



# मध्यप्रदेश राजपत्र

## प्राधिकार से प्रकाशित

क्रमांक 30]

भोपाल, शुक्रवार, दिनांक 27 जुलाई 2012—श्रावण 5, शक 1934

## 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) संसद् के अधिनियम.
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम.	

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

### उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 13th July 2012

No. R-97-CC-2012-XXXVIII.—In exercise of the powers conferred by sub-section (1) of Section 28 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007 the State Government hereby makes, the first ordinance of the Oriental University, Opp. Revati Range Gate No. 1, Sanwer Road, Jakhya Indore (M. P.) is hereby published in the ordinary gazette as per the provision of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Adhiniyam, 2007 under section 35. The first Ordinance of the University shall come into force from the date of notification.

### THE FIRST ORDINANCES

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

## **THE FIRST ORDINANCES OF ORIENTAL UNIVERSITY, INDORE**

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### **ORIENTAL UNIVERSITY FIRST ORDINANCES, 2011.**

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In exercise of the powers conferred by sub-section (1) of section 28 of the Madhya Pradesh Niji Vishwavidyalay (SthapnaAvamSanchalan) Adhiniyam, 2007 the Vice Chancellor makes the following First Ordinances:

**1. Short title and Commencement :**

- a. These Ordinances may be called the Oriental University First Ordinances, 2011.
- b. They shall come into force from such date as the Vice-chancellor may by an order specify and different dates may be specified for different First Ordinances.

**2. Definitions:**

In these Ordinances, unless the context otherwise requires:

- a. 'Act' means the Madhya Pradesh NijiVishwavidyalay (SthapnaAvamSanchalan) Adhiniyam, 2007.
- b. "Ordinances" means the Oriental University First Ordinances, 2011.
- c. "Section", "Sub-section", "item" shall mean section of the Act, Sub-section of the section and item of the Section or Sub-section respectively, and
- d. Words and expression used but not defined in these ordinances shall have the meaning assigned to them in the Act and Statutes.
- e. "He" includes "She" and "His/Him" includes "Her".
- f. The provisions of the rules under this ordinance will prevail over all orders, codes, manuals, circulars, memos, procedures, policies, schemes and such other documents of the Institutes of the University.
- g. Unless the context otherwise requires, any abbreviations or shortened form of a word, shall represent and mean exactly that the word as defined in the Act, Statutes, Ordinances and Regulations.
- h. The rules under this programme offered by the Institutions, run by the Oriental University and any matter relating and incidental thereto.

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

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

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

		(Institute of Vocational and Skill Development)
7	Faculty of Computer Science & Applications	Department of - <ul style="list-style-type: none"> <li>• Computer Arts, Animation and Games</li> <li>• Computer Science &amp; Applications</li> </ul>
8	Faculty of Media Studies	Department of - <ul style="list-style-type: none"> <li>• Advertising &amp; Public Relations</li> <li>• Journalism &amp; Mass Communication</li> </ul>
9	Faculty of Fine Arts	Department of - <ul style="list-style-type: none"> <li>• Applied Art</li> <li>• Art Education</li> <li>• Art History and Art Appreciation</li> <li>• Graphic Art</li> <li>• Painting</li> <li>• Sculpture</li> </ul>
10	Faculty of Social Sciences	Department of - <ul style="list-style-type: none"> <li>• Economics</li> <li>• Library and Information Science</li> <li>• Philosophy</li> <li>• Political Science</li> <li>• Population Studies</li> <li>• Psychology</li> <li>• Rural Development</li> <li>• Social Work</li> <li>• Sociology</li> </ul>
11	Faculty of Humanities and Languages	Department of - <ul style="list-style-type: none"> <li>• English</li> <li>• Hindi</li> <li>• History and Culture</li> <li>• Foreign Languages</li> </ul>
12	Faculty of Law	Department of Law
13	Faculty of Performing Arts	Department of - <ul style="list-style-type: none"> <li>• Dance</li> <li>• Instrumental Music</li> <li>• Musicology</li> <li>• Vocal Music</li> <li>• Performing Arts</li> <li>• Visual Arts</li> </ul>

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



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

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

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

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

(g) Admission rules as framed by the University shall be applicable for all admissions from time to time. These rules shall be based on the norms / guidelines issued by various statutory bodies / Department of Higher/Technical Education, Govt of M.P.

Provided that admission to courses related to Health Sciences shall be as per the guidelines / instructions of Medical Council of India / Dental Council of India / Indian Nursing Council, other regulatory bodies and Govt of M.P. Medical Education Department.

4. The application for admission shall among others be accompanied by (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student, (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School or College Leaving Certificate an eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University, as the case may be together with immigration fee decided by University.
5. (1) No student shall be admitted to an institution for pursuing a course of study for the Initial year of the first degree under any faculty unless he has passed the final examination held under any recognised Board of Higher Secondary Education or an examination declared equivalent to such examination by the University or such other qualifying examination as maybe prescribed from time to time.  
  
(2) No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he has passed the examination qualifying him to appear for the examination for which he will be preparing.  
  
(3) No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student of the University.  
  
(4) Without prejudice to the provision contained in sub-clause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Registrar wherever by any general or special direction, such permission is necessary.  
  
(5) All applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.
6. (1) No student who has passed a part of any degree or post-Graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Vice Chancellor.

(2) No person who is under sentence of rustication from another University or a Teaching Institution connected with that University shall be admitted to any course of study in any Institution maintained by this University.

7. (1) Admission to various institutions of the University will be done as per the admission cycle declared by the university. The Vice Chancellor can make changes in the admission cycle.

(2) Candidates coming on transfer from other universities because of the transfer of their Parents/Guardians or any other genuine hardship will be given admission beyond the last date for admission, subject to the provisions of 5(2) & 5(3).

8. A Complete list of all students admitted to the Institution / department shall be forwarded by the Head of the Institution to the Registrar of the University by the last date (or as per the last date declared in the academic calendar of the university) with a certificate that all admissions have been made as per University Rules and that no exception has been made.

(1) A student shall be enrolled as a member of an Institution as soon as he is admitted by the Head of the Institution and has paid the prescribed fees.

(2) A student seeking admission to an Institution/department after the commencement of the session shall be required to pay tuition fees from July of the year / or as directed by the Regulatory Body.

9. The Head of the Institution may permit a student to change his optional subjects for a course or with the approval of the Vice Chancellor, to change the Faculty within 30 days of start of the course.

10. Every student in the University shall at all times be of good behavior, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution of which he is a student and of the University.

11. (1) When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent idleness or has been guilty of misconduct, the Head of the institution at which such student is studying or the Vice Chancellor /Registrar may according to the nature and gravity of the offence-

- a. suspend such a student from attending classes for not more than a week at a time, or
- b. expel such a student from his institution,
- c. disqualify such a student from appearing at the next ensuing examination, or
- d. rusticate such a student.

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

(3) The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.

(4) The period, during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.

(5) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.

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

12. A complete list of students admitted in various courses must be submitted in soft and hard copies to the Regulatory Commission within 15 days from the date of completion of admission.

### ORDINANCE NO. 03

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

1. For registration/ to enroll in the university courses of study, a candidate must apply on prescribed format and submit the application form along with the attested copy of the mark sheet of the qualifying examination and university fees. The registration form will be forwarded by the head of the institution to the Registrar of the University.
2. On receipt of the registration form at the University Institution the candidate will be allotted a temporary registration number.
3. The registration application form will be subjected to verification by the University and after due verification, the candidate will be given a permanent registration number.
4. The mode of sending application for admission of students can be direct or counseling or through guidance centre or through post or through Online. Any student from India or abroad seeking admission in the University can interact Online to the University. Mode of instructions of teaching of such student shall be decided by the Academic Council of the University.
5. The validity of the registrations will be for the following periods:
 

a. Certificate and one year Diploma programmes	2 years
b. Three year Degree/Diploma programmes	6 years
c. Four year Degree Programmes	8 years
d. Master degree and two year programmes	4 years

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

**ORDINANCE NO. 04****EXAMINATIONS GENERAL****PART- I****DEFINITIONS**

1. In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing in an examination of the University for a degree or a diploma, either generally or for a particular examination, unless there is anything repugnant in the subject or context-
  - (a) **"Regular Candidate"** is a person who is pursuing a course in the University Teaching Department (UTD) or a University Institution and seeks admissions to an examination of the University as such.
  - (b) **"Ex-student Candidate"** means a person who was admitted to an examination as a regular candidate and was not declared successful there-at or was not able to appear in the examination; though admission card was correctly issued to him by the university and seeks admission again to the said examination.
  - (c) **"Failed Candidate"** is a person who has failed in any of the theory paper or in any other part of the examination.
  - (d) **"Registration Period"** means the period for which a candidate's registration /enrollment is valid.
  - (e) **"Forwarding Officer"** means any person authorized by the Registrar of the university.
  - (f) **"Attested"** means attested by the forwarding officer.

**PART - II****ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO UNIVERSITY EXAMINATION.**

2. No candidate shall be permitted to appear in the university examinations unless he/she is duly registered / enrolled with the university.
3. Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach to the designated centre on or before the last date prescribed for the purpose by the university. It will be the responsibility of the head of the institution to see that the candidate possesses minimum academic qualifications for appearing in the examination, has fulfilled attendance norms and is of good conduct.
4. The head of the institution or the Registrar of the university can detain a candidate from appearing in an examination if he/she has not paid full dues of the university.

5. (i) An ex-student shall submit his examination form in prescribed format on or before the last date notified by the university to the concerned head of the institution who will forward it to the designated centre after due verification.
- (ii) An ex-student candidate shall offer the same subjects or optional papers which he had previously offered as a regular candidate, the changes in scheme of examinations by the university not-with-standing.
6. (i) Application submitted by regular candidates together with the examination fee and marks fee shall be forwarded by the Head of the Institution/Head of the University Teaching Department or School of Studies so as to reach the Registrar on or before the last date prescribed for the purpose by the University.
- (ii) In case of each application, the Head of the Institution/Head of the University Teaching Department or School of Studies shall certify that the candidate:-
  - (a) Possesses the minimum academic qualification for appearing at the examination to which he seeks admission.
  - (b) Is of good conduct.
- (iii) The Head of the Institution or Head of the University Teaching Department or School of Studies concerned shall send to the Registrar a list of candidates eligible for examination; as per examination schedule declared by the university.
7. The Head of the Institution or the Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not pay outstanding dues, or does not return the property and all the articles and uniform issued to him for sport or NCC or does not pay the cost thereof in case of loss, 15 days before the commencement of the, examination' or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.
8. No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - (i) Attended at least 75% of lectures / practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/ college.
  - (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - (v) Received in-plant training as prescribed by the Director/ Head/ Principal. Clause (i) above shall not be applicable to private candidates.

**PART III****GENERAL CONDITIONS**

9. Where there are Two or Three examinations for any degree such as Year I, II and III or Previous and Final examinations and there are Two or more alternative subjects/courses for such a degree a candidate for the degree must take the same subject/course in year III/Final examination as he has taken in the year-II/Previous examination.
10. No candidate shall appear in more than one degree examination or post graduate degree examination in one and the same year.
11. A Candidate who has passed the Bachelor's Degree Year-I or Year-II examination or the Previous examination for a Master's Degree of another University may with the permission of the Vice Chancellor, be admitted to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
12. No person who has been expelled or rusticated from the University or has been debarred from appearing at University examination shall be admitted to any examination during the period for which the sentence is in operation.
13. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the requisite late fees.
14. (1) The Controller of Examination shall issue an admission card in favour of a candidate, if-
  - (a) The application of the candidate is complete in all particulars in accordance with the provisions applicable, and is in order.
  - (b) The candidate is eligible for admission to an examination and the fees as prescribed have been paid by the candidate.
- (2) Where the practical examination is held earlier than the examination in theory papers a candidate shall not be deemed to have been admitted to the examination until he is issued an admission card for appearing in the examination.
- (3) The admission card issued in favour of a candidate and also the permission given to a private candidate to appear at an examination maybe withdrawn if it is found that-
  - (a) the admission card was issued or permission was given through mistake, or the candidate was not eligible to appear in the examination.
  - (b) any of the particulars given or document submitted by the candidate in or with the application for enrolment, admission to a University Teaching Department or Institutions for admission to an examination is false or incorrect.
- (4) The Controller of Examination may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee as



decided by the University. Such card shall show in a prominent place the word "DUPLICATE".

15. A candidate shall not be admitted into the examination hall unless he produces the admission card before the superintendent of the examination centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator.
16. (a) In the Examination hall the candidate shall be under the disciplinary control of the Superintendent of the Centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or showing indiscipline conduct or arrogant behavior towards the Superintendent or any invigilator, the candidate may be excluded from that day's examination and if he persists in misbehavior he may be excluded from the rest of the examinations by the Superintendent of the Centre.
 

(b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to obstruct the authorities in the discharge of their duties, the superintendent may expel the candidate from the centre and he may take police help.

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

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

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

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

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

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

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

(i) Examination fee

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

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

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

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

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

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

(a) In One Subject Rs. 250.00

(b) In Two Subjects Rs. 500.00

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

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

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

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

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

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

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

20. No person who is under sentence of expulsion or rustication from a University Teaching Department, School of Studies or College or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
21. Duplicate copies of the following certificates shall be granted on payment of the fee mentioned against each:
- |                            |            |
|----------------------------|------------|
| (i) Marks Sheet            | Rs. 500.00 |
| (ii) Migration Certificate | Rs. 500.00 |
- Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.
22. The names of first ten successful candidates in each examination who obtain first division shall be declared in order of Merit for each class/subject as the case may be.
23. The Vice Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark.

#### PART-IV

##### EXAMINATION FEES

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

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

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

**ORDINANCE NO. 05****CONDUCT OF EXAMINATIONS**

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

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

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

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

- (ii) The statement of the examinee and the invigilator shall be recorded.
  - (iii) The examinee shall be issued a fresh answer book marked "Duplicate Using Unfair means" to attempt answer within the remaining time prescribed for the examination.
  - (iv) All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initialed shall be forwarded to the Registrar by name, in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of the Superintendent.
  - (v) The material so collected from the examinee together with both the answer books, viz, the answer books, collected while using unfair means and the other supplied afterward, will be sent to the examiner by the Registrar for assessing both the answer books separately and to report if the examinee has actually used unfair means in view of the material collected.
  - (vi) The cases of the use of unfair means at the examination as reported by the Centre Superintendent along with the report of the Examiner shall be examined by a Committee to be appointed by the Vice Chancellor every year.
20. (i) Where a candidate applies for revaluation, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to Two Examiners (other than the One who initially valued it).
- (ii) The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
- (iii) If the revaluation marks deviate 20% or more from the initial valuation, a fourth examiner shall be appointed by the Vice Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
21. All the records of examinations will be maintained by the university for a maximum period of three years from the date of declaration of results of the concerned examination.

**ORDINANCE NO. 06****AWARD OF FELLOWSHIPS AND SCHOLARSHIPS**

1. (a) For award of fellowships and scholarships, the University shall invite applications through an advertisement in the newspapers for the awards to be made, in the month and time to be fixed by the Board of Management.
- (b) All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of the Academic Council by the Board of Management.
2. The value and duration of Research Scholarships instituted by the University will have the following conditions-
  - (i) The Fellow/Scholar will do whole time Research Work under an approved guide on a subject approved by the University.
  - (ii) The Fellow/Scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary stipend etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the institution, where he is working without accepting any remuneration.
  - (iii) The Fellow/Scholar shall not join any other course of study or appear in any examination after commencing work under the Fellowship/Scholarship.
  - (iv) Provided that the Vice Chancellor may, on the recommendation of the guide, permit the Fellow/Scholar to join a Language Diploma Course and appear in an examination therefore.
  - (v) Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problems of research without supplicating for a degree.
  - (vi) Unless permitted by the guide to work for a specified period at some other place, the Fellow/Scholar shall be required to attend the institution, where he is to work, on all working days.
  - (vii) If any information submitted by the Fellow/Scholar in his application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him an opportunity of being heard.
  - (viii) If at any time it should appear to the University that the progress or conduct of the Fellow/Scholar has not been satisfactory, the Fellowship/Scholarship may be suspended or withdrawn.
  - (ix) The leave conditions for the fellow/scholar will be decided by the Board of Management.
  - (x) The Fellow/Scholar shall be required to pay the fees prescribed by the University.



3. Post-Graduate Scholarship instituted by the University shall ordinarily be tenable for Two Academic Sessions i.e. Twelve Months in the First Year and Ten Months in the Second Year on condition that the Scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study.
4. If two or more candidates are eligible for the award of Scholarship, the scholarship shall be divided equally between the candidates concerned.
5. The Scholarship shall be tenable from the 1st of July if the Scholarship holder joins the institution within One Month of date of opening of the session after the summer vacation and pays the tuition fee from the commencement of the session. In any other case, it shall be tenable from the date on which the candidate joins the institution.
6. The payment of Scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where he studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the institution regularly in that month.
7. The drawal of Scholarship shall be done in accordance with the procedure that may be laid down by the University.
8. A Scholarship holder shall not combine any other course of study with the course for which the award is made.
9. Scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 50% marks in the Previous Examination of the concerned Master's Degree of Arts, Science Life Science, Social Science and Commerce and 60% in other Faculties.
10. If a Scholarship holder is unable to appear at the Previous examination on account of sickness or any other reasonable cause, the scholarship for the Months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite marks in the succeeding year in the first attempt.
11. A Scholarship-holder shall at all times be of good behavior and observe all rules of discipline.
12. (1) A Scholarship shall be liable to termination if-
  - (i) The Scholarship-holder discontinues studies during the middle of a session; or
  - (ii) The scholarship holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of para 13 of this Ordinance; and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of Scholarship drawn by him.
- (2) The order of termination passed by the Board of Management shall be final.

**ORDINANCE NO. 07****TWO YEARS (FOUR SEMESTERS)  
POST GRADUATE DEGREE COURSES****Course & Faculty**

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

**Duration**

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

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

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

- M.B.A. - Bachelor degree (Hons. /Pass) from any recognized university in any discipline (such as commerce, arts, science, engineering, management etc.)
- M.Com. - Bachelor of Commerce (Hons. /Pass) or BBA or Bachelor of Arts with Economics (With at least 45% marks in Economics) or B.A. with Commerce, Marketing or Insurance as a subject.
- M.Sc. (Physics) - Bachelor degree (Hons. /Pass) with Physics as a major subject from any recognized University.
- M.Sc. (Maths) - Bachelor degree (Hons. /Pass) with Mathematics/Statistics as a major subject from any recognized University.
- M.Sc. (Chemistry) - Bachelor degree (Hons. /Pass) with Chemistry as a major subject from any recognized University.
- M.A. (any Subject) - Bachelor degree (Hons. /Pass) from any recognized university in any discipline.
- MSW - Bachelor degree (Hons. /Pass) from any recognized university in any discipline.

