

इसे वेबसाइट [www.govtpressmp.nic.in](http://www.govtpressmp.nic.in)  
से भी डाउन लोड किया जा सकता है.



# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 31]

भोपाल, शुक्रवार, दिनांक 4 अगस्त 2017—श्रावण 13, शक 1938

## भाग ४

### विषय-सूची

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

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

उच्च शिक्षा विभाग  
मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 2 अगस्त 2017

क्रमांक /395/सीसी/17/38— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एव संचालन) अधिनियम-2007 की धारा 28(1) के अनुक्रम में व्ही.आई.टी. भोपाल निजी विश्वविद्यालय, सीहोर के प्रथम अध्यादेश क्र. 01 से 10 राज्य शासन के निर्देश के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है। संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे।

प्रथम अध्यादेश क्र. 01 से 10

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
वीरन सिंह भलावी, अवर सचिव.

**VIT BHOPAL UNIVERSITY**  
**KOTHRI KALAN, SEHORE, MADHYA PRADESH – 466 114**

**NOTIFICATION**

In exercise of the powers conferred by the subsection (1) of section 28 of the Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), the Governing Body of the VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh, hereby makes the following First Ordinances for the efficient functioning of VIT Bhopal University and matter connected with or incidental thereto.

The aforesaid First Ordinances approved by the Regulatory Commission as per (sub section 2) of Section 28 of the Act (No. 17 of 2007) shall come into force from its publication in the official Gazette of Madhya Pradesh Government as provided for in section 35 of the Act (No.17 of 2007). (Date of Publication: \_\_\_\_\_).

These Ordinances may be called as First Ordinances of VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh.

These Ordinances are made in conformity with the provision of Madhya Pradesh Niji Vishwavidyalay (Sthapana Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007), and rules made there under. In case of any inconsistency, disparity or repugnancy occurs, the provision of Act and rules made under there shall prevail and apply.

**VIT BHOPAL UNIVERSITY**  
**KOTHRI KALAN, SEHORE, MADHYA PRADESH - 466114**

**PREAMBLE:**

In accordance with the provisions contained in the Section 28 of the Act (No:17 of 2007) the First Ordinances of the VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh are framed in sequence of the various provisions of Section 28.

**ORDINANCE - 01**

**SHORT TITLE, SCOPE AND COMMENCEMENT:**

1. The "Ordinances" means the Ordinances of VIT Bhopal University, Kothri Kalan, Sehore, Madhya Pradesh hereinafter referred to as "The University".
2. These Ordinances shall come into force with effect from the date of the notification in the State Gazette by State Government of Madhya Pradesh.
3. The Ordinances are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhiniyam 2007 (No. 17 of 2007). If there be any difference in the provisions of the Act or the Rules and the Ordinances, the provisions of the Act or the rules shall prevail.
4. Nothing in these Ordinances shall be deemed to debar the University from amending the Ordinances subsequently according to the provision of Section 29 of the Act, and the amended Ordinances, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

**ORDINANCE - 02****FACULTIES, DEPARTMENTS AND COURSES OFFERED IN THE UNIVERSITY:**

1. The University shall have the following faculties mentioned in column (2), Schools / Departments as mentioned in column (3) and name of courses / subject offered as mentioned in column (4).

<b>S.No (1)</b>	<b>Faculty (2)</b>	<b>School / Department (3)</b>	<b>Name of the course(s)/ Subjects offered (4)</b>
1	Faculty of Engineering and Technology	School of Computer Science & Information Technology	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Computer Science & Engineering ii) Information Technology
		School of Electrical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Electrical & Electronics Engineering ii) Electrical Engineering
		School of Electronics Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Electronics and Communication Engineering ii) Electronics and Computer Engineering iii) Electronics & Instrumentation Engineering
		School of Mechanical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Mechanical Engineering ii) Automobile Engineering iii) Aeronautical Engineering
		School of Civil Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Civil Engineering ii) Structural Engineering iii) CTM
		School of Chemical Engineering	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D

