	200	US \$ 800
		PG Degree	500	500	500	US \$ 1000

8. FEE FOR ELIGIBILITY CERTIFICATE (ONE TIME FEE)

(For the candidates who have qualified within the country Inland School/Colleges)

Sl. No.	Category	Govt. Colleges	Private Colleges (Govt. Quota)	Private Colleges (Mgt. Quota)	N.R.I (All Colleges)	
(1)	(2)	(3)	(4)	(5)	(6)	
1.	Medical & Dental	UG Degree/ Diploma & PG Diploma	500	800	1000	US \$ 1000
		PG Degree	1000	2000	5000	US \$ 2000
		Super specialty	2000	5000	10000	US \$ 4000
2.	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences.	UG Degree/ Diploma & PG Diploma	200	200	200	US \$ 800
		PG Degree	500	500	500	US \$ 1000

**9. ELIGIBILITY CERTIFICATE FOR THE CANDIDATES WHO HAVE QUALIFIED OUTSIDE THE COUNTRY
FOREIGN STUDENTS - FOREIGN SCHOOL/COLLEGES AND FOREIGNER STUDIED IN INDIA / INDIAN STUDIED IN ABROAD (ONE TIME FEE)**

Sl. No.	Category	Govt. Colleges	Private Colleges (Govt. Quota)	Private Colleges (Mgt. Quota)	N.R.I (All Colleges)	
(1)	(2)	(3)	(4)	(5)	(6)	
1.	All faculty/Courses	UG Degree/ Diploma & PG Diploma	3000	5000	10000	US \$ 1000
		PG Degree	5000	10000	20000	US \$ 2000
		Super specialty	10000	20000	30000	US \$ 4000

10. FEE FOR NO OBJECTION CERTIFICATE (for Transfer of CRRI Training)

CATEGORY	Medical & Dental		Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences	
	Processing Fee (Rs.)	Certificate Fee (Rs.)	Processing Fee (Rs.)	Certificate Fee (Rs.)
Within the State	3000	15000	2000	5000
Outside the State & outside the University	3000	25000	2000	10000
Outside India	3000	100000	2000	50000

11. FEE FOR TRANSFER FROM ONE COLLEGE TO THE OTHER

Transfer from one college to the other in the beginning of II year U.G. Courses

COURSES	Medical & Dental		Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences	
	Processing Fee (Rs.)	Certificate Fee (Rs.)	Processing Fee (Rs.)	Certificate Fee (Rs.)
U.G. Courses	10000	15000	3000	5000

12. FEE FOR COMBINATION OF ATTENDANCE

CATEGORY	Medical & Dental		Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences	
	Processing Fee (Rs.)	Certificate Fee (Rs.)	Processing Fee (Rs.)	Certificate Fee (Rs.)
Combination of attendance for candidates transferred between Affiliated Institutions of this University	5000	5000	1000	1000
Combination of attendance for candidates transferred from other Universities	8000	8000	1000	2000

13. FEE FOR MIGRATION CERTIFICATE

For candidates who have qualified under this University and intend to continue higher studies in any other Universities

COURSES	Medical & Dental		Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences	
	Processing Fee (Rs.)	Certificate Fee (Rs.)	Processing Fee (Rs.)	Certificate Fee (Rs.)
All Degree/ Diploma course	2000	3000	500	1000

14. DEGREE FEES

S.No.	COURSE	MEDICAL & DENTAL	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences
1.	Under Graduate	2000/-	1000/-
2.	Post Graduate & P.G. Diploma	3000/-	1500/-
3.	Higher Specialities	5000/-	-
4.	Ph.D.	7500/-	7500/-
5.	Fellowship	5000/-	-
6.	Post Doctoral Fellowship	10,000/-	-
7.	D.Sc.	10,000/-	-

15. CONVOCATION FEES

S.No.	COURSE	MEDICAL & DENTAL	Indian system of medicine (AYUSH), Homoeopathy, Nursing, B.P.Th. and other Allied Health Sciences
1.	Under Graduate	1500/-	1000/-
2.	Post Graduate & P.G. Diploma	3000/-	1500/-
3.	Higher Specialities	5000/-	-
4.	Ph.D.	7500/-	7500/-
5.	Fellowship	5000/-	-
6.	Post Doctoral Fellowship	10,000/-	-
7.	D.Sc.	10,000/-	-

16. EXAMINATION FEES

Examination Fees for Theory / Practical / Clinical / Oral
(per Candidate / per paper)

COST OF APPLICATION FEE FOR ALL THE COURSES - Rs.100/-

COURSES		THEORY Per candidate/ Per Paper	CLINICAL/ PRACTICAL/ VIVA Per candidate/ Per subject	DISSERTATION (Each)
Medical	UG DEGREE	750/-	250/-	-
	PG DEGREE	2500/-	4000/-	2000/-
	PG DIPLOMA	2000/-	4000/-	2000/-
	SUPER SPECIALITY	3500/-	5000/-	3000/-
Dental	UG DEGREE	750/-	250/-	-
	PG DEGREE	2000/-	3000/-	2000/-
Indian System of Medicine (AYUSH) & Homoeopathy	UG DEGREE	500/-	150/-	-
	PG DEGREE	1500/-	1000/-	2000/-
NURSING & Physiotherapy	NURSING-UG & B.P.Th.	350/-	100/-	-
	NURSING-PG & M.P.Th.	1500/-	500/-	2000/-
Allied Health Science Courses	UG DEGREE / DIPLOMA	350/-	100/-	-
	PG DEGREE	1500/-	500/-	2000/-
	PG DIPLOMA	750/-	500/-	2000/-
Fellowship Post Doctoral Fellowship		2000/-	4000/-	-
		EXAMINATION PROCESSING FEE		5000/-

Late fee for submission
of Examination form

(a) up to 5 days after due last date - 100/- (per Candidate / per paper)
(b) up to 10 days after due last date - 200/- (per Candidate / per paper)
(c) up to 15 days after due last date - 500/- (per Candidate / per paper)

17. OTHER FEES

S.No.	Items	Items Rates in Rupees
1.	Duplicate Mark Sheet	200/-
2.	Duplicate Degree/diploma	1000/-
3.	Degree/Duplicate Degree in urgent (In addition to normal fees)	1000/-
4.	Duplicate Migration	500/-
5.	Migration/Duplicate Migration in urgent (In addition to normal fees)	200/-
6.	Change of Name	200/-
7.	Duplicate Admission Card	200/-
8.	Provisional Certificate in Lieu of Degree/Diploma	200/-
9.	Provisional Degree/Diploma Certificate (Duplicate)	200/-
10.	Re-Totaling of marks in one subject	500/-
11.	Ph.D Registration	10000/-
12.	Ph.D. Thesis Submission	10000/-
13.	D.Sc./D. Litt. Registration	15000/-
14.	D.Sc./D. Litt. Thesis Submission	15000/-
15.	Extension of registration period of research degree for one year.	5000/-
16.	One year extension of period for Ph.D. Thesis submission	5000/-

18. These fees will be realized by the Dean / Principal / Director of the affiliated Colleges / Institution/ University Department and will be remitted to the University on specified dates.
19. In case, any time, any authority of the university feels that some kind of fee is needed to be levied upon the affiliated College/ Recognized Institute, such proposals can be implemented after the approval of executive council.

MADHYA PRADESH MEDICAL SCIENCES UNIVERSITY, JABALPUR**ORDINANCE NO. 05/2014 - REGARDING ACADEMIC CALENDAR OF THE UNIVERSITY**

(A) **Short title and commencement.**—(1) This Statute may be called the Madhya Pradesh Ayurvigyan Vishwavidyalaya (regarding academic calendar of the university) Statute, 2014;

(2) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

(B) **Definitions;** in this statute, unless the context otherwise requires;

(1) “Act” means the Madhya Pradesh Ayurvigyan Vishwavidyalaya Act, 2011.

(2) “Employee” means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;

(3). “Statute” means the Statute made under the provisions of Section 36 and 37 of the Madhya Pradesh Ayurvigyan Vishwavidyalaya Act, 2011;

(4) “Section” means Section of the Act;

(5) “State Government” means the Government of Madhya Pradesh;

(6). Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Act.

(1) The Academic calendar shall be prepared for next academic year before the expiry of the current academic year, encompassing all the essential events and activities related to university.

(2) The Academic calendar shall clearly specify the dates on which 1st term (session) begins and ends and includes beginning dates of the next term (session).

(3) The summer vacation shall be for 30 days. The dates of beginning and end of summer vacation shall be clearly specified in the academic calendar.

(4) The winter vacation shall be for 10 days. The dates of beginning and end of winter vacation shall be clearly specified.

(5) Gazetted and optional holidays should be included in the event calendar.

(6) The teaching staff members in all the affiliated colleges of Madhya Pradesh Ayurvigyan Vishwavidyalaya, shall have holidays and vacation only as per the academic calendar.

(7) The teaching staff members of the colleges/ institutes affiliated to the university, who are required to work on winter and summer vacation should be compensated by crediting these working days to their earned leave Account and should be compensated accordingly as per government/ MPMSU rules.

(8) Considering the winter and summer vacation and all holidays, the academic year shall have minimum 240 teaching days in the academic year.

(9) The Deans / Principals should inform the University about the number of actual teaching days during the academic year in their college and they should ensure that actual teaching days are optimally used for academic purposes.

(10) Non teaching staff's working in teaching department are entitled to avail holidays like non teaching Govt. servant, but they will be available for departmental work as directed by Head of Dept. Such non teaching employee shall be given compensatory Holiday. Compensatory holidays should not be accumulate for more than 3 days and should not be allowed to be carried forward to the next calendar year. Compensatory Holidays can be prefixed or suffixed or both to leave due and / or holidays.

(11) The Vice Chancellor/ university authority, can pass regulation and notification from time to time making changes in the leave structure or otherwise in favour of maintaining the academic calendar and the academic interest of the students.

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR
ORDINANCE NO. 06/2014 - REGARDING CONDUCT OF EXAMINATIONS
 Under section 38 subsection (vi) of the act

1. **Short title and commencement.**— (1) This Ordinance may be called the Madhya Pradesh Ayurvedic Vishwavidyalaya (regarding conduct of examinations) Ordinance, 2014;

(2) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

(B) **Definitions.**—In this statute, unless the context otherwise requires;

(1) “Act” means the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011;

(2) “Employee” means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;

(3) “Ordinance” means the Ordinance made under the provisions of Section 38 and 39 of the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011;

(4) “Section” means Section of the Act;

(5) “State Government” means the Government of Madhya Pradesh;

(6) **Words and expression** used but not defined in this statute shall have the meaning as assigned to them in the Act.

1. **DEFINITIONS.**—In this Ordinance relating to the conduct of examinations, unless there is anything repugnant in the subject or context,

1.1 “Academic Year” means a year commencing on such date in June and ending with such date in May of the year following or as may be decided by the Academic Council.

1.2 “Admission to an Examination” means the issuance of an admission card to a candidate in token of his having completed all the conditions laid down in the relevant Ordinance(s), by a Competent Authority of the University.

Provided that, a candidate who does not fulfil all such conditions may, at the discretion of the Competent Authority of the University, be admitted provisionally, however, in case all conditions are not fulfilled by him subsequently, his admission shall be liable to be cancelled.

1.3 “Applicant” means a person who has submitted an application to the University in the prescribed form for admission to an examination.

1.4 “Candidate” means a person, who has been admitted to an examination by the University.

1.5 “Collegiate Candidate” means an applicant who has applied for an admission to University Examination through an affiliated College/Department/Recognised Institution, in which he/she has been prosecuting a regular course of studies.

1.6 “Examinee” means a person who actually presents himself/herself for an examination or a part thereof to which he/she has been admitted.

1.7 “Examination fee” means the fee inclusive of the fee payable for the statements of marks as may be prescribed by the competent authority from time to time.

1.8 “Repeater Student” is a student, who, having once been admitted to an examination of this University is again required to take the same examination by reason of his failure or absence thereat and shall

include a student who may have joined a College / Department / Recognised Institution again in the same class.

1.9

- 1.9.1 “Under-Graduate Examination” means an examination leading to the Graduate Degree of the University.
- 1.9.2 “Post Graduate Diploma Examination” means an examination leading to Post Graduate Diploma of the University.
- 1.9.3 “Post Graduate Degree Examination” means an examination leading to Post Graduate Degree of the University.
- 1.9.4 “Super Speciality Examination” means an examination leading to the Super Speciality Degree of the University after the Post Graduation.
- 1.10 “Verification” means recounting and re-totalling of marks of all answer(s) evaluated earlier, including assessment and allotment of marks to any un-assessed answer(s) in the concerned answer book.
- 1.11 “Attempt” means either partial or complete appearance by a candidate at an examination. Mere remittance of examination fees shall not amount to an attempt at an examination.
- 1.12 “Unfair means committee” means the committee to investigate into the cases of unfair means which shall be constituted under section 25 subsection (xxxvi) of the Act.
- 1.13 “Student” means and includes a person who is enrolled as such by the University / Affiliated college /Recognised Institution, for receiving instructions, qualifying for any degree, diploma or certificate awarded by the University.
- 1.14 **Moderation of Answer sheet:** Moderation is a process in which a second senior examiner reevaluates an answer sheet section wise irrespective of the marks given by the first Examiner. It gives the same benefit to the student as in the case of revaluation.
- 1.15 **Moderation of Question Papers:** Moderation of Question Papers is a process where a moderator Moderates the Question papers previously set by the paper setters.

2. Save as otherwise specifically provided, the conditions prescribed for admission to examinations under this Ordinance shall apply to all persons who seek to take the examinations of the University.

3. A collegiate candidate, desirous of taking a University examination, unless otherwise provided in any Ordinance, shall prosecute a regular course of study in one or more Colleges / Departments / Recognised Institutions affiliated to the University for the Course leading to the examination for which he/she applies for not less than the period prescribed in the concerned Ordinance.

Explanation.—Prosecution of a regular course of study’, means attendance at not less than 75% of the lectures delivered in each subject of the course of instruction and 80% in practical work for the examination during the total academic period. Attendance in both cases shall be calculated till such date before the commencement of the written examination or upto the end of the academic term whichever is later.

4. The Principal / Dean shall send to the Controller of Examinations a certificate of completion of required attendance and other requirements of the applicant as prescribed by the University from his college, two weeks before the date of the commencement of the written examination.

5. Notwithstanding anything in any Examination Ordinance, the following provisions shall apply in regard to the deficiency in attendance at lectures and practicals for the course of study in the various faculties, namely :—

5.1 A deficiency of attendance at lectures or practicals maximum to the extent of 10% may be condoned by the Principal / Dean on being satisfied that the same deficiency in attendance was due to circumstances beyond the control of the student. The Principal / Dean shall submit to the Controller of Examinations, two weeks before the commencement of the examination, a list of such students whose deficiency has been condoned stating the reasons thereof.

5.2 In no case the deficiency above 10% shall be condoned.

6. A collegiate candidate shall submit his application form for admission to the examination through the Principal / Dean of his college along with prescribed fees.

7. The Principal / Dean shall forward such forms and fees to the Controller of the Examinations on or before the date notified by the University.

8. Application forms received after the prescribed date will not be accepted.

9. Candidates who have migrated from other Universities or Boards shall produce a Migration Certificate from the concerned University or Board along with two copies of their attested photo copies with the application for admission to an examination in the University.

10. The Syllabi and the scheme for the University Examinations shall be such as may be prescribed from time to time by the Academic Council.

11. The Executive Council shall notify the academic terms, vacations and holidays for the Academic year at or before the commencement of the said academic year.

12. The Executive Council shall notify the University Holidays and the discretionary / special holidays in a particular academic year.

13. The Syllabus and the Text-books, if any, to be prescribed or recommended in connection with any subject in which the University conducts examination shall be determined from time to time by the Academic Council on the recommendation of Faculties and Boards of Studies. All changes in the Syllabi or in the scheme of examinations shall be notified for general information before the commencement of the courses leading to the examination.

14. No question shall be put at any University Examinations calling for or necessitating a declaration of religious faith and / or belief on the part of the examinee.

15. (i) A candidate who is unable to present himself for an examination or a part thereof shall not be entitled to any refund of his/her fees under any condition.

(ii) If a candidate suppresses some vital information or gives false information to appear at an examination for which he/she is not eligible or entitled, the total amount of fee paid by him/her shall be forfeited. He/She may be debarred for one term from appearing in further examination and/or a fine of Rs.500/- will be imposed. However, in case of subsequent indulgence of similar nature, the period of debarment may be extended up to three terms.

16. All examinations except viva-voce shall be conducted by means of printed or cyclostyled question papers including such other modality as may be prescribed by the University from time to time. They shall be set to the examinees on the same day and at the same time and hour at all examination centres.

17. Notwithstanding anything contrary to this Ordinance, no person shall be admitted to a University Examination if he / she have already passed the same examination or corresponding examination of any other University, which has been recognised as equivalent to that examination.

18. The University shall prepare and publish a Schedule of Examinations for each and every course conducted by it at least **3 months** before the examinations.

Explanation : "Schedule of Examination" means a table giving details about the time, day and date of commencement of each paper which is a part of a scheme of examinations. The practical examination schedule shall be declared separately.

19. As per section 25 (xxxv) (xxxvi) (xxxvii) (xxxviii) and section 28 (1) (vii) of the Madhya Pradesh Medical Sciences University Act, 2011. All arrangements for the conduct of the Examinations shall be made by the Executive Council and Academic council. Various other duties are assigned to Executive Council related to examination including arrangements for publication of results of examinations and other tests.