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

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

#### Admission Procedure

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

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

- Supporting documents for admission are not enclosed.

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

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

### Course Structure

9. The post graduate course in semester system shall consist of:

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

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

11. In subject with no practical there shall be minimum i4 papers of 100 marks (Maximum 32 papers) each and a project report of 200 marks (Viva will be 20%) distributed in different semester as under

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

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

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

### Medium of Instructions and Examinations

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

### Examination Scheme

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

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

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

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

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

### Promotion to Next Semester & Failed Candidate

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

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

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

each semester will be issued separately up to Third semester and a composite mark sheet will be issued in the Fourth semester once the candidate clears all the papers.

### Allocation of Division

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

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

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

### Merit Lists

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

### Maximum Duration of Completion of Course

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

### Examination Centers

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

### General

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

**ORDINANCE NO. 08****THREE YEARS (SIX SEMESTERS)  
UNDER GRADUATE DEGREE COURSES*****Course & Faculty***

1. This ordinance shall be applicable to all three years under graduate degree courses (e.g. BA, BSW etc), except for which there is a separate mention under this ordinances. These courses shall be run on semester system.
2. The ordinance shall be applicable to all the University teaching departments/Institutes /Schools of this University.

***Duration***

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

***Intake & Fees***

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

***Academic Year***

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

***Eligibility***

6. Candidates seeking admission to these courses must have passed the Senior Secondary (12th) examination as specified below from any recognized Board or an equivalent.

- B.A. - Passed 10+2 exam with any subject
- B.S.W. - Passed 10+2 exam with any subject

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

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

***Admission Procedure***

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

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

### **Course Structure**

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

### **Medium of Instructions and Examinations**

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



**Examination Scheme**

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

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

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

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

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

**Promotion to Next Semester & Failed Candidate**

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

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

- 1. A candidate clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same will be allowed to the admission in the 2<sup>nd</sup> semester.

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

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

#### **Allocation of Division**

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

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

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

#### **Merit Lists**

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

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

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

#### **Examination Centers**

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

#### **General**

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

25. In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final.

However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

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

### **BACHELOR OF COMMERCE PROGRAMME**

1. The duration of the B.Com programme shall be of three academic years. Each year shall be divided into two semesters. Thus, the programme shall comprise of 6 semesters.
2. A candidate can complete B.Com within a maximum period of 6 years.
3. The examination for the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> semesters shall ordinarily be held in the month of December and of the 2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> semesters in the month of May / June or on such dates as may be fixed by the Registrar.
4. The last date of receipt of admission and examination form shall be notified by the Registrar.
5. A candidate who has passed Twelfth class under 10+2 pattern or any other equivalent examination of any recognised Board or University shall be eligible for admission.
6. The ATKT examinations for the first, third, and fifth semesters will be held along with their regular first, third and fifth semester's examinations in December/ January and second, and fourth semester examinations will be held along with regular second, and fourth semester's examinations which will be held ordinarily during the months of May/June. However, the reappear examination for 6th semester may be held in the month of December along with odd semester examinations.
7. A candidate on the rolls of the University or an ex-student shall submit his / her application for admission to an examination on the prescribed form with the requisite certificate duly countersigned by the Head of the Department. Head of the Department shall forward to the Controller of Examinations, at least two weeks before the commencement of the examinations of each semester, a list of the students who have satisfied the requirement of the rules and are eligible to appear in the examinations.
8. Each candidate shall be examined in the subject(s) as laid down in the syllabi approved by the Academic Council from time to time.
9. 20% marks in each written paper shall be assigned for Internal Assessment.
10. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each subject of the course of study, provided that a shortfall in attendance up to 15% can be condoned by the Vice Chancellor of the University for Satisfactory Reasons.
11. The Head of the Department shall forward the internal assessment marks obtained by the students in each paper to the Controller of Examinations within one week after the

commencement of the semester examination. Internal assessment shall be based on factor such as participation in seminar, group activity, class test, presentation, short project and term paper, attendance and over all conduct of student.

12. In each course, there will be at least one mid-semester test which would be arranged by the concerned faculty member. The concerned teachers shall preserve records on the basis of which the internal assessment awards have been given at least till the end of one month from the date of declaration of the semester's examination results. If needed, the same could be inspected by the University Authorities.
13. The minimum percentage of marks to pass the examination in each semester shall be:
  - a. 33% marks in each theory paper
  - b. 60% in each Internal Assessment
  - c. 50% marks in each external Practical examination

In order to pass a semester, a candidate must pass all the papers of the semester as per criteria laid down above.
14. Each semester examinations shall be open to a student who has been on the rolls of the University during the semester and has attended not less than 75% of the total lectures/practical classes conducted.
15. A candidate shall be promoted to 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester provided he/she has passed at least in two subjects/groups of the preceding semester. For promotion from 2<sup>nd</sup> to 3<sup>rd</sup> Semester the candidate shall have to clear at least 50% subjects of 1st and 2nd Semesters taken together. For promotion from 4<sup>th</sup> to 5<sup>th</sup> Semester the candidate shall have to clear at least 50% subjects of 3rd and 4<sup>th</sup> Semesters taken together. The 6<sup>th</sup> semester result shall be declared when there is no backlog of any subject.
16. The medium of the instruction and the examination shall be English/Hindi.
17. The amount of examination fee to be paid by a candidate for each semester examination shall be fixed by the University from time to time.
18. A candidate whose result is declared late without any fault on his/her part may attend classes for the next higher semester provisionally at his /her own risk and responsibility, subject to his /her passing the concerned semester examination. In case, a candidate fails to pass the concerned semester examination, his/her attendance/internal assessment in the next higher semester in which he / she was allowed to attend classes provisionally will stand cancelled.
19. The internal assessment awards of a candidate failing in any semester examination shall be carried forward to the next examination of the same semester provided that the candidate has obtained the pass marks in the internal assessment.
20. As soon as possible, after the termination of the semester examination, Controller of Examinations shall publish a list of the candidates who have passed the semester examination.

21. The practical examinations shall be conducted jointly by the internal and external examiners.
22. The list of successful candidates after the 6th semester examination shall be arranged, as under in three divisions on the basis of the aggregate marks obtained in his / her Bachelor's Degree of B.Com (Honors)
  - a. Those who obtain 60% or more marks - First Division
  - b. Those who obtain 50% or more marks but less than 60% - Second Division
  - c. Those who obtained less than 50% - Third Division
  - d. Candidates who pass all the six semester examinations in the first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed with distinction.
23. No improvement facility shall be provided to students. However, grace marks may be allowed as per University Rules. The final degree and marks sheet of shall be delivered to the students only after determining all the eligibility conditions imposed by the University from time to time. If the student is found to be not eligible even after completing the program, University shall have right to cancel/withhold his final result and the student shall have no legal right to claim the refund of fee or any financial or non-financial compensation.
24. The ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this Ordinance shall be deemed to debar the University from amending the ordinance and revise the fee structure and the amended ordinance and the revised fee structure if any shall apply to all the students whether old or new.

#### **BACHELOR OF COMPUTER APPLICATIONS PROGRAMME**

1. The duration of Bachelor of Computer Applications (BCA) programme shall be three academic years. Each year shall be divided into two semesters. Thus the BCA shall comprise of six semesters spread over three years.
2. A candidate can complete all the six semesters within a maximum period of 6 years.
3. The examination for the first, third and fifth semesters shall ordinarily be held in the month of December and for the second, fourth and sixth semester in the month of June or on such dates as may be fixed by the Registrar.
4. The last date for receipt of admission- cum- examination forms and fees shall be notified by the Registrar.
5. A candidate who has passed Twelfth class under 10+2 pattern or any other equivalent examination of any recognised Board or University shall be eligible for admission.
6. An ATKT examination for the 1st, 2nd, 3rd, and 4th semesters shall be held along- with their regular semester examination of 3rd, 4th, 5th, and 6th semesters respectively. ATKT

for all semesters shall be held along with regular examination of 6th semester and ATKT examination of 6th semester will be held within a period of 3 months from the declaration of 6th semester result.

7. A candidate on the rolls of the University or an ex-student shall submit his / her application for admission to an examination on the prescribed form with the requisite certificate duly countersigned by the Head of the Department. Head of the Department shall forward to the Controller of Examinations, at least two weeks before the commencement of the examinations of each semester, a list of the students who have satisfied the requirement of the rules and are eligible to appear in the examinations.
8. Each candidate shall be examined in the subject(s) approved by the academic council from time to time.
9. 20% marks in each written paper shall be assigned for internal assessment. Internal assessment shall be based on factor such as participation in seminar, group activity, class test, presentation, short project and term paper, class participation, attendance and over all conduct of students.
10. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 15% can be condoned by the Vice Chancellor for satisfactory reasons.
11. The Head of the concerned Department shall submit Internal Assessment marks for each required paper to the University within a week after the start of semester examination. The Head of the concerned Department shall preserve the record of Internal Assessment which can be inspected by the University up to one month after the date of declaration of semester examination. The practical examination shall be conducted by Board of Examiners consisting of one external expert, to be appointed by the University and the internal examiner nominated by the Head of the concerned Department. The panel of practical examiners shall be given by the University at least three weeks before the commencement of theory examination.
12. In each course, there will be at least one mid-semester test which would be arranged by the concerned faculty member. The concerned teachers shall preserve records on the basis of which the internal assessment awards have been given at least till the end of one month from the date of declaration of the semesters examination results. If needed, the same could be inspected by the University Authorities.
13. The minimum percentage of marks to pass the examination in each semester shall be:
  - i. 33% marks in each theory paper
  - ii. 60% in each Internal Assessment
  - iii. 50% marks in each external Practical examination
  - iv. 50% marks in aggregate.

In order to pass a semester, a candidate must pass all the papers of the semester as per criteria laid down above.

14. Each semester examination shall be open to a student who has been on the rolls of the University during the semester and has fulfilled all the conditions of eligibility including attendance.
15. A candidate shall be promoted to 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester provided he/she has passed at least in two subjects/groups of the preceding semester. For promotion from 2<sup>nd</sup> to 3<sup>rd</sup> Semester the candidate shall have to clear at least 50% subjects of 1st and 2nd Semesters taken together. For promotion from 4<sup>th</sup> to 5<sup>th</sup> Semester the candidate shall have to clear at least 50% subjects of 3rd and 4th Semesters taken together. The 6<sup>th</sup> semester result shall be declared when there is no backlog of any subject.
16. The medium of the instruction and the examination shall be English/Hindi.
17. The amount of examination fee to be paid by a candidate for each semester examination shall be decided by the University from time to time.
18. A candidate whose result for a semester is declared late without any fault on his/her part may be allowed to attend classes of the next higher semester provisionally at his/her own risk and responsibility. He/she will be allowed to appear in the semester examination only on fulfilling the conditions for the same as laid down in clause 14.
19. The internal assessment award of a candidate who fails in a semester examination shall be carried forward to the next examination for the same semester subject to the condition that the candidate has obtained the minimum assessment marks i.e. 60% as laid down in clause 13(b). If the candidate does not obtain the minimum internal assessment marks in any paper(s)/practical/workshop etc. will be provided an opportunity to reappear before the Committee of Examiners, to be constituted by the Head of the Department, to re-assess the performance of the candidate. The Internal Assessment/ workshop/ practical/ viva-voce marks given by the Committee shall be final.
20. As soon as possible, after the termination of the semester examination, Controller of Examination (COE) shall process & publish the result of the candidates.
21. The practical examinations shall be conducted jointly by the internal and external examiners. Every student shall undergo project work during 6th semester and shall be required to submit a project report that shall be evaluated by External and Internal Examiners.
22. The list of successful candidates after the sixth semester examination shall be arranged in two divisions on the basis of the aggregate marks obtained in his Bachelor's Degree of Computer Applications asunder:
  - a. Those who obtain 60% or more marks - First Division
  - b. Those who obtain 50% or more but less than 60% marks - Second Division.
  - c. Candidates who pass all the six semester examination in the first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed with Distinction.
23. No improvement facility shall be provided to BCA students. However, grace marks may be allowed as per University Rules. The final degree and mark sheet of BCA shall be delivered to the students only after determining all the eligibility conditions imposed by the

University from time to time. If the student is found to be not eligible even after completing the program, the University shall have right to cancel/withhold his final result and the student shall have no legal right to claim the refund of fee or any financial or non-financial compensation.

24. The ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this ordinance shall be deemed to debar the University from amending the ordinance and revise the fee structure and the amended ordinance and the revised fee structure if any shall apply to all the students whether old or new.

### **BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)**

1. The three year Bachelor of Science (Information Technology) (B.Sc IT) Degree Programme shall consist of three year of study. Each year shall be divided into two semesters. Thus, the B.Sc IT shall comprise of six semesters spread over three years.
2. A candidate can complete all the six semesters within a maximum period of 6 years.
3. The examination for the first, third and fifth semesters shall ordinarily be held in the month of December and for the second, fourth and sixth semester in the month of June or on such dates as may be fixed by the Registrar.
4. The last date for receipt of admission- cum- examination forms and fees shall be notified by the Registrar.
5. A candidate who has passed 12th class under 10 + 2 pattern with Science and Maths or any other equivalent examination of any recognised Board or University shall be eligible for admission on merit basis according to guidelines and admission procedures laid down by UGC and state Government.
6. A ATKT examination for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> semesters shall be held along- with their regular semester examination of 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> semesters respectively. ATKT for all semesters shall be held along with regular examination of 6<sup>th</sup> semester and ATKT examination of 6<sup>th</sup> semester will be held within a period of 3 months from the declaration of 6<sup>th</sup> semester result.
7. A candidate on the rolls of the University or an ex-student shall submit his / her application for admission to an examination on the prescribed form with the requisite certificate duly countersigned by the Head of the Department. Head of the Department shall forward to the Controller of Examinations, at least two weeks before the commencement of the examinations of each semester, a list of the students who have satisfied the requirement of the rules and are eligible to appear in the examinations.
8. Each candidate shall be examined in the subject(s) as laid down in the syllabi approved by the Academic Council from time to time.
9. 20% marks in each written paper(s) shall be assigned for internal assessment. Internal assessment shall be based on factor such as participation in seminar, group activity, class test, presentation, short project and term paper, class participation, attendance and over all conduct of students.



10. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to 15% can be condoned by the Vice Chancellor for satisfactory reasons.
11. The Head of the concerned Department shall submit Internal Assessment marks for each required paper to the University within a week after the start of semester examination. The Head of the concerned Department shall preserve the record of Internal Assessment which can be inspected by the University up to one month after the date of declaration of semester examination. The practical examination shall be conducted by Board of Examiners consisting of one external expert, to be appointed by the University and the internal examiner nominated by the Head of the concerned Department. The panel of practical examiners shall be given by the University at least three weeks before the commencement of theory examination.
12. In each course, there will be at least one mid-semester test which would be arranged by the concerned faculty member. The concerned teachers shall preserve records on the basis of which the internal assessment awards have been given at least till the end of one month from the date of declaration of the semester's examination results. If needed, the same could be inspected by the University Authorities.
13. The minimum percentage of marks to pass the examination in each semester shall be:
  - a. 33% marks in each theory paper
  - b. 60% in each Internal Assessment
  - c. 50% marks in each external Practical examination
  - d. 50% marks in aggregate.
14. Each semester examination shall be open to a student who has been on the rolls of the University during the semester and has fulfilled all the conditions of eligibility including attendance.
15. A candidate shall be promoted to 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> Semester provided he/she has passed at least in two subjects/groups of the preceding semester. For promotion from 2<sup>nd</sup> to 3<sup>rd</sup> Semester the candidate shall have to clear at least 50% subjects of 1st and 2nd Semesters taken together. For promotion from 4<sup>th</sup> to 5<sup>th</sup> Semester the candidate shall have to clear at least 50% subjects of 3rd and 4<sup>th</sup> Semesters taken together. The 6<sup>th</sup> semester result shall be declared when there is no backlog of any subject.
16. The medium of the instruction and the examination shall be English/Hindi.
17. The amount of examination fee to be paid by a candidate for each semester examination shall be decided by the University from time to time.
18. A candidate whose result for a semester is declared late without any fault on his/her part may be allowed to attend classes of the next higher semester provisionally at his/her own risk and responsibility. He/she will be allowed to appear in the semester examination only on fulfilling the conditions for the same as laid down in clause 15.

19. The internal assessment award of a candidate who fails in a semester examination shall be carried forward to the next examination for the same semester subject to the condition that the candidate has obtained the minimum assessment marks i.e. 60% as laid down in clause 13(b). A candidate not obtaining the minimum internal assessment marks in any paper(s)/practical/workshop etc. will be provided an opportunity to reappear before the Committee of Examiners, to be constituted by the Head of the Department, to re-assess the performance of the candidate. The Internal Assessment/ workshop/ practical/ viva-voce marks given by the Committee shall be final.
20. As soon as possible after the termination of the semester examination, Controller of Examination (COE) shall process and publish the result of the candidates.
21. The practical examinations shall be conducted jointly by the internal and external examiners. Every student shall undergo project work during 6th semester and shall be required to submit a project report that shall be evaluated by External and Internal Examiners.
22. The list of successful candidates after the sixth semester examination shall be arranged in two divisions on the basis of the aggregate marks obtained in his Bachelor's Degree of Bachelor of Science (Information Technology) as under:
  - a. Those who obtain 60% or more marks - First Division
  - b. Those who obtain 50% or more but less than 60% marks - Second Division.
  - c. Candidates who pass all the six semester examination in the first attempt obtaining 75% or more marks of the total aggregate shall be declared to have passed with Distinction.
23. No improvement facility shall be provided to B.Sc IT students. However, grace marks may be allowed as per University Rules. The final degree and mark sheet of B.Sc IT shall be delivered to the students only after determining all the eligibility conditions imposed by the University from time to time. If the student is found to be not eligible even after completing the program, the University shall have right to cancel/withhold his final result and the student shall have no legal right to claim the refund of fee or any financial or non-financial compensation.
24. The ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of that academic year and nothing in this ordinance shall be deemed to debar the University from amending the ordinance and revise the fee structure and the amended ordinance and the revised fee structure if any shall apply to all the students whether old or new.