		School of Space Studies	Diploma / B.Tech / M.Tech / Integrated Post Graduate / Ph.D i) Aerospace Engineering ii) Avionics Engineering iii) Remote Sensing iv) Meteorology v) Climate Studies
		School of Fashion Technology	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School of Bio-Technology	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School of Bio-Medical Engineering	B.Tech / M.Tech / Integrated Post Graduate / Ph.D
		School Food Science and Technology	Diploma / UG / PG / Ph.D
		School of Aviation & Training Institute	Diploma / UG / PG / Ph.D
2	Faculty of Science	School of Chemistry	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Chemistry)
		School of Mathematics	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Statistics)
		School of Bio-Science School of Bio-Medical Science School of Biotechnology School of Microbiology School of Biochemistry School of Environmental Science	Bachelor of Science / Master of Science / M.Phil / Ph.D. i) Bio-Science / Life Science ii) Bio-Medical Science iii) Bio-Technology iv) Microbiology v) Biochemistry vi) Environmental Science
		School of Physics	Bachelor of Science / Master of Science / M.Phil / Ph.D. (Statistics)
3	Faculty of Education & Training	School of Education	Diploma in Education / Bachelor of Education / Master of Education / M.Phil / Ph.D.
		School of Physical Education	Bachelor of Physical Education / Master of Physical Education / M.Phil / Ph.D
4	Faculty of Commerce	School of Commerce	Bachelor of Commerce / Master of Commerce / Commerce M.Phil / Ph.D
5	Faculty of Management	School of Management	Bachelor of Business Administration / Master of Business Administration /

			Master of Applied Management / PGDBM / Ph.D
		School of Hotel Management	Bachelor of Hotel Management & Catering Technology / Post Graduate Diploma DT & HM / Ph.D
6	Faculty of Arts	School of Social Science	Bachelor of Arts / Master of Arts / M.Phil / Ph.D i) Economics ii) Political Science iii) Social Work iv) Sociology v) Psychology vi) History and Culture vii) Military Science
		School of Arts	Bachelor of Arts / Master of Arts / M.Phil / Ph.D i) English and other European Languages ii) Hindi iii) Foreign Languages iv) Library Science v) Journalism & Mass Communication vi) Economics vii) Political Science viii) Sociology ix) Psychology x) History and Culture xi) Military Science
7	Faculty of Law	School of Law	BA.LLB/ BBA. LLB / LLM / Integrated Five Year Law / M.Phil / Ph.D
8	Faculty of Dental Sciences	School of Dental	Bachelor of Dental Surgery / Master of Dental Surgery / Ph.D
9	Faculty of Medical Sciences	School of Nursing	B.Sc (N), M.Sc (N) / P.B.B.Sc(N) / GNM / Ph.D
		School of Medical	Bachelor of Medicine and Bachelor of Surgery (MBBS)
		School of Para Medical sciences	Diploma X-Ray Technician / Radiographer Diploma ECG Technician Diploma in Dialysis Technician BMLT DMLT PB Diploma in Ortho & Rehabilitation (N) PB Diploma in Neonatal

			Nursing PB Diploma in Operation Room (N) Optometry Physiotherapy
10	Faculty of Ayush & Allied Sciences	School of Ayurveda	Bachelor of Ayurvedic Medicine and Surgery (BAMS) / MD (Ayurveda) / Ph.D.
		School of Homeopathy	Bachelor of Homeopathic Medicine and Surgery (BHMS) / MD (Hom.) / Ph.D.
11	Faculty of Pharmacy	School of Pharmacy	D.Pharmacy / B.Pharmacy / M.Pharmacy / Ph.D
12	Faculty of Architecture & Planning	School of Architecture	B.Arch / M.Arch / Integrated Post Graduate Program / Ph.D
13	Faculty of Agriculture	School of Agriculture	B.Sc / M.Sc. / Ph.D
14	Faculty of Veterinary & Animal Sciences	School of Veterinary & Animal Sciences	Diploma / UG / PG / Ph.D
15	Faculty of Culinary & Tourism	School of Culinary & Tourism	Diploma / UG / PG / Ph.D
16	Faculty of Music	School of Music	B.A. / M.A. / M.Phil / Ph.D
17	Faculty of Fine Arts	School of Visual Communication	B.Sc / M.Sc. / M.Phil / Ph.D

Other faculties, Department, Courses shall be made as per the Decision of the Academic Council and after approval of the Sponsoring body of the University, subject to approval of the Regulatory Commission.