For the smooth and time bound declaration of results and for the fast disposal of the other matters of examination related to the Executive Council, the council may appoint a high power committee "**Board of Examination**".

19.1 The "Board of Examination" will consist of the following members:-

- (i) Vice-Chancellor who shall be the Chairman of the Board;
- (ii) the Dean of the Faculty concerned
- (iii) The controller of examination (secretary)
- (iv) the Chairman of the Board of Studies concerned;
- (v) One local member of the Academic Council to be nominated by the Vice-Chancellor.
- (vi) One local members of the Executive Council to be nominated by the members of Executive Council.

19.2 The "Board of Examination" shall have all the powers of the Executive Council and Academic Council for the conduct of examination and publication of the results,

19.3 The Executive Council/ Board of Examination, may, authorize the Controller of Examination to publish the results of the examinations as passed by the "Special Result Committee" on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Principals of the colleges concerned.

19.4 The "Board of Examination" shall be responsible to make all the arrangements for the conduct of free and fare Examinations.

19.5 All the decisions taken by the "Board of Examination" shall be placed in the very next meeting of Executive Council.

19.6 If the Executive Council is appealed against any decision taken by the "Board of Examination" the Executive Council will have the power to revert the decision taken by the "Board of Examination"

19.7 The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.

19.8 The tenure of "Board of Examination" shall not be more than four years.

20.- 20.1 as per the provisions of **Section 43** of the Madhya Pradesh Medical Sciences University Act, 2011, Examiners and Moderators shall be appointed by the Vice-Chancellor in consultation with a committee.

"The Examiners and Moderators committee" shall consist of the following members:-

- (i) The Dean of the Faculty concerned who shall be the Chairman of the committee;
- (ii) The Chairman of the Board of Studies concerned;
- (iii) A member of the Board of Studies concerned to be nominated for the purpose by the Vice-Chancellor.

20.2 If during the course of an examination, an examiner becomes for any cause, incapable of acting as such, the Vice-Chancellor shall appoint any other examiner to fill the vacancy.

20.3 The Vice-Chancellor may, appoint a person whose name is not included in the list of names recommended by The Examiners and Moderators committee, if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the statutes and ordinance.

21. Each Board of Studies shall submit to "The Examiners and Moderators committee", a panel of names, along with their addresses, phone numbers, and Email addresses, suitable for appointment as Paper Setters/Examiners in each paper of each subject/Practical assigned to that Board of Studies.

21.1 The Board of Studies will recommend:-

- (i) A panel of not less than six names for the appointment of the paper setter of each written paper,
- (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least fifty percent in excess of the number to be appointed,
- (iii) A list of names of persons for appointment as examiners in each practical/viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/viva-voce examination at different centres.
- (iv) A list of names of persons for appointment as moderators in each subject of examination.

21.2 The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely

- (a) The academic qualifications and teaching experience at degree and postgraduate levels,
- (b) The field of specialization,
- (c) The examinations of the University and years in which they have acted as examiners in the past.

21.3 The qualifications of the paper setters and co-examiners shall be as follows, namely:

(A) Paper setters: Qualification:

(I) Postgraduate examinations

- (i) Experience of teaching the subject at the Postgraduate level for at least five years. Or
- (ii) Experience of teaching the subject at the Postgraduate level for at least four years together with research experience/total teaching experience at the degree and/or postgraduate level for at least eight years.

(II) Degree examinations

- (i) Teaching the subject at degree or Postgraduate level for at least five years.

(III) Diploma examinations

- (i) Teaching experience of at least three years of degree or five years of diploma classes.

(B) Co-examiners:

The qualifications shall be the same as for paper setters. The minimum teaching/ professional experience required shall be same as that prescribed in case of the paper setter:

Provided that in case of postgraduate examination, degree examinations and diploma examination, where sufficient number of paper setter and Co-examiners in a subject with the aforesaid qualifications is not available, the Vice-Chancellor in consultation with the Board of Examination can change the eligibility criteria.

22. The Controller of Examinations shall maintain a permanent list of teachers (Examiners bank) in the University along with their academic qualifications, teaching experience in examination in which they have acted as examiner, moderator, and paper setter in the past and such other information as may be relevant.

23. (i) "Internal examiner" means.

(a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department or College maintained by or affiliated to the University.

(b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.

(ii) "External examiner" means an examiner other than an internal examiner.

(iii) "Co-examiner" means an examiner in a written paper other than the paper setter.

24. Intimation of appointment to the examiners shall be accompanied by a copy of the instructions/guidelines relating to the examination for which they are appointed, as also information regarding the remuneration which they will be entitled to draw, if they act as examiners. The examiners shall also be furnished with a list of all matters, which they are expected to attend to and shall be required to send to the Controller of Examinations.

25. Each paper setter shall set and submit to the Controller of Examinations, the required number of copies of question papers that he/she sets in a sealed cover, enclosed within another sealed cover within prescribed period. He/ She shall also furnish a certificate to the effect that he / she has destroyed all the notes and manuscripts in connection with the question paper(s) he/she has set. Copyright of any question paper set by an examiner shall vest with the University.

26. Paper-setters, who do not set and submit their question papers to the Controller of Examinations within the prescribed time limit shall, ipso facto, cease to be examiners.

27. Examiners shall be appointed for examinations to be held in that academic year; however they shall be eligible for reappointment. The examiners shall be required to maintain confidentiality about their appointment at examination and marks awarded by them to examinees.

28. A confidential record of mistakes committed by examiners shall be preserved by the Controller of Examinations for future guidance / necessary action.

29. The question papers, unless otherwise specified, shall be set in English.

30. The Principal / Dean of the Health Sciences College / Recognised Institution where the practical examination is to be held shall make all arrangements for the conduct of the practical examination at that centre.

31. Every examination centre shall satisfy the following minimum conditions:—

(i) The place shall have a Post Office/ police station;

(ii) The applicant-college shall have minimum twice sets of:-

(a) A telephone

(b) A Fax machine

(c) E-mail (where the facility can be availed.)

(d) Computer with printer.

(e) Duplicator/Copier facilities

(f) A steel almirah with a locker for safe custody of question papers and other confidential material.

(g) Any other means of communication as may be conveyed from time to time.

(h) UPS and Inverter backup

32. The Vice-Chancellor shall ordinarily appoint the Principal / Dean of College or the Head of the Institution which is designated as a centre of examination, as the Centre-in-charge / Chief Supervisor for the University Examinations at that Centre. He/ She shall also appoint another suitable person as an independent observer to one or more centres.

33. In exceptional cases the Vice-Chancellor may appoint a person as the Centre-in-charge for the University Examinations at a centre even though he/she may not be a teacher in that college/institution.

34. The Controller of Examinations shall be responsible for the proper arrangements connected with the conduct of all examinations of the University.

35. The Centre-in-charge(s) shall be responsible for the smooth conduct of the examinations at that centre. All recurring expenses incurred in connection with the conduct of the examinations at a centre shall be borne by the University as per rules, towards which purpose the Centre-in-Charge may draw such advances from the University as deemed necessary. The Centre-in-charge shall submit a detailed audited account of the expenses incurred by him/her as soon as the examinations are over at that centre and in no case beyond one month of the date of the last paper at that centre. The accounts shall be submitted in the prescribed forms supplied to the Centre-in-charge by the Accounts Section of the University along with the cheque towards the first advance. The Accounts Section shall also supply the copy of the rules and payable rates of remuneration for the conduct of examinations to the Centre-in-charge.

36. No person other than the examinees, invigilators and such other persons as may be permitted by the Centre-in-charge of a centre, shall be allowed to enter the premises of the Examination centre. The Centre-in-charge shall take all necessary steps to ensure this.

37. Examinees at all examinations shall strictly abide by the instructions that may be issued to them by the competent authority from time to time.

38. The Controller of Examinations shall supply sufficient number of copies of question and answer papers required at each centre to the Centre-in-charge in reasonable time.

39. The Centre-in-charge shall send the sealed question & answer papers to such place(s) and person(s) as may be directed by the Controller of Examinations.

40. The results of the examinees shall be tabulated in a prescribed form.

41. The results of each examination shall be prepared by a person, here in after referred to as tabulator/Computer Programmer.

42. Tabulator/Computer Programmer shall be appointed by the Vice-Chancellor in consultation with Controller of Examination. Tabulator/Computer Programmer shall be either teachers of Health Sciences Colleges affiliated to the University or staff members of the University office or both or an agency nominated by the Vice-Chancellor.

43. The results tabulated by the tabulators/Computer Programmer shall be scrutinised by a committee or person hereinafter called the "Scrutineer" appointed by the Vice-Chancellor in consultation with "Board of Examination".

44. Terms of Tabulators and Scrutineers

44.1 The rates of remuneration payable to the Tabulators or Scrutineers shall be fixed by Executive Council from time to time.

44.2 The Tabulator / Computer Programmer shall perform the following duties:

- (a) Posting of marks obtained by an examinee in the tabulation Register.
- (b) Totalling of posted marks.
- (c) Indicating failures in accordance with the provisions of the Ordinance.
- (d) Stating the result at the specified place.

(Explanation: The result for purposes of this Ordinance includes Pass, Fail, Distinction, Exemption and such other terms as may be prescribed by the Ordinance).

- (e) Preparation of list of examinees entitled for any awards or prizes;
- (f) Preparation of the result-sheet in the proforma prescribed for its publication.

44.3. "Scrutineer" means a person or committee who is appointed by the Vice-Chancellor in consultation with "Board of Examination" and who actually does the work of scrutiny of the results.

"Scrutiny" means and includes:—

- 44.3.1- Checking of posting made by the tabulators from the original statement submitted by the examiner;
- 44.3.2- Checking of totals/aggregates posted by tabulator/Computer Programmer;
- 44.3.3- Checking of appropriate marking indicating failures;
- 44.3.4- Checking of result prepared by the Tabulator (both in the Tabulation Register and the Result Sheet) including Distinction, Pass, Fail, Exemption etc. and
- 44.3.5 Checking of the list of Awards prepared by the Tabulators.

45.— 45.1 The Vice-Chancellor shall, for the examinations of every year, appoint a Committee for moderation of results, if required, which shall consist of –

- (i) The Dean of the Faculty concerned (Chairman)
- (ii) One member nominated by the Vice-Chancellor
- (iii). Examination Controller (secretary)

45.2 The reports, action taken and proposed by the committee shall be placed before the Vice-Chancellor; the decision taken by the Vice-Chancellor shall be final.

46. The Vice-Chancellor shall have the power to convene a meeting of the Committee whenever he/she deems it necessary.

47. The Moderation Committee shall set norms of moderation and scrutinise moderation of results which shall be placed before the Executive Council or Board of Examination formed by Executive Council, for approval, if required.

48. A "Special Result Committee" consisting of three local members of the Academic Council shall be appointed by the Academic Council each year to approve the results of examinations. The Chairman of the committee shall be from amongst its members. No result shall be declared unless it is approved by the "Special Result Committee". The committee will directly report to the Vice-Chancellor or as per the provisions made in this statute

49. Functions of the "Special Result Committee":

- 49.1- To scrutinize and pass the result of the examinations, after satisfying itself that the results on the whole and in the various subjects are in conformity with the usual standards and to give its recommend to the Executive Council/ Board of Examination. A copy of results shall also be sent to the Controller of Examination for publication of the results.
- 49.2 - The "Special Result Committee" may interpret the provisions of any Ordinance, Rules and Regulations in so far as it is necessary for declaration of results, but it shall not make any alterations or changes in the Ordinance, Rules or Regulations. The interpretation of the Committee shall be placed before the Vice-Chancellor whose decision thereon shall be final.
- 49.3- The Committee shall, after considering the discrepancies pointed out by the Tabulators/Computer Programmer and Scrutineers, or in any case where the result is unbalanced, make its recommendations to the Moderation Committee constituted by the Vice-Chancellor from year to year, for moderation of the results, if required.
- 49.4- In exceptional cases, the Special Examination Committee may suggest any amendment or modification of any examination Ordinance, which, in its opinion is necessary to the committee of academic council/standing committee of academic council.

49.5 To scrutinize complains against question papers and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor;

49.6 To decide cases of candidates who answered wrong paper and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor;

49.7 To decide cases of candidates whose answer books were lost in transit and propose necessary action to the Moderation Committee constituted by the Vice-Chancellor.

49.8 To exercise such other powers as the Academic council may delegate to it from time to time.

50. Verification of Answer-Books.—The Answer-books may be scrutinised for verification of the correctness of the total of marks recorded and for verification that all answers have been assessed. However, on verification, if any answer(s) is/are found unassessed, the Vice-Chancellor shall cause such answers to be checked and the marks allotted for such answers shall be accounted towards total marks obtained by the examinee.

51. If, as a result of such verification, it is found that the result of the examinee needs to be changed at the examination, the Vice-Chancellor shall publish a supplementary list embodying the results of such verification. The fee paid by the Examinee in such cases shall be refunded completely.

52. Before a reply is sent to the applicant, the report of the verification of the answer-books by the scrutineers shall be counter-checked and signed by a Special Examination Committee.

53. Application for verification from an examinee shall be submitted to the Controller of Examinations within fifteen days from the date of declaration of the result concerned. In no case application for verification shall be entertained after expiry of 15 days from the date of its declaration. Verification of the written answer books shall be caused by the person appointed by the Vice-Chancellor as per the guidelines, mechanism as may be laid down from time to time.

54. If, the discrepancy in the application form of an examinee for admission to an examination is not removed by him/her within two months of the declaration of the result of that examination, his/her admission to that examination shall be liable to be cancelled.

55. The Vice-Chancellor may decide spot-evaluation of answer books of each examination in such faculties at one or more centres.

56. 1 Maximum numbers of attempts and period for passing first professional examination: For the professional courses where the first University examination is conducted after one year, the applicant shall pass the first professional examination course as per the norms of Apex council. In case of special circumstances vice chancellor in consultation with academic council can extend the tenure of candidate.

56.2 Heads of passing of various courses in their respective faculties will be as under:-

56.2.1 Medical:—

- i. Theory + Oral
- ii. Practical
- iii. Internal Assessment (Theory + Practical)

56.2.2 Dental:—

- i. Oral + Theory
- ii. Theory + Oral + Internal Assessment (Theory)
- iii. Practical/Clinical
- iv. Practical/Clinical + Internal Assessment (Practical)

56.2.3 Homoeopathy & Siddha:—

- (i) Oral
- (ii) Theory
- (iii) Practical
- (iv) Internal Assessment (Theory + Practical)

56.2.4 Ayurved & Unani :—

- (i) Theory
- (ii) Practical/Oral
- (iii) Internal Assessment (Theory + Practical)

56.2.5 Nursing :—

- (i) Theory
- (ii) Practical/Oral
- (iii) Internal Assessment (Theory + Practical)

56.2.6 Allied Health Sciences (All courses) :—

- (i) Theory
- (ii) Practical
- (iii) Internal Assessment (Theory + Practical)

56.3 The candidate to be eligible to pass in a subject shall pass in all heads of passing in the respective subject in the same attempt.

56.4 Scheme and pattern of examination of various faculties will be as listed in respective subject syllabus.

57. The Standard of passing:— A candidate to be eligible to pass the examination must have obtained not less than 50% of marks in each of the passing heads of the respective subject.

57.1 Distinction: 75% and above marks obtained out of the maximum marks allotted to a subject.

57.2 A candidate shall be eligible for the award of distinction only if he/she has obtained 75% or more marks in an examination attempted as a whole.

58. INTERNAL ASSESSMENT :

Theory and Practical internal assessment marks shall be added as follows.

- 58.1- The number and marking pattern (Theory and practical marks distribution) of the periodicals / terminal & preliminary examination should be as per the syllabus.
- 58.2- After every examination for internal assessment, the result should be submitted within 15 days of the examination to the University with following formalities.
 - 58.2.1- Result sheet should bear the signature of the students in front of their names and marks awarded.
 - 58.2.2- The result sheet should be duly signed by the examining teacher/s and the head of the department and countersigned by the Dean/Principal of the college.
 - 58.2.3 The result sheet should have date mentioned on it.
 - 58.2.4 The result sheet should be sealed properly.
- 58.3 The result of each examination should be put up on the notice board of the department of college for a period of one week. Theory answer papers should be distributed to the students after declaration of the result of each examination for perusal of students and then they should be re-collected.
- 58.4 The final result of the internal assessment examinations should be submitted to the University in the format within specified period before the start of University examination.
- 58.5 All the answer books, question papers and related documents should be retained with the college for at least one year after the declaration of the University examination result.
- 58.6 A committee should be formed at the college level to deal with the problems related to the internal assessment examinations. This committee should comprise of at least three professors and should be constituted by the Dean/Principal of the college.

- 58.6.1 In case of absence of student/s for any of the internal assessment examinations, the committee should decide about the genuineness of the reason for absence of the student/s for the examination like sickness certificates or some other equally important reason submitted by the student. After verifying the genuineness of the reason for the absence, the committee may allow the candidate to appear for the additional examination.
- 58.6.2 In case of any complaint from the candidate regarding the internal assessment examination, a written complaint should be lodged with the H.O.D./Dean. Such complaints should be discussed in the committee meeting. The decision of the committee will be communicated to the student.
- 58.6.3 A candidate who is not satisfied with the decision of the committee at college level can appeal to the University for redressal of his grievances.
- 58.7 One additional examination should be arranged in the entire period of the course to help the student to avail the opportunity of compensating the loss due to his/her absence in any one of the internal assessment examinations (periodical/terminal/preliminary). Those candidates whose genuineness of reason for the absence is verified and who are permitted by the committee to appear for the additional examination can appear for such examination. Such an additional examination should be arranged after preliminary examination and before University examination in any case before submitting final result of Internal Assessment Examination to the University.