**ORDINANCE NO. 09****MASTER OF COMPUTER APPLICATIONS (MCA)****Course & Faculty**

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

**Duration**

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

**Eligibility**

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

**Intake & Fees**

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

**Academic year:**

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

**Admission Procedure**

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

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

#### Course structure

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

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

12. The MCA course is six semester duration consisting of five Semester classroom study/practical and one semester project work. The sixth semester is for project work. During this semester the candidate shall devote himself /herself for the research work, in

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

### Medium of Instructions and Examinations

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

### Examination Scheme

14. No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - (i) Attended at least 75% of lectures / practical delivered.
  - (ii) Paid all the fees due
  - (iii) Obtained 'No Dues' certificate from the concerned Department/college.
  - (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - (v) Received in-plant training as prescribed by the Director/ Head/ Principal. Clause (i) above shall not be applicable to private candidates
15. Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.
  - (i) 30 per cent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
  - (ii) Main examination will carry 70 percent marks,
  - (iii) For passing the examination; the candidate that be required to secure at least 25% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 36% in the subject, practical are also to be cleared separately with 36% marks wherever applicable.
  - (iv) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

### Promotion to Next Semester & Failed Candidate

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

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

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

#### Allocation of Division

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

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

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

#### Merit Lists

22. Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
23. Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for each degree, on the basis of the integrated

performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

#### Maximum Duration of Completion of Course

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

#### Examination Centers

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

#### General

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

**ORDINANCE NO. 10****DOCTOR OF PHILOSOPHY (PH.D.) DEGREE PROGRAMME**

**1.0** Candidate for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least stipulated percentages as below or an equivalent grade of the University, a deemed University or any other University incorporated by any law for the time being in force and recognized by the University:

Engineering	-	First Class at UG and/or PG level
Science	-	55 Per cent at PG level
Management	-	60 Per cent at PG level
Computer Applications	-	60 Per cent at PG level
Humanities	-	55 Per cent at PG level

**2.0** A candidate must apply for registration for Ph.D degree of his subject on a prescribed form obtainable on payment of prescribed fee, stating;

- (i) His/Her qualification and experience;
- (ii) Proposed subject/discipline along with the relevant faculty in which he/she proposes to Work.
- (iii) Proposed title of the Ph.D. thesis.
- (iv) Name of the supervisor (along with the name of Co-Supervisors, if any) (Strictly from the University list of approved Supervisors & Co-supervisors) under whom he/she wishes to work and the place/places at which he/she wishes to carry on investigations together with the consent of the Supervisor and Co-supervisors.
- (v) Certificate of qualifying the UGC/CSIR/DST/National or State Level Fellowship/ NET / GATE/GPAT/SLET, if any
- (vi) Letter granting teacher fellowship, if any.
- (vii) Address, Contact number, mobile number, email id and other contact details.

**3.0 Eligibility**

A candidate shall ordinarily be permitted to work for Ph.D. Degree in the subject in which he/she has obtained his Master's or Bachelor degree in Engineering / Technology / Applied Sciences. Provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. Provided further that whether a subject is allied or not to the subject in which the candidate has done Master's or Bachelor degree in Engineering / Technology / Applied Sciences, shall be decided by the Academic Council.

**4.0 Duration restrictions**

The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled.

Provided that the period for submission of the thesis can be extended by one year by the Vice-Chancellor, if he/she applies for extension at least one month before the expiry of registration period together with a fee. In case the candidate does not submit his/her thesis within extended period, his/her registration shall stand automatically cancelled.

**5.0 Availability of seats.**

The number of seats available for admission to Ph.D. programme shall be decided and notified by the University on its website and/or by advertisement, which shall be decided on the following basis:

- (i) A supervisor shall not have at any point of time, more than 08 Ph.D. Scholars as supervisor and 06 Ph.D. Scholars as co-supervisor in case of a Professor



and 06 Ph.D. Scholars as supervisor and 05 Ph.D. Scholars as co supervisor in case of others, in any universities in India and abroad. For that supervisor have to submit undertaking regarding total number of candidates he is supervising.

- (ii) The seats available with the supervisor should be manageable for him/her and also manageable for the concerned research centre.

### 6.0 Admission Procedure

- (1) The admissions shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi.

The functions of the Admission Board shall be as follows:

- To prepare panel of names of paper setters in various subjects and submit them to the University.
- To arrange for entrance test.
- To arrange for interview.
- To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and title of the thesis.
- To resolve problems, if any.

- 2(A) Candidates who have qualified the **UGC/CSIRIDST/National/State level Fellowship/GATE/GPAT/SLET/NET/M.Phil.** shall be admitted directly without the entrance test.

- (B) Candidates who have been awarded teachers fellowship by statutory bodies for doing Ph.D. degree shall also be admitted directly without the entrance test.

- C. All other candidates will be selected through entrance test.

### Procedure for conduct of Entrance Test

#### Structure of the Test

All those who are not exempted from the entrance test will be required to take the entrance test. The format of the entrance test will be similar to that of National Eligibility Test of UGC. The entrance test for enrolling into Ph.D. programme shall be conducted by the University. The date and place of which shall be announced through a notification.

The contents of the test will be as follows:

- General analytical skill/mental ability, including reasoning.
- English communication skill (up to 12th standard level)
- Foundation of the relevant subjects in multiple choice questions (MCQ) and descriptive type questions on the relevant subject up to PG level.

The first part of the test will consist of objective type of questions covering:

- General analytical skill/mental ability, including reasoning.
- English communication skill (up to 12th standard level) (if applicable)

This part will have 60 questions and will be for duration of 45 minutes. The second part of the test will consist of objective type of questions in the relevant subject for duration of 30 minutes and will have 40 questions. There shall be negative marking of 0.25 marks for each wrong answer. The third part will be descriptive type of questions on the subject, which will be of one hour duration. This part will be evaluated only if the candidate secures more than 50% marks in the aggregate in the first two parts and individually 40% marks in each part. Those who secured more than these desired level have to obtain more than 50% marks in the third part. If enough number of candidates do not qualify in the entrance test, the University may, if deemed fit, relax these conditions on a year-to-year basis. The Academic Council may modify the scheme of the entrance examination from time to time.

## 7.0 Interview and Allotment

(1) Each student shall have to appear in an interview. The interview board shall consist of the following members:

- (i) Vice Chancellor or his Nominee as Chairman
- (ii) Dean of School.
- (iii) One of the Chairman of relevant BOS to be nominated by the Vice-Chancellor.
- (iv) Head of University Teaching Departments/ Professor / Associate Professors, nominated by the Vice-Chancellor.
- (v) One of the recognized supervisors in the University Teaching Department in the subject to be nominated by the Vice-Chancellor.
- (vi) One subject expert to be nominated by the Vice-Chancellor.

One third of the total members shall complete the quorum. However, presence of the subject expert shall be essential. If the Dean of School is not available; the Vice-Chancellor may then appoint a Senior Professor of any University Teaching Department as chairman.

Note: No T.A. and D.A. shall be payable to candidate for attending the interview.

(2) The interview shall be conducted in the University Teaching Department. For subject, in which there is no University Teaching Department, the interview shall be conducted at a place in the University premises, fixed by the University for this purpose.

(3) The candidates shall be called for interview in the following order:

- (i) Candidates who have qualified UGC/CSIR/DST/National or State level fellowship examination/ GATE/GPAT/NET/SLET.
- (ii) Candidates who have been granted teacher fellowship by a statutory body,
- (iii) Candidates according to merit list of the entrance examination.

(4) At the time of interview, the candidates are expected to discuss their research interest/ area, choice of supervisors and co-supervisors (if any), and the proposed title of the thesis.

For the candidates belonging to category as mentioned in para 7 (3) (i & ii), 100% weightage shall be on the interview. For the candidates mentioned in para 7 (3) (iii), the weightage of the interview marks shall be 20 percent whereas 60 percent weightage shall be given to the written entrance exam conducted as per para 6.0 and remaining 20 percent weightage shall be given to aggregate of qualifying PG examination.

(5) The allotment board then shall finalize the list of the names of the candidates admitted to the Ph.D. in the concerned subject.

- (a) The candidates in category (i) of sub-para 7 (3) above shall be admitted first, secondly the candidates in category (ii) shall be admitted and subsequently candidate in the category (iii) shall be admitted in that order. In these categories, if there are more than one candidate having equal marks, then merit shall be decided according to the percentage of marks at the qualifying PG examination.
- (b) As far as possible, the allotment board shall allot the preferred place of research work and the preferred supervisor and co-supervisor, if any, and shall also approve the proposed title of the thesis (however, the candidate may change title of his/her thesis, after prior approval by Research Degree Committee (RDC)). The candidate may, however, be allowed to take another chance for allotment in next admission process if he does not want to change the preferences in the first instant.

(6) The admission process must be completed by the last date for admission decided by the University for the Doctoral Courses.

(7) A merit list shall be prepared on the basis of entrance test and interviews as mentioned in

para 7 (4) and shall be declared as the result of the entrance examination by the Registrar.

### 8.0 Fees

(a) Registration fee for Ph.D. programme is to be paid to the University at the prevalent rates as announced by the University from time to time.

The total programme fee must be paid before submission of Ph.D. thesis.

### 9.0 Course work

A. (i) After having been admitted, each Ph.D. student shall be required to undertake course work. The duration of the course shall be one semester for all Candidates. The course work shall be treated as pre Ph.D. preparation. Ph.D. programme will operate on semester basis. During the first semester, a candidate will have to clear course work which will compose of three papers viz., Research Methodology, Quantitative Techniques and a paper from Relevant Research Area.

ii. In second semester, the candidate has to do subject specific course work with the consent of his/her allotted supervisor/co-supervisor. A review or survey of the published research in the relevant field shall be submitted to the supervisor/co-supervisor for which supervisor/co-supervisor shall evaluate the review report; A Research Degree Committee meeting will be organized during the second semester where a candidate will be required to defend his/her synopsis. During subsequent period the candidate will be expected to work on his/her approved synopsis.

Students shall attend their respective departments and/or laboratories according to the pre-arranged time-table and the records of their attendance shall be maintained by the concerned Guide/s.

After the successful completion of the course, a certificate regarding course completion shall be given to the student.

#### (B) Evaluation

- i. The coursework shall carry 10 credits (one credit equal to 15 hours). The concerned department/school/institution shall decide the details of the course work, teaching schedule and evaluation.
- ii. The details of the specific subject shall be decided by the department/school.
- iii. The procedure for admission shall be laid down from time to time by the Academic Council.
- iv. University examination shall be held at the end of the semester. The scheme of examination shall be notified by the University.
- v. The review or survey presented by the candidate in typed form shall be examined by the supervisor. He shall declare whether it is satisfactory or not.
- vi. A candidate shall be declared to have successfully completed the course, if he/she has successfully passed semester examinations with minimum 65% or in equivalent grade as mentioned above. Minimum 6 credits to be earned during the course work for successful completion.

### 10.0 Research Centre

A candidate may pursue his research work for Ph.D. degree in the University Teaching Departments in the subject concerned,

Or

At a Research centre i.e. an organization of National or international repute (NIIT/IIT/Other

academic institutions of national importance/Research Organisations of Government/reputed corporate establishment with established R&D Laboratories etc), within the jurisdiction of the University.

Provided that a MOU shall have to be signed between the University and the Institute/ Organisation.

- a. After the MOU, candidates may also be allowed by RDC to pursue research work at a Industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India /State Govt. approved R&D centre and shall be recognized for this purpose by the BOM of the University.
- b. A candidate permitted to work in such Industry stated in pre para, having MOU with the University, shall be required to take at least one supervisor or co-supervisor from that industry, such supervisor or co-supervisor should be Scientist/Director of the R&D center not below the rank of the Associate Professor of the University.
- c. Candidate may also be permitted to work by RDC in research establishment of repute like CSIR Labs / DRDO Labs or Labs of repute established by Central Government and after MOU signed by the University and such establishment.
- d. A candidate permitted to work in such Research Establishment, stated in pre para, recognized by the University as a research center, he/she shall also be required to take at least one supervisor or co-supervisor from that Establishment. Such Supervisor or Co-supervisor should be Scientist/Director of the R&D centre, not below the rank of Associate Professor of the University.

### 11.0 Supervisor/Co-supervisor

(a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:

- (i) A Professor in the University Teaching Department of this University who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute.

OR

- (ii) An Associate Professor or Reader in the University Teaching Department of this University who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute.

OR

- (iii) An Assistant Professor or lecturer of the University Teaching Department of this University who has obtained a doctorate degree in the subject and has published at least seven research papers on the concerned subject in peer reviewed standard journals of repute and has at least five years teaching experience after Ph.D.

OR

ADirector/scientist/professor/or an equivalent cadre in an organization of

National/International repute not below the rank of an Associate professor of the University, working as regular employee and who has published at least seven papers in peer reviewed standard journals of repute.

(b) A recognized supervisor who fails to publish at least two research papers on the concerned subject in peer reviewed standard journals of repute over duration of last two years shall not be eligible to enroll any new candidate under his supervision.

- (i) Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise and register under him/her even after their superannuation.
- (ii) Provided also that the teacher in any college, which is now a constituent unit of this University and who has been recognized as supervisor/co-supervisor earlier by the concerned University, shall continue to be recognized as supervisor/co-supervisor, if they comply the requirement laid down for recognition as supervisor/co-supervisor.
- (iii) Provided further that a person who is himself registered for Ph.D. degree of the University shall not be eligible to act as supervisor/co-supervisor or member of any committee mentioned in this Ordinance.
- (iv) A person, who wants to get himself/herself recognized as a supervisor/co supervisor, shall apply in the prescribed Performa, duly forwarded by Head/Principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

## 12.0 RDC

(1) After successful completion of Pre PhD. course work mentioned above, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of thesis (finally decided by the candidate) duly forwarded by the supervisor and Head of the institution where the candidate is pursuing his/her research. The synopsis has to be submitted in ten copies, with signatures of candidate, supervisor, co supervisor and Head of the institution on each of the copy on each page.

(2) The candidate shall be required to make an oral presentation of the proposed work before the Research Degree Committee (RDC) consisting of the following members:

- (i) Vice-Chancellor or his nominee - Chairman.
- (ii) Dean of the School concerned.
- (iii) Chairman BoS of the subject in the School.
- (iv) Head or One Professor of University Teaching Department, or in the case of non-availability of Professor, one Associate Professor of the University Teaching Department of the subject.
- (v) One external subject expert of the rank of University Professor to be appointed by the Vice-Chancellor, ordinarily out of a panel of 5 experts given by the Dean of the School concerned. External expert and two other members shall form the quorum.

Note : (a) On the request of the supervisor, Vice-Chancellor may permit him to be present as an observer during the oral presentation of his candidate.

b) No T.A. and D.A. shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.

(3) The meeting of Research Degree Committee (RDC) shall be held in the University office twice a year. The committee shall consider the application of the persons, who want to get recognized as supervisor/co-supervisor, submitted under section 11 of this Ordinance, and recommend the eligibility of the person for the appointment as supervisor/co-supervisor. The Committee shall also prepare a list of approved supervisors/co-supervisors, along with their specializations as per provisions of this Ordinance. This list shall be available with the Registrar.

(4) After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s (if

any), and place of research work, the candidate shall be registered for Ph.D./degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 8 of this Ordinance, at the time of admission, and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar, and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the UTD/college/institute from which the application form was forwarded.

- (5) If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.
- (6) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in Ten copies) as revised by him/her, incorporating the changes suggested by the RDC within 3 months time. The Dean of the School shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC have been incorporated in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.
- (7) If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, then the candidate may be asked to revise the synopsis and/ or improve upon the oral presentation and reappear at the next meeting of the RDC.
- (8) If the RDC does not recommend a candidate for registration to Ph.D. degree, the candidate shall be communicated the same by the Registrar. In such case, only the caution money deposited by the candidate shall be refunded.

### 13.0 Period for submission of thesis

- (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months after successfully completion of course work at the research centre and not later than five calendar years from the date of registration. In case a candidate does not submit his/her thesis within five calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled, Provided that the period for submission of thesis can be extended by one year by the Vice-Chancellor, if the candidate applies for extension at least one month before the expiry of registration period together with a fee as prescribed by the University. In case the candidate does not submit his/her thesis within the extended period, his/her registration shall stand automatically cancelled.

Provided also that after the expiry of five years from the date of registration, the Vice-Chancellor may permit a candidate to get re-registration on the same topic on payment of a re-registration fee as prescribed by the University. The condition of minimum period of 24 months and attendance shall not apply to such reregistered candidate for submission of the thesis. For re-registration, approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically cancelled after nine years from the date of original registration. After this period if a candidate desires to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

- (b) A teacher candidate with 5 years teaching experience at the time of registration can submit

his/her thesis after 18 months instead of 24 months after successful completion of course work as provided in Section 13(a) of this Ordinance.

- (c) The candidate shall put in at least 240 days attendance after successfully completion of course work in the institution concerned or with the supervisor/ co supervisor. The relevant declaration by the candidate (Appendix 2) and the certificate of the supervisor (Appendix 3) must be given in the beginning of the thesis. If a candidate is in service, having his/her research centre at a place other than his/her place of service, then such candidate shall be required to submit a certificate of leaves availed from his/her employer, to justify his/her 240 days attendance in the research centre with the supervisor/co supervisor.

#### 14.0 Change of supervisor

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

#### 15. Six monthly report

The University shall obtain every six months a record of attendance, receipt of fees paid and progress report of the work of the Research Scholar from his supervisor as per Appendix 4 which shall be scrutinized by the Dean of the School. If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year or candidate fails to deposit fees, the Vice-Chancellor on the recommendation of the Dean of the faculty may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

#### 16. Summary of thesis and appointment of examiners

- a) The candidate shall submit ten copies of the summary of the thesis together with a list of research papers published or accepted for publication (in the peer reviewed, standard journals of repute, as approved the University from time to time, through his/her supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
- b) The supervisor shall submit to the Registrar, in a sealed cover a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University. At least half of the names should be from outside the state. Names can also be included from outside the country. Another panel of at least six examiners, actively engaged in the concerned area of research and not below the rank of Associate Professor of a University Teaching Department or college Professor, from outside the jurisdiction of this University, shall be submitted by the Dean of School in which the candidate is pursuing Ph.D.
- c). In case the candidate is related<sup>1</sup> to the supervisor, then the first panel of examiners shall be obtained from Head, University Teaching Department of the Subject concerned, or a senior professor nominated by Vice-Chancellor,
- d) The Vice-Chancellor shall appoint two examiners out of the two aforesaid panels, submitted by the supervisor and Examination Committee, respectively. The consent of examiners shall be obtained by sending them the summary and list of publications.

**Note:** The summary of thesis shall be sent by post / air mail/email.

<sup>1</sup> The term relation shall include father, mother, wife, husband, daughter, son, grandson, granddaughter, brother, sister, nephew, niece, grand nephew/niece, uncle, aunty, son in law, sister in law, father in law, mother in law and the first cousin.

### Pre Submission Defense Committee (PSDC)

(1) Prior to submission of the thesis, the candidate shall prepare a draft thesis and shall submit it in SOFT and HARD copy in the prescribed format of the university.

(2) However prior to the submission of draft Ph.D. thesis and PSDC, the candidate shall publish at least two research papers in the peer reviewed standard journal of repute, as approved by the University from time to time, in which the candidate is the sole author or if there are coauthors, then his/her name should be as first author. The reprint of such a paper along with reprints of other research papers published by him, if any, shall be appended inside the thesis at the end. If reprint has not been obtained till the time of submission of thesis, the acceptance letter along with the approved manuscript (i.e., preprint) shall be appended inside the thesis at the end.