**List of Vocational Certificate & Diploma Vocational Course**

S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
<b>Faculty of Science</b>			
1	Diploma in Analytical Chemistry	1 Year	B.Sc
2	Diploma in Biotechnology	1 Year	12 <sup>th</sup> Pass with Maths
3	Diploma in Computation Mathematics	1 Year	12 <sup>th</sup> Pass with Maths
<b>Faculty of Home Science</b>			
1	Certificate in Cutting, Tailoring And Dress Marking (CCTDM)	3 Months	10 <sup>th</sup> pass
2	Certificate in Fashion Designing	3 Months	10 <sup>th</sup> Pass
3	Diploma in Interior Decoration	1 Year	12 <sup>th</sup> Pass
<b>Faculty of Education</b>			
1	Certification in Early Childhood and Education.	6 Months	10 <sup>th</sup> pass
2	Diploma in Nursery (Primary) Teaching X Training (NTT)	1 Year	10 <sup>th</sup> pass
3	Certification in Primary Teaching (CPT)	6 Months	12 <sup>th</sup> pass
4	Certificate in Primary Curriculum and Certificate in Primary Teaching (CPT) or Equivalent	6 Months	12 <sup>th</sup> pass
<b>Faculty of Commerce</b>			
1	Diploma in Accounting & Auditing	1 Year	12 <sup>th</sup> pass with Commerce / Maths
2	Diploma in Banking	1 Year	12 <sup>th</sup> pass with Commerce / Maths
3	Diploma in Banking & Finance	1 Year	12 <sup>th</sup> pass with Commerce / Maths
4	Diploma in Export Procedure & Documentation	1 Year	12 <sup>th</sup> pass with Commerce / Maths
5	Diploma in Financial Accounting (DFA)	1 Year	12 <sup>th</sup> Pass
6	Diploma in Import-Export Management	1 Year	12 <sup>th</sup> Pass
7	Diploma in Taxation	1 Year	12 <sup>th</sup> Pass
			<b>Eligibility</b>



S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
<b>Faculty of Management</b>			
1	Diploma in Hospitality Management	1 Year	10 <sup>th</sup> Pass
2	Diploma in Human Resource Management	1 Year	Graduate
3	Diploma in Personal Secretary ship	1 Year	10 <sup>th</sup> Pass
4	Diploma in Retail Management	1 Year	12 <sup>th</sup> Pass
5	Diploma in Security Guards Management	1 Year	12 <sup>th</sup> Pass
6	Diploma in Entrepreneurship Development	1 Year	12 <sup>th</sup> Pass
7	Diploma in Statistical Quality Control	1 Year	12 <sup>th</sup> Pass
<b>Faculty of Engineering &amp; Technology</b>			
1	Diploma in Auto CAD	6 Months	Diploma in Engg./ Graduate in any Subject
2	Diploma in Diesel Engine Repairing (DDER)	6 Months	10 <sup>th</sup> Pass
3	Diploma in Electrical Technician (DET)	6 Months	12 <sup>th</sup> Pass
4	Diploma in Electronic Equipment Maintenance	6 Months	12 <sup>th</sup> Pass
5	Diploma in Hi-Tech Welding Technology	6 Months	10 <sup>th</sup> Pass
6	Diploma in Industrial Safety	6 Months	10 <sup>th</sup> Pass
7	Diploma in Industrial Safety & ISO 14000 Series	1 Year	10 <sup>th</sup> Pass
8	Diploma in Inverter & UPS Repairing	6 Months	10 <sup>th</sup> Pass
9	Diploma in Mobile & Telephony	6 Months	10 <sup>th</sup> Pass
10	Diploma in Mobile and Telephone Instruments and Repairing (DMTIR)	6 Months	10 <sup>th</sup> Pass
11	Diploma in motor & Transformer Winding	6 Months	10 <sup>th</sup> Pass
12	Diploma in Radio and TV Technician (DRTT)	6 Months	12 <sup>th</sup> Pass
13	Diploma in Refrigeration and Air- Conditioning	6 Months	12 <sup>th</sup> Pass
14	Diploma in Stenography (Hindi/English)	6 Months	10 <sup>th</sup> Pass
15	Diploma in Stereo & CD player Repairing	6 Months	12 <sup>th</sup> Pass
<b>Faculty of Computer Science &amp; Application</b>			
1	Certificate in "C" Programming	3 Months	10 <sup>th</sup> Pass
2	Certificate in Computer Application	3 Months	10 <sup>th</sup> Pass
3	Certificate in "C++" Programming	3 Months	10 <sup>th</sup> Pass
4	Certificate in Client Server Technology (CCST)	3 Months	10 <sup>th</sup> Pass
5	Certificate in Computer Networking (CCN)	3 Months	10 <sup>th</sup> Pass
6	Certificate in Computer Hardware & Networking	3 Months	12 <sup>th</sup> Pass
7	Certificate in Computer Programming	3 Months	10 <sup>th</sup> Pass