59. Grace Marks

Grace Marks in allied speciality will be as per the norms of the Apex council of that faculty, in case apex council of that faculty does not mention about grace marks, the benefit of grace marks given in different head of passing shall not exceed one percent of aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire Examination in the same attempt.

Provided further that the benefit of total gracing marks under this Ordinance, may be divided between more than one subjects if the candidate passes the entire Examination in the same attempt.

Provided further that the benefit of total gracing marks under this Ordinance, are for particular year and for particular examination, accumulation of the gracing marks cannot be claimed.

60. Moderation

- 60.1 The Moderation System shall be applicable to all the faculties for under graduate examinations only. For post graduate (Degree and Diploma) examinations since there is assessment by two examiners, moderations shall not be applicable.
- 60.2 100% moderation of the answer books shall be carried out in case of candidates failing by 10% of marks of the aggregate marks of that paper.
- 60.3 In case of all faculties and courses, 100% moderation shall be carried out in case of candidates obtaining 75% and above marks.
- 60.4 The moderation of answer books of at least 5% of total number of candidates obtaining marks between minimum passing marks and marks required for first class / distinction shall be carried out on random sample basis.
- 60.5 One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
- 60.6 Moderation work shall be carried out simultaneously with the Central Assessment of answer books at CAP.
- 60.7 Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
- 60.8 University shall formulate detailed scheme of moderation on the basis of guidelines given above.

61. Vigilance Squads

- 61.1 The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice-Chancellor to visit the Centres of University Examination to:
- 61.1.1 Ensure that the University Examinations are conducted as per norms laid down.
- 61.1.2 Observe whether the Senior Supervisors and Block-Supervisors are following scrupulously instructions for conduct of the University examinations.
- 61.1.3 Check the students who try to resort to malpractices at the time of University Examinations and report such cases to the University.
- 61.2 The Vigilance Squad is authorised to visit any Examination Centre without prior intimation and enter office of the in charge of Examination Centre to check the record and other material relating to the conduct of examination. They can enter in any block of Examination for checking the candidate's identity card, fee receipt, hall tickets etc. to ascertain the authenticity of the candidate. The Vigilance Squad shall be authorised to detect use of malpractices and unfair means in the University Examination.
- 61.3 The Vice-Chancellor shall appoint Vigilance Squad which may include –
Senior Teachers of affiliated College/Recognized Institution/University Teachers and desirably one lady teacher; and any other person as the Vice-Chancellor considers appropriate.
- 61.4 The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice-Chancellor with a copy to the concerned Dean/Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
- 61.5 The Dean/Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as to the law enforcing authority.

62. Amendment of Results

- 62.1 **Due to errors:** — In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such a result in such a manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice-Chancellor, provided the errors are reported / detected within 2 months from the date of declaration of results. Errors detected thereafter shall be placed before the Executive Council.

Error means—

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

62.2. Due to fraud, malpractices etc.

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

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

- 63.1 No person can claim appointment as paper setter/examiner/moderator or any other examination work as a matter of right. Appointments of persons as paper setters /examiners/moderators shall be ordinarily made at the time of annual examination. However, if it is necessary to do so, the appointment of paper setters may be made at the time of October examinations.
- 63.2 The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work. They shall also ensure that their availability for assignment is communicated to the University, in the prescribed time limit. If no communication is received within the prescribed time limit, it will be presumed that the assignment is not accepted by the paper setter / examiner / moderator.
- 63.3 The paper setters/examiners/moderators shall follow all the Ordinances given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers scheme of marking etc.
- 63.4 There shall be two senior supervisors at each examination centre, one internal and one external, having minimum of **three** years of experience of teaching/ working in **Health Sciences Institute/ College**. Out of these two, one shall be the external supervisor to be (**center observer**) appointed by the University and the other shall be the internal supervisor (**Centre Incharge**) **also to be appointed by the University**.
- 63.5 The Dean/Principal of the concerned college *shall himself / herself be the chief Conductor/Centre Incharge. Where substitute arrangement is required, it shall be done only by prior permission of the University. However, the Dean/Principal shall alone be responsible for any lapse/ / lapses occurring during the conduct of examination. The eligibility conditions of appointment of examiners will also apply to centre in charge.*
- 63.6 The external senior supervisor (centre observer) appointed by the University shall report to the Dean/ Principal of the college where examination centre is located one day earlier to ensure the arrangements for the conduct of examinations.
- 63.7 He shall ensure that the stationery required for the conduct of examinations, question papers etc. are received at the examination centre. He shall also ensure that the packets of question papers are intact and duly sealed and are opened in his presence 20 minutes before the start of the examinations.
- 63.8 He shall also ensure that the students are not resorting to unfair means / practices. In case any undesirable incidents occur, he shall immediately report the cases of unfair means to the Controller of Examinations along with his report. He should not leave the examination centre during the examination period.
- 63.9 He shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.
- 63.10 The examination forms of the students shall be accepted by the Dean/Principal within the time prescribed by the University from time to time. The forms so accepted shall be submitted to the University within a week from the last day of acceptance of forms in the college along with the fees so collected, by demand draft.
- 63.11 The receipt of examination forms in the University, the name list, summary and Admit cards of the students shall be sent to the concerned examination centres by the University generally 15 days before the commencement of the concerned examination.
- 63.12 The **Dean/Principal** shall, immediately after the examination is over, despatch the answer books to the **University where coding will be done and will be sent to different CAP centres**.

- 63.13 The Directors of the CAP appointed by the University shall receive the bundles of answer books sent **by the University.**
- 63.14 The directors of the CAP shall arrange for the assessment of the answer books centrally as per Central Assessment Programme prescribed by the University.
- 63.15 The Director of the CAP shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the University from time to time.
- 63.16 As soon as the marklists are received in the University examination section, the same should be processed immediately. After the approval of "Special Result Committee", the results shall be reported to the Executive Council or Board of Examination for the publication of the results.
- 63.17 The results of the concerned examinations shall ordinarily be declared within the specified period as prescribed by the executive council from time to time and the University shall dispatch the result along with the statement of marks and passing certificates (wherever necessary) to the colleges for distributing the same to the concerned students.
- 63.18 The answer papers of examinations shall be preserved for a period of at least 6 months from the date of declaration of result of the examinations concerned.

64. Unfair means Resorted to by the Candidate

64.1 General

- 64.1.1 On receipt of a report regarding use of unfair means by any candidate at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Executive Council/ Board of Examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a College or Recognised Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways within a period of one year.
- 64.1.2 Where the examinations of the University courses are conducted by the constituent Colleges/ Recognised Institutions on behalf of the University, the Dean/Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/ Institution either permanently or for a specified period or by cancellation of the result of the student in the College/ Institution examination for which he/she appeared or by deprivation of any College/ Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
- 64.1.. On receipt of report regarding malpractices used or lapses committed by any papersetter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognised Institution including breach of the rules laid down for proper conduct of examination, the Executive Council/ Board of Examination, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified

the concerned papersetter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.

64.2 Competent Authority

64.2.1. The Executive Council / "Board of Examination", shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.

64.2.2. The Dean/Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.

64.3 Definition –Unless the context otherwise requires:—

64.3.1 "Unfair means" include one or more of the following acts of commission or omissions on the part of student/s during the examination period.

64.3.1.1 Possessing unfair means material and or copying there from.

64.3.1.2 Transcribing any unauthorised material or any other use thereof

64.3.1.3 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or man-handling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

64.3.1.4 Unauthorised communicating with other examinees or anyone else inside or outside the examination hall.

64.3.1.5 Mutual / Mass copying.

64.3.1.6 Smuggling-out, or smuggling-in of either blank or written answer books as copying material.

64.3.1.7 Smuggling-in blank or written answer book and forging signature of the Jr. Supervisor thereon.

64.3.1.8 Interfering with or counterfeiting of University/College/ Institution seal, or answer books or office stationery used in the examinations.

64.3.1.9 Insertion of currency notes in the answer books or attempting to bribe any of the people connected with conduct of examinations.

64.3.1.10 Impersonation at the University/College/Institution examination.

64.3.1.11 Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.

64.3.1.12 Or any other similar act/s of commission and/or omission/s which may be considered as unfair means by the competent authority.

65.1 During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.

65.2 "Chief Conductor" means Dean/Principal of the College concerned or Head of the University Department or Recognised Institution concerned, where concerned examination is being conducted, and any other person duly authorized by him or person appointed as in-charge of examination, by prior approval of the University.

- 65.3.1 "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain for oneself or to any other person or causing wrongful loss to other person/s.
- 65.3.2 "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise found on the person or on clothes, or body of the examinee or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- 65.3.3 "Possession of unfair means material by a student" means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- 65.3.4 "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Dean/Principal or Head of the Institution concerned or any officer authorised in this behalf.
- 65.3.5 "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (67.3.5) above, the presumption shall be that the material did relate to the subject of the examination.
- 65.4 Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under:
- 65.5.1 The examinee shall be called upon to surrender to the chief Conductor, the unfair means material found in his or her possession, if any, and his/her answer book.
- 65.5.2 Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- 65.5.3 Statement of the student and his/her undertaking in the prescribed format (Appendix- I & II) and statement of the concerned Jr. Supervisor and Sr. Supervisor (Appendix - III) shall be recorded in writing by the Chief Conductor. If the student refuses to make statement or to give an undertaking, the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.
- 65.5.4 Chief Conductor shall take one or more of the following decisions depending upon seriousness/gravity of the case:
- 65.5.4.1 In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for the remaining examination.
- 65.5.4.2 Obtain undertaking from the examinee to the effect that the decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
- 65.5.4.3 May report the case to the concerned Police Station (Appendix - IV)

65.5.4.4 Confiscate his/her answer book, mark it as "suspected unfair means case" and issue him/her fresh answer book duly marked.

65.5.4.5 All the materials and list of material mentioned in sub-clause (65.5.1) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (65.5.2) and (65.5.3) and the answer book/s shall be forwarded by the Chief Conductor, along with his report, to the concerned Controller of Examinations / Dean / Principal / Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "suspected unfair means case".

65.5.4.6 In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Dean/Principal/Head of the Institution, as the case may be.

65.6 Procedure to be followed by Examiner during Assessment

If the examiner at the time of assessment of answer book suspects that there is a prima-facie evidence that the examinee/s whose answer book/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the **CAP Director** along with the evidence, to the Controller of Examinations /Dean/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

65.7 A prima facie case of unfair means reported to the University/College/Institution by the Chief Conductor/ Centre In charge/Jr. / Sr. Supervisor and or examiners shall be inquired into by the Committee appointed by the Executive Council/ standing committee of examination / Dean / Principal / Head of the Institution, as the case may be. In the event cases of unfair means are reported through any other sources, the concerned Officer/In-charge of the sub-section/Unit to which the case primarily pertained, at the Examination Section of the University/College/Institution shall scrutinise the case, collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a prima- facie case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit, through which the case has originated or to who the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

65.8 Examination Result/s of the concerned student/s involved in such cases shall be withheld till the Competent Authority arrives at a final decision in the matter and the concerned examinee/s and the College/Institution to which he/she belongs to, shall be informed accordingly.

65.9 Appointment of Unfair Means Inquiry Committee

65.9.1 For the purpose of investigating unfair means resorted to by examinees at the University examination, the Executive Council/ Board of Examination, shall appoint a Committee. The term of the Committee shall not be more than four years.

65.9.2 For the purpose of investigating unfair means resorted to by examinees at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Dean/Principal/Head) to be nominated by the Dean/Principal/ Head of the Institution, one of whom shall be designated as Chairperson. The members of the College/ Institution Examination Committee shall not be appointed members on the Unfair Means Inquiry Committee.

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

65.10 Procedure of the Committee should be as under

65.10.1 The Controller of Examinations of the University/Dean/Principal of the College or Head of the Recognised Institution, or the Officer authorised by them, as the case may be, shall inform the examinee concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the show cause notice should not be imposed.

65.10.2 The examinee may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The examinee himself/herself only shall present his/her case before the Committee.

65.10.3 The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the examinee should be shown to him/her by the Inquiry Committee, if the examinee presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent examinee.

65.10.4 Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.

65.10.5 The Committee should follow the above procedure in the spirit of the principles of natural justice.

65.10.6 After serving a show cause notice, if the implicated examinee fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. If even after offering two chances, the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence/documents, which shall be binding on the student concerned.

65.10.7 The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

65.11 Punishment

The Competent Authority concerned i.e. the Executive Council/ Board of Examination, in the cases of University examination, the concerned Dean/Principal in the cases of College examination, and the Head in the cases of examination held by the Recognised Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means:

65.11.1 Annulment of performance of the examinee in full or in part in the examination he/she has appeared for.

65.11.2 Debarring examinee from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.

65.11.3 Debarring examinee from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.

65.11.4 Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.

65.11.5 In addition to the above mentioned punishment, the competent authority may impose a fine on the examinee declared guilty. If the examinee concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a examinee additional punishment/penalty as it may deem fit.

65.11.6 As far as possible the quantum of punishment should be as prescribed (category-wise) below.

65.11.7 The examinee concerned is to be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to and to the Centre In charge.

65.12. The Broad Categories of Unfair Means Resorted to by examinee at the University / College / Institution Examinations and the Quantum of Punishment for each Category Thereof.

Sr. No. (1)	Nature of Malpractice (2)	Quantum of Punishment (3)
65.12.1	Possession of copying material.	Annulment of the performance of the student at the University / College/ Institution examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No. (II) to Sr. No. (XII) in addition to the punishment prescribed thereat.
65.12.2	Actual copying from the copying material.	Exclusion of the student from University or College or Institution examination for one additional examination.
65.12.3	Possession of another student's answer book	Exclusion of the student from University or College or Institution for one additional examination. (BOTH THE STUDENTS)
65.12.4	Possession of another student's answer-book+actual evidence of copying there from.	Exclusion of the student/s from University or College or Institution copying examination for two additional examinations (BOTH THE STUDENTS)
65.12.5	Mutual/Mass copying	Exclusion of the student from College or Institution University or College or Institution examination for two additional examinations.
65.12.6 (a)	Smuggling-out or smuggling in of answer book as copying material.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(b)	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from University or College or Institution examination for three additional examinations.
(c)	Smuggling-in of written answer- book and forging signature of the Jr. Supervisor thereon.	Exclusion of the student from University or College or Institution examination for four additional examinations. Period of exclusion shall be counted as towards attempts.

(1)	(2)	(3)
65.12.7	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or College or Institution examinations for four additional examinations.
65.12.8	Interfering with or counterfeiting of University /College/Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the examinee/s from University or College or Institution examination for four additional examinations.
65.12.9	Answer book, main or supplement, written outside the examination hall or any other insertion in answer book.	Exclusion of the examinee from University or College or Institution examination for four additional examinations.
65.12.10	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the examinee from University or College or Institution examination for four additional examinations.
65.12.11	Using obscene language/violence/ threat at the examination centre by a student at the University/ College/ Institution examination to Jr./Sr. Supervisors/Chief Conductor or Examiners.	Exclusion of the examinee from University or College or Institution examinations for four additional examinations.
65.12.12 (a)	Impersonation at the University/ College/Institution examination.	Exclusion of the examinee from University or College or Institution examination for five additional examinations (both the students if impersonator is University or College or Institute student).
(b)	Impersonation by a University/ College/Institute student at S.S.C./ H.S.C./ any other examinations	Exclusion of the Impersonator from University or College or Institution examination for five additional Examinations.
65.12.13	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or College or Institution examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
65.12.14	Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the examinee at the University or College or Institution examination in full.
65.12.15	All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution Examination in full and severe punishment depending upon the gravity of the offence.
65.12.16	If on a previous occasion a disciplinary action was taken against a student for malpractice used at the examination and he/she is caught again for malpractices used at the examination, in this event, he/	

she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

65.12.17 Practical/Dissertation/Project Report Examination Student involved in malpractices at Practical/ Dissertation/Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

65.12.18 The Competent authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

* (Note : The Term “Annulment of Performance in full” includes performance of the student at the theory as well as annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examinations unless malpractice is used thereat.)

65.13 Malpractices used or Lapses Committed by any Paper- Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the Conduct of Examination

65.13.1 Competent Authority:

65.13.1.1 The Executive Council/ Board of Examination, shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

65.13.1.2. **Local Managing Committee/Advisory Committee** (includes the Trustees, Managing Body or Governing Body) of the constituent / affiliated / conducted college or Recognised Institution, shall be the competent authority to take appropriate disciplinary action against the paper setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of **internal** examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the **internal** examination conducted by the constituent / affiliated / conducted colleges’ or Recognised Institution on behalf of the University. **The action taken should be reported to the University within two weeks.**

65.13.2 **Definition:** Unless the context otherwise requires—

65.13.2.1 “Paper-setter, examiner, moderator, referee and teacher” means and includes person/s duly appointed as such for the examination by the competent authority and the term “any other person connected with the conduct of examination” means and includes person/s appointed on examination duty by the competent authority.

65.13.2.2 Malpractice/lapses includes one or more of the following acts of commission or omissions on the part of the person/s included in (67.13.2.1) relating to the examination :

(A) Leakage of question/s or question paper set at the University / College / Institution examination before the time of examination.

(B) Examiner / Moderator intentionally awarding marks to student in assessment of answer books, dissertation or project work to which the student is not entitled or not assigning marks to the student to which the student is entitled.

(C) Paper-setter omitting a question, Sr.No. of question, repeating question or setting question outside the scope of syllabus.