(3) The candidate shall make a Pre-Submission Defense, based on that draft thesis, in the University Teaching Department in the subject or any place in the University premise fixed by the University for the purpose. Arrangement for this shall be made on a request from the candidate, duly recommended by the supervisor, to the University in the proforma given in Appendix 5.

(4) The candidate shall be required to make an oral presentation of the proposed work before the Pre Submission Defense Committee (PSDC) consisting of the following members:

I. Vice-Chancellor or his nominee - Chairman.

II. Dean of the School.

III. Chairman BOS of the subject in the School.

IV. Head or One Professor or in the case of non-availability of Professor, one Associate Professor of the University Teaching Department. Presence of three members shall form the quorum.

Note: (a) On the request of the supervisor, Vice-Chancellor may permit him to be present as an observer during the oral presentation of his candidate.

(b) No T.A. and D.A. shall be payable to candidate and supervisor for attending the Pre Submission Defense Committee (PSDC) meeting.

(5) The presentation shall be open to all the faculty members and research students and its aim will be to get feedback and comments, If the PSDC suggests any change in the work, then the change required shall be communicated to the candidate by the Registrar, which will have to be suitably incorporated into the draft thesis under the advice of the supervisor. The candidate will be required to resubmit the draft thesis as revised by him incorporating the changes suggested by the PSDC within 3 months time. The Dean of the School shall examine the revised draft thesis and if he is satisfied that the changes suggested by the PSDC have been incorporated in the revised draft thesis, he will approve the same and the thesis can be submitted. The letter of approval accordingly shall then be issued by the Registrar.

(6) If the PSDC decides that major revision is required in the draft thesis and/or the oral presentation was also found to be unsatisfactory then the candidate may be asked to revise the draft thesis and/or improve upon the oral presentation and reappear at the next meeting of the PSDC.

(7) The candidate shall only be permitted three times (including one mercy attempt to be awarded by the Vice-Chancellor) to present his case before PSDC on the basis of



his request, duly recommended by the supervisor, to the University in the proforma given in Appendix 05. However, if, the candidate fails to get a recommendation for submission from PSDC, as mentioned above, his registration for PhD shall be cancelled.

### 17.0 Submission of thesis

- (1) After getting an approval from PSDC as mentioned in para 17, the candidate can finalize his/her thesis.
- (2) The finalized thesis shall be type set on a computer using standard software like MSWord or LATEX. It shall then be typewritten only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.
- (3) The candidate shall submit the thesis to the University as follows:
  - (i) Three hard bound copies of the thesis, and
  - (ii) Soft copy in the form of CD (in three copies).
- (4) In the thesis, after the cover page, the forwarding letter/declaration/certificate mentioned in (a), (b) and (c) below must be given.
  - (a) The thesis should be forwarded by the Head of the UTD where the candidate was registered. (Appendix 6)
  - (b) The thesis must be accompanied by a declaration from the candidate as per (Appendix 2) that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place of work for the required period as per provisions of the Ordinance.
  - (c) The certificate from the Supervisor together with co-supervisors, if any, as per Appendix 3.

Note: (i) The candidate shall also remit with the thesis, prescribed fee as the examination fee as prescribed by the University.

(ii) The no dues certificates from the place of work and the University library must be submitted along with the thesis.

### 18.0 Evaluation of thesis and viva-voce examination

- (i). On receipt of the thesis, required fee and no dues certificates, the thesis shall be sent to the two examiners already consented.
- (ii). The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions:
  - (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of facts. In either case, it should evince the candidate's capacity for critical examination and sound judgment.
  - (b) It must be satisfactory in point of language and presentation of the subject matter.

**19.0** The examiners shall categorically recommend in the prescribed Proforma (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spelt out in clause 20 of the Ordinance and also detailed comments on each chapter in the examiner's report, which should be typed on separate pages, in four copies. The examiner must also give a list of at least ten questions; he wishes to be asked at the viva voce examination.

- 20.0** (a) The examiners may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
- (b) The Vice-Chancellor may recall the thesis from an examiner, who fails to send the reports within three months of the date of dispatch of the thesis or such other date as may be extended by the Vice-Chancellor, and appoint another examiner from the panels of examiners.

**21.0** (a) In case both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision, the thesis shall be rejected.

- (b) If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of the examiners.
- (c) If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners as constituted at para 15 (b) by the Vice-Chancellor, without the reports of earlier examiners, the third examiner shall be asked to give his/her opinion and this opinion shall be final.
- (d) In case both the original examiners accept the thesis for the award of the Ph. D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the Ph. D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the Supervisor, co supervisor (if any) and one of two examiners (as per para 16(b)), selected by the Vice-Chancellor, who have accepted the thesis for the award of the Ph. D. degree. In case the candidate is related\* to the supervisor, then the Vice-Chancellor shall appoint Head of the University Teaching Department/School of Studies/Institution/Chairman Board of studies of the subject concerned to act as viva-voce examiner, in place of the Supervisor.
- (e) The Supervisor/Head University Teaching Department/Chairman Board of Studies of the subject concerned, as the case may be, shall be communicated the name of the external examiner appointed by the Vice-Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date for viva-voce. The date fixed for the viva-voce shall be informed to the candidate and the Registrar. Provided that in special circumstances Vice-Chancellor may appoint alternate viva-voce examiner from the panel of examiners, if both the external examiners are not in a position to conduct the viva voce examination.
- (f) The viva-voce examination shall be conducted at the University Teaching Department or at any place fixed by the University for the purpose. The date and time and place of open viva-voce examination shall be notified by the registrar on the University Notice board at least a week in advance. At the time of viva-voce examination, the board of examiners shall be provided the reports of the examiners, which shall be returned along with the report of viva-voce examination to the Registrar in confidential cover.
- (g) The candidate shall present the work embodied in the thesis before the board -of examiners, members of faculty, research scholars and other interested persons present in open viva. After the presentation of the research work the Board shall ask question together with those questions, which have been given along with examiners reports, others in the audience can also ask questions and

\* see 16(c) of this ordinance

the candidate shall reply only those questions which are permitted by the

external examiner.

- (h) In case the recommendations of the viva-voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. Such candidates would be required to pay an additional fee as prescribed by the University for Second viva-voce Examination. The external examiner for second viva-voce examination shall be appointed by the Vice-Chancellor as above. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

**22.0** If the examiners recommend that the candidate be asked to revise/improve his thesis, the Vice-Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiners reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to the candidate.

In case the candidate is allowed to resubmit the thesis he/she will have to pay the prescribed fee afresh at the time of resubmission but it shall not be necessary for him to reproduce any certificate of further attendance at the institution at which he/has carried out the work.

The resubmitted three copies of the thesis must make clear mention that it is a revised version. The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

In case a candidate is asked to revise the thesis under clause 23(b) and one of the examiners recommends again for revision of the revised thesis and the other accepts the revised thesis for award then the thesis shall be sent to the third examiner. If the third examiner rejects or recommends for revision the thesis shall stand rejected. If he accepts the thesis for the award then the candidate shall be awarded the Ph.D. degree on successful viva voce examination as per provision of clause 23 of the Ordinance.

In case a candidate is asked to further revised the thesis by the third examiner, as per provisions laid down under para 23 (C), above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.

Note - Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by the Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

### **23.0 Appearing in other examination**

No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course of languages, research methodology, statistics, and computer courses).

### **24.0 Publication of thesis**

The thesis shall be published only with the permission of the University and such publication shall state on the title page itself that this was thesis approved for award of the Ph.D. degree of the University.

**25.0 Award of Ph.D.**

After the successful viva-voce, the Vice Chancellor shall have powers to issue Notifications for the award of Ph.D degree to the candidate and the matter shall be reported to the Board of Management for their approval in its forthcoming meeting. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out; the third will be returned to the supervisor. Following the successful completion of the evaluation process and announcement of the award of Ph.D., the University shall submit a softcopy of the Ph.D. thesis to UGC within a period of 30 days, for hosting the same in INFLIBNET, accessible to all universities/institutions.

**26.0 Reports of examiners**

After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The reports will not disclose the identity of the examiners.

**27.0 Withdrawal of degree**

On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree. Those candidates who have applied for registration but have not been registered before this Ordinance comes into force, shall be governed by the provision of this ordinance i.e. they will have to fulfill all the requirements, as laid down in this ordinance.

**Appendix -1**  
**PROFORMA FOR SYNOPSIS**

1. Title of the thesis
2. Introduction: Giving purpose of research (in about 200 words)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work
7. References in standard format.
8. List of published papers of the candidate.

Signature of Supervisor

Date

Signature of the Candidate

Date

Signature of Co-Supervisor (if any)

Date

### Appendix-2 DECLARATION BY THE CANDIDATE

I declare that the thesis entitled

.....  
Is my own work conducted under the supervision of  
Dr.....(Supervisor/Co-supervisor) at  
.....(Centre)

approved by Research Degree Committee. I have put in more than 240 days of attendance with supervisor at the centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date : ..... Place : .....

### Appendix - 3 CERTIFICATE OF THE SUPERVISOR CERTIFICATE

This is to certify that the work entitled ..... is a piece of research work done by Shri/Smt/Ku. .... under my/our guidance and supervision for the degree of Doctor of Philosophy of ..... University ..... (M.P.) India. I certify that the candidate has put in an attendance of more than 240 days with me.

To the best of my knowledge and belief, the thesis:

- i. Embodies the work of the candidate himself/herself.
- ii. Has duly been completed
- iii. Fulfills the requirement of the ordinance relating to the Ph.D. degree of the University.

Signature of the Co-supervisor

Date :

Signature of the Supervisor

Date :

### Appendix – 4 CONFIDENTIAL PROGRESS REPORT

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

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

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

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

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

Place: .....

Signature of the Supervisor

Place: .....

Address: .....

Date: .....

**Appendix - 5**  
**REQUEST FOR PRE Ph.D. PRESENTATION BASED ON DRAFT THESIS**

The Registrar,  
Oriental University, Indore

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

Reference: Ph.D. registration letter No ..... Detail .....

Sir,

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

1 Name of the candidate

2 Name of supervisor and Co-supervisors

3 Subject

4 Place of work

5 Title of thesis

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

Date: .....

(Signature of the candidate)

Place: .....

Name and Address .....

(Signature of the Supervisor)

Name and Address: .....

**Appendix - 6**  
**FORWARDING LETTER OF HEAD OF INSTITUTION**

The Ph.D. thesis entitled

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

Name : ..... Seal : .....

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

Place:

Signature of the Supervisor

Date: ..... Address: .....

Place: .....



### Appendix -7 EXAMINERS REPORT ON Ph.D. THESIS

Title of thesis .....

Name of candidate Shri/Smt./Ku .....

Subject: .....Faculty .....

#

I. The thesis is recommended for the Yes No Award of Ph.D degree .....

##

2. The thesis be revised on the Lines .....Detailed below

3. The thesis be rejected ..... (Please write Yes/No, as the case may be)

#

Thesis requiring only minor revision/s should also be covered in this category and suitable remarks detailing minor revision/s required, is/are to be enumerated.

## Thesis requiring only major revision/s should be covered in this category and suitable remarks detailing the major revision/s required is/are to be enumerated .

#### DETAILED REPORT

(The examiner is requested to attach detailed report in four copies, covering also the following points)

(a) It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.

(b) It must be satisfactory in point of language and presentation of the subject matter.

Date: .....

Place: .....

(Signature of the Examiner)

Full name & Address .....

**Appendix-8**  
**PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE**  
**ORIENTAL UNIVERSITY, INDORE**  
**CERTIFICATE**

This is to certify that vide notification no .....Dated  
..... of this University, the Board of Management has decided that the degree of  
Ph.D. in ..... ( Subject) be awarded to ..  
The title of Ph.D. thesis is .....

The Ph.D. degree has been awarded in compliance of the "University Grants Commission  
(minimum standards and procedure for award of M.Phil/Ph.D. degree) Regulation, 2009"

Registrar  
Date: .....

**ORDINANCE NO. 11****ONE YEAR (TWO SEMESTERS)  
UNDER GRADUATE DEGREE COURSES****Course & Faculty**

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

**Duration**

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

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

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

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

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

### Admission Procedure

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

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

### Course Structure

8. The under graduate course in semester system shall consist of:

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

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

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

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

### Medium of Instructions and Examinations

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

### Examination Scheme

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

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

#### Promotion to Next Semester & Failed Candidate

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

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

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

#### Allocation of Division

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

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

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

#### **Merit Lists**

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

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

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

#### **Examination Centers**

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

#### **General**

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

**ORDINANCE NO. 12****ONE YEAR (TWO SEMESTERS)  
POST GRADUATE DIPLOMA COURSES.****Course & Faculty**

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

**Duration**

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

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

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

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



PGDHE	Passed the graduation course from any recognized University or its equivalent.
PGDRD	Passed the graduation course from any recognized University or its equivalent.
PGDRM	Passed the graduation course from any recognized University or its equivalent.
PGDFD	Passed the graduation course from any recognized University or its equivalent.
PGDBM	Passed the graduation course from any recognized University or its equivalent.
PGDIT	Passed the graduation course from any recognized University or its equivalent.
PGDEPM	Passed the graduation course from any recognized University or its equivalent.
PGDMM	Passed the graduation course from any recognized University or its equivalent.
PGDFM	Passed the graduation course from any recognized University or its equivalent.

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

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

#### Admission Procedure

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

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

- (f) Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- (g) Admission rules as framed by the University shall be applicable for all admissions from time to time.

### Course Structure

8. The post graduate diploma course in semester system shall consist of:

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

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

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

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

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

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

### Medium of Instructions and Examinations

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

### Examination Scheme

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

- Attended at least 75% of lectures / practical delivered.
- Paid all the fees due

- (iii) Obtained 'No Dues' certificate from the concerned Department/college.
- (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
- (v) Received in-plant training as prescribed by the Director/ Head/ Principal.

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

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

- (a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
- (b) Main examination will carry 70 percent marks,
- (c) For passing the examination; the candidate that be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
- (d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

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

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

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

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

#### **Allocation of Division**

- 18. Division shall be awarded only after the fourth and final semester examination, based on integrated performance of the candidate for all the two years. The Division shall be

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

60% or above First Division

48% or above but less than 60% Second Division

Above 40% but less than 48% Third Division

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

#### Merit Lists

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

#### Maximum Duration of Completion of Course

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

#### Examination Centers

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

#### General

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

**ORDINANCE NO. 13****ONE YEAR (TWO SEMESTERS)  
DIPLOMA COURSES****Course & Faculty**

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

**Duration**

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

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

6. Candidates seeking admission to these courses must have passed the Senior Secondary (12th) examination as specified below from any recognized Board or an equivalent.

DCA - Passed 10+2 examination with any subjects.

DCTT - Passed 10+2 examination with any subjects

DCEd - Passed 10+2 examination with any subjects

DEd - Passed 10+2 examination with any subjects

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

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

### Admission Procedure

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

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

### Course Structure

8. The diploma course in semester system shall consist of:

- a. Such courses (papers) as prescribed by the University

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

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

Second	5	-	1
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11. In subject with practical there will be 10 papers of 100 marks each. 2 practical with viva of 100 marks each and project report with viva of 200 marks (Viva will be 20%) distributed in different semester as under

Semester	Theory	Practical	Project Report
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First	5	1	-
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Second	5	1	1
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### Medium of Instructions and Examinations

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

### Examination Scheme

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

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

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

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

#### Promotion to Next Semester & Failed Candidate

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

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

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

#### Allocation of Division

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

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

- Vice-Chancellor Grace Of one mark will be given for Pass/ATKT in each semester and for improvement in division in final semester.



**Merit Lists**

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

**Maximum Duration of Completion of Course**

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

**Examination Centers**

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

**General**

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

**ORDINANCE NO. 14****FOUR YEARS (EIGHT SEMESTERS)  
GRADUATE DEGREE COURSES****BACHELOR OF TECHNOLOGY (B.TECH.)****Course & Faculty**

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

**Duration**

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

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

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

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

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

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

However the admissions shall be based strictly on the eligibility criteria as mentioned in 6(b) (i), (ii), (iv) and (v) above.

c. Admission to NRI Candidate

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

### Admission Procedure

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

- a. The eligible candidates as specified in clause 6(a) above should secure a place in the merit list prepared by V.P.P. Mandal, Indore for admissions to B.TECH. In general the admissions to B.TECH. course shall be as per the State Government of Madhya Pradesh policies.
- b. The University may also conduct its own entrance examination for admission to its Engineering/Technology courses.
- c. Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

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

### Course Structure

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

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

### Medium of Instructions and Examinations

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

### Examination Scheme

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

Head/ Principal.

- (v) 1Received in-plant training as prescribed by the Director/ Head/ Principal.

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

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

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

- (ii) Main examination will carry 70 percent marks,

- (iii) For passing the examination; the candidate shall be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 45% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.

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

#### Promotion to Next Semester & Failed Candidate

15. There will be one University Examination at the end of each semester. These examination will be designated as follows.

- (a) During First Year - First Semester B.TECH., Exam, Second Semester B.TECH., Exam

- (b) During Second Year - Third semester RE. Exam, Fourth semester B.TECH. Exam

- (c) During Third Year - Fifth semester B.TECH. Exam, Sixth semester B.TECH. Exam

- (d) During fourth Year - Seventh semester B.TECH. Exam, Eighth semester B.TECH. Exam

16. There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters.

17. A candidate who has been admitted in the Engineering/Technology course will be promoted to the higher class in accordance with the following sub rules»

- (a) The candidate who seeks admission in odd semester of an academic year is said to be in A-B group while a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission in July where as candidate of B-A Group will take admission in January in the relevant academic year.

- (b) Candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year will automatically be promoted to even semester of that year irrespective of failing in any number of theory or practical

of previous semester.

- (c) A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester will automatically be promoted to next applicable odd semester irrespective of failing any numbers of theory or practical of previous semester.
- (d) Provided that the provisions of para 20 and 21 of this ordinance will be applicable at the time of admission to odd semester in A- B Group and admission to even semester of B-A Group
- (e) A candidate offering seventh semester after eighth (B-A group) will not be issued any mark sheet or Provisional certificate after eighth semester until he has passed all the semester
18. The duration of examination of any semester shall normally not exceed twenty working days.
19. A candidate who has failed in more than six theory papers or a combination of more than six theory papers and practical's (taken together), will become ex-student.
20. A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed/cleared the first and second semester examinations. Likewise candidates shall not be admitted in seventh or higher semester classes unless he/she has fully passed/cleared the first four semester examinations. For promotion to the next higher semester, the sequence shall be strictly adhered to.
21. A candidate will be promoted to the available semester of the next academic year provided he/she does not carry a backlog of more than six theory or combination of six theory and practical (taken together) of the immediate previous year.