S.No.	Course	Duration	Eligibility for Candidates
(1)	(2)	(3)	(4)
8	Certificate in Computerized Fashion Designing (CCFD)	6 Months	10 <sup>th</sup> Pass
9	Certificate in Computerized Financial Accounting	3 Months	10 <sup>th</sup> Pass
10	certificate in Desk Top Publishing (CDTP)	3 Months	10 <sup>th</sup> Pass
11	Certificate in DTP with Computerized Design	3 Months	10 <sup>th</sup> Pass
12	Certificate in Java Programming (CJP)	3 Months	12 <sup>th</sup> Pass
13	Certificate in Laptop Repairing (CLR)	3 Months	12 <sup>th</sup> Pass
14	Certificate in Library Automation	3 Months	12 <sup>th</sup> Pass
15	Certificate in Ms Office (CMO)	3 Months	10 <sup>th</sup> Pass
16	Certificate in Multipurpose Computer Technician	3 Months	10 <sup>th</sup> Pass
17	Certificate in Multipurpose Electronics Technician	6 Months	10 <sup>th</sup> Pass
18	Certificate in Object Oriented Programming Language	3 Months	10 <sup>th</sup> Pass
19	Certificate in Office Automation & Internet.	3 Months	10 <sup>th</sup> Pass
20	Certificate in Software Testing	6 Months	12 <sup>th</sup> Pass
21	Certificate in Web Design, Animation & Advertisement	6 Months	12 <sup>th</sup> Pass
22	Certificate in Word Processing (Hindi/English)	6 Months	10 <sup>th</sup> Pass
23	Certificate in Web Designing	6 Months	10 <sup>th</sup> Pass
24	Certificate in Web Design	6 Months	10 <sup>th</sup> Pass
25	Certificate in Cloud Computer	6 Months	10 <sup>th</sup> Pass
<b>Faculty of Media Studies</b>			
1	Diploma in Television Video Production	1 Year	12 <sup>th</sup> Pass
<b>Faculty of Social Science</b>			
1	Certificate in Human Rights	6 Months	Graduate
<b>Faculty of Humanities and Language</b>			
1	Certificate in Communicative & Competitive Skills.	6 Months	12 <sup>th</sup> Pass
2	Certificate in Communicative English	6 Months	12 <sup>th</sup> Pass
3	Certificate in Spoken English	6 Months	12 <sup>th</sup> Pass
<b>Faculty of Agriculture</b>			
1	Certificate in Horticulture	6 Months	10 <sup>th</sup> Pass
<b>Faculty of Medical Science</b>			
1	Diploma in Physiotherapy (DPT)	1 Year	12 <sup>th</sup> Pass
2	Diploma in Public Health and Hygiene	1 Year	10 <sup>th</sup> Pass
3	Diploma in Yoga	1 Year	12 <sup>th</sup> Pass

**ORDINANCE - 03****ADMISSION, ENROLLMENT AND MIGRATION OF STUDENTS:**

**DEFINITION:** In this ordinance unless there is anything repugnant in the subject or context

1. **"Equivalent"** examinations mean an examination which has been conducted by;
  - Any recognized Board of Higher Secondary Education or
  - Any Indian University / Board other than this University incorporated by any law in force for the time being, and recognized by this University as equivalent to its corresponding examination.
  - Any other foreign qualifications considered equivalent by appropriate authority.
2. **"Qualifying examination"** means an examination the passing of which makes a student eligible for admission to a particular year in Course of study leading to Bachelor's or post-graduate degree or diploma or certificate of VIT Bhopal University.