- (D) Examiner / Referee showing negligence in detecting malpractice used by student/s.
- (E) Jr. Supervisor, Sr. Supervisor, Chief Conductor/ Centre In charge showing negligence / apathy in carrying out duties or aiding / abetting /allowing / instigating students to use malpractice/s.
- (F) Or any other similar act/s of commission and or omission/s which may be considered as malpractices or lapses by the competent authority.

65.13.2.3 "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain for himself/herself or for any other person or causing wrongful loss to other person/s omitting to do what he/she is bound to do as duties.

65.13.2.4 'College' means, constituent or affiliated college or recognised institution of a University.

65.13.3 Investigating Committee

65.13.3.1 The Committee appointed by the Executive Council/ Board of Examination, under the provisions of Section 25 (xxxvii) of the Madhya Pradesh Medical Sciences University Act, 2011, to investigate into unfair means resorted to by student/s at the University examinations shall also investigate the cases of malpractices used and/or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations at the University examinations.

65.13.3.2 Similarly, a Committee appointed by the College or Institution to investigate unfair means resorted to by student at the concerned examinations shall also investigate malpractices/lapses on the part of paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations conducted by the affiliated / conducted College or institution on behalf of the University.

65.13.4 Procedure for Investigation.

65.13.4.1 The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, reported to the University/College / Institution shall be scrutinized by the concerned Officer / In-charge of the sub-Section / Unit to which the case is primarily pertained at the Examination Section of the University / College / Institution, who will collect preliminary information to find out whether there is a prima-facie case so as to fix up primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section / Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

65.13.4.2 The Competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing about the act of malpractices used and alleged or lapses committed by him / her at the examination and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and why the punishment stipulated in the Show Cause Notice should not be inflicted on him/her.

65.13.4.3 The concerned person be asked to appear before the Inquiry Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/her therein. The concerned person/himself/herself only shall present his/her case before the committee.

- 65.13.4.4 The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Inquiry Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
- 65.13.4.5 Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defence before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- 65.13.4.6 The Committee should follow the above procedure in the spirit of principle of natural justice.
- 65.13.4.7 - If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defence. If, even after offering two chances, the concerned person fails to appear before the Committee, the Committee shall take decision in his/her case in his/her absence on the basis of whatever evidences/documents which are available before it and the same shall be binding on the concerned implicated person.
- 65.13.4.8 The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted on the concerned person or otherwise.

65.13.5 Punishment

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit, including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall inflict any one or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:—

- 65.13.5.1 Declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specific period.
- 65.13.5.2 Imposing fine. If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- 65.13.5.3 Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.
- 65.13.5.4 The competent authority or the Officer authorised in this behalf, shall inform the concerned person of the decision taken in his/her case and the punishments imposed on him/her.
- 65.13.5.5 An appeal made within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (67.13.5.3) above, shall lie with the Executive Council if the case is pertaining to the University examination or with the Management of the College or Institution, if the case is pertaining to the college/institutions examination and their decision in the appeal shall be final and binding.
- 65.13.5.6 The Competent Authority shall supply a typed copy of the relevant extract of the fact-finding report of the Inquiry Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant / petitioner, if applied for in writing.
- 65.13.5.7 The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.
- 65.13.5.8 As far as possible the quantum of punishment should be prescribed category-wise as here under:-

65.14 Action for Malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any other person connected with the Conduct of University / College / institution Examinations.

S. No (1)	Nature of Malpractices / Lapses (2)	Punishment (3)
65.14.1	Paper -setter found responsible for leakage of the question set in the University / College/ Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination Work + disciplinary action by concerned authorities as per the rules applicable.
65.14.2	Leakage of question / question paper set in the University / College/ Institution examination before the time of examination at the University/ College/Institution or examination centre by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty / responsible person/s as per the prevailing rules / standard code by the concerned authorities.
65.14.3	Favouring a student (Examinee) by examiner moderator, referee in assessment of answer books/dissertation/Project Report /Thesis by assigning the student marks to which the student is not entitled, at the University / College/ Institution examination.	Disqualification from any examination Work and disciplinary action by concerned authorities.
65.14.4	Examiner / Moderator / Referee intentionally / negligently not assigning the student in assessment of his/her answer-books / dissertation /Project work, the marks to which the student is entitled to at the University / College / Institution examinations.	Disqualification from any examination work + disciplinary action by the concerned authorities.
65.14.5	Paper-setter omitting question at the time of finalisation of question paper set at examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of three years.
65.14.6	Paper-setter setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
65.14.7	While assessing answer books examiner showing negligence in detecting malpractices used by the student/s.	As decided by the authorities of the University / College/ Institution.
65.14.8	Guiding Teacher showing negligence in supervision of dissertation / Project work(e.g. use of manipulated data by a student)	As decided by the authorities of the University / College / Institution
65.14.9	Sr. Supervisor / Chief Conductor showing apathy in carrying out duties related to examinations (e.g. not taking a round to the examination hall at the Examination Centre during examination period or opening the packet of question paper before prescribed time)	As decided by the authorities of the University / College / Institution.

(1)	(2)	(3)
65.14.10	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work upto a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University / College / Institution employee.
65.14.11	Jr. Supervisor helping student (examinee) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/ Institution employee.

65.14.12 The competent authority, in addition to the above mentioned punishment, may impose a fine on the concerned person, if declared guilty.

65.14.13 The competent authority, may report the case of the concerned implicated person to the appropriate Police Authorities as per the provision of Maharashtra Act No. XXXI of 1982.

66. Central Assessment Programme Scheme

66.1 Preliminary:

The conduct of examinations and declaration of results is one of the important activities of the University. The Scheme of Central Assessment Programme is being introduced by way of this Ordinance with a view to:—

- (1) Declaring the results in the shortest possible time,
- (2) Increasing the reliability of the results,
- (3) Maintaining uniformity and consistency in the assessment,
- (4) Increasing accuracy and efficiency in the declaration of results and
- (5) Creating confidence amongst the students about the assessment system.

The Central Assessment Programme shall consist of the following stages:

- 66.1.1. Pre-assessment work
- 66.1.2. Assessment and Moderation process
- 66.1.3. Post-Assessment work

66.1.1 PRE-ASSESSMENT:

66.1.1.1 To Fix the venue of the Central Assessment Programme (CAP):

The venue of the CAP shall be decided by the University. It shall be on the University campus / in Affiliated Government College / Regional co-ordination centre or any other place decided by the University.

66.1.1.2 Appointment of CAP Director:

The Director for the Central Assessment Programme shall be appointed by the University from amongst the following:—

- (a) Dean/Principal of the concerned Affiliated College or his nominee from amongst the senior faculty members.

- (b) Head of the concerned Recognized Institute
- (c) Head of the concerned University Department or his nominee not below the rank of Reader

The Director shall communicate his acceptance along with the undertaking in the prescribed form (Appendix - VI)

66.1.1.3 Invitation to Examiners / Moderators:

The University shall provide a list indicating the number of students appearing for each subject and other relevant information to the Director. The Director / Controller of Examinations shall ascertain the number of examiners and moderators required per subject. The Director shall make arrangements regarding the space and the supporting staff required for the CAP.

The Director of CAP/Controller of Examinations shall send invitation letters to all the examiners and moderators shown in the lists finalized by the University well in advance so as to enable the examiners and moderators to communicate their acceptance. In case of any difficulty in doing so, the Director, CAP shall consult the Controller of Examinations and take decision. All the instructions regarding CAP shall also be sent to the examiners and moderators. In case of shortage of examiners/ moderators as reported by the Director, CAP, the substitute appointments of examiners/ moderators shall be made by the **CAP Director from the list of examiners provided by the University/** Controller of Examinations.

66.1.1.4 Collection of Answer books:

It is the responsibility of the **Dean/Principal** of the College/Director of the recognized Institute to see that the answer books of the examinations held at his/her centres are sent promptly to CAP Centres / **University** as per instructions given by the University from time to time.

66.1.1.5 Preparation for CAP

- (i) The Director of CAP shall make adequate arrangements to receive answer books coming from the University / examination centres from time to time.
- (ii) On receipt of the answer books at the CAP venue / University, the staff employed for this work shall check the number of answer books, Junior Supervisor's Reports and ascertain as to whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Deputy Registrar (Exams.) or an Officer nominated by the Controller of Examinations.
- (iii) It shall be seen and verified that all the answer books of the subject, are received from the centres of examinations / University. This shall be checked with the subject wise and centre wise summaries of the examination concerned. In case of non-receipt of answer books from any examination centre / University, the Controller of Examinations / the CAP Director shall take immediate steps for receiving the said answer books from the concerned examination centre/ University.
- (iv) The bundle of answer books so prepared shall preferably be computer - coded, masked and the coded sheets shall be inserted in the bundles of answer books. The Junior Supervisor's report shall be taken out and kept in a separate file. Papers or bundles tied or presented in a doubtful manner be separated and further decision regarding their evaluation be taken in consultation with the Controller of Examination.

66.1.2 ASSESSMENT AND MODERATION PROCESS:

The University shall issue instructions to the concerned on the following:

66.1.2.1 Consistency and uniformity in assessment.

66.1.2.2 Remedial measures in respect of discrepancies detected / noticed in the question Paper.

66.1.2.3 Unfair means noticed by the assessor/s.

66.1.2.4 Administrative, financial and organizational details

66.1.3 POST - ASSESSMENT:

The University shall issue instructions on the following:

66.1.3.1 Decoding / unmasking of assessed answer books.

66.1.3.2 Scrutiny and verification of assessed answer books.

66.1.3.3 Preparation and schedule of submission of mark lists to the University.

67. In case, where any matter related to examination is required to be regulated by Statutes, Ordinances, Rules or Regulations but no Statutes, Ordinances, Rules or Regulations are made in that behalf, the **Vice-Chancellor** may, for the time being, in consultation with the Board of Examination, regulate matter by issuing such directions as the **Vice-Chancellor** thinks necessary, and shall at the earliest opportunity or within 365 days whichever is less, thereafter, place them before the Executive Council or other authority or body concerned for approval as per act.
68. Additionally the exam rules of Apex body of respective Health Science Council will be applicable, in case of any controversy the rules of University will be treated as final, or the matter as decided by the Vice-Chancellor, shall be treated as final.
-

APPENDIX - I

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR

Statement of candidate who is alleged to have used Unfair Means at the University Examination

Full Name :..... ; ;

(in Block Letters). Surname First Name Father's / Husband's Name

Address :

Examination :

Paper No. & Subject

Seat No. : No. In words :

To,

The Controller of Examinations, Madhya Pradesh Medical Science University, Jabalpur.

Sir,

I appeared at the above examination held on college (Centre) in the Morning / Evening session.

I give below my statement as follows:—

.....

Place :

Date : Time : Signature of the Candidate

APPENDIX - II
FORM OF UNDERTAKING

Full Name :
of the
Candidate
(in Block
Letters). Surname First Name Father's / Husband's Name

Permanent :
/Local
Address :
.....
.....

To,

The Controller of Examinations,
Madhya Pradesh Medical Science University,
Jabalpur

Sir,

I, the undersigned student of College / Institution appearing
for Examination at the
..... College (Centre), do hereby state on solemn affirmation
as under:-

I understand that I am involved in an alleged use of Unfair Means in the Examination Hall and therefore, a case against me is being reported to the University.

That inspite of the registration of a case of Unfair Means against me, I request the University authorities to allow me to appear in the present paper and the papers to be set subsequently and/or at the University examination to be held hereafter.

In case my request is granted, I do hereby agree that my appearance in the examination will be provisional and subject to the decision of the University Authorities in the matter of disposal of the case of alleged use of Unfair Means referred to above.

I also hereby agree that in the event of myself being found guilty at the time of investigation of the said case, my performance at the examination to which I have been permitted to appear provisionally, consequent upon my special request, is liable to be treated as **null and void**.

In witness whereof I set my hand to this undertaking.

Signature of the Candidate

Date :

Before me.....
Chief Conductor of the Centre
and Rubber Stamp of the College / Institution / University

Date :

APPENDIX - III
MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR

Report of the Jr. Supervisor / Sr. Supervisor / Chief Conductor / Centre Incharge

Block No. :
Examination :
Subject :
Date :

To,

The Controller of Examinations,
Madhya Pradesh Medical Science University,
Jabalpur

Sir,

I, the undersigned Jr. Supervisor appointed on the abovementioned Block at the
..... Examination held at College
(Centre), am hereby making report against Candidate No. Shri. / Kum.
..... at the examination, as follows:-

Yours faithfully,

(Signature Jr. Supervisor)

Date:.....

Time:.....

Name & Address of the Junior Supervisor

.....
.....

On the basis of the report made by the Jr. Supervisor / Flying Squad, I am of the opinion that there is a prima facie case of Unfair Means resorted to by the aforesaid Candidate No..... and therefore, the case be forwarded to the University for investigation.

Forwarded to the Controller of Examinations, Madhya Pradesh Medical Science University, Jabalpur for necessary action.

.....
Seal of the College / Institute /
University (Centre)

.....
Signature of the Chief Conductor /
Centre Incharge

Place :

Date :

Encl. :

.....
Signature of the Centre Observer

(N.B. : Kindly enclose a copy of the relevant question paper)

APPENDIX - IV

To,

The Inspector / Sub-Inspector,
..... Police Station,

Sub.:— Complaint against the student for the alleged use of Unfair Means at the
..... examination held in the.
.....

Sir,

On behalf of Madhya Pradesh Medical Science University, Jabalpur the examination held in the First Half / Second Half of 20... is conducted in the premises of the College / Institute / University. I have been authorised by the University of vide letter No. dated addressed to the Dean / Principal by to take action under the provisions of Madhya Pradesh Medical Science University act 2011, an Act to provide for preventing malpractices at University, Board and other specified examination.

I furnish herewith the details of the following students who has / have used Unfair Means at the examination.

- 1 Name of the Student :
- 2 Examination Seat No. :
- 3 Name of the College through which he/she appeared for the examination. :
- 4 Name of the subject, Date & Time :
- 5 Name of the Jr. Supervisor :
- 6 Name of the Sr. Supervisor who detected the case :
- 7 Material found with the candidate :
8. Other information if any in connection with the case. :

According to Statutes of the Madhya Pradesh Medical Science University, Jabalpur - An act to provide for preventing malpractices at University / Board and other specified examinations, Shri. / Kum. has committed the offence at the examination and therefore, I lodge a complaint against him / her with the Police Station

Yours faithfully,

Place :
Date :

.....
Chief Conductor / Centre Incharge
Name of the Centre :

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR**ORDINANCE NO: 07/2014 - PROCEDURE TO ISSUE MIGRATION CERTIFICATE****1. Short title and commencement.—**

- (a) This Ordinance may be called the Madhya Pradesh Ayurvedic Vishwavidyalaya (procedure to issue migration certificate) Ordinance, 2014;
- (b) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

2. Definitions; in this statute, unless the context otherwise requires;

- (a) "Act" means the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011
- (b) "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;
- (c) "Ordinance" means the Ordinance made under the provisions of Section 38 and 39 of the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011
- (d) "Section" means Section of the Act;
- (e) "State Government" means the Government of Madhya Pradesh;
- (f) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. The student prosecuting study in any of the University Department/ affiliated College / Autonomous College/ recognized Institution, enrolled with this University, who desire to seek admission in any other Institution / College affiliated to any other statutory University in India or abroad after completing course or in between shall apply in the prescribed format to the Registrar of the University for obtaining Migration Certificate.

4. The fee for Migration certificate shall be as prescribed by the University from time to time, which shall be sent to the University through Demand Draft of Nationalised Bank drawn in favour of "The Registrar, Madhya Pradesh Ayurvedic Vishwavidyalaya, Jabalpur" payable at Jabalpur. The fees once paid shall not be transferable or refundable under any circumstances.

5. The Migration Certificate shall be issued on the basis of following documents:

- (a) Original College Leaving/Transference Certificate.
- (b) Attested copy of Statement of Marks of the Final/Last Examination appeared by the candidate.
- (c) Attested copy of the Internship Completion Certificate where applicable.

6. If, the Migration Certificate is lost, in transit / it is damage under natural calamities, a duplicate may be issued by the University only on the production of the affidavit and a production of copy of F.I.R to that effect after paying the required fees.

7. The Migration Certificate will be sent to the applicant by the Registered Speed or Registered post on the given address.

MADHYA PRADESH UNIVERSITY OF HEALTH SCIENCES, JABALPUR
ORDINANCE NO: 8/2014 - Procedure and rules governing award of Ph.D.
degree in the subjects of Health Sciences

1. Short title and commencement;

- (a) This Ordinance may be called the Madhya Pradesh Ayurvedigyan Vishwavidyalaya (Procedure and rules governing award of Ph.D. degree in the subjects of Health Sciences) Ordinance, 2014;
- (b) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

2 Definitions; in this statute, unless the context otherwise requires;

- (a) "Act" means the Madhya Pradesh Ayurvedigyan Vishwavidyalaya Act, 2011
- (b) "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;
- (c) "Ordinance" means the Ordinance made under the provisions of Section 38 and 39 of the Madhya Pradesh Ayurvedigyan Vishwavidyalaya Act, 2011
- (d) "Section" means Section of the Act;
- (e) "State Government" means the Government of Madhya Pradesh;
- (f) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. The Madhya Pradesh Medical Sciences University shall offer the degree of Doctor of Philosophy (Ph.D.), on regular basis, in the subject of Health Science in the faculties of Medicine, Dental, Ayurved and Unani, Homoeopathy and Allied Health Sciences including interdisciplinary subjects as specified by concerned Board of Research and published by suitable Notification by the University. The degree of Ph.D. shall be awarded by Thesis only.