#### Allocation of Division

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

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

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

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

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

60% or above	-	First Division
48% or above but less than 60%	-	Second Division
Above 40% but less than 48%	-	Third Division
27. Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practical's.
28. One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark in each semester, on behalf of the Vice-Chancellor in the B.TECH. examination. This benefit will not, however, be available to a candidate getting advantage under clause 24.

#### Merit Lists

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

#### Maximum Duration of Completion of Course

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

#### Examination Centers

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

#### General

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

**GRADUATE DEGREE COURSES****BACHELOR OF PHARMACY**

Duration - 4 years

The first degree in Pharmacy of four year (Eight semesters) course hereinafter called 4 Year Degree Course shall be designated as Bachelor in pharmacy in short B.Pharm in general, the course, eligibility for admission and other parameters could be as per the norms of Pharmacy Council of India.

1. The duration of 4 YDC of B. Pharm course shall extend over a period of four years consisting of eight semesters named below :

- a) B.Pharm. I Semester.
- b) B.Pharm. II Semester.
- c) B.Pharm. III Semester.
- d) B.Pharm. IV Semester.
- e) B.Pharm. V Semester.
- f) B.Pharm. VI Semester.
- g) B.Pharm. VII Semester.
- h) B.Pharm. VIII Semester.

Each semester shall be spread over for not less than sixteen weeks.

2. **ACADEMIC QUALIFICATIONS FOR ADMISSIONS:**

- a. The minimum qualification for admission to first semester of Bachelor of Pharmacy four year's (Eight semester) course shall be the passing of 10+2 examination or any other equivalent examination with Physics, Chemistry, Mathematics or Biology conducted by the MP Board of Secondary Education or any other board or university examination recognised as equivalent by the State Government of Madhya Pradesh.
- b. Minimum qualification for direct admission to second year of B. Pharma shall be first division in Diploma in Pharmacy from any institution approved by the Pharmacy Council of India. (P.C.I.).

3. Thirty percent of the marks for each theory subject/paper and forty percent of the marks for each practical shall be allotted for sessionals.

- a. Theory: Two sessional examinations shall be held during the semester for each theory paper/ subject from which one best answered by the candidate shall be considered for the award of sessional marks.
- b. Practical: Marks shall be awarded on the basis of the experiments performed by the students, prior preparation for the experiment, conduct in the laboratory, result of the experiments, day-to-day completion of the records and viva-voce.
- c. *If a student fails in theory paper he/she can reappear in theory sessional examination. However, he/she will not be allowed to reappear in practical sessional. If a Student secures 50% marks in theory paper and fails in examination of that subject (securing less than 50% in the aggregate including theory), the student may reappear for improvement only in theory sessional in which he/she has failed.*

4. **EXAMINATIONS**

- a. There shall be one university examination at the end of each semester. These examinations will be designated as follows:
  - (a) During first year: B. Pharm. I semester, B. Pharm. II semester.



- (b) During second year: B. Pharm. III semester, B. Pharm. IV semester.
- (c) During third year: B. Pharm. V semester, B. Pharm. VI semester.
- (d) During fourth year: B. Pharm. VII semester, B. Pharm. VIII semester.

- b. There will be a full examination at the end of each semester consisting of the theory papers and the laboratory practicals. A candidate who fails to secure the minimum pass marks in any subject may improve the same at the next semester.
- c. There will be no supplementary examination.

#### 5. STANDARD OF PASSING :

- a. In each subject (theory and practical):
  - i. Minimum 50% in sessional and semester examination taken together.
  - ii. Each theory paper and practical will be treated as separate subject for passing.
  - iii. A candidate who has been admitted in B.Pharm. 1st semester will be promoted to the higher class in accordance with the following sub-rules:
  - iv (a) A candidate shall not be promoted to the third semester/higher semester if he/she carries a backlog of more than five papers/subjects.
  - iv (b) No candidate will be awarded degree of Bachelor of Pharmacy unless he/she has passed all the eight semester examinations. If any previous semesters, paper/ practical remain as backlog to be cleared by him/her, the result will be withheld till he passes the backlog.
  - iv (c) A candidate shall not be admitted in the fifth or higher semester classes unless *he/she has fully passed/cleared the first and second semester examinations. Likewise candidates shall not be admitted in seventh or higher semester classes unless he/she has fully passed/cleared the first four semester examinations. For promotion to the higher semester the sequence shall be adhered to.*

#### 6. DIVISION AND MERIT LIST

- a. The division shall be awarded only after VIII semester examination and shall be based on the aggregate marks obtained by the candidate at his/her successful attempts at the I, II, III, IV, V, VI, VII, VIII semester's examinations i.e. full examination of B.Pharm. There shall be only three divisions as follows: First Division with Honours 75% and above. First Division 60% and above but below 75%. Second Division Not less than 50%. Pass Division Below 50%
- b. The merit shall be declared by the University after the main examination of the eighth semester of B.Pharm on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing atleast first division and passing all semester examinations in single attempts.

#### 7. MEDIUM OF INSTRUCTION AND EXAMINATION:

The medium of instruction and examination shall be English throughout the course of study.

- 8. The subjects to be studied in different semesters of B.Pharm shall be as per the schemes.

- 9. **EDUCATIONAL STUDY TOUR** for B.Pharm. VI semester students an educational study tour to visit important manufacturing organisation is compulsory. All students will have to submit a tour report after the study tour. The marks shall be awarded by the teacher-in-

charge of the student's study tour. If a student is unable to go on Educational Study Tour, he will be awarded "Zero" marks. However, there shall be no minimum marks for passing this.

10. **PROJECT WORK** for B.Pharm VII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of Pharmaceutical Sciences. The project shall be made under the supervision and guidance of faculty member(s). The candidate shall present a seminar on his/her project work. Every candidate shall be required to submit the project report in triplicate. The marks shall be awarded by the project supervisor and one external examiner.

11. **PROFESSIONAL TRAINING**

- a. A candidate shall have to undergo Professional Training in Industry/Hospital Pharmacy/Community Pharmacy/Pharmaceutic R&D units after the examination of the VI semester for a period of atleast four weeks. The report of the Professional Training shall be submitted by the candidate in triplicate, duly certified by the organization he/she under went his/her on training.
- b. The viva-voce examination based on the industrial training shall be carried out by Board of Examiners consisting of –
  1. Chairman – The Head/Principal of the institute.
  2. The external examiner.
  3. The internal examiner.

The marks shall be awarded by the Board of Examiners.

12. **CONDONATION OF DEFICIENCY IN MARKS:**

- a. With a view to moderate hard line cases in the examination the following rules shall be observed:
- b. Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.
- c. While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the subjects cleared through clause 6.1. After condoning the deficiency the candidate's result shall be declared in the division, which the aggregate entitled him/her.
- d. One grace mark will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the B.Pharm examination. This benefit will not, however, be available to a candidate getting advantage under clause 12.1.2.

13. **ATTENDANCE**

- a. 13.1. Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the Dean and Vice-Chancellor of the University respectively for satisfactory reasons.

14. If a candidate has passed a semester examination in full, he/she shall not be permitted to reappear in that examination for improvement of division/marks or any other purpose.

15. 15.0 The maximum duration of course shall be 8 years.

**ORDINANCE No.15****M.PHIL. DEGREE****Course & Faculty**

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

**Duration**

4. Master of Philosophy shall be a full time Degree Programme. The duration of the course shall be of two semesters (One year).
5. The candidate registered for M. Phil. Programme shall not be permitted to join any other programme/ course of this or any other university.

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

8. A candidate who satisfies the following conditions. can register for the M. Phil. Programme:
  - (a) He/She must have taken Masters Degree (P.G) in the concerned/related subject with at least 55% marks. Candidates belonging to SC/ST and / Physically Challenged categories shall be given a relaxation of 5% marks at the Masters Degree (P.G) eligibility criterion.
  - (b) In case of foreign students, the condition of 55% at Masters Degree (P.G.) Level shall remain mandatory, whether he/she has obtained P.G Degree from this University or any other university in India.
  - (c) In case of foreign students who have obtained P.G. Degree from any university outside India, grade points equivalent to 2nd class shall be considered eligible for registration.

- (d) Teachers, who were already in-service before 19.9.1991 i.e., when the U.G.C requirement of 55% marks was not made a pre-requisite requirement for appointment in colleges shall be exempted from the condition of 55% of marks.

### Admission Procedure

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

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

### Course Structure

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

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

11. The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number

of papers and / or marking scheme of the course after the due approval of Vice chancellor.

12. Candidates must attend a regular course of study of one academic year i.e. two semesters.

The syllabi for the programme shall be as decided by the University from time to time.

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

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

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

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

(i) Each paper shall be of 100 marks

(ii) Each paper shall have two components, namely, continuous evaluation of 30 marks and the Semester-end examination for 70 marks

(iii) The division of marks for continuous assessment shall be as follows:

(a) 10 marks for class internal test

(b) 10 marks for seminar paper /assignment

(c) 10 marks for class-room seminar presentation

(b) The Dissertation for Social Sciences, Humanities and Languages shall be of 100 marks and it shall be separately assessed and the weight age for Dissertation assessment shall be as follows:-

1. Dissertation - 70 marks

2. Viva-Voce examination on the dissertation - 30marks

(c) The dissertation for Sciences shall be of 200 marks and it shall be separately

assessed and the weight age for dissertation assessment shall be as follow:-

1. Dissertation - 150 marks
2. Viva-Voce examination of dissertation - 50 marks
16. The student shall submit his/her dissertation within a period of 12 months from the date of admissions the dissertation is considered as one of the components of the course work and which is to be subjected to Examination of the University, the rules framed by the Controller of Examination regarding date of submission, late fees for submission etc. and changes therein shall be applicable from time to time. No candidate shall be considered having completed the programme unless he/she submits the Dissertation.
17. Extension shall not be granted to any student in any case beyond a period of 18 months since the date of admission. After this period his/her registration shall cease automatically.

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

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

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

21. Every student of M.Phil. Programme shall pass the theory Course Work examinations at the end of each semester as per the provisions of the Examination Department. The student shall submit his/her dissertation by the end of the Second Semester as per the provisions of the Examination Department.
22. The Dissertation based on research work shall be evaluated separately by (a) the Guide and (b) an External Examiner.
23. For the assessment of the Dissertation, the Guide shall suggest a panel of four external examiners who are M. Phil. /Ph. D. guides (of which preferably at least one should be out of the State), out of which, the Vice Chancellor will appoint one External Examiner.
24. After receiving the External Examiner's report, the guide and the Departmental M.Phil. Committee shall conduct the viva-voce examination. The average of marks awarded by the Committee members shall be awarded as marks of the viva-voce. Marks given by the external examiner shall be awarded as the Dissertation marks.
25. No External Examiner shall be given more than five dissertations for assessment in each academic year.
26. Every candidate shall submit 04 bound copies of Dissertation along with a soft copy C.D. in

MS-Word (.DOC) and Adobe Acrobat (.PDF) format.

27. The dissertation shall be presented in accordance with the following specification:

28. (a) Dissertation should be in A-4 size papers

(b) Printing shall be in standardized format in 1.5 spacing. Font type shall be Times New Roman/Arial/Courier of 12 point size. In case of Hindi Dissertation, it must be typed using Unicode font (Arial Unicode MS / Mangal) and size should be 12.

(c) A margin of 4 cms. shall be made on the left side and margin of 2 cms. Shall be made on the remaining sides.

(d) The title of the Dissertation, name of the candidate, degree, name of the Guide/Supervisor and the month and year of submission shall be printed on the title page and the front cover.

(e) No ornamental bordering of the sides is permitted.

(f) No dedication page in dissertation is permitted.

(g) Page numbers should be at the bottom of each page, centered on the width.

(h) Set everything justified.

(i) Use International SI (System of Units). If other units are used, provide approximate conversion, factors for SI units.

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

29. For teaching the qualification of the faculty must be as per UGC or other regulatory bodies norms. However, for guiding the Dissertation the concerned permanent faculty of the University must be:-

A professor in the concerned University Teaching Department/School of Studies

OR

A Reader /Associate Professor in the concerned Teaching Department/ School of Studies possessing either Doctorate degree or with 05 published research papers in standard Research journals.

OR

Research Scientist working in a laboratory of national repute (Central/State Govt. having MOU with the University) possessing either Doctorate Degree or with 05 published research papers in standard Journals.

OR

An Assistant Professor in the concerned University teaching Department with a Ph.D degree or has published five search papers in standard journals.

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

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

### Allocation of Division

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

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

### Merit Lists

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

### Maximum Duration of Completion of Course

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

### Examination Centers

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

### General

37. In case of any dispute/ ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
38. In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Indore.
39. Following the successful completion of evaluation process and announcement of the award of M.Phil., the University shall submit a soft copy of M.Phil theses to the UGC within a period of 30 days, for hosting a same in INFLIBNET, accessible to all Institutions/Universities.



**ORDINANCE NO. 16****ONE YEAR (TWO SEMESTERS)  
POST GRADUATE DEGREE COURSES****Course & Faculty**

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

**Duration**

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

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

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

M.P.Ed - Passed B.P.E / B.P.Ed examination from any recognized University or as equivalent.

M.Ed. - Passed B.Ed. examination from any recognised University or as equivalent.

M.Lib.Sc. Passed B.Lib.Sc. / B.Lib. examination from any recognised University or as equivalent.

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

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

### Admission Procedure

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

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

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

### Course Structure

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

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

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

Semester	Theory	Practical	Project Report
FIRST	4	1	-
SECOND	4	1	1

### Medium of Instructions and Examinations

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

### Examination Scheme

13. No candidate shall be allowed to take the term-end Semester Examination unless one has:
- Attended at least 75% of lectures / practical delivered.

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

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

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

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

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

### Allocation of Division

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

60% or above First Division

48% or above but less than 60% Second Division

Above 40% but less than 48% Third Division

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

### Merit Lists

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

### Maximum Duration of Completion of Course

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

### Examination Centers

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

### General

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

**ORDINANCE NO. 17****TWO YEARS (FOUR SEMESTERS)  
POST GRADUATE DEGREE COURSES IN  
ENGINEERING/TECHNOLOGY, ARCHITECTURE, PHARMACY  
(M.E./M.TECH./M.ARCH./M.PHARM.)****Course & Faculty**

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

**Duration**

4. Master of Engineering / Technology/Architecture/Pharmacy shall be a full time Degree Programme. The duration of the course shall be of four semesters (two years).
5. The candidates registered for any of these programmes shall not be permitted to join any other programme/ course of this or any other university.

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

8. Every applicant for admission to the First Semester of M.E./M.TECH./M.ARCH./M.Pharm.
  - (i) Shall have passed B.E./B.Tech/B.Arch./B.Pharm. or equivalent examinations in appropriate branch.
  - (ii) Applicants possessing the M.Sc.(Maths/Physics/Electronics/Computer Science/ Information Technology) / MCA [for M.Tech in Computer Science / Computer Technology / Information Technology] degree.

- (iii) Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score.

The above is governed by the norms of the State Government and respective statutory body (AICTE/PCI etc)

### Admission Procedure

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

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

### Course Structure

10. The Post Graduate Degree of Master of Engineering / Technology / Architecture / Pharmacy leading to the Degree of Masters of Engineering/ Technology/ Architecture / Pharmacy (ME/M.TECH./M.Arch./M.Pharm.) shall consist of:
  - a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and

c. Such scheme of examination as prescribed, by the University from time to time.

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

### Medium of Instructions And Examinations

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

### Examination Scheme

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

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

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

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

- (a) 30 percent marks of each paper will be earmarked of internal assessment (for each semester, there will be two separate evaluations of 15 marks each).
- (b) Main examination will carry 70 percent marks,
- (c) For passing the examination; the candidate shall be required to secure at least 36% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 40% in the subject, practical are also to be cleared separately with 40% marks wherever applicable.
- (d) There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.

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

- a) Each written Theory Paper - 40 % of the total marks allotted to that paper.
- b) Each Practical Examination - 50 % of the total marks allotted to practicals.
- c) Each Sessional Examination - 60 % of the total marks allotted to sessional.



**Promotion to Next Semester & Failed Candidate**

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

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

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

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

**Allocation of Division**

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

65% or above - First Division

Below than 65% - Second Division

**Merit Lists**

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

**Maximum Duration of Completion of Course**

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

**Examination Centers**

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

**General**

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

**ORDINANCE NO. 18**  
**DIPLOMA AND CERTIFICATE COURSES IN**  
**VARIOUS VOCATIONAL TRADES AND SKILLS**

**Preamble**

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

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

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

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

**Course & Faculty**

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

**Duration**

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

**Intake & Fees**

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

**Academic Year**

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

### Eligibility

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

### Admission Procedure

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

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

### Course Structure

9. The diploma & certificate courses in various vocational trades and skills shall consist of:
- a. Such courses (papers) as prescribed by the University
  - b. Such job internship, lab work, practical, in-plant training, projects etc. as may be prescribed by the University and
  - c. Such scheme of examination as prescribed, by the University from time to time.

10. The course curriculum of each course shall be based on recommendations of the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.
11. If required in a programme a student shall be required to submit a project report based on the areas of his / her specialization. The project report certified by the concerned organization and the concerned coordinator / teacher shall be submitted in one copy to the University for evaluation.