**ADMISSION PROCEDURE:**

3. Admission of students to various programmes shall be made strictly on the basis of merit.
4. The application for admission shall, among others, be accompanied by
  - i. The School /College Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended by the student,
  - ii. True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.
  - iii. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.

Any other document as required by Concerned Institution.

**Provided** that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

5. VIT Bhopal University shall conduct Entrance Examination, Competitive Examination, Group discussion, Personal Interview etc., depending on the programme need. Admission to various degree and diploma programme shall be through VIT Entrance Examinations conducted every year.
  - a) Candidates applying various programmes should have secured an aggregate of marks as prescribed by the University. A relaxation of 5% will be given for the Candidates belonging to SC/ST category.
  - b) The Candidates hailing from Jammu and Kashmir and the North Eastern states of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura should produce Certificate of Nativity at the time of counselling, failing which they will not be considered for admission.
6. Fees structure for all the courses offered by the University shall be decided by the University from time to time.

#### **Admission to various degree/diploma programmes**

In general,

- a) Candidates who have studied in Regular, Full time and Formal Education are alone eligible to apply.
  - b) Candidates should have secured an aggregate of certain minimum percentage of marks and above in their qualifying examination to be eligible to apply.
  - c) Candidates appearing for their final degree exam / final semester exam in the current year are also eligible to apply.
  - d) Candidates should have completed their final Semester / year exams before the selection interview at VIT University.
7. For other courses involving admissions based on the marks obtained in the qualifying examinations, the merit for admission shall be determined either on

the basis of ranked marks or grade in the qualifying examinations or on the basis of marks or grade obtained in the Entrance Examination conducted at the University/State level as per the norms of Regulatory bodies.

8. If an application for admission, as aforesaid has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School/ College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University as the case may be together with immigration fee as prescribed.
9. The University may introduce Under Graduate, Post Graduate and Diploma Programmes in a phased manner subject to the approval of various bodies.

#### **TRANSFER OF STUDENT:**

- i. No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- ii. Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.
- iii. If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:
  - a. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
  - b. Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.
- iv. When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

- v. A student seeking transfer from one Institution to another under the jurisdiction of this University shall not be required to pay such instalment of Tuition fees as he has already paid in the Institution from which he is transferring.

**MIGRATION:**

- vi. Migration of students from the University to another may be granted on any genuine grounds such as completion of studies, death of parents / near relative or on medical grounds.
- vii. However, the migration in professional colleges will be governed by Rules/Regulation of Statutory Bodies, such as MCI, DCI, INC, IPC & AICTE.

**CONSIDERATION FOR SPECIAL CATEGORIES:**

- viii. Seats for admission and fees in any course of study for the persons belonging to special categories shall be regulated in accordance with the norms/guidelines prescribed by the UGC & other concerned Statutory Bodies/ policy of State Government, or applicable extant instructions applicable from time to time.

**DISCIPLINE:**

- i. Every student in the University shall all times be of good behaviour, show diligence in student, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.
- ii. When a student has been found guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the Institution with the approval of Vice Chancellor may, according to the nature and gravity of the offence:
- a. Suspend such a student from attending classes for not more than a week at a time; or
- b. Expel such a student from the institution; or
- c. Disqualify such a student from appearing at the next ensuing examination, or
- d. Rusticate such a student.

Before inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

- iii. The Head of the Institution concerned shall have power to suspend, for such time as may be necessary, a student temporality from the Institution pending inquiry into his conduct in connection with an alleged offence.
- iv. The period, during which a student remain suspended for completion of an inquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.
- v. A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- vi. The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.

#### **ORDINANCE - 04**

### **REGISTRATION OF COURSES OF STUDY AND TEACHING METHODOLOGY**

#### **1. Admission**

All students seeking admission to various degree programmes need to undertake national level computer based competitive examinations/ Institutional level examinations conducted by the University once /twice a year, the dates of which are announced separately through media/University website. Selected students will be admitted into various programmes through counseling. For all other programmes, students will be admitted based on their merit in addition to satisfying specific admission criteria of the programme. The minimum qualifications essential for admission to various programmes of the University will be stipulated and indicated in the Admissions brochure released before the commencement of admission to various programmes every year.