4. The Ph.D. degree awarded by the University shall be by research and not by papers. It shall be awarded by Thesis followed by open defence through Viva Voce.

5 Constitution of Board of Research:

There shall be a Board of Research, for each faculty of Health Sciences consisting of following members:-

- (i) The Vice-Chancellor (Chairman)
- (ii) Rector (Member and Chairman in the absence of the Vice-Chancellor)
- (iii) Dean of the concerned Faculty (Member)
- (iv) Chairperson of Board of Studies of concerned PG subject (Member)
- (v) One Ph.D. Guide from concerned faculty from affiliated College/ institution, nominated by the Vice-Chancellor (Member)
- (vi) Two eminent research persons or Experts or Scientists within concerned faculty, who have published minimum 10 research papers in the indexed Journal(s) to be nominated by the Vice-Chancellor (Members)

6. Duties of Board of Research:

The Board of Research shall perform the following duties:-

- (i) To recognize the teachers as Ph.D. guide.
 - (ii) To formulate the rules to recognise the Departments/Institutions for research work leading to Ph.D. Degree.
 - (iii) To decide the nomenclature for degree and initiate the procedure of Inclusion of the Ph.D. Degree as a recognized medical qualification, in the schedule of the Act of the concerned Councils (if such provision exists in the concerned council)
 - (iv) To maintain the standard and quality of research for Ph.D. Course.
 - (v) To prepare bank of research topics and make it available for information of all concerned.
 - (vi) To prepare, the list of subjects for inter disciplinary research.
 - (vii) To scrutinize the applications received for Ph.D. registration and approve the registration of the eligible candidates.
 - (viii) To prepare a subject wise panel of internal and external examiners and/or referees.
 - (ix) To perform any other duty, as assigned by Statute\ Ordinance\ Direction or the order of the Vice-Chancellor from time to time.
 - (x) To act as liaisoning authority between University Grant Commission and concerned respective Councils/Authorities.
7. (a) The Board of Research shall be constituted after promulgation of the instant Direction.
 - (b) Tenure of the Board of Research shall be Four years from the date of its first meeting.
 - (c) Meetings of Board of Research shall be held at least twice in a year.

8. Eligibility for Research Guide:

- (a) The research guides for Ph.D. Degree, recognised before this Ordinance came into force, by erstwhile Universities in the state, in the faculty of Medicine, Dental, Ayurved and Unani, Homoeopathy and Allied Health Sciences shall be deemed to be recognised research guides for Ph.D. Course of this University, Provided that such Guide undergoes 07 days training of Research Methodology workshop within the period of one year from the centre recognised by the University for the said purpose or from the MET Department of the University. However, this 07 days training shall be exempted to such research Guides who has published 05 research papers in the indexed Journal(s). The other terms and conditions of the instant Direction shall also be applicable to them.
- (b) The teachers, who were not recognised as research guides for Ph.D. by erstwhile Universities, however, are now eligible/ desirous to become a Research Guide for Ph.D. may apply in 03 copies in the prescribed format (Annexure-1) alongwith required documents through Head of the affiliated College/ Recognised Institute.
- (c) The eligibility criteria for Guide shall be as follows:
 - (i) A guide for the Ph.D. degree shall have not less than 8 years approved teaching and/or research experience after his/her PG qualification and out of which, 3 years PG recognised teaching experience in the concerned subject and also shall have published at least 5 papers, out of which, minimum 3 papers published in the Indexed Journal(s).
 - (ii) In addition, PG guide shall have guided at least 05 PG students or co-guided 14 PG students for the faculty of Medicine and have guided at least 05 PG students or co-guided 10 PG students for other faculties, who have completed their PG under him/her.

OR

- (II) Highly Deserving candidate(s) working in research institutes in a "Scientist-C grade" category and having at least total 10 years research experience and also possesses minimum 5 publications in Indexed Journal(s) and/or 3 patents to his/her credit in any area of Health Science(s)/Biological science(s)/life Science(s) may be recommended by the Board of Research to the Vice-Chancellor for Recognition as Ph.D. guide. The decision of grant of Recognition or otherwise taken by the Vice-Chancellor shall be final and binding.

OR

- (III) Highly Deserving candidate(s) with 3 years research experience after Ph.D. degree with 5 publications in the Indexed Journal(s)/ 3 patents to his / her credit in any area of Health Science(s)/ Biological Science(s)/Life Science(s) may be recommended by Board of Research to the Vice-Chancellor for Recognition as Ph.D. guide. The decision of grant of Recognition or otherwise taken by the Vice-Chancellor shall be final and binding.
- (IV) A recognised PG teacher with 3 years of Post Graduate teaching experience shall be eligible to become as a Co-Guide for Ph.D. On request of the student duly forwarded with consent of his/her Guide through the Head of the College/Institute. The Vice-Chancellor shall consider and take final decision regarding allotment of Co-guide for the work of Ph.D. considering the necessity of its requirement.
- (V) The application can be submitted for the approval of Ph.D. Guide and Co-Guide throughout the year; however, the candidates shall be allotted only after subsequent Entrance Examination.
- (VI) Notwithstanding to anything done earlier, the recognition of Ph.D. guides henceforth shall be subject to submission of certificate of 07 days training of Research Methodology workshop within the period of one year from the centre Recognized by the University for the said purpose or from the MET Department of the University.
- (VII) **Maximum age of Ph.D. Guide/Supervisor** — For all faculties of Health Sciences, the recognised Ph.D. research Guide shall be permitted to work as a Guide up to he / she attains the age of 70 years. Before two years of maximum permissible age limit (i.e. after attaining the age of 68 years), fresh registration under such guide shall not be permitted.

9. Eligibility for Institute Recognition and Grant of Recognition as Research centre (Place of Research leading to Ph.D.):

- (a) If, the Institute is not Affiliated College / Recognised Institute of this University, then it is mandatory for them to first get it recognised by the University for Place of Research Work leading to Ph.D. For the said purpose, the desirous Institute shall apply to the University in the prescribed format (Annexure -2) alongwith the prescribed fees as prescribed by the University from time to time.
- (b) On receipt of proposal along with the prescribed fees, the University shall inspect the institution by appointing Local Inquiry Committee and shall place the Local Inquiry Committee report before the Academic Council for its consideration. The decision of the Academic Council shall be final and same shall be communicated by the University to the concerned Institute.
- (c) The above mentioned process of "Institute Recognition" shall be carried out by the University Department Cell of the University as per the prescribed process *mutatis mutandis* for Grant of Affiliation or by making such changes in the said process as deems fit by the Vice-Chancellor.
- (d) The Affiliated Colleges/Institutes Recognised by the erstwhile Universities as a place of work for Research leading to Ph.D. in the Faculty of Medicine, Dental, Ayurved and Unani, Homoeopathy, and Allied Health Science, shall be deemed to be recognized by this University as a place of work for such specific period, up-to the award of Ph.D. Degree to the last student(s) admitted for Ph.D. Degree by the erstwhile non-agricultural University. However, it is necessary for the said College(s) / Recognised Institute(s) to submit proposal to this University along with prescribed fees. After award

of Ph.D. Degree to the last student admitted in such College/Institute by the erstwhile non-agricultural University, if such Institute desires to continue to be the recognised Institute of this University, in such event, the College/Institute shall have to apply a fresh in the prescribed format along with prescribed fees for Continuation of the said course for the Place of Research leading to Ph.D. After following due procedure, the Board of Research may approve to be the College/ Recognised Institute of this University for the Ph.D. Work. The decision of the Board of Research shall be communicated to such College/Institute in writing by the University.

- (e) The Affiliated College/Recognised Institute shall submit an application in the prescribed format (Annexure - 3) alongwith prescribed fees to start Ph.D. course in the particular subject. On receipt of proposal, the University shall appoint Local Inquiry Committee to inspect the College/Institute in respect of available infrastructure, teaching facilities, non-teaching staff para medical staff etc. available to start Ph.D. course in the concerned Speciality/Subject. The report of Local Inquiry Committee shall be placed before the Academic Council. The decision of Academic Council shall be final and binding. No Institute shall be recognized as a Place of Work of Research unless at least one approved / recognized guide is available at that particular place of work. However, those College(s)/Institute(s) already recognized for respective subject may be accorded renewal, if they fulfill all other conditions as verified by Local Inquiry Committee, even if, there is no recognized guide at the time of renewal, subject to the condition that the Ph.D. students shall be allotted to such College(s) / Institute(s) only after recognized guide is made available.
- (f) The Affiliated College(s) / Recognised Institute(s) having Post Graduate courses shall fulfill all the norms of "Minimum Standards" regarding infrastructure and other facilities, as prescribed by the Respective Central Council for Post Graduate Courses, for its further Recognition as a Place of Research for Ph.D.
- (g) The College(s)/Recognised Institute(s) that do not have the respective Central Council recognised Postgraduate course(s) but having extraordinary reputation, and excellent research infrastructure and undertaking excellent Research activities, can also be recognized after following due procedure as prescribed above subject to that, the report of Local Inquiry Committee shall demonstrate about potential for research work.
- (h) The Human and Animal Ethics Committee duly registered under the appropriate authority is mandatory for all Institutes who have been recognized as a Place for Research leading to Ph.D. Such Institute(s) shall also be encouraged to organize the research methodology workshops.

10. **Continuation of Affiliation / Recognition for Ph.D.**—The University by appointing Local Inquiry Committee may carry out periodical inspection after every five years for continuation of said course. However, every year before 31st October the institute shall forward the proposal in prescribed format along with fees for continuation of the said course. On receipt of the Proposal the University may appoint Committee to inspect the teaching and infrastructure facilities available. The report received from Local Inquiry Committee (if appointed) shall be placed before the Academic Council. The decision of the Academic Council regarding continuation of affiliation for Ph.D. Course shall be final. The University also reserves right to inspect such Institute every year or as and when it deems fit.

11. **Eligibility Criteria for admission to Ph.D. degree.**— The candidate willing to register for Ph.D. degree course by way of research shall fulfill the eligibility conditions as mentioned below:—

- (I) He / She Shall have Postgraduate Qualification (P.G. Degree) in the concerned subject of Health Sciences or in the equivalent/ allied subject recognized as eligible by the concerned board of research. The candidate(s) having P.G. Diploma in schedule II of the respective Councils/D.N.B. shall also be considered eligible, if such candidate has published minimum two papers in Indexed Journal(s).
- (II) In exceptional cases, with prior approval from the Vice-Chancellor, a candidate having only UG qualification in Health Sciences and having 15 years professional experience along with excellent record and contribution in Health Sciences research shall be eligible for admission to Ph.D. course and accordingly shall be allowed to appear for Ph.D. Entrance Examination.

- (III) Applications for research in Interdisciplinary areas and from applicants belonging to a faculty or subject other than faculty or subject in which the research is proposed to be done and /or from the International students (those who have not obtained the PG degree from any UGC recognised University in India, for whom the equivalency of degree as per respective Council shall be necessary), shall be considered on the basis of the research publications and credentials of the researcher for such kind of research. Such candidates shall be allowed to appear for entrance test after confirmation of their application by members(s) of Board of Research or subject expert nominated by Vice-chancellor for the said purpose. The students provisionally admitted under inter-disciplinary subject shall get oriented to the respective concerned discipline to the satisfaction of the guides. Accordingly the guide shall certify in writing for the same.
- (IV) Qualified and Eligible "Teacher" candidates and all other "In-Service" candidates shall have to apply through proper channel. The cadre of equivalent or above assistant professor/ lecturer, having 05 years continuous teacher's approval in the concerned subject shall be treated as qualified and eligible Teachers. They shall be exempted from the Entrance Test conducted to qualify for registration to Ph.D. Course. The separate list of Qualified and Eligible "Teacher" candidates for the purpose of registration for Ph.D. Course shall be prepared by the member(s) of Board of Research or subject expert nominated by Vice-chancellor to said purpose by considering the age of the applicant (applicant with higher age on 31st July of admission year may be given preference), research activities, approved experience, number of publications, etc. Qualified and Eligible "Teacher" candidates working additionally for the university shall be given preference. The list prepared by the Board of Research shall be submitted to the Vice-Chancellor for approval and/or appropriate decision. The decision of the Vice-Chancellor on it shall be final and binding. The final approved list shall be published on the University website for information of all concerned.
- (V) As per the directives of the National Knowledge Commission, as an alternative system to grant Ph.D. to the candidates registered provisionally to this University, If have minimum 05 publications as the first author on the selected same topic of the Thesis in Indexed Journal(s) shall be exempted from submission of Thesis to the University. Provided that the Board of Research shall appoint a panel of examiners of four subject experts for reviewing these papers of the Candidate. On receiving the positive recommendation by any three of these examiners and after successful conduct of Viva voce of the candidate, the University shall award Ph.D. degree to such candidate after approval of the concerned Board of Research. For such candidates the provisions of clauses 17 and 20 of this Direction shall be exempted. The Above said provision shall be applicable for getting exempted from the submission of Thesis only, however all other formalities shall be applicable.

12. Admission Procedure:

- (A) **Distribution of Seats for Ph.D. Course:** 33% seats from the total available seats for that particular Academic Year shall be kept reserved for the qualified and eligible approved teacher candidates and remaining seats shall be available for other candidates, who have passed the Entrance Test, in case there is no eligible candidates after the Entrance test and the seats remains vacant, the seats will be reverted to in-service candidates.
- (B) **Advertisement:** The University may publish a Notification once in an Academic Year, preferably in the 1st term for admission to Ph.D. course under all faculties of Health Sciences and call applications from eligible and desirous candidates. Such Notification shall contain (i) the number of seats available for registration (faculty wise, centre wise & subject wise distribution of seats, along with list of available recognised guides for the particular Academic Year), (ii) general rules regarding and (iii) application form admission procedure. The number of available subject wise seats shown in the notification shall not change afterwards. The notification shall be published on the University website and also short advertisement in one state level newspaper shall also be published by the University. The rules regarding reservation as specified by the State Government from time to time shall be applicable for this admission process. Before announcing the available number of Ph.D. seats for an Academic Year, the University shall collect data from all the Heads of the College(s) / Recognised Institute(s) for determining the exact number of available Ph.D. seats and Ph.D. Guides in each subject.

The Head of the College/ Recognised Institute after obtaining consent from the respective Ph.D. guide shall inform the University, the exact number of Ph.D. candidates to be allotted for each guide. The distribution of seat shall be notified on the basis of this information only.

- (C) **Entrance Test:** The University shall organise a written Entrance Test for the purpose of admission to Ph.D. Course. This test may be conducted online by University whenever possible. The syllabus, format, marks and other details of the Entrance Test shall be recommended by the Board of Research and accepted by the Vice-Chancellor. Minimum score in the Entrance Test for admission to the Ph.D. course shall be 50 % for Open category candidates and 40% for the candidates belongs to reserved category.
- (D) **Result of Entrance Test:** - The result of the Entrance Test shall be declared by the University within 15 days, as far as may be practical. The result shall be displayed subject wise and only in the form of "Qualified" and "Non qualified". Further, the candidate qualified in the Entrance Test, does not mean that he/ she has been admitted to Ph.D. course. The University does not give any guarantee that he / she will get admission for Ph.D. course. The Entrance Test is a mere screening test to short list the students on merit basis. However, those candidates qualified in the Entrance Test, but did not get admission for Ph.D. course due to any reason, shall be placed in a separate waiting list. This waiting list shall be considered valid till four months prior to the date of next Entrance Test.

(E) **Admission Process (Personal Counseling and Interview):—**

- I After declaration of result of the Entrance Test, the qualified candidates may apply in the prescribed format (Annexure-4) to the Head of the College/Recognized Institute for further admission procedure. He / she may apply to one, more or all available centres as per his/ her convenience and choice. One copy of the application shall be sent to the University for Information and record. The Head of the College/Recognized Institute shall appoint a scrutiny and admission committee to conduct the admission procedure. The constitution of the said committee shall be as follows:-

(a) **Admission Committee at affiliated colleges:—**

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|--|------------------|
| 1. Dean \ Principal | Chairman |
| 2. All available Ph.D. Guides in the college for that Academic Year. | Members |
| 3. All HODs of all Departments under whom seats are available for that Academic Year. | Members |
| 4. One senior most teacher of the College from reserved category, who is a recognised Ph.D. Guide. | Member |
| 5. Ethical Committee Chairman of the College | Member/Secretary |

(b) **Admission Committee at recognized Institutes:-**

- | | |
|--|------------------|
| 1. Head of the Institute | Chairman |
| 2. All available Ph.D. Guides in that Institute for that Academic Year | Members |
| 3. One officer of the University from reserved category | Members |
| 4. Ethical Committee Chairman of the Institute | Member Secretary |

(c) **Admission Committee at University Department:—**

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|--|------------------|
| 1. The Vice-Chancellor or his nominee | Chairman |
| 2. All available Ph.D. Guides for that Academic Year of the Department | Members |
| 3. All HODs – of all Departments under whom seats are available for that Academic Year. | Members |
| 4. One officer of the University from reserved category | Member |
| 5. Registrar or one member of concerned faculty Board of Research, nominated by the Vice-Chancellor. | Member Secretary |

- (II) After declaration of Entrance Test result the University shall prepare and publish centre wise and date wise counseling / interview programme. The admission process of the University shall be completed as far as possible within 90 days from the date of Entrance Examination.
- (III) As per counseling /interview programme published by the university, the desirous candidate shall be present for Personal counseling / Interview before admission committee on the particular place of research at their own cost.
- (IV) It shall be the responsibility of the Chairman of the admission committee, to conduct the counseling / interview procedure as per rules and in a fair manner. The rules regarding reservation for admission shall be observed by him/her.
- (V) Under this personal counseling / interview procedure the committee shall judge the ideas and interest area of the candidate and his / her suitability with particular Guide.
- (VI) At the end of the counseling/ interview round the Chairman of admission committee, along with signatures of all members shall display the list of selected candidates on notice-board and also send the copy of the same to the University by fax, speed post and e-mail.
- (VII) It shall be lawful, for admission committee, to prepare and publish subjectwise and guidewise waiting list for that particular recognized place of work.
- (VIII) The selected candidate shall join concerned College/Recognised Institute and take the admission for Ph.D. course within **10 days** from the date of list displayed on the University Notice Board/ Website. If the selected candidate is unable to join within stipulated period due to any reason, the next candidate in waiting list may be selected/ called for admission by the Head of the College/ Recognised Institute.
- (IX) At the time of admission, the selected candidate shall pay the prescribed fees for admission and shall complete the other procedures related to his/ her admission.
- (X) The Head of College/Recognised Institute shall submit the subjectwise, guidewise list of the joined candidates to the University by fax and speed post within 15 days from the date of display of list of selected candidates.