### Medium of Instructions and Examinations

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

### Examination Scheme

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

### Allocation of Division

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

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

### Maximum Duration of Completion of Course

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

### Examination Centers

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

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

### General

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

### LIST OF VOCATIONAL CERTIFICATE & DIPLOMA COURSES

S. No.	Course	Duration	Eligibility
<b>Faculty of Science</b>			
1	Certificate in Analytical Chemistry	6 Months	B.Sc.
2	Certificate in Biotechnology	6 Months	12th Pass with Biology / Maths
3	Certificate in Computational Mathematics	3 Months	12th Pass with Maths
<b>Faculty of Home Science</b>			
1	Certificate in Cutting, Tailoring And Dress Making (CCTDM)	12 Months	10th Pass
2	Certificate in Fashion Designing	12 Months	10th Pass
<b>Faculty of Education</b>			
1	Certificate in Early Childhood and Education	12 Months	10th Pass
2	Diploma in Nursery (Pre- Primary) Teachers Training (NTT)	12 Months	10th Pass
3	Certificate in Primary Teaching (CPT)	6 Months	12th Pass
4	Certificate in Primary Curriculum and Instructions (CPC)	6 Months	12th Pass with Certificate in Primary Teaching. (CPT) or equivalent
<b>Faculty of Commerce</b>			
1	Certificate in Accounting & Auditing	6 Months	12th Pass
2	Certificate in Banking	3 Months	12th Pass with Commerce / Maths
3	Certificate in Banking & Finance	6 Months	12th Pass with Commerce / Maths
4	Certificate in Export Procedure & Documentation	6 Months	12th Pass with Commerce

5	Certificate in Financial Accounting (CFA)	6 Months	12th Pass
6	Certificate in Import-Export Management	6 Months	12th Pass
7	Certificate in Taxation	6 Months	12th Pass
8	Diploma in Accounting & Auditing	6 Months	12th Pass with commerce / Maths
9	Diploma in Banking	6 Months	12th Pass with commerce/maths
10	Diploma in Taxation	12 Months	12th Pass with commerce
<b>Faculty of Management</b>			
1	Certificate in Hospitality Management	6 Months	10th Pass
2	Certificate in Human Resource Management	6 Months	Graduate
3	Certificate in Personal Secretary ship	6 Months	10th Pass
4	Certificate in Retail Management	6 Months	12th Pass
5	Certificate in Security Guards Management	6 Months	12th Pass
6	Certificate in Statistical Quality Control	6 Months	12th Pass
<b>Faculty of Engineering and Technology</b>			
1	Certificate in AutoCAD	3 Months	Diploma in Engg./Graduate in any Subject
2	Certificate in Diesel Engine Repairing (CDER)	6 Months	10th Pass
3	Certificate in Electrical Technician (CET)	1 year	12th Pass
4	Certificate in Electronic Equipment Maintenance	1 year	12th Pass
5	Certificate in Hi-Tech Welding Technology (CHWT)	6 Months	10th Pass
6	Certificate in Industrial Safety	6 Months	10th Pass
7	Certificate in Industrial Safety & ISO 14000 Series	12 Months	10th Pass
8	Certificate in Inverter & UPS Repairing	6 Months	10th Pass
9	Certificate in Mobile & Telephone Instrument	3 Months	10th Pass
10	Certificate in Mobile And Telephone Instruments Repairing (CMTIR)	3 Months	10th Pass
11	Certificate in Motor & Transformer Winding	3 Months	10th Pass
12	Certificate in Radio And TV Technician (CRTT)	12 Months	12th Pass
13	Certificate in Refrigeration and Air-conditioning	6 Months	12th Pass
14	Certificate in Stenography (Hindi/ English)	6 Months	10th Pass

15	Certificate in Stereo & CD Player Repairing	6 Months	12th Pass
16	Diploma in Diesel Engine Repairing (DOER)	12 Months	10th Pass
17	Diploma in Electronic Equipment Maintenance	12 Months	10th Pass
<b>Faculty of Computer Science &amp; Applications</b>			
1	Certificate in 'C' Programming	3 Months	10th Pass
2	Certificate in Computer Applications	3 Months	10th Pass'
3	Certificate in 'C++' Programming	3 Months	10th Pass'
4	Certificate in Client Server Technology (CCST)	3 Months	10th Pass
5	Certificate in Computer Hardware & Networking	6 Months	12th Pass
6	Certificate in Computer Networking (CCN)	3 Months	10th Pass
7	Certificate in Computer Programming	3 Months	10th Pass
8	Certificate in Computerized Fashion Designing (CCFD)	6 Months	10th Pass
9	Certificate in Computerized Financial Accounting	6 Months	10th Pass
10	Certificate in Desk Top Publishing(CDTP)	3 Months	10th Pass
11	Certificate in DTP With Computerized Design Development in Textile Printing	6 Months	10th Pass
12	Certificate in Java Programming (CJP)	3 Months	12th Pass
13	Certificate in Laptop Repairing (CLR)	6 Months	12th Pass
14	Certificate in Library Automation	3 Months	12th Pass
15	Certificate in Ms Office (CMO)	3 Months	10th Pass
16	Certificate in Multipurpose Computer Technician	6 Months	10th Pass
17	Certificate in Multipurpose Electronic Technician	12 Months	10th Pass
18	Certificate in Object Oriented Programming Language	3 Months	10th Pass
19	Certificate in Office Automation & Internet	3 Months	10th Pass
20	Certificate in Software Testing	6 Months	12th Pass
21	Certificate in Web Design, Animation & Advertisement	6 Months	12th Pass



22	Certificate in Web Designing	6 Months	10th Pass
23	Certificate in Word Processing (Hindi/ English)	6 Months	10th Pass
24	Diploma in Web Design	12 Months	10th Pass
<b>Faculty of Media Studies</b>			
1	Diploma in Television Video Production	12 Months	12th Pass
<b>Faculty of Social Sciences</b>			
1	Certificate in Human Rights	6 Months	Graduate
<b>Faculty of Humanities and Languages</b>			
1	Certificate in Communicative & Competitive Skills	3 Months	10th Pass
2	Certificate in Communicative English	3 Months	10th Pass
3	Certificate in Spoken English	3 Months	10th Pass
<b>Faculty of Agriculture</b>			
1	Certificate in Horticulture and Plant Nursery Management	6 Months	10th Pass
2	Certificate in Nursery Development, Management & Environmental Protection	6 Months	10th Pass
<b>Faculty of Medical Sciences</b>			
1	Certificate in Medical Laboratory Technology(CMLT)	12 Months	12th Pass
2	Certificate in Physiotherapy (CPT)	12 Months	12th Pass
3	Certificate in Public Health and Hygiene	6 Months	10th Pass
4	Certificate in Yoga	3 Months	12th Pass

**ORDINANCE NO. 19****TWO YEAR DIPLOMA IN  
ELEMENTARY EDUCATION (D.EL.ED)****Course & Faculty**

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

**Duration,**

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

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

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

## Admission Procedure

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

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

## Course Structure

8. The Diploma in Elementary Education (D.El.Ed.) course shall consist of:

- a. Such courses (papers) as prescribed by the University

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

S. No.	Course Title	Suggested Periods per week	Maximum Marks	External Marks	Internal Marks	Practical Marks
Year-I	Theory					
1	Childhood and the Development of Children	4-5	100	50	20	30
2	Contemporary Indian Society	4-5	100	75	25	
3	Education. Society. Curriculum and Learners	4-5	100	70	30	
4	Towards Understanding the Self	2-3	50	35	15	
5	Pedagogy across the Curriculum	2-3	50	35	15	
6	Understanding Language and Early Literacy	4-5	100	70	30	
7	Mathematics Education for the Primary School Child	4-5	100	70	30	
8	Proficiency in English	2-3	50	35	15	
	Practicum					
	Creative Drama. Fine Arts and Education	2-3	40	-	40	
	Children's Physical and Emotional Health, School and Education	1-2	30	20	10	
	Health					
	Work and Education	1-2	30	-	30	
	School Internship: 25 - 35 days		100	-	100	
	Total Marks		850			

S. No.	Course Title	Sugg ested Perio ds per week	Maxi mum Mark s	Exter nal Mark s	Inter nal Mar ks	Practi cal Marks
Year II	Theory					
1	Cognition. Learnings and the Socio- Cultural Context	4-5	100	50	20	30
2	Teacher Identity and School Culture	4-5	50	35	15	
3	School Culture. Leadership and Change	2-3	50	35	15	
4	Pedagogy of Environmental Studies	2-3	100	70	30	
5	Pedagogy of English Language	4-5	100	70	30	
6	Optional Pedagogic Courses	4-5	100	70	30	
	a) Social Science Education					
	b) Language Education					
	c) Mathematics Education					
	d) Science Education					
7	Diversity. Gender and Education Practicum	2-3	50	35	15	
	Children's Physical and Emotional Health. School Health and Education.	3-4	40	30	10	
	Creative Drama. Fine Arts and Education	4-5	60	-	60	
	School Internship: 45-55 days		200	-	200	
	Total Marks		350			
	Grand Total		1700			

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

### Medium of Instructions and Examinations

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

### Examination Scheme

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

- Attended at least 75% of lectures / practical delivered.
- Paid all the fees due

- (iii) Obtained 'No Dues' certificate from the concerned Department/college.
  - (iv) Submitted the Job internship certificate / Project Report, as notified by the Director/Head/ Dean.
  - (v) Received in-plant training as prescribed by the Director./ Head/ Principal.
13. A two-tier evaluation shall be used through continuous and comprehensive evaluation and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided / finalized by a Board of Examiners appointed by the examining body. The weightage for internal and external evaluation shall be in the ratio of 30:70.

#### Promotion to Next Semester & Failed Candidate

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

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

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

#### Allocation of Division

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

60% or above

First Division

48% or above but less than 60%      Second Division

Above 40% but less than 48%      Third Division

17. Vice-Chancellor Grace of one mark will be given for Pass III each year and for improvement in division in final year.

#### **Merit Lists**

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

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

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

#### **Examination Centers**

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

#### **General**

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

**ORDINANCE No.20****THREE YEARS (SIX SEMESTERS)****DIPLOMA COURSES**

This ordinance is applicable for award of Diploma in Engineering/Technology and other disciplines of three-years (six semesters) duration, herein after called 3-Year Diploma Programme. It shall be designated as DIPLOMA in respective discipline.

**1.0 THREE YEAR DIPLOMA PROGRAMMES:**

- 1.1 This diploma shall include the branches of ARCHITECTURE, CIVIL ENGINEERING, COMPUTER-SCIENCE & ENGINEERING, COSTUME DESIGN & DRESS MAKING TECHNOLOGY, ELECTRICAL ENGINEERING, ELECTRONICS & TELECOMMUNICATION ENGINEERING, INTERIOR-DECORATION & DESIGN, INFORMATION-TECHNOLOGY, METALLURGY, MODERN OFFICE MANAGEMENT, MECHANICAL ENGINEERING, MINING INSTRUMENTATION.
- 1.2 The studies and examinations of these Diploma programmes shall be on the basis of Semester system.

**2.0 RULES FOR ADMISSION:**

- 2.1 The minimum qualification for admission to the First Semester of the following Diploma Programmes (Admission BASED ON INSTITUTION WISE MERIT) CIVIL-ENGINEERING, COMPUTER SCIENCE & ENGINEERING, ELECTRICAL ENGINEERING, ELECTRONICS & TELE COMMUNICATION ENGINEERING, INFORMATION TECHNOLOGY, MECHANICAL ENGINEERING, METALLURGY, MINING, INSTRUMENTATION

Shall be the passing of 10<sup>th</sup> class with Science (Physics and Chemistry) and Mathematics as main subjects. Candidates for the above programme shall be admitted through counselling by merit, based on percentage of total marks obtained in science (Physics and Chemistry) and mathematics and as per State Government guidelines and admission rules.

- 2.2 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission based on institution wise merit):

**COSTUME DESIGN AND DRESS MAKING TECHNOLOGY, INTERIOR DECORATION & DESIGN**

Shall be the passing of 10<sup>th</sup> class with Science and Maths. Candidates for the above programmes shall be admitted through counselling by merit, based on percentage of total marks obtained in qualifying examinations and as per state Government Guidelines and admission rules.

- 2.3 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission based on Institution wise Merit):



## ARCHITECTURE

Shall be the passing of 10<sup>th</sup> class with Science (Physics and Chemistry) and Mathematics as main subjects. Candidates for the above programme shall be admitted through counseling by merit, based on percentage of total marks obtained in science (Physics and Chemistry) and mathematics and as per state Government Guidelines and admission rules.

- 2.4 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission based on Institution wise Merit):

## MODERN OFFICE MANAGEMENT

shall be the passing of 10<sup>th</sup> class conducted by Board of Secondary Education or an equivalent examination from a recognized Board/University. Candidates for above programmes shall be admitted to the University by Merit, based on the percentage of total marks obtained in qualifying examination.

- 2.5 In general, admission to any Diploma Programmes, including the reservation of seats shall be governed by the rules framed by D.T.E. from time to time for compliance of the guidelines of AICTE (All India Council of Technical Education), or any other competent authority of the State Government.

## 3.0 ENROLMENT IN THE UNIVERSITY

- 3.1 Any person, who has been admitted to Diploma programme of the University through the admission criteria laid down in clause 2.0, may be enrolled as a student of the University in the respective programme.
- 3.2 The candidates who wish to appear in the examination of Oriental University, Indore shall have to get themselves enrolled in the University in the academic year in which they first time appear in the University Examination.
- 3.3 Application for enrolment will be made to Registrar in the prescribed form through the Head of the Department, accompanied by an enrolment fee as prescribed by the University from time to time. The enrolment fee is not refundable under any circumstances. Application for enrolment should be submitted along with necessary fees, migration certificate (if required), transfer certificate and certificate of passing the qualifying examination prescribed in eligibility criteria mentioned in clause 2.0.
- 3.4 Late submission of enrolment form shall be accepted with payment of late fee and enrolment fee, in very special case, Vice Chancellor may permit late submission of enrolment form after the extra time given above is finished, if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of a student.
- 3.5 The University shall maintain a register of all students enrolled in the University.

- 3.6 On enrolment, every student shall receive from the University an enrolment number.
- 3.7 Expulsion of a student from the University shall entail the removal of his/her name from the enrolment register.
- 3.8 No person who is under sentence or expulsion or rustication from another Board/University, shall be admitted to any course of study during the period for which the sentence is in operation.
- 3.9 A duplicate copy of enrolment certificate may be granted on payment of a prescribed fee.

#### 4.0 MIGRATION FROM UNIVERSITY

- 4.1 A Migration Certificate may be granted to a candidate on submitting an application in prescribed form and on payment of prescribed fee.
- 4.2 No candidate who has been rusticated or debarred or expelled shall be granted a migration certificate within the period of his rustication, debarration or expulsion.

#### 5.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMME

- 5.1 There shall be normally fifteen weeks of teaching in every semester.
- 5.2 A candidate may provisionally continue his/her studies in higher semester/class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 5.3 The maximum duration for passing all the courses (theory, practicals and Industrial Training) of the programme shall be FIVE years for 3 years Diploma Programme. No separate time will be given to students for medical or any reason whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Name of those candidates who are unable to clear their Diploma programme in the stipulated period, will be struck off from the roll list of the University.
- 5.4 If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rules mentioned in clause 2.0 above. On seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

#### 6.0 RULES FOR EXAMINATIONS

- 6.1 There shall be University Examination at the end of each semester

**6.2** These Examinations, common to all branches, shall be named as follows:-

(a) FIRST YEAR

First Semester Diploma Exam (Discipline wise)

Second Semester Diploma Exam (Discipline wise)

(b) SECOND YEAR

Third Semester Diploma Exam (Discipline wise)

Fourth Semester Diploma Exam (Discipline wise)

(c) THIRD YEAR

Fifth Semester Diploma Exam (Discipline wise)

Sixth Semester Diploma Exam (Discipline wise)

**6.3** The examination of First semester (I), Third Semester (III) and Fifth semester (V) called odd semesters, shall generally be held in the months of November-December. Similarly, the examination of Second semester (II), Fourth Semester (IV) and Sixth semester (VI) called even semesters, shall generally be held in the months of May-June, the dates of which shall be notified to all the concerned Colleges/Institutions.

**6.4** The semester examination will generally be held in Nov.-Dec. and May-June in each year.

**6.5** There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters. The duration of examination period normally should not exceed 30 working days.

Note: The candidate who seeks admission in odd semester of an academic year is said to be in A-B group while a candidate who seeks admission in even semester of an academic year is said to be in B-A group, i.e. a candidate of A-B Group will take admission in July whereas candidate of B-A Group will take admission in January in the relevant academic year.

**6.6** In case of change in curriculum of Diploma programme, University shall conduct minimum two examinations, in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised curriculum, however, University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

**6.7 ELIGIBILITY FOR APPEARING IN THE EXAMINATION**

- a) A candidate who has filled up the examination form and deposited the required amount of examination fees, will be eligible to appear in the Examination, provided he/she has completed the required 75% of attendance in each theory and practical subject, and also completed the prescribed sessions work i.e. teacher's assessment work as provided in the scheme of examination, and has secured 60% marks in teacher's assessment of theory & practical papers.
- b) A candidate who has filled up the examination form and deposited the required amount of examination fees, will be eligible to appear in the Examination, but a candidate who has not completed the required 75% of attendance in each theory and practical subject, will be detained from appearing in the semester Examination and similarly, if the candidate has not completed the sessional work i.e. Teacher's Assessment Work, will also be detained from appearing in the semester examination. The completion of sessional work means that the candidate has successfully completed the sessional work by attending classes/practicals regularly and has secured a minimum of 60% marks in Teacher's Assessment Work of each theory and practical.

The sessional work (Teacher's Assessment Work) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.

- c) A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in clause 6.7.a but could not appear in the semester Examination due to illness of self or due to genuine reasons, may be allowed to appear in the semester examination, if he/she so likes, provided conditions laid down under clauses 5 and 7 are fulfilled. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination, shall not be adjusted/refunded. In such cases, the number of theory papers and practicals in which a candidate can appear, shall be limited to a maximum number of theory papers and practical prescribed in that semester, in which a candidate could not appear due to reasons mentioned above.
- d) A candidate who has been detained due to lack of prescribed attendance or submission of sessions as prescribed in clause (b) above, will have no claim for appearing in the semester examination, and will have to repeat the semester. The student will be granted re-admission by the Head of the concerned institution against the seats earmarked for the repeater candidates, if available.

**6.8 FILING OF EXAMINATION FORMS**

- a) For appearing in any of the Examination of the University, a candidate shall have to apply in the prescribed form which normally should reach the office of the University one month before the announced date of examination.

- b) The Registrar of University has to certify as to the eligibility of the candidate.
- c) Each application must be accompanied by prescribed fee of the examination together with the late fee (if any) and the fee for sending marks obtained in the examination.
- d) Examination fee once paid shall in no case be refunded to the candidate.

#### 6.9 PERMISSION TO APPEAR IN THE EXAMINATION AND ISSUE OF EXAMINATION ADMIT CARD (EAC)

- a) If the candidate is admitted, the Controller (Examination) shall furnish the candidate with an admission card permitting him to appear at the examination.
- b) Permission to appear at the University Examination may be withdrawn for conduct which in the opinion of the Examination committee justifies exclusion of the examinee.
- c) The Controller (Examination) may withdraw the permission granted by some accidental mistake or omission to a candidate who was not eligible for appearing at University examination, even though an admission card has been issued and produced by him/her before the Superintendent of Examinations.
- d) The Controller (Examination), if satisfied, that the examination admission card has been lost or destroyed, may grant on payment of a prescribed fee, a duplicate examination admission card. The card so granted, shall show in a prominent place, the number and date of the card originally granted.
- e) The candidates shall be admitted to the examination hall on producing the admission card before superintendent of examination at the centre.

#### 6.10 CONDUCT IN EXAMINATION HALL

- a) In the Examination Hall, the candidates shall be under the disciplinary control of the Superintendent and they shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his insolvent behavior towards the Superintendent or any of the invigilators, the candidate may be excluded from that day's examination and if he/she persists in misbehavior he/she may be excluded from the rest of the examination by the Superintendent of the Centre. Provided that in all such cases a full report of each case shall be sent to the University and Board of Management, which according to the gravity of offence, shall punish a candidate by canceling his/her examination and/or debarring him/her from appearing at the examination of the University as per the prevailing rules.
- b) No candidate shall bring with him/her into the Examination Hall (Room) any book or papers, notes or other materials capable of being used by him in

connection with the examination, nor shall he/she communicate to or receive from any other candidate any information in the Examination Hall.