#### **2. Academic System**

##### **2.1 Semester**

All programmes under Fully Flexible Credit System (FFCS™) shall adopt a Semester system. There will be two semesters in an academic year. Normally the Fall Semester will be from June/July to November and Winter Semester from December/January to April/May.

## 2.2 Curriculum

Each programme contains a prescribed list of courses in a specific format, which is generally called "Curriculum". Curriculum of a programme contains list of courses grouped under various heads of courses as applicable to the programme. The Board of Studies as appointed by the Vice Chancellor will approve the curriculum and syllabi presented by the Chairman, which will be presented before the Academic Council appointed by the Chancellor for approval and subsequent implementation. A student is considered to have completed the degree programme, if and only if, he has successfully cleared/completed all the necessary courses prescribed in his/her programme curriculum. Each programme Curriculum shall have a version number tagged to the Academic Year to which it is applicable and subsequent changes in the Curriculum shall be indicated by a change in curriculum version number appropriately. Students admitted into a programme shall adopt a curriculum specified by the Academic Council for that academic year. Unless otherwise stated explicitly by the Academic Council, any changes in curriculum will be applicable to the students admitted in the subsequent year and the existing batches continue to follow the curriculum prescribed at the time of their joining the programme. Any change in the Curriculum should be recommended by the Board of Studies of the programme concerned and submitted to the Academic Council by the Chairperson of the Board of Studies concerned for approval.

## 2.3 Syllabus

A course syllabus is a document that explains what a student is going to learn in that course. Each course shall have a course code, course title, Course Type, Syllabus Revision Number (Version), Course Prerequisites/ Co-Requisites/ Anti-Requisites (if any), Course Objectives, Student Outcomes (SOs), modules with topic names, brief description of the topics, expected duration needed to cover each module, SOs expected to be covered under each module, the typical assessment and evaluation modes, list of text and reference books, the date on which the Board of Studies has recommended the syllabus and the date on which it was approved by the Academic Council. Student Learning Outcomes (SOs) for each module shall be mapped to indicate which SOs are being met. Once approved by the Academic Council, it is mandatory for the course teacher to teach the course as specified in the syllabus in total. Any subsequent modifications carried out with the approval of the Academic Council will be indicated by a change in the syllabus version number. An increment by one indicates a major change and minor changes shall be indicated by a change in the number after the decimal.



## 2.4 Course Plan

A course plan consists of a list of lectures/tutorials/experiments/clinical practices etc carried out in each class by the course teacher with details such as the mode of delivery, reference material used, and others. For instance, a one credit course will have 15 lecture, 15 tutorial hours or a minimum of 30 hours of laboratory work, within the regular semester period, as specified in the Academic Calendar of the University.

## 2.5 Course Types and Course Codes:

The courses can be of various types as necessitated by the particular programme and as approved by the regulatory bodies such as BCI, MCI, etc.

Each course will be identified normally by a unique Course Code of seven alpha-numerals (three alphabets followed by 4 digits). The alphabets reflect the discipline to which the course belongs. The first numeral (after the alphabet) indicates the cognitive level of the course, and the rest of the numerals indicate a running serial number. Each course also has its version to track the revisions carried out in its syllabus over the years.

## 3. Programme Duration

The minimum duration that the students are generally expected to take to meet various requirements of programmes offered by the University is as specified by the UGC regulations and/or as specified by other regulatory bodies.

## 4. Course and Credit requirements

Various programmes will necessitate meeting the minimum credit requirements under various course heads of each of those programmes.

### 4.1 Course Credits

A course credit is a measurement of duration that the course is offered as an 'instruction' to students. All courses are considered to be offered for the entire

duration of a semester. A semester is deemed to have 15 instructional (non-exam) weeks.

#### **4.2 Minimum Credit Requirement of a Programme**

The minimum credit requirement for the completion of a programme for students admitted is clearly specified in the programme curriculum. Further, the student has to meet the course and credit distribution also as specified in his curriculum, to become eligible for the degree. The curriculum will consist of appropriate credit distribution across various disciplines of study the student need to undergo as per the regulatory norms.