13. **Provisional Registration Process.**— The date of the admission and joining of the candidate at any College/Recognised Institute after successful counseling / interview procedure shall be treated as Provisional date of Registration. However, the actual term of every selected candidate shall be deemed to start from the date of approval letter of the synopsis of his/her thesis.

14. **Final Registration Process:—**

- (i) Within **120 days** from the date of Provisional registration the admitted candidate shall submit 2 copies of his / her research proposal (Synopsis) including one soft copy, recommended by his / her research guide and forwarded through Head of the Department and Head of the Institution along with application for final registration in prescribed format (**Annexure-5**) and Demand Draft for prescribed fees to the University.
- (ii) It shall be mandatory to each candidate to follow the guidelines regarding synopsis preparation & format prescribed by the University, from time to time. Research proposal shall be approved by the research committee and ethics committee of the College / Institute, where research is to be undertaken and certificate in this regard shall be submitted with the research proposal.
- (iii) The research proposals received shall be placed before the concerned Board of Research for final approval and registration of the candidate for Ph.D. course.
- (iv) It shall be lawful for Board of Research to accept in toto or suggest any change(s) / modification(s) / amendment(s) in the submitted research proposal. Any suggested amendment(s) / correction(s) shall be mandatory on candidate and concerned guide to modify the proposal accordingly. In such circumstances the concerned candidate shall submit again corrected proposal for final registration before Board of Research. Once the Board of Research/ the University has confirmed final registration of the student for the particular topic, the University shall inform the decision of Board

of Research to the candidate, Guide and Head of College/Recognised Institute by way of confirmation letter.

- (v) After six months from the date of final registration, no change in the topic and synopsis shall be allowed, without prior permission of the Board of Research.
- (vi) In each case, the registration for the Ph.D. course shall be deemed as final registration only after Eligibility granted to the candidate.

15. Duration of the Ph.D.—

- (a) The minimum period for candidate, who possesses Post Graduate qualification (MD/MS) in the Health Sciences subject shall be two calendar years and for all others including the candidate(s) having PG Diploma in schedule II of the respective council(s) / D.N.B. it shall be three calendar years from the date of admission / provisional registration. With the permission of Ph.D. guide the student can undertake his/her research work in any other Institution having Collaboration for the Research work in the state of Madhya Pradesh. A candidate doing research leading to the Ph.D. degree shall have worked for a minimum prescribed period, and in the normal course, he / she shall not be allowed to submit his / her Thesis before completing the minimum prescribed period from the date of his / her admission / provisional registration as a research student.
- (b) Only fulltime regular approved teacher of the University shall be treated as teacher (as per clause 11(IV) of this ordinance) for availing the benefit of provision under clause 17(c). The "Teacher" candidates who qualify the entrance exam of university for Ph.D. registration shall also get the benefits of provision under clause 17(c). However, those candidates, who are recognised by this University as a P.G. Guides under faculty of Homoeopathy, shall also be considered for benefit of provision under clause 17(c). For remaining, this course shall be full time and regular course.
- (c) Candidates having eligibility qualification as per clause 11 (I), and who have put up at least 8 years regular confirmed service in non-teaching positions in the Medical Institutes, which is a Centre recognized as a Place for Research for Ph.D. and the candidates is in service of Madhya Pradesh Govt. Health Services Department and working as Class -I or Class-II officer, is eligible to apply for Ph.D. course & appear for Ph.D. entrance examination. Such candidates are permitted to do the Ph.D. course as "in-service" candidates. They may also be considered for benefit of provision of clause 17(c).
- (d) In case the candidate is not able to complete his / her research work within a maximum period of six years, on the written request of the candidate through his / her Research Guide, prior to Six months of expiry of date of registration, the Board of Research may grant extension for time not more than further two years. In such case, the candidate shall be required to pay the tuition fees again. After expiry of this grace period, the registration of candidate shall be automatically cancelled. However, thereafter such candidate may register again as a fresh candidate after following due procedure of admission as prescribed above.

16. Course Work.—

- (a) After registration and within six months from the date of registration, each candidate registered for Ph.D. Course has to complete a Pre-Ph.D. orientation course of 07 days duration in the Institute in which, the candidate is registered or at any other place recognized and declared by the University from time to time as an Authorised Centre for the same. Under this course an update on knowledge regarding Research Methodology & Biostatistics shall have to be acquired by the candidate by undergoing training within one year after registration and preferably within 06 months. The Candidate shall have to submit certificate from the Guide on completion of the said Course Work.
- (b) The Candidate shall publish at least two research papers in indexed Journal(s) or submit the evidence of acceptance of papers, related to his work in a recognized national or international journal before submission of Final Thesis to the University.

- (c) After completion of Research, the Candidate shall have to prepare a draft Thesis, and present the same before Departmental / Institutional Research Committee, at the place of work. The feedbacks and comments given by the members of the committee that may be incorporated in the final draft of the Thesis after approval of the Guide.
- (d) The student shall be required to send "six-monthly progress report" and "pre Ph.D. seminar report" to the University within 15 days after seminar in the prescribed format (Annexure-6) through the guide and Head of the Institute. All progress reports of the candidate(s) alongwith the Synopsis and Title of Thesis shall be placed on the University website for information of all concerned.

17. Supervision for Ph.D. Research:

- (a) A candidate shall work under the direct supervision of a recognized Ph.D. Guide of the University. In each Academic Year, the number of Ph.D. students to be allotted to the concerned guide shall be decided with the consent of Guide. In one Academic Year, maximum one new student can be allotted to the Guide. At any given time, a Guide shall not have more than eight registered students including PG students, working under his / her supervision / guidance. However, considering the need, emergency, utility of the Research Work the Vice-Chancellor shall have right to decide the number of Ph.D. Candidates to be allotted to the Guide for that Academic Year.
- (b) i) As per the needs of the project a Co-Guide may be allotted to the candidate after recommendation of the guide and approval by the University. The Board of Research shall approve the Co-Guide either from within or from outside of the University. For interdisciplinary subjects the Guide and Co-Guide as a process expert and content expert shall be necessary.
- (ii) The Ph.D. Guide from one faculty shall be permitted to take candidates from other faculty. Provided the Co-Guide of the student belongs to the faculty/subject related to the research topic. And The total number of all types of Ph.D./PG students under the Guide do not ordinarily exceed the number of eight.
- (iii) The Vice-Chancellor, The Rector, The Registrar, and other officers of the University (if recognised as a Ph.D. guide) shall be permitted to take the Ph.D. students from any recognised College/Institute approved as a place of work leading to Ph.D.
- (c) Normally, a candidate shall be required to complete his / her research under the direct supervision of his / her Guide at Recognized Centre. However, a candidate who is a University approved full time Teacher/ the person in the Government Service shall be permitted to complete research work at his / her college (place of duty/ appointment). In such condition, it shall be mandatory for such Teacher Candidate/ person in Government Service shall be required to work at least 180 days in the full tenure of the Ph.D. course under direct supervision of his Guide at recognized centre / place of Research, before submission of final Thesis, and this tenure will be counted as his regular service and not as a leave, also the tenure will be included in his teaching experience. The certificate from Guide regarding this mandatory attendance along with signature of Head of Institute shall be precondition, while submitting final Thesis to the University through Head of the College/ Institute.
- (d) As a special case / exceptional case, the Board of Research in the faculty may permit a candidate to register for Ph.D. independently (Under Self guidance) i.e. without having to work under the supervision of a Guide, provided he satisfies the condition for eligibility given in this ordinance or having published 07 research papers in the Indexed Journal(s) and shall have proved his / her ability to undertake independent research work. He / She shall submit his / her application in the prescribed format for the said purpose through proper channel.
- (e) Normally, a candidate shall be required to complete research under supervision of his / her Guide, however, a candidate may be permitted by the Board of Research to transfer his / her registration

from one research Guide to another, provided the first Guide gives "No Objection Certificate" for such transfer and the research Guide under whom the transfer is sought gives his / her consent to accept the candidate. Provided further that, in case of such transfer, if the research topic of the candidate is changed, then in such case the candidate shall have to work under new guide for the minimum period of two years before he/she is allowed to submit the Thesis.

- (f) Whenever the Research Guide of the candidate leaves service of the College/Institute or retires from the service but continues to be recognized as a Research guide, the student already admitted under such guide may be allowed to continue to work under him. However such guide shall give in writing his / her willingness to continue the said student. The Board of research shall, after ascertaining the choice of the student either to continue to work under the supervision of the same research guide (provided he / she has kept two terms under his / her supervision) or to work under another Research Guide, make appropriate recommendation to the Vice-Chancellor.
- (g) In case of any dispute between a candidate and his/her guide, the redressal committee consisting of the following shall examine the matter and report to the Vice-Chancellor, whose decision shall be final:
- (i) Dean of the concerned faculty. (Chairman)
- (ii) Nominee of the Board of Research of concerned subject; appointed by the Vice-Chancellor
- (iii) The Head of the Institute/Place of Research however, if the complaint is against him then he/she shall not participate in the proceedings of the meeting. The Committee shall hear both the parties and submit its report with the specific recommendations. The report shall be submitted to the Vice-Chancellor for final approval / decision.

18. The presentation of the Thesis:

- (a) The Thesis shall be written and printed preferably in Arial, Times New Roman fonts and the language of the Thesis shall be only in English.
- (b) After completion of the minimum period of Ph.D. course as specified under clause 15 and after completion of course work as specified under clause 16, within two months from the date of course completion, the candidate shall forward application to the University, through his / her Research Guide and Head of Research Place with four hard copies of Thesis alongwith 02 CDs containing soft copies and 10 copies of the Thesis summary. The prescribed fees for evaluation shall be enclosed with such application. The Thesis shall include Certificate in the form 'A' (Annexure-7), from the Research Guide and a declaration from the candidate that, the work reported in the Thesis is original work carried out by the candidate himself / herself and that the research work from other sources has not been included.
- (c) The material which has been obtained from the other sources shall be duly acknowledged in the Thesis by the candidate(s). If the material obtained from the other sources has not been duly acknowledged, then he / she shall be held responsible in case of plagiarism. He/ She should also be aware about the consequences of plagiarism. In case of plagiarism the candidate shall be liable to be punished for withdrawal of the Thesis/ Ph.D. Degree (even if awarded).

19. Appointment of Examiners:

- (a) The Board of Research shall prepare the Panel of Examiners/ Referees only after the candidate submits his / her Thesis.
- (b) The summary of the Thesis submitted by the candidate under clause 17(c) of this Direction shall be placed before the Board of Research, which shall prepare and recommend the panel of external examiners including few names from outside of Madhya Pradesh state, (for Medical faculty only, three external examiner may be from outside of India – if available) for the evaluation / examination of the Thesis and Viva Voce. The Board of Research shall prepare and approve pool of Referees. Out of the Panel prepared by the Board of Research the Vice-Chancellor shall appoint examiners for evaluation of Thesis.

- (c) For Thesis examination, there shall be the panel of two external examiners, one of whom may be from outside of Madhya Pradesh state, (for Medical faculty only, this external examiner may be from outside of India – if available). For the viva-voce and the defence of the Thesis, there shall be a separate panel of two examiners that includes the Guide of the candidate, who shall be the convener cum internal examiner and one external examiner who has examined the Thesis. These two shall jointly evaluate the performance of the candidate. In case of a candidate working independently under self-guidance, the Vice-Chancellor shall, on the recommendation of the Dean of the concerned faculty shall appoint a senior recognized Ph.D. guide as convener cum internal examiner.

20. Evaluation:

- (a) From the Panel of external examiners prepared by the Board of Research the Vice-Chancellor shall invite / appoint any two examiners, one of whom shall be from outside of Madhya Pradesh state to examine the Thesis. The Controller of Examinations shall get in touch with each examiner by e-mail or land mail with a copy of the summary of Thesis to secure acceptance of the examinership. If however, no information is received from an examiner within four week's period from first communication to the examiner, his / her appointment shall be cancelled and a new examiner shall be appointed from the existing panel of examiners in accordance with the Clause 19 (b) and (c).
- (b) In case of acceptance of invitation / appointment as an examiner, the Controller of Examinations shall forward the Thesis to such examiners within a week from the date of the receipt of his/her acceptance letter.
- (c) The examiners shall independently send their reports along with copy of Thesis, to the Controller of Examinations within sixty days from the date of receipt of the Thesis (the reports sent by fax or e-mail shall be accepted). If an examiner fails to do so, the Controller of Examinations shall send him / her a reminder immediately after the expiry of the said period and request him / her to submit the report within further period of thirty days. If the concerned examiner fails to comply even within the extended period, the Vice-Chancellor shall cancel his / her appointment forthwith and a new examiner shall be appointed from the existing panel of examiners in accordance with the Clause 19 (b) and (c). In case of request for the late submission of the report or receipt of the report after the appointment has been cancelled or the loss of report or postal delay, etc. the Vice-Chancellor shall take an appropriate decision.
- (d) The examiners shall submit the report in the prescribed form (Annexure – 8) and shall make one of the following recommendations:

- i. The Thesis is acceptable for the award of Ph.D. degree
- ii. The Thesis is acceptable subject to revision on the following points:
 - a)
 - b)
 - c) etc.

Accordingly, the candidate be advised to revise the Thesis in the light of points raised in the report by the examiner and re-submit to the University.

- iii. The Thesis is not acceptable.

When the examiners recommend the revision or rejection of the Thesis he/she must mention in his/her report, the points on which revision is needed or the precise reasons in writing for its rejection.

- (e) If both the examiners recommend for acceptance of the Thesis for the award of the Ph.D. degree, the Thesis shall be accepted. If both the examiners recommend rejection of the Thesis for the

award of the Ph.D. degree, the Thesis shall be rejected. If the examiner(s) raises some queries/seek clarifications, the candidate shall be asked to give answers to the queries at the time of Viva Voce. If one or both the examiners recommend revision of the Thesis, the candidate shall resubmit the revised Thesis/Appendices/Annexures after revision as suggested by the examiner(s) within one month after receiving letter from the University. The revised Thesis/Appendices/Annexures shall be sent back to the examiner, who has asked for the revision. The examiner shall re-submit his / her report in a prescribed form as given in (Annexure-8). The examiner shall recommend the revised Thesis/ Appendices/Annexure to be as either acceptable or non acceptable.

- (f) If one examiner recommends rejection of the Thesis and the other recommends acceptance, then a third examiner shall be appointed as per clause 19 (b) and (c) from the panel of already approved examiners. The third examiner, if appointed, shall be from Madhya Pradesh. Once the third examiner is appointed, any previous recommendations of the examiner, in whose place the third examiner has been appointed, shall become null and void for all purposes. In case, the third examiner recommends acceptance or revision of the Thesis, then depending on the recommendation of the other examiner (who has not rejected the Thesis), the Viva Voce shall be arranged or the candidate shall be asked to revise the Thesis and resubmit, as the case may be. In case the third examiner recommends the rejection of the Thesis, his / her recommendation shall be final and the Thesis shall be rejected.
- (g) In case of any ambiguous/vague recommendations by any examiner, shall be placed before the Board of Research for its consideration and remarks.

21. Open Viva Voce and Defence of the Thesis:

- (a) Mere appearance for open defence shall not be claimed as a right for award of Ph.D. Degree.
- (b) After receiving the acceptance reports from two external examiners recommending for the award of Ph.D. Degree, the University shall appoint a two-member Viva Voce committee consisting of one of the external examiners who has evaluated the Thesis and the Guide of the candidate. The candidate's Guide shall be internal examiner cum convener for the Thesis defence and Viva Voce examination. The recommendation reports received from the two external examiners shall be forwarded to the Guide of the candidate, who shall arrange the Viva and the defence of the Thesis at the earliest date suitable to the external examiner. The Viva Voce and the open defence of the Thesis shall be arranged either at the place of research or at the University decided in consultation with the convener (Internal Examiner/Guide). The Guide shall communicate to the University, the candidate and the external examiner and to all the concerned regarding the date, time and venue of Viva Voce. The Guide shall make the reports available to the candidate and the external examiner at least 3 days before the date of the Viva Voce. A separate notice on defence of Thesis presentation shall be issued and circulated to other Departments by the Guide at least 48 hours before the presentation to enable other faculty members and students to attend the Viva Voce. In case of any problem, the Dean of the concerned faculty shall take the appropriate decision. Deficiencies pointed out at open defence shall be upgraded to the satisfaction of the examiner.
- (c) The Vice-Chancellor shall, on the recommendation of the Board of Research, appoint a Senior Research Guide from the panel of Ph.D. recognized Guides as an internal examiner for the candidate working independently under self guidance. In case of dispute in evaluation, Dean of the concerned faculty shall review the situation/area of dispute and give his recommendations to the Vice-Chancellor for his consideration & final decision.
- (d) If the external examiners, who have already evaluated the Thesis, are not able to be present at the time of the defence, the Vice-Chancellor, on recommendation of the Research Guide and the Dean of faculty concerned shall appoint another external examiner from panel to act as an examiner for the defence of the Thesis. In case, the Guide (internal examiner) is not available, the Vice-Chancellor shall appoint any other senior research guide to act as internal examiner on the recommendation of the Dean of the concerned faculty.