- c) Any candidate found indulging in cheating or in making use of any unfair means in connection with the examination, shall be reported to the Controller of Examinations by the Superintendent of Examinations, and if the facts alleged are true and disclose premeditation on the part of the candidate, the Board of Management on the recommendation of the Examination Committee, may debar the candidate for examination as per the prevailing rules of punishment for using unfair means.
- d) Any candidate found using unfair means in the examination room, shall be reported to the Controller of Examinations by the Superintendent of Examinations. The Board of Management, on recommendation of Examination Committee may disqualify the candidate from passing that examination and may also in its discretion debar him from appearing at the examination or examinations.
- e) Any candidate bringing any torn papers, notes or other material to the Examination hall, shall be reported to the Controller Examinations by the Superintendent of Examinations, and if the facts alleged be true but that the candidate has not made any use thereof, the Board of Management on recommendations of Examination Committee, may disqualify the candidate from passing the examination.

**6.11** If a candidate is unable to pass/clear some subject of an odd semester examination, he/she shall be permitted to appear as an ex-student in the subsequent semester examination. Likewise, if a candidate is unable to pass/clear some subjects in even semester examination he/she shall be permitted to appear as an ex-student in the subsequent semester examination. To enable the candidates to clear the backlog subjects as quickly as possible, the examinations of all the theory papers and practicals shall be held during every semester examination.

**6.12** There will be no supplementary examination.

## **7.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS**

- 7.1** A candidate, who has appeared in first semester examination, will be promoted to the 2<sup>nd</sup> semester irrespective of any number of subjects cleared/passed by him/her.
- 7.2** A candidate, who has appeared in 2<sup>nd</sup> semester examination, will be promoted to 3<sup>rd</sup> semester examination and a candidate who has appeared in 3<sup>rd</sup> semester examination will be promoted to 4<sup>th</sup> semester examination irrespective of any number of subjects cleared/passed by him/her.
- 7.3** A candidate has to clear/pass all subjects of 1<sup>st</sup> semester & 2<sup>nd</sup> semester before being promoted to 5<sup>th</sup> semester and 6<sup>th</sup> semester respectively.

## 8.0 PASSING EXAMINATIONS

### 8.1 Basis of marks

- a) There shall be Class Test (CT) and End Semester Examination (ESE) and Teacher's Assessment (TA) for each theory paper and ESE and TA for each practical with the following distribution and passing standards.

Name of Examination	Min Passing Marks in percentage
Class Test Theory(Institution level)	NIL
End-semester Exam Theory (University level)	35%
Practical (University level)	50%
Teacher's Assessment (Theory & Practical)	60%
Aggregate marks of each sem.	50%

- b) For the evaluation of End Semester Exam in practicals, one external examiner shall always be there from outside the University and one internal examiner from the University teaching Department.
- c) There will be at least two class tests in each theory subject in a semester. Teacher's assessment in each theory and/or practical will depend upon home assignments, quizzes, take home tests, viva-voce etc.

### 8.2 BASIS OF CREDITS

- a) One period of contact in lecture (L) and two periods of contact in tutorial (T) or practical (P) will be equal to one credit. Thus,  $\text{Credit} = \left\{ L + \left( \frac{T+P}{2} \right) \right\}$
- b) A candidate shall earn all the credits allotted to a semester only when he/she passes the said semester.

## 9.0 DURATION OF COURSE

- 9.1 There shall be normally fifteen weeks of teaching in every semester.

- 9.2 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters as per clause 7.0 are declared at which he/she had appeared.

**10.0 MERIT LISTS**

- 10.1** Merit list of top 10 candidates in the order of merit shall be declared at the end of each semester in each discipline from amongst the candidates who have passed in first attempt.
- 10.2** Branch wise final merit list shall be declared by the University only after the main examination of the sixth and final semester for Diploma in Engineering and other discipline, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

**11.0 ATTENDANCE**

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

- 12.0** If a candidate has passed a semester examination in full he/she shall NOT be permitted to reappear in that examination for improvement in division/marks or any other purpose.

**13.0 ASSESSMENT AND GRADING****13.1 MODE OF ASSESSMENT AND EVALUATION**

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, group assignments, viva-voce, quizzes etc. Similarly, there will be two or three class tests in a semester the results of which will be shown to the class students along with test answer books under intimation to the University. However, ESE will have to be conducted by the college/institute through University. Weightings of CT, TA and ESE will be as given in the scheme of examination.

**13.2 GRADING SYSTEM**

Absolute grading system will be followed. In every subject, a candidate will be awarded a letter grade based on his combined performance of all the components, e.g. TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course.

Letter Grade (LG) :	A+	A	B+	B	C+	C	F
Grade Point (GP) :	10	9	8	7	6	5	0

Grades will be awarded for every subject taking into consideration marks obtained by the students in a particular subject. This will be done on the basis of absolute grading system of the type described below.



### 13.3 ABSOLUTE GRADING SYSTEM

The absolute grading system of the type explained below will be adopted.

Grades	Theory	Practical
A+	$85 \leq \text{Marks} < 100\%$	$90 \leq \text{Marks} < 100\%$
A	$75 \leq \text{Marks} < 85\%$	$82 \leq \text{Marks} < 90\%$
B+	$65 \leq \text{Marks} < 75\%$	$74 \leq \text{Marks} < 82\%$
B	$55 \leq \text{Marks} < 65\%$	$66 \leq \text{Marks} < 74\%$
C+	$45 \leq \text{Marks} < 55\%$	$58 \leq \text{Marks} < 66\%$
C	$35 \leq \text{Marks} < 45\%$	$50 \leq \text{Marks} < 58\%$
F	$0 \leq \text{Marks} < 35\%$	$0 \leq \text{Marks} < 50\%$

Thus letter grades A+, A, B+, B, C+, C and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

### 13.4 FAIL GRADE "F"

Additionally, further categorization of F will be

- FF : F grade is failing in any theory/practical/both.
- F1 : Incomplete grade is failing to appear in ESE due to illness or so but otherwise satisfactory performance, thus eligible for re-exam in that subject.
- FS : Failing in sessions, i.e. in TA, so repeat the semester
- FX : Failing due to short of attendance so repeat the semester
- WW : Result withheld due to various reasons.
- FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear in one or two subjects (theory) of one's choice.

### 13.5 CONSTRAINTS OF MINIMUM QUALIFYING MARKS

To be eligible to secure a letter grade A+ to C a candidate must be eligible to appear in a ESE, a candidate must score minimum 60% marks in TA in each theory and/or practical separately failing which he/she will have to repeat the semester.

No minimum requirement of marks in CTs

Minimum score 35% marks in each theory paper

Minimum 50% marks in each practical exam

Minimum 60% marks in Teacher's Assessment (Theory + Practical)

Minimum score 50% of total aggregate marks

### 13.6 SEMESTER PERFORMANCE INDEX (SPI)

The SPI is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. It is computed as follows:

If the grades awarded to student are G1, G2, etc in courses with corresponding units U1, U2, etc, the SPI is given by :-

$$SPI = (U_1G_1 + U_2G_2 + \dots) / (U_1 + U_2 + \dots)$$

SPIs will be calculated up to two places of decimal without rounding off, SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

### 13.7 CUMULATIVE PERFORMANCE INDEX (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his admission to the diploma program with 50% weightage of I and II semester marks and 100% for remaining semesters. Thus CPI and i-th semester with 'i' greater than II will be calculated as follows

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI, CPI will be calculated in every semester with SPI, so that a student knows how his CPI is changing. However, CPI will be between 4 and 10.

### 13.8 AWARD OF CLASS OR DIVISION

- a) The class/division awarded to a student with Diploma in Engineering and other discipline is decided by the student's current CPI as per the following table

Distinction of Honours	:	75% ≤ Marks < 100%
Class I	:	65% ≤ Marks < 75%
Class II	:	50% ≤ Marks < 65%

- b) Division shall be awarded only after the sixth and final semester examination, based on integrated performance of the candidate for all the three years.
- c) No candidate shall be declared to have passed the final Diploma in Engineering and other disciplines unless he/she has fully passed all the previous examinations of the six semesters. The results of the sixth and final semester of those candidates who have not passed examination of any previous semester will be withheld. They, however, will be informed about the deficiency. He/She shall be deemed to have passed the final Diploma in Engineering and other discipline examination in the year in which he/she passes all the examinations of all six semesters.

### 13.9 TRANSCRIPT

The transcript issued to a student after completion of the course will contain consolidated record of all the courses taken by the student, grades obtained and the final CPI with class or division obtained.

**14.0 CARRY OVER:** He/she shall be required to clear the next ESE only in those subjects (theory/practical) in which he was awarded WW or F1 or FF grades.

### 15.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination, the following rules shall be observed:

- 15.1** Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory/one theory and one practical/two practicals subjects. This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessions in first attempt) by availing 5 grace marks.
- 15.2** While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the subjects cleared through clause 15.1. After condoning the deficiency, the candidates result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 15.3** One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice Chancellor in the Diploma examination. This benefit will not, however, be available to a candidate getting an advantage under clause 15.1.

**16.0 RULES FOR REVALUATION/RETOTALLING OF MARKS**

- 16.1** Any candidate, who has appeared at an examination conducted by the University, may apply to the Controller (Examination) for the scrutiny of his marks and the revaluation of his result.
- 16.2** Such applications must be made on a prescribed form within 15 days from the date of the publication of the result at the University's office. Application received beyond this period shall not be considered.
- 16.3** All such applications must be accompanied by a prescribed fee for revaluation of each paper and for retotalling in each paper to be paid.
- 16.4** No candidate shall be entitled to a refund of the fee unless, as a result of the scrutiny, a mistake affecting his examination result is published and detected.
- 16.5** No candidate shall be allowed to get more than two subjects answer books of one examination revalued. If a candidate mentions more than two subjects in his/her application then only first two subjects shall be revalued and no action will be taken on rest of the subjects.
- 16.6** No revaluation shall be allowed in case of practicals, teacher's assessment work and progressive tests.
- 16.7** If, on retotalling and revaluation a mistake in the result originally published is detected, necessary correction shall be published in a supplementary list, in all other cases, the result of the retotalling shall be communicated to the candidate, as soon as possible through the officer who has forwarded his application.
- 16.8** The work of retotalling does not include reexamination of the answer books. It is done with a view to see whether there has been any mistake in totaling the marks assigned to individual questions or in the form of omitting the marks assigned to any question.

**ORDINANCE NO. 21****TWO YEAR DIPLOMA IN  
PRIMARY EDUCATION (DPE)****Course & Faculty**

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

**Duration**

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

**Intake & Fees**

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

**Academic Year**

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

**Eligibility**

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

## Admission Procedure

7 Admission under these courses will be made as follows:

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

## Course Structure

8. The Diploma in Primary Education (CDPE) course shall consist of:

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

9. The course curriculum of the course shall be approved by the concerned Board of Studies and the Academic council of the University. Proposed Diploma in Primary Education (CDPE) curriculum structure is as follows:

#### YEAR ONE

##### Module 1 (6 Months)

- Teaching of Language
- Teaching of Mathematics
- Teaching of Environmental Studies
- Teaching of Health, Physical Education, Art and Work Experience

##### Module 2 (6 Months)

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

#### YEAR TWO

##### Module 3 (One Year)

- Understanding The Primary School Child
- Education in Emerging Indian Society
- School Based Activities (Practicals)
- Workshop Based Activities (Practicals)
- Practice of Teaching (Practicals)

10. The learner will earn Certificate in Primary Teaching (CPT) on successful completion of Module 1 and Certificate in Primary Curriculum and Instructions (CPC) on successful completion of Module 2. Though each module is an independent module to earn a Certificate yet they are linked with each other closely. The learner will earn a full-fledged Diploma in Primary Education (DPE) only after the successful completion of the entire three modules.

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

### **Medium of Instructions and Examinations**

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

### **Examination Scheme**

13. No candidate shall be allowed to take the term-end Examination unless one has:
  - i. Attended at least 75% of lectures / practical delivered.
  - ii. Paid all the fees due
  - iii. Obtained 'No Dues' certificate from the concerned Department/college.
  - iv. Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - v. Received in-plant training as prescribed by the Director/ Head/ Principal.
14. A two-tier evaluation shall be used: continuous and comprehensive evaluation and term-end examinations. Due weightage shall be given to continuous and comprehensive evaluation including for participation and performance in the workshop. Assignments/project reports submitted by the learners shall be evaluated in a given time frame and returned to them along with constructive comments and suggestions so that they can improve their performance. The primary function of the evaluation of the assignments/projects should be to provide timely feedback to the learners to sustain their motivation. Evaluation of assignments, workshop-based activities, school-based activities and teaching practice should be conducted on a continuous basis. The external evaluation shall encompass questions on all the Units of syllabus and shall be assessed through Objective Type/Short Answer Type/Long Answer Type question. These questions will be decided/finalized by a Board of Examiners appointed by the examining body.
15. The weightage for internal and external/Term-end evaluation shall be in the ration of 30:70.

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

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

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



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

#### Allocation of Division

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

60% or above

First Division

48% or above but less than 60%

Second Division

Above 40% but less than 48%

Third Division

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

#### Merit Lists

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

#### Maximum Duration of Completion of Course

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

#### Examination Centers

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

#### General

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

**ORDINANCE No. 22****AWARD OF DEGREE, DIPLOMAS, CERTIFICATES  
AND OTHER ACADEMIC DISTINCTIONS**

1. The Degrees (other than Honorary Degrees), Diplomas, Certificates, Fellowships, Scholarships, prizes and other distinctions of the University shall be awarded by the Academic Council and conferred at a degree congregation on candidates who have fulfilled all the conditions laid down in the Ordinances and Regulations.
2. Any Degree of the University may be conferred as an Honorary Degree on the joint recommendation of the Board of Management and the Academic Council. Nominations of candidates for honorary degrees may be made by members of the Board of Management and the Academic Council and shall be considered by a Joint Committee consisting of five members of each. Recommendations of this Joint Committee will be considered by the Board of Management and the Academic Council and approved, provided the conditions of Statute No. 24 are fulfilled.
3. Examinations for the Degree of Bachelor of Arts, Bachelor of Commerce, Bachelor of Technology, Bachelor of Education and Bachelor of Science or Master in Science (First Degree), Master in Technology, Master in Pharmacy, Master in Arts, Master in Education and Master in Commerce will lead to the award of either a classified honors degree or a pass degree depending on the standard reached by the candidate. (There is no separate examination for a pass or ordinary degree.)
4. For fourth-year students, all assessments/examinations shall normally be taken within five calendar years of matriculation, except in the case of Modern Languages students who have spent a year abroad during their course, in which case the assessments/examinations shall be taken within six calendar years of matriculation; for three-year students, the assessments/examinations for an honours degree shall normally be taken within four calendar years of matriculation, except in the case of Modern Languages students who have spent a year abroad during their course, in which case the assessments/examinations shall be taken within five calendar years of matriculation. Senate may, however, in special circumstances, allow a student to take assessments/examinations at a later date.
5. A student who fails to satisfy the examiners in Level III module assessments may be re-assessed on one further occasion only, provided that the re-assessment takes place within two years of the original assessment. If successful in such re-assessments a student will be awarded a Pass Degree.
6. A student found to have cheated in degree assessments/examinations (including those for research degrees) may by decision of the Vice-Chancellor be denied a degree and be denied the right to be re-examined/re-assessed. The student will also be liable to other action by the Vice-Chancellor.
7. If a candidate is prevented by illness or other good cause from being assessed in a part not exceeding three papers from the total required for the assessment of the award of a Degree, Diploma or Certificate, the Academic Council may, upon a report from the internal and external examiners concerned, and upon such further evidence and subject to such conditions as it shall think fit, award a Degree, Diploma or Certificate.

8. AEGROTAT DEGREES, DIPLOMAS OR CERTIFICATES If the candidate is prevented by illness or other good cause from being assessed in more than three papers from the total required for the assessment of the award of a Degree, Diploma or Certificate, the Academic Council may, upon a report from the internal and external examiners concerned, and upon such further evidence and subject to such conditions as it shall think fit, award an aegrotat Degree, Diploma or Certificate, which will not be classified. Such candidates shall not necessarily be prevented from going forward to a course for a Higher Degree where an honor's Degree is prescribed by Regulation as a requirement, but candidates for the award of the B.Sc. Physiotherapy will not be awarded a license to practice
9. Degrees shall be conferred at a Congregation of the University to be held for that purpose at such time and place as may be determined by the Council provided that a Congregation shall be held at least once in each year. The Degrees shall be conferred by the Chancellor, or, in the Chancellor's absence, by the Vice-Chancellor, or, in the absence of both, by the Pro Vice-Chancellor and Rector.
10. In accordance with Statute candidates for Degrees and Honorary Degrees shall be presented as determined by the Academic Council from time to time.
11. With the approval of the Academic Council, Degrees, Diplomas and Certificates may be conferred upon persons in absentia.
12. No Degree, Diploma or Certificate shall be conferred unless the candidate has paid the fees prescribed by Regulation

### ORDINANCE No. 23

#### CONDITIONS OF RESIDENCE OF THE STUDENTS

- 1) There shall be Halls of Residence for resident students. Each Hall of Residence shall, consist of as many Hostels as may be allocated by the Academic Council from time to time.
- 2) Students will be admitted to the Halls of Residence/Hostels subject to availability of seats. Those of the students who are not admitted to the Halls of Residence/Hostels shall be treated as members of Non Resident Students Centers (NRSC)
- 3) The students residing in the University Hostel shall pay such fees as may be prescribed by the Executive Council from time to time. Similarly, the members of the NRSC shall be required to pay such membership fees as may be prescribed by the Executive Council from time to time.
- 4) Every Hall of residence shall maintain such Register and records, as may be prescribed by the University, and shall furnish such statistical information as the University may require, from time to time.
- 5) Every resident shall have to observe discipline as per the hostel rules.
- 6) Women students residing in the Women's Hostels shall be governed by the following Regulations:
  - a) Women students residing in the Women's Hostel shall assemble for the roll call in the Common Hall at 8.00 P.M. daily.

- b) Women students residing in the Women's Hostels shall be allowed to meet only such visitors in the visitors room on Sundays/Holidays and other approved days from 5.00 P.M. to 6.30 P.M. as have been permitted in writing, by their Legal/or Local guardians.
- c) The natural/legal guardian of the women students residing in the women's Hostels, shall nominate local guardian(s) and affix their photographs in a prescribed form. These forms shall remain in the custody of the administrative Warden concerned.
- d) Women students who desire to go out of the Women's Hostel for a few hours to make purchases or for any other valid reason shall leave the hostel only after obtaining prior permission from the Administrative Warden/Warden. A record of the permission so given will be maintained in a Register.
- e) No Women student residing in the Women's Hostels shall accommodate guests in her room. In exceptional cases of near female relations, the student may approach the Warden who may, if satisfied, permit her to stay for a day in the Common Room attached in the Hostel.