Credit Distribution – Discipline Wise

#### **5. Course Registration**

It is mandatory for all students to register every semester till their end of study, for courses that they are going to study in the semester through a Course Registration process. The Course Registration will be carried out on specific day(s) as declared by the University in advance. Generally students will be offered more courses than what a normal student is expected to take. Depending on the requirements or from a 'wish list' collected from students, Schools decide the courses to be offered in each semester. Students shall register courses offered in each semester and clear them, subject to various conditions as prescribed in this Regulation. The list of courses offered by each programme will be announced prior to the registration. Students will get a chance to make their own plan of study by changing the pace with which they study (fast/slow). Since slot timetable is adopted, students can choose their own slots from multiple slots offered for the same course.

#### **6. Registering for Backlog Courses**

A course having an 'F' grade will be considered as a backlog and it has to be re-registered in the subsequent semesters, when it is offered. If a student opts for Grade Improvement then the course has to be re-registered.

A student can add or drop from the registered courses within the first 3 instructional days from the commencement of a regular semester, subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester Only those courses that stand registered at the end of Add/Drop process will be considered as final for that semester. The courses thus dropped will not appear in the semester Grade Sheet of the student.

### **7. Course Withdrawal**

If a student feels that his performance in the first continuous assessment of a registered course is not satisfactory, the student can withdraw his Course Registration from the course. The University will announce suitable days for carrying out Course Withdrawal. Course Withdrawal will be open to students for three instructional days.

### **8. Course Prerequisites**

Some courses may have specific prerequisites to be met before a student can register for the course. Generally the student is expected to have cleared all the prerequisite courses at the time of Course Registration.

### **9. Faculty Advisor**

Upon joining the University, each undergraduate student will be assigned a Faculty Advisor by the School concerned. The Faculty Advisor will discuss with the student on his academic performance in previous semester(s) and suggest the number and nature of courses to be registered in the ensuing semester, within the framework of that programme curriculum.

Average number of credits the students of various programmes are expected to register in each semester so that they complete the programme within the specified duration of the programme. However, a student can register for a maximum / minimum credits in a semester as prescribed. Under no circumstances a student, neither irregular nor timed-out, will be permitted to cross these limits.

**ORDINANCE - 05****CONDUCT OF EXAMINATION AND OTHER RELATED MATTERS:****1. General:**

- i. Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the University examinations, fair and free from any malpractice and within the prescribed time schedule.
- ii. All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- iii. He shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- iv. He shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- v. He shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.

The University shall follow Fully Flexible Credit System (FFCS) as a Teaching Methodology as prescribed in the Ordinances and the general conditions for the examination shall be as follows:

**2. Attendance:**

A student is expected to maintain 100% attendance in all courses. Considering the fact that a student may need leave due to ill-health or to attend some family emergency, a student is permitted to maintain an attendance of 75% (i.e. absent for 25% of instructional hours) in each course, without producing any proof for the absence. This

25% absence may include medical, personnel, casual, official leave of absence for organizing events/ seminars/ workshops/ technical/ cultural festivals/competitions/ participation in co-curricular/ extra-curricular events/ NSS & NCC camps, any other (valid or otherwise) reason.

Computerized attendance monitoring system is adopted for posting the attendance by the faculty. The attendance percentage will be calculated from the 'date of registration' into a course to one day before the start of the exam component.

Students who are absent due to prolonged illness or any other valid reason from the classes beyond the 25% absence shall be advised to request for 'Break of Study' on medical grounds for a semester. This may result in extension of minimum time period of completion of the programme.

The University declares sectional holidays as per the regional practices as approved by the State Government. The students who are availing such sectional holidays which have been declared as instructional days by the University, can submit their requests to the Programme Chair through the Faculty Advisor for consideration of attendance.

### **3. Continuous Assessment and Term End Evaluation**

The performance of a student in a course shall be assessed through a series of Continuous Assessment components and Final Evaluation Examination, as per the requirements and nature of the individual courses. The assessment and evaluation components may consist of closed book or open book examinations, quizzes, student's portfolio generation and assessment, and any other innovative assessment practices followed by faculty, in addition to the Continuous Assessment Tests and Term End Examinations (TEE).

All examinations other than the TEE will be conducted by the programme School concerned or a centralized arrangement among Schools. TEEs will be conducted centrally by the Controller of Examinations.

Assessment being an integral part of the teaching and learning process, and since the assessment results need to be part of everyday processes, the timing and scope of