- (e) The Guide as convener shall moderate the Viva Voce and open defence. The candidate shall make a presentation of his / her Thesis covering the background, objectives, methodology, results and the conclusions of his / her study. After presentation, the examiners can ask the candidate for more clarifications. Those attending the open defence, who are not members of the Panel of Examiners, can also participate by asking relevant questions but only with the permission of the Guide/Convener. The questions during the Viva Voce shall be of constructive type, not teasing in nature and shall lead to logical discussion on the topic of the Thesis. No one among the audience shall have right to comment on the acceptability or non-acceptability of the Thesis for the award of the Ph.D. Degree.
- (f) The Guide and the external examiner shall submit to the Controller of Examinations their final consolidated report about the award of the Ph.D. Degree immediately after the defence is over in a prescribed format (Annexure-9). Their submission shall be specific and recommend for the award of the Degree or for a fresh Viva Voce after a specified time if the performance of the candidate is not satisfactory.
- (g) In case the defence & Viva Voce is not satisfactory, the examiners may by majority recommend with reasons in writing the specific comments regarding unsatisfactory performance of the candidate. The candidate shall act upon the comments accordingly and face the Viva Voce again after the period of three months.

22. Final result:

- (i) The overall result of the Viva Voce and the defence of the Thesis shall be officially declared by the Controller of Examinations within 15 days from the date of receipt of the favourable report on the defence of the Thesis and the Controller of Examinations shall issue a Provisional certificate to the candidate, certifying that the Ph.D. Degree has been awarded in accordance with the provisions of Regulations of the U.G.C. and provisions of this Direction of the University.
- (ii) Once the Ph.D. Degree is awarded to the candidate, one soft copy of the Thesis shall be kept under the custody of the Controller of Examinations. The second hardcopy of the Thesis shall be deposited in the University Library.
- (iii) In case of rejection of the Thesis and based on the genuine grounds and recommendation of Board of Research, the Vice-Chancellor shall constitute an independent three-member review panel to review / investigate the cause of rejection of Thesis. The review panel shall examine the research work and the examiners' report thereon and shall submit its findings to the Vice-Chancellor for future improvements. It may also examine the matter to suggest as to whether the candidate can further work on the same topic to rebuild his / her initial work and the correct course of action for achieving that and time frame needed for resubmission of his / her Thesis without exceeding the maximum time period prescribed for submission of Thesis given in this Direction.

23. Withdrawal of Ph.D. Degree/Non processing of Ph.D. Thesis.— If at any stage it is found that the material quoted/ referred in the Thesis is copied from any other source/Author/Researcher and found the same as plagiarism, then the University shall withdraw the Ph.D. Degree (even if awarded), of such candidate or shall not process the Thesis for further evaluation and examination as the case may be.

24. Prescribed Fees for Candidate:— The fees shall be such as prescribed by the Management Council of University from time to time and it shall be notified separately on website from time to time.

25. Matters which are not specifically covered in the clauses herein above and if any queries regarding the interpretation of any clause of this Direction, then it shall be decided by the Vice-Chancellor and the decision of the Vice-Chancellor shall be final and binding.

MADHYA PRADESH MEDICAL SCIENCE UNIVERSITY, JABALPUR
PROCEDURE AND RULES GOVERNING AWARD OF Ph.D. DEGREE IN SUBJECTS OF
HEALTH SCIENCES.

List of annexure

Annexure-1: Format of application for recognition of Ph.D. guide.

Annexure-2: Format of application for recognition of an Institute.

Annexure-3: Format of application to start Ph.D. Course in concerned subject.

Annexure-4: Format of application for candidates to apply for admission at recognized place of research after qualifying the entrance test.

Annexure-5: Format of application for candidate provisionally registered at recognized place of research to obtained eligibility and final registration.

Annexure-6: Format of six monthly progress reports and format of pre-Ph.D. seminar report to be submitted by registered candidate to Ph.D. section of university.

Annexure-7: Format of the attendance and other certificates to be submitted by candidate along with final copy of Thesis.

Application for Recognition as a Research Guide for Doctor in Philosophy (Ph.D.)

Faculty:Subject/Specialty in which recognition is sought

1. Name (In CAPITAL):

(Surname)

(Name)

(Middle Name)

2. Present Designation:

3. Name of the Department:

4. Name and Address of College/Institute

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..... PIN

5. Date of Birth: 6. Date of Retirement:

7. Caste: 8. Category:

9. Qualification:

10. State Council Registration No.: 11. Date of Registration:

12. Address for Communication:

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13. Contact Details: i) Mobile ii) e-mail:

iii) Phone: Residence – (0) Office – (0)

14. Details of Qualification in Chronological Order (attach attested copies of all relevant documents):

S. No.	Qualification Level and Nomenclature	Year of passing	Name of college	University	% Obtained
(1)	(2)	(3)	(4)	(5)	
1	UG Degree				
2	PG Degree				
3	PG Diploma				
4	DNB				
5	PhD				
6	Any other				

15. Details of Experience in Chronological Order (attach attested copies of all relevant documents):

S. No.	Designation	Subject	Department	Period	Total Experience	University Approval/ recognition letter no. and date
1						
2						
3						
4						
5						

(A) Total approved UG Teaching Experience: years months

(B) Total recognized PG Teaching Experience: years months

(C) Total Experience as recognized PhD Guide: years months

(D) Number of students guided for PhD course:

S. No.	Faculty	Subject	Number of Students
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**16. Details of Publications/Research Publications in Chronological Order:
(Attach attested copies of all relevant documents)**

S. No.	Title of Paper/ Book	Name of research Journal	Issue No. & month of publicationa	Whether as a first author of other
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

17. Whether all Experience Certificates are attached? Yes/No

Place:

Date:

Signature & Name of Applicant

Certificate from Head of the College/Institute

This is to certify that Dr/Mr/Ms has been working in this College/Institute/Laboratory, as since(date) till date. His/Her appointment is approved for UG Teacher as (Designation) by the University vide letter no. dated and recognized PG Teacher as(Designation)by the University vide letter no. dated

I further certify that, as per our office records the above information submitted by the applicant is correct. Hence, his/her application for recognition as a PhD Guide for the subject/speciality is forwarded for further necessary action.

Date:
Seal of College/Institute

Signature and stamp of
Dean/Principal/Head of College/Institute

Check-list:

S. No.	Document	Attached Yes/No
1	Attested photo-copy of UG Degree Certificate	
2	Attested photo-copy of PG Degree Certificate	
3	Attested photo-copy of UG/PG Teacher approval/recognition	
4	Attested photo-copy of recognised PG Guide	
5	Attested photo-copy of recognised PhD Guide of other University	
6	Attested photo-copy of list of selected peer-reviewed publications	
7	Any other	

ANNEXURE- 2

(For Office use only)

Proposal for Academic Year:

Registration no.:

From: Affiliated College/Non-affiliated College/Recognised Institute
Application Format for Recognition of College/Institute/Laboratory

N.B.:1. The Management seeking permission for recognition of College/Institute for PhD/Fellowship/ Certificate Course(s) shall submit the application in TWO COPIES in the prescribed format, along with DD of prescribed fees, drawn in favour of "The Registrar, Madhya Pradesh Medical Sciences University, Jabalpur," on any Nationalized Bank, payable at Jabalpur.

To,

The Registrar,
 Madhya Pradesh Medical Sciences University,
 Jabalpur

Sir,

I am/we are submitting herewith the application with a request, for Recognition of College/Institute for PhD Course from the Academic Year

Following are the particulars:

1. **Name, Postal Address and Contact details of the Society:**

 PIN

Telephone no.: (0) Fax no.:(0)

E-mail ID:

2. **Number and date of registration of the society:**
(enclose attested copies of Registration, Constitution and Memorandum of Association)

- (i) Public Trust Act 1950:
- (ii) Society's Registration Act 1860 :
- (iii) Year of establishment :

3. **Name, Postal Address and Contact details of College/Institute:**

 PIN

Telephone no.: (0) Fax no.: (0)

E-mail ID:

4. **Payment Details:**
- (i) Prescribed Recognition fee Rs :
- (ii) DD sr.no.:
- (iii) Dated:
- (iv) Bank:

5. **Financial position of the Society/College/Institute:** 20. -
 (attach attested audited statements of preceding three years) 20. -
 20. -
6. **The Resolution of the Management in respect of Recognition of Institute :**
 (Enclose copy of Resolution)
 Resolution no. dated
7. **Other Information:**
 (a) **Land:**
- (i) Whether the land is owned by the applicant Institute/College/Trust: Yes/No
 If yes, then area: Acres/Hectares:
(attach copy of land documents i.e. 7/12 extract/property card)
- (ii) Whether the land is registered: Yes/No
 If Yes, Registration Number:
 Date of Registration:
 Place of Registration:
- (iii) Any loans/mortgage shown against the title of the land : Yes/No
 Mention the amount of the loan : Rs.
- (b) **Building:**
- (i) Total built-up area: sq. ft.
 (attach certified copy of plan of building)
- (ii) Provision of library: Yes/No
- (iii) Provision of Laboratories: Yes/No
- (iv) Class Rooms & Administrative Blocks: Yes/No
- (c) **Teaching Staff :** (Please attach list)
- (d) **Non-Teaching Staff :** (Please attach list)
- (e) **Technical Staff :** (Please attach list)
8. **Hospital:** Owned /Attached (please TICK in appropriate box)
- (i) Name & address of the hospital:
- (ii) Faculty (please TICK in the appropriate box) :
- Medical** **Dental** **Ayurved** **Unani** **Homeopathy** **General**
- (iii) No. of beds available:
- (iv) Built-up area:
- (v) OPD/IPD (No. of patients per year) :
- (vi) List of Paramedical staff : (please attach list)
- (vii) List of Instruments available (CT Scan, MRI, ECG, Sonography, X-ray etc.):
 (attach plan duly certified by an architect)

9. **Various Audio-visual aids available:**

Sr. No.	Name	Yes/No	If Yes, Number
1.	Slide Projector		
2.	6 mm Projector		
3.	LCD Projector		
4.	Overhead Projector		
5.	Screen		

10. Library:

Books & Journals: (Please attach list of books, journals, e-library, e-journals & e-books available in the library and indicate if the institution has a liaison with other library.

If so, please mention its distance from the Institution/Hospital.kms Attach the permission letter from the concerned Institute)

11. Laboratory:

a. State whether there is research laboratory. Please give information in detail.

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b. List of equipments/instruments for the conduct of Course.

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12. Hostel:

- a. Provision for boys' hostel : Yes/No
- b. Provision for girls' hostel : Yes/No

13. Computer Facilities :

- a. No. of computers :
- b. Internet facility : Available/Not Available
- c. Own web site : Available/Not Available

I solemnly declare that, all the information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date:
College/Institution Seal

Signature & rubber stamp
Head of the College/Institute

Application Format to start PhD Course
(Please fill separate application for each subject/specialty)

Faculty: Subject/Specialty:
Recognition Fee: Rs. DD No. Date: Bank & Branch:

1. Name of the College/Institute/Laboratory :
:
:

2. Address:
:
: PIN

3. Contacts: Phone: (0) Fax: (0) e-mail:

4. Name of Head of the Department:
Designation:

5. Details of available Teaching Staff for Subject/Specialty under Department:
(attach relevant documents)

Sr. No.	Name of Teacher	Designation	Qualification	UG. Experience	PG. Experience	PG. Recog. No. & date	Whether Recognised Ph.D. Guide No. & Date	PhD Recognition No. & Date	Date of Birth	Number of publication NS & Research Papers.
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6. Details of available Non-teaching Staff for Subject/Specialty under Department:
(attach relevant documents)

Sr. No.	Name of Employee	Designation	Qualification	Date of Appointment	Total Experience	Date of Retirement
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7. Details of available infrastructure under Department:
(attach separate and detail list along-with required proofs)

(i) Present Courses available under Department with intake:

PG Degree: Intake:
PG Diploma: Intake:
Certificate Courses: Intake:

- (ii) Area in sq.ft:
(iii) Number of Computers:
(iv) Number of Dept. Library Books:
(v) Number of Journals:
(vi) Number of Audio-visual Aids:
(vii) Number of Costly Instruments/Equipments (more than Rs.5000/-):
(viii) Number of Research Project Completed under the Department:
(ix) Number of Research Project under process:
(x) Number of Charts available at the Department:
(xi) Number of Models/Specimens available at the Department:
(xii) Any other specific thing available at the Department:

8. Details of Central Research Laboratory:
(attach separate and detail list along-with required proofs)

- (i) Available Area in sq.ft:
(ii) Available Facilities:
.....
(iii) Name of available Instruments:
(iv) Records of Stock book:
(v) Records of work carried out:

9. Details of Central Animal House:
(attach separate and detail list along-with required proofs)

- (i) Available Area in sq.ft:
(ii) Available Facilities:
(iii) Name of available Instruments:
(iv) Records of Stock book:
(v) Records of work carried out:

10. Details of Institutional Ethical Committee:
(attach separate and detail list along-with required proofs)

- (i) Date of Composition:
(ii) Total Number of Members:
(iii) Number of meeting held in previous year:
(iv) Whether Records of proceedings are maintained properly?

11. Details of Departmental Research Committee:
(attach separate and detail list along-with required proofs)

- (i) Date of Composition:
(ii) Total Number of Members:
(iii) Number of meeting held in previous year:
(iv) Whether Records of proceedings are maintained properly?

12. Details of attached/available Hospital (**attach separate and detail list along-with required proofs**)

- (i) Name of Hospital:
- (ii) Date of registration:
- (iii) Number of beds available:
- (iv) Number of available OPDs:
- (v) Total available area for Hospital:
- (vi) Average OPD per day (on the basis of last one year data):
- (vii) Average bed occupancy per day (on the basis of last one year data):
- (viii) Average OPD per day for last month (on the basis of last month data):
- (ix) Average bed occupancy per day for last month (on the basis of last month data) :
- (x) Average bed occupancy on the previous day of inspection:
- (xi) Average OPD on the previous day of inspection:
- (xii) Advanced facilities available at Hospital:
- (xiii) Whether registered under MPCB provisions?
- (xiv) Whether BMW facility is available?
(attach copy of hospital registration and MPCB Certificate)
- (xv) Details of available number of OPDs:
- (xvi) Total number of major surgeries carried out in last year:
- (xvii) Total number of minor surgeries carried out in last year:
- (xviii) Total number of deliveries carried out in last year:
- (xix) Total number of vaccinations carried out in last year:
- (xx) Total number of deaths occurred in last year:

13. Any other important thing related to Research/Department/Facilities, which will be helpful to carry out good quality research under this department:

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Certificate from Head of the Department and Head of the Institute

This is to certify that, the information furnished in the above application is based on the actual facts and as per available records of the Department/College/Institution/Hospital and is very true. It is further certified that, nothing has been, neither hidden nor exaggerated while providing information to the University. If anything is found to be false or misleading, then in such circumstances we are liable to be punished as University thinks fit.

Date:
Seal:

Signature, Name and stamp of
Head of the Department

Signature, Name and stamp of
Dean/Principal/Director

(Application format for successful candidates in PhD Entrance Test to apply for Provisional Registration at Recognized Place of Research for Academic Year 20__-20__)

Application for Personal Counseling and Interview & Provisional Registration

To,

The Dean/Principal/Director

.....

Subject : Application for Personal Counseling and Interview and Further Provisional Registration to P h D Course under MPMSU, Jabalpur, available at your Centre for the Acad. Year 20__20__,

Reference: 1. PhD Notification no. /20 ...

2. PhD Entrance Test dated

3. PhD Entrance Test Result dated

4. MPMSU Notification no. /20 ... , Regarding Available Subjects and Guides

Sir/Madam,

I Dr/Mr/Ms. hereby offer my application for Personal Interview and Counseling for selection and Provisional Registration to PhD Course for the Academic Year 20__ - 20__. My details are as follows.

1. Name of the Applicant:

2. Seat Number: 3. Caste: 4. Category:

5. Address for Correspondence:

..... PIN

Contacts: Mobile – Tele – (0) e-mail.

6. Name of Faculty: 7. Name of Subject/Specialty:

8. Date of Counseling:

9. Name of Recognised Centre:

10. Admission Category (Please TICK): As a Regular-Student MPMSU Teacher

11. Educational details

S. No.	Qualification level and Nomenclature	Year of Passing	Name of College	University	% Obtained
1	UG Degree				
2	PG Degree				
3	PG Diploma				
4	DNB				
5	PhD				
6	Any other				

12. Details of Experience:

Sr. No.	Designation	Subject	Department	Period	Total Experience	University approval/recognition letter no. and date
1						
2						
3						
4						
5						

13. Details of Previous Research Work/Publications:

Sr.	Title of Paper/Book	Name of Research Journal	Issue no. & month of Publication	Whether as a first author or other
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

14. Preference for Guide:

Sr. No.	Name of Available Guide	Preference Number
1.		
2.		
3.		
4.		

Undertaking

I hereby give undertaking that, the above information submitted by me is true. I will submit one set of attested photo-copy of all required documents along with required originals at the time of Interview before Selection Committee at my cost. I am fully aware that if I offer myself for interview before the committee; this does not give any guaranty of my selection. The rights of selection or denial are reserved with the Committee.

Yours sincerely,
Signature
Name of Applicant
Mobile No.
e-mail

Copy to:

The In-charge,
University Department Cell
MUHS,
Mhasrul,
Vani-Dindori Road,
Nashik 422 004

for Information and further necessary action please.

Application for Final Registration and Eligibility for PhD Course

Faculty: Subject/Speciality:

Name of the College/Institute/Laboratory:

PhD Entrance Test Seat no.: Category:

Date of Counseling: Date of Admission:

Name of the Guide:

Admission Category (Please TICK): As a Regular-Student MPMSU Teacher

Registration Fee: Rs DD No dated Bank & Branch.

To,

The Registrar
Madhya Pradesh Medical Sciences University, Jabalpur.

Sir,

I hereby apply for final registration to the PhD Course. I state that I have not been registered as a student for this or any other Degree in this or any other University. The required details about me are as follows:

1. Name (in CAPITAL):
(Surname) (Name) (Father/Husband) (Mother's Name)

2. Date of Birth: 3. Gender: Male Female 4. Nationality:

5. Permanent Address:
.....PIN

6. Present (Local) Address:
PIN

7. Contact: Mobile: Phone - (0) e-mail:

8. Category (Please TICK) (attach attested copies of all relevant documents):

Open SC ST OBC

9. Details of Qualification in Chronological Order (attach attested copies of university degree):

Sr. No	Qualification level Nomenclature	Year Passing	Name of College	University	% Obtained
1	UG Degree				
2	PG Degree				
3	PG Diploma				
4	DNB				
5	PhD				
6	Any other				

10. Details of Teaching Experience in Chronological Order (attach attested copies of all relevant documents):

Sr. No.	Designation	Subject	Department	Period	Total Experience	University approval/recognition letter no. and date
1						
2						
3						
4						
5						

(a) Total UG Teaching Experience: years. months

(b) Total PG Teaching Experience: years. months

11. Details of Publications/Research Publications in Chronological Order:
(attach attested copies of all relevant documents)

Sr. No.	Title of Paper/Book	Name of Research Journal	Issue no. & month of Publication	Whether as a first author or other
1				
2				
3				
4				
5				
6				
7				

12. Details of professional experience, if any (attach necessary certificates):

(i) Nature of professional experience:

(ii) The institute where professional experience was gained:

(iii) Period of professional experience:

13. Name of the Research Guide: **Designation Department:**
Address:

Number of students registered under the guide in current Academic Year:.....
Number of all students registered under guide and still not completed PhD:.....

14. Name of the Co-Guide (if any):

Designation **Department:**
Address:

15. Title of the Synopsis (Outline of Research):

.....

.....

.....

16. Whether 2 copies of synopsis are attached : Yes/No
17. Whether one-e-copy (CD/DVD) of synopsis is enclosed : Yes/No
18. Whether approval from College Research Committee was obtained : Yes/No
(attach copy of letter)
19. Whether approval from Institutional Ethical Committee was obtained : Yes/No
(attach copy of letter)
20. Whether candidate is fulfilling eligibility conditions : Yes/No

Enclosures:

Sr. No.	Name of the Documents	Attached(Yes/No)	Page Number
1	Copy of PhD Entrance Test Mark-list		
2	Date of Birth Certificate		
3	Caste Certificate		
4	Migration Certificate		
5	U.G. Degree Certificate		
6	PG Degree Certificate		
7	Experience Certificate		
8	Copy of No Objection Certificate from employer		
9	Copy of Relieving Letter		
10	Copy of Approval Letter as a Teacher		
11	State Council Registration Certificate		
12	Copy of Receipt of fees paid at Centre		
13	2 Passport size colour photographs		
14	Copy of Research Publications		
15	Copy of Report of Research Committee		
16	Copy of Report of E.I.C.		

Date:

Signature of Applicant

Undertaking by the Candidate

I, Dr/Mr/Ms
 hereby declare that, all the particulars given above related to me are true, to the best of my knowledge. I have read the Rules for the Degree of Doctor of Philosophy (PhD) prescribed by the Madhya Pradesh Medical Sciences University, Jabalpur, and I undertake to abide by them. I also undertake to regularly work at the Place of Research and as per the recommendation of Research Guide.

Thanking you.

Yours sincerely,

Date:

Place:

Signature of Applicant

Recommendation of the Guide

I, Dr/Mr/Ms.....allotted Guide for, Dr/Mr/Ms.....hereby certify that the Synopsis/Outline of research of Dr/Mr/Ms is prepared under my guidance/supervision and is a genuine work. I recommend the same for further Final Registration. Presently.....students are registered under me for PhD Course under Madhya Pradesh Medical Sciences University, Jabalpur.

Place:

Date:

Signature & Name of the Guide

Recommendation of the Head of the Department

I am pleased to forward the final draft of Synopsis prepared by, Dr/Mr/Ms.....under guidance of Dr/Mr/Ms.....at this institute.

I certify that this final draft is approved by IRC & IEC of this Institute.

Place:

Date:

Seal:

Signature with stamp of HoD

Recommendation of the Head of the Research Institute

I am pleased to forward the final draft of Synopsis prepared by, Dr/Mr/Ms.....under guidance of Dr/Mr/Ms.....at this institute. I certify that this final draft is approved by IRC & IEC of this Institute and all the fees for admission to PhD Course are paid by the candidate.

Place:

Date:

Seal

Signature with stamp of

Head of the Research Institute

To,
 The Registrar
 Madhya Pradesh Medical Sciences University, Jabalpur.

Through:

The Dean/Principal/Director,.....

Subject: Six Monthly Progress Report of Dr/Mr/Ms.....under the
 Guidance of Dr.....Academic Year 20. . - 20....

Respected Sir/Madam,

I, Dr/Mr/Ms.....bearing Entrance Test Seat
 No.....Permanent Registration No.....here by submitting my Six Monthly
 Progress Report to the University as under:—

3. Date of Provisional Registration:.....
4. Date of Permanent Registration:
5. Permanent Registration Number:
6. Tentative date of completion:
7. Name of Subject/Specialty:
8. Name of the Guide:
9. Report period: From to
10. Report number: First/Second/Third/Fourth/Fifth/Six.....
11. Date of previous report:.....
12. Date of Pre-PhD Seminar (for last report only):.....

Place:

No. of participants:

13. Details of Report: (give details in brief, regarding literary review, pilot work, presentation of papers, publication of papers, details of attended workshops/seminars/conferences-related to research topic, completed clinical work stages, stages of completed laboratorial works, attendance at department/institute, etc. please enclose all the related documents)

.....

Date :

Signature of Applicant

Certificate from Guide

This is to certify that, the above-mentioned work, carried out by Dr/Mr/Ms.
, is carried out under my direct supervision and is true. The overall work
 and attendance of candidate during the period **from. . . to** **is satisfactory/unsatisfactory. Hence, forwarded
 to the University.**

Date :

Date:

Signature and Name of the Guide
 Signature, Name and Stamp of the HoD

Satisfactory Performance, hence forwarded to the University

Date:

Place:

Signature with Stamp of Head of
 Institute/Dean/Principal

Format of the Thesis along-with required Certificates and Attendance Certificate to be submitted by a Student Registered for PhD Degree under Madhya Pradesh Medical Sciences University, Jabalpur.

1. The candidate, through proper channel, shall submit the thesis after completion of his/her research work and satisfactory Pre-PhD Seminar and after fulfillment of other basic conditions as laid down by the Madhya Pradesh Medical Sciences University, Jabalpur, from time to time.

2. The Thesis should be written in ENGLISH only, and printed preferably in ARIAL or TIMES NEW ROMAN fonts, under the following headings:—

- (a) Introduction
- (b) Aims and Objectives
- (c) Review of Literature
- (d) Material and Methods
- (e) Results
- (f) Discussion
- (g) Summary & conclusion
- (h) References/Bibliography
- (i) Tables
- (j) Annexure

3. The written text of the Thesis shall not be less than 100 pages, excluding reference tables, questionnaires and other annexure. It should be neatly typed in double line spacing on one side of paper (A4 size, 8.27" X 11.69") and bound properly. Spiral Binding should not be done. The Thesis shall include Form A (Declaration by the Student and Guide) and certificates by the Guide, Co-guide (if any), Head of the Department and Head of the Institution (Certificate pages supposed to be detachable and to be placed at the end).

4. Four hard copies of THESIS along with two sets of VCD/DVDs and ten sets of SUMMARY REPORT, thus prepared, shall be submitted to the Controller of Examinations, along with prescribed fees, for evaluation.

5. In clinical photographs (if included in the Thesis), the identity of subjects should be concealed. The names of the patients should not be stated in the master chart.

6. Names of individual, college, institute, teachers, guides, and any other sort of identity should not be disclosed in the Thesis in any form.

7. The first page of the Thesis shall be as under. (this page is supposed to be detachable)

- (i) Permanent Registration Number:
- (ii) Name of the Candidate:
- (iii) Name of the College/Institute:
- (iv) Name of the Guide:
- (v) Name of the Co-Guide:

- (vi) Name of Examination: PhD:
 (vii) Name of Subject/specialty:
 (viii) Name of Faculty:
 (ix) Admission Year (Academic Year):
 (x) Completion Year (Academic Year):
 (xi) Title of the Thesis:

8. The second page of the Thesis shall be as under:

- 1 Madhya Pradesh Medical Sciences University, Jabalpur.
 2 Name of the Examination: Doctor of Philosophy (PhD)
 3 Name of the Faculty:
 4 Name of the Subject/Speciality:
 5 Admission Year(Academic Year):
 6 Completion Year(Academic Year):
 7 Title of the Thesis:

Form A to ANNEXURE – 7
 (to be included in the Final Thesis)

Declaration by the Student and Guide

I, Dr/Mr/Ms hereby declare that, my Final Thesis entitled

 has been prepared under the supervision and guidance of Dr
 and that, if at any stage, it is found or reported that the material quoted/referred in my Final Thesis is copied from any other source/author/researcher and found that I have indulged in PLAGIARISM, I shall be held solely responsible for such an act and the University shall withdraw my PhD Degree (even if awarded) or shall not process my Final Thesis for further evaluation and examination, as the case may be.

Date:

Place

Signature & Name of the Student

Counter-signed by the Guide of the Student

Date:

Place

Signature & Name of the Guide

Certificate from Guide

This is to certify that, the Thesis entitled

 has been prepared by Dr/Mr/Ms..... under my direct
 supervision and guidance, in partial fulfillment of the regulations for the award of the degree of Doctor of
 Philosophy(PhD), in the subject of., under the faculty of.

I have checked his/her work on the subject from time-to-time. I am satisfied regarding the authentication of
 his observations, clinical material and experimentation in this Thesis and it conforms to the Standards of Madhya
 Pradesh Medical Sciences University, Jabalpur. I also certify that his/her attendance at department is at par as
 prescribed in the norms by the University and it fulfills all other terms and conditions laid down by the University
 in the concerned Direction/rules. His/Her six monthly progress reports are satisfactory in nature and submitted to
 the University as follows:

1. First Report No dated
2. Second Report No dated
3. Third Report No dated
4. Fourth Report No dated
5. Fifth Report No dated
6. Sixth Report No dated

I have great pleasure in forwarding it to Madhya Pradesh Medical Sciences University, Jabalpur.
 Date:

Place:

Signature and Name of Guide/Supervisor

Certificate from Co-guide (if any)

This is to certify that, the Thesis entitled

 has been prepared by Dr/Mr/Ms..... under my
 direct supervision and guidance, in partial fulfillment of the regulations for the award of the degree of Doctor of
 Philosophy(PhD) in the subject of, under the faculty of

I have checked his/her work on the subject from time to time. I am satisfied regarding the authentication of
 his observations, clinical material and experimentation in this Thesis and it conforms to the Standards of Madhya
 Pradesh Medical Sciences University, Jabalpur.

I have great pleasure in forwarding it to Madhya Pradesh Medical Sciences University, Jabalpur.

Date:

Place:

Signature and Name of Co-guide/Supervisor

Certificate by Head of Recognized Place of Research (on Letter-head)

This is to certify that, the Thesis entitled.

 has been prepared by Dr/Mr/Ms under the direct
 supervision and guidance of Dr
 Designation:
 Department: in partial fulfillment of the regulations for the
 award of the Degree of Doctor of Philosophy (PhD) in the subject of under the
 faculty of We have great pleasure in forwarding it to Madhya Pradesh Medical
 Sciences University, Jabalpur.

Date:
Seal:

Signature, Name and stamp
Head of the Department

Signature, Name and stamp
Principal/Dean/Head of Center

MADHYA PRADESH MEDICAL SCIENCEUNIVERSITY, JABALPUR

ORDINANCE NO: 9/2014 - REGIONAL CO-ORDINATION CENTER

1. Short title and commencement.— (1) This Ordinance may be called the Madhya Pradesh Ayurvedic Vishwavidyalaya (constitution, power and duties of regional co-ordination centre) Ordinance, 2014;

(2) This shall come into force with effect from the date of publication in the Madhya Pradesh Gazette.

2. Definitions.—in this statute, unless the context otherwise requires;

- (a) "Act" means the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011
- (b) "Employee" means every whole-time officer, teacher or other employee of the University appointed permanently to a substantive post and includes those appointments on contract for a definite period of not less than three years and persons whose services have been lent to the University by Government;
- (c) "Ordinance" means the Ordinance made under the provisions of Section 38 and 39 of the Madhya Pradesh Ayurvedic Vishwavidyalaya Act, 2011
- (d) "Section" means Section of the Act;
- (e) "State Government" means the Government of Madhya Pradesh;
- (f) Words and expression used but not defined in this statute shall have the meaning as assigned to them in the Act.

3. Medical Science University shall extend to whole of M.P. through its Regional Centers. These centers shall facilitate smooth operation of university activities and geographical convenience of students and affiliated institutions of the university.

4. Regional Centers have to face technological and societal challenges, so it should have reputation for providing quality, students oriented education in a professional and friendly environment giving them the best possible opportunity for future success.

5. The man power of regional centers can be appointed on contractual basis as and when required by the registrar of the university, persons appointed so will not be eligible for regularization in the university services, and they will have to furnish an undertaking regarding this. Such appointed persons will be given remuneration as decided by the regulations from time to time by the university.

6. Regional Co-ordination center space—

- (i) Area: as per the requirement of university along with Fire safety and CCTV camera for confidential room
- (ii) It include reception, waiting area, 4 office chambers with attached washroom, One Kitchen, One Confidential section with examination section and Record keeping room, store room for old important documents,
- (iii) the furniture's, electrical equipments, electronic equipments like computers, printers, internet, fax, telephones, Air conditioners, CCTV Cameras, etc. shall be assessed and provided by the University, bellow mentioned table can be taken for consideration for the assessment of requirements of Regional Co-ordination center.

Area distribution	Furniture	Electrical equipments
Reception cum waiting room	Reception Counter, chair and Stainless steel waiting chairs	-
	Office Section	
1 Office for Chief Coordinator	1 table/ 1 Revolving Chair/3 Chair/ 1 Cupboard / 1 couch with central table/ 1 computer table	1 AC (1.5 ton), One Computer with printer, phone and intercom
1 Office for Executive Coordinator	1 table/ 1 Revolving Chair/3Chair/ 1 Cupboard/1 computer table	1 AC (1.5 ton), One Computer with printer, phone and intercom
1 Office for Custodian	1 table/ 1 Revolving Chair/3Chair/ 1 Cupboard/1 computer table	1 AC (1.5 ton), One Computer with printer, phone and intercom
1 Office for 3 Assistant Coordinators	3 table/ 3, Revolving Chair/ 6 Chair/3 Cupboard/3 computer table	1 AC (1.5 ton), 3 Computer with 1 printer, intercom
1 Office for OS, computer operator & data entry officer	3 table/ 3 Revolving Chair/ 6 Chair/ 3 Cupboard/2 computer table	2 Computer with 1 printer, intercom, 1 Photocopier
Confidential Section with examination section and record keeping room	2 computer table, 5 Chair, 5 Cupboard, 10 open racks	2 Computer with 2 printer, 2 photo copier, 2 Fax Machine with power backup, intercom, Fire safety & CCTV camera
Store room	5 Cupboard, 10 open racks	-
Kitchen	1 table	Water filter, Tea-coffee machine

7. (i) As per section 10 (1) of statute No. 8 of Madhya Pradesh Ayurvigyan Vishvavidyalaya 1st Statutes 2013, honorarium and the remuneration to the teaching and non teaching staff of the Regional centre will be as per the ordinances, for that following will be the remuneration till further amendment by the executive council.

Grade Pay	Rs./Month
Grade Pay 9000/- and above	6,000/-
Grade Pay 8000/- and above	5,000/-
Grade Pay 7000/- and above	4,000/-
Grade Pay 4000/- and above	3000/-
Grade Pay 2000/- and above	2000/-
Grade Pay bellow 2000/-	1000/-

(ii) Additional TA/DA will be paid to the officers of regional centers if given any extra assignment or travelling for the university work.

8. It shall be the duty of the Chief Coordinator and Executive coordinator to propose measures for the financial viability of their regional coordination center within six month of establishment of the center, the proposals sent so to the University shall be decided by the Vice Chancellor within a month of its receive in the University, the decision of Vice chancellor shall be brought for approval in the very next meeting of executive council.