Each Hall of Residence shall have a Provost who shall be appointed by the Vice-Chancellor for a period of three years from amongst the teachers of the University on such terms and conditions as may be prescribed by the Board of Management from time to time.

- 7) The Provost shall exercise such powers and perform such duties in respect of the maintenance of discipline in the Halls of Residence, as may be delegated/assigned to him/her by the Vice- Chancellor.
- 8) The Provost shall hold office for a period of three years and shall be eligible for reappointment.
- 9) The Provost shall be entitled to such allowances and amenities as the Board of Management may approve of from time to time.
- 10) The Provost shall be assisted by Wardens who shall be appointed by the Vice-Chancellor for a term of three years, on such terms and conditions as may be prescribed by the Board of Management from time to time.
- 11) Each Hostel shall have Wardens, who shall be appointed by the Vice-Chancellor for a period of three years, from amongst the teachers of the University on such terms and conditions as may be prescribed by the Board of Management from time to time.
- 12) There shall be up to a maximum of four Wardens for each Hostel for two hundred students.
- 13) The Provost may, if necessary, designate one of the Wardens in a Hostel as Senior Warden, Warden (Mess), Warden (Sports), Warden (Common Room) etc.
- 14) The Wardens shall be entitled to such honorarium as may be decided by the Board of Management from time to time.
- 15) The Warden shall ordinarily be required to stay in the Warden's accommodation during the tenure of his office. On the expiry of his/her term or on the termination of his/her appointment, the Warden shall be required to vacate his/her accommodation.

- 16) The warden shall also be required to vacate the room before proceeding on leave for a period exceeding 90 days during his/her tenure, unless he/she is granted special permission by the Vice-Chancellor on the recommendation of the Provost concerned for retaining the room.
- 17) The Wardens of Hostels shall perform such duties as are assigned to them by the Provost from time to time and they shall function under the overall charge of the Provost. In addition to specific duties assigned by the Provost, the Wardens shall:
- a) be responsible for the health, hygiene, sanitation, cleanliness and food of the resident students;
  - b) ensure that the resident students in his/her charge observe the rules framed by the University relating to the maintenance of discipline and decorum in the Hostel;
  - c) have the right to inspect Hostel Rooms;
  - d) be individually and collectively responsible for the smooth functioning of the Hostels;
  - e) ensure that the resident students in his/her charge observe the Hostel Rules properly and maintain discipline and decorum and shall promptly report to the Provost all cases of misbehavior, indiscipline and sickness of the resident students in his/her charge;
  - f) be available in the Hostel Office everyday at specified hours to attend to official business and to the problems of resident students;
  - g) be responsible for the proper up keep and maintenance of such properties of the, concerned Hostel, as are under his/her charge;
  - h) allot and supervise Hostel Rooms and Guest Rooms; check the Resident Student's Register and the Guest Room Register;
  - i) permit stay of a resident student's guest up to a period of 3 days, if necessary;
  - j) take disciplinary action against a resident student for keeping any unauthorized guest;
  - k) order double-locking of rooms of resident students and their re-opening, when required;
  - l) take action for the eviction of resident students in consultation with the Senior Warden; and
  - m) periodically verify the furniture and fittings of the Hostel with the assistance of the Caretaker and take action for their repairs/replacement for obtaining additional furniture.
- 18) A teacher who has been appointed as Warden shall not be sanctioned leave without the prior approval of the Provost. When a Warden is on leave, his/her responsibilities and functions will be distributed among other Wardens for the duration of his/her absence.

**ORDINANCE No. 24****PROVISION REGARDING DISCIPLINARY ACTION AGAINST STUDENTS**

- 1) Discipline includes the observance of good conduct and orderly behavior by the students of the University.
- 2) It shall be the duty of each student to strictly comply with and observe the following and such other rules as framed by the University from time to time:
  - a) Each student shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.
  - b) No student shall visit places or areas declared by the Proctor as "Out of Bounds" for the students.
  - c) Every student shall always carry on his/her person the Identity Card issued by the Proctor
  - d) Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctor or his/her staff or Teaching or Library Staff and any other officials of the University.
  - e) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
  - f) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor.
- 3) **Breach of discipline, inter alia, shall include:**
  - a) Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
  - b) Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
  - c) Disobeying the instructions of teachers or the authorities;
  - d) Misconduct or misbehavior of any nature at meetings or during curricular or extra-curricular activities of the University;

- e) Use of unfair means or the misconduct or misbehavior of any nature at the Examination Centre; misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University;
  - f) Causing damage, spoiling or disfiguring the property of the University
  - g) Inciting others to do any of the aforesaid acts;
  - h) Giving publicity to misleading accounts or rumour amongst the students;
  - i) Mischief, misbehavior and/or nuisance committed by the residents of the hostels;
  - j) Visiting places or areas declared by the proctor as out of bounds for the students;
  - k) Not carrying the Identity cards issued by the Proctor;
  - l) Refusing to produce or surrender the Identity Card as and when required by the Proctorial and other Staff of the University;
  - m) Any act and form of ragging.
  - n) Any other conduct anywhere which is considered to be unbecoming of a student.
- 4) Students found guilty of breach of discipline shall be liable to such punishment, as Fine, Campus Ban, Expulsion and/or Rustication.
- 5) A student found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
- 6) However, no such punishment shall be imposed on an erring student unless he is given a fair chance to defend himself. This shall not preclude the Vice- Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him.
- 7) All powers relating to discipline & disciplinary action in relation to the student shall vest in the Vice-Chancellor. However the Vice- Chancellor may delegate all or any of his powers as he deems proper to the proctor or to the discipline committee as the case may be or any functionary of the University.
- 8) Subject to any powers conferred by the Act and the Statutes on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behavior of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

- 9) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University.
- 10) The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee shall be empowered to review its decisions
- 11) One-third of the total members shall constitute the quorum for a meeting of the Discipline Committee.

### **ORDINANCE No. 25**

#### **COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS**

1. The University may network and collaborate with Institutions of higher Education, research institutions, industry, and/or NGOs of National and International repute.
2. The objective of such networking and collaboration shall be to further teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
3. With the above in view, the University may enter into Memorandum of Understanding (MOU) with other institutions of national and international repute.
4. Any proposal received and/or initiated by the University to enter into an MOU with other institutions shall be examined by a Committee comprising the following:
  - a. The Pro Vice Chancellor (PVC) or One of Deans, to be nominated by the Vice Chancellor, who shall be the chairperson
  - b. Two faculty members not below the rank of Professor, to be nominated by the Vice Chancellor
  - c. Controller of Examinations
  - d. The Deans of the Schools concerned
  - e. Chief Finance & Accounts Officer (CFAO)
  - f. The Registrar, who shall be the Member Secretary
5. The Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation as to whether it is in the interest of the University to enter into the MOU.
6. Recommendations of the Committee together with the draft of the MOU shall be placed for the consideration and approval of the Board of Management and the Academic Council.
7. All MOUs are to be for a specified time period and shall be reviewed periodically by the Board of Management/ Distance Education Committee for extension/continuation.



**ORDINANCE No. 26****UNIVERSITY FUNDS, ACCOUNTS AND AUDIT****1. Annual finance estimates.**

- a. The annual financial estimates of the University for the Ensuing Financial Year shall be prepared by the Chief Finance and Accounts Officer under the direction of the Finance and Accounts Committee, at least two months before the commencement of the financial year.
- b. The Chief Finance and Accounts Officer shall thereafter forward copies of financial estimates as approved by the Board of Management and Vice-Chancellor to the Chancellor.
- c. The Financial year of the University shall be the same as that of the State Government.

**2. University funds.****A. The University shall establish the following funds, namely:-**

- i. General fund;
- ii. Salary fund;
  - For all posts approved by the Governing Body;
  - Fund other posts;
- iii. trust fund;
- iv. development and programme fund;
- v. contingency fund;
- vi. any other fund which, in the opinion of the University, is deemed necessary to establish,

**B. The following shall form part of, or be paid into, the general fund, --**

- i. non-salary contribution or grant, received from the State Government or Central Government or University Grant Commission;
- ii. all incomes of the University from any source whatsoever, including income from fees and charges;
- iii. any sums borrowed from the banks or any other agency, with the permission of the Governing Body;
- iv. Sums received from any other source or agency.

**C. The salary fund shall consist of all amounts received from the Sponsoring body, State Government, Central Government or University Grant Commission towards full or part payment of the salaries and allowances. No amount from this fund shall be utilized for the purpose other than payment of salary and allowances.****D. All income or money from trusts, bequests, donations, endowments, subventions and similar grant shall form the trust fund.**

- i. The development and programme fund of the University shall consist of all infrastructure development grants received from the Sponsoring Body, State Government, all contributions made by the University Grant commission for development and research grants received from other funding agencies of the Central Government, United Nations and its affiliates, other international agencies, industry banks and financial institutions or any person;
  - ii. No amount from this fund shall be appropriated to any other fund of the University or expended for any other purpose;
  - iii. The development and programmes fund shall be utilized in the manner consistent with the object of the programme for which a suitable code will be adopted to include the guidelines of the funding agency on expenditure and audit, to be granted and approved by the Board of Management,
- F. The University shall have and maintain a contingency fund under a separate head of the University accounts which shall be used only for the purpose of meeting and unforeseen expenditure.
- G. Surplus money at the credit of these funds, which cannot immediately or at any early date be applied for the purpose aforesaid, shall from time to time, be deposited in the Nationalized or Scheduled Bank or invested in any other Equity or securities issued by the Corporations having financial participation of the State Government or in units of U.T.I. N.S.C. Bonds issued by I.D.B.I. and I.C.I.C.I. or investment approved by the Board of Management.

### 3. Endowment fund

The provisions of establishment of Endowment fund shall be as below:-

- A. On receipt of the letter of intent from the State Government, a sponsoring body (Devi Shakuntla Thakral Charitable Foundation), willing to fulfill the conditions and file undertaking as mentioned in the letter of intent, has established an endowment fund of five crore rupees within fifteen days as perpetual deposit in any bank specified in the first Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970 (as a corresponding new bank).
- B. The endowment fund shall be used as security deposit to ensure that the University complies with the provisions of the Act, Statutes and Ordinances, and the State Government Regulatory Commission, in case of breach or contravention of any provision of this Act, Statute, Ordinance or Regulation by the Devi Shakuntla Thakral Charitable Foundation.
- C. Income from the endowment fund may be utilized for development of infrastructure, but shall not be utilized for recurring expenditure of the University.
- D. The mode of establishment of an endowment fund, the manner of its investment, the payment of income from it to the sponsoring body, its forfeiture and mode of its return to the Devi Shakuntla Thakral Charitable Foundation shall be such as may be prescribed.

#### 4. General fund

A. The University shall establish a fund, which shall be called the General fund to which the following shall be credited, namely:-

- i. Fees and other charges received by the University;
- ii. Any contribution made by the sponsoring body;
- iii. Trusts, bequeaths, donations, endowment and any other grant; and
- iv. All other sums received by the University;

B. The General fund shall be utilized for the following purpose, namely:-

- i. Repayment of debts including interest charged thereto incurred by the University for the purpose of this Act and the Statute, Ordinances and Regulations made there under;
- ii. Upkeep of the assets of the University;
- iii. Meeting the expenses of any suit or proceedings in the court to which University is a party;
- iv. Payment of salaries, allowances, provident fund contributions, gratuity and other benefits to officers and employees and members of the teaching and research staff;
- v. Payment of travelling and other allowances to the members of the Governing Body, the Board of Management, the Academic Council and other authorities so declared under the Statute of the University and to the member of any committee appointed by any of the authorities or by the Chairperson of the sponsoring body or the Vice-Chancellor, in pursuance of any provision of the Act, and Statute, Ordinances or Regulations made there under;
- vi. Payment of fellowships, free-ship, scholarships, assistantships and other awards to the students belonging to below poverty line families or research associates or trainees, as the case may be, or to any students otherwise eligible for such awards under the provision of this Act, and Statutes, Ordinances and Regulation or rules made there under;

- vii. Payment of any expenses incurred by the University in carrying out the provisions of this Act and the Statutes, ordinances or the Regulations made there under;
- viii. Payment of cost of capital not exceeding the applicable bank rates of interest, incurred by the sponsoring body for setting up the University and the investment made there for;
- ix. Payment of any other expenses including service payable or any organization charged with the responsibility of providing any specific service, including the managerial services to the University on behalf of the Devi ShakuntlaThakral Charitable Foundation as approved by the Board of Management to be an expense for the University:

Provided, that no expenditure shall be incurred by the University in excess of the limit for total recurring expenditure and total non- recurring expenditure for the year as fixed by the Board of Management, without the prior approval of the Board of Management.

Provided, further that the General Fund shall not be utilized for the objects specified under clause (a) without the prior approval of the Governing Body of the University.

## 5. Annual Accounts and Audit

- A. The annual account and balance sheet of the University shall be prepared under the direction of the Board of Management and all funds accruing to or received by the University from all sources, and all amounts disbursed or paid shall be entered in the account maintained by the University.
- B. The annual account of the University shall be audited by an auditor, which is a member of the Institute of Chartered Accountants of India, every year.
- C. A copy of the annual accounts and the balance sheet together with the audit report shall be submitted to the Governing Body before 30<sup>th</sup> November following close of the financial year on 31<sup>st</sup> March of each year.
- D. The annual accounts, the balance sheet and the audit report shall be considered by the Governing Body at its meeting and shall forward the same to the Visitor and the Government along with its observations thereon before the 31<sup>st</sup> December of each year.
- E. In the event of any material alteration in the Report of the Auditors, the State Government may issue directions to the University, and such directions shall be binding on the University.

**6. Development Fund**

- A. The University shall also establish a Development Fund to which the following funds shall be credited, namely:-
- i. development fees which may be charged from students;
  - ii. all sums received from any other source for the purpose of the development of the University;
  - iii. all contributions made by the University;
  - iv. all contributions/donations made in this behalf by any other person or body which are not prohibited by any law for the time being in force; and
  - v. all incomes received from the permanent Statutory Endowment Fund.
- B. The funds credited to the Development Fund from time to time shall be utilized for the development of the University.

**7. Maintenance of Funds**

The funds established under various heads shall, subject to general supervision and control of the Governing Body, be regulated and maintained in such manner as may be prescribed by Statutes.

**8. Annual Report**

- A. The annual report of the University shall be prepared under the direction of the Board of Management and shall be submitted to the Governing Body for its approval.
- B. The Governing Body shall consider the annual report in its meeting and may approve the same with or without modification.
- C. A copy of the annual report duly approved by the Government before 31st December following close of the financial year in 31<sup>st</sup> March of each year, shall be sent to the Visitor, the Regulatory Commission & to the Government.

**ORDINANCE No. 27****MISCELLANEOUS****1) Conditions of service of employees**

- a. Every employee shall be appointed under a written contract, which shall be kept in the University and a copy of which shall be furnished to the employee concerned;
- b. Disciplinary action against the employees shall be governed by the procedure specified in the Statute;
- c. Any dispute arising out of the contract between the University and an employee shall be resolved in the manner provided for in the written contract and in accordance with the Statute.

**2) Right to appeal**

In case of disciplinary action by the University against its employee or student, the aggrieved employee or student shall have a right to appeal as specified by the Statutes.

**3) Provident Fund and Pension**

The University shall constitute for the benefit of its employees such provident fund and provide such insurance scheme as it may deem fit in such a manner and subject to such conditions as may be specified by the Statutes.

**4) Disputes as to constitution of University authorities and bodies**

If any question arises as to whether any person has been duly elected or appointed as, or is entitled to be a member of any authority or other body of the University, the matter shall be referred to the Chancellor whose decision thereon shall be final.

**5) Filling of casual vacancies**

Any casual vacancy among the members, other than ex-officio members of any Authority or body of the University shall be filled in the same manner in which the member whose vacancy is to be filled up, was chosen, and the person filling the vacancy shall be a member of such authority or body for the residue of the term for which the person whose place he/she would have been a member.

**6) Protection of action taken in good faith-**

No suit or other legal proceedings shall lie against any officer or other employee of the University for anything, which is done in good faith or intended to be done in pursuance of the provisions of this Ordinance, the Statutes or the Rules

**7) Transitional Provisions**

Notwithstanding anything contained in any other provision of this Statute-

- a. The first Vice-Chancellor and Pro-Vice-Chancellor, if any shall be appointed by the Chancellor;
- b. The first Registrar and the first Finance Officer shall be appointed by the Chancellor for a period of two years; and
- c. The first Finance Committee, the first Research Council and the first Academic Council shall be constituted by the Chancellor, as per the guidelines/provisions of Madhya Pradesh Nijivishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam, 2007 and subsequent amendments therein.

**8) Mode of proof of University record**

A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the University or other documents in possession of the University or any entry in any register duly maintained by the University, if certified by the Registrar, shall be received as prima-facie evidence of such receipt, application, notice, order, proceeding, resolution or document or the existence of entry in the register and shall be admitted as evidence of the matters an transaction therein recorded where the original thereof would, if produced, have been admissible in evidence.

**9) Power to dissolve the University**

- a. If the University proposes dissolution in accordance with the law governing its constitution or incorporation, it shall file at least six months notice in writing to the Government;
- b. On identification of mismanagement, mal- administration and indiscipline, the Government shall issue directions to the management of the University to set right. To take decision for winding up of the University shall vest with the Government;
- c. The manner of winding up of the University shall be such as may be prescribed by the government in this behalf. Provided that no such action shall be initiated without affording a reasonable opportunity to show cause to the University;
- d. On receipt of the notice referred to in sub-section (a), the Government shall, in consultation with the relevant Regulatory Authority make such arrangements for administration of the University from the proposed date of dissolution of the University and until the last batch of students in regular course of studies of the University complete their course of studies in such manner as may be specified by the Statutes.

**10) Expenditure of the University during dissolution**

- a. The expenditure of administration of the University during the taking over period of its management shall be met out of the permanent Statutory Endowment Fund, the General Fund or the Development Fund;
- b. If the funds are not sufficient to meet the expenditure of the University during the taking over the period of its management, such expenditure may be met by disposing of the properties or asset of the University, by the Government;
- c. Where the dissolution of the University is due to mismanagement or mal-administration, the Government is at liberty to identify the person responsible for such management or mal-administration and to impose penalty as it deems fit.

**11) Removal of difficulties**

- a. If any difficulty arises in giving effect to the provisions of this Statute, the State Government may, by a notification or by order, make such provisions, which are not inconsistent with the provisions of this Statute, as appear to it to be necessary or expeditious, for removing the difficulty.

Provided, that no notification or order under this section shall be made after the expiry of period of three years from the commencement of this Statute.

- b. Every Order made under sub-section (a) shall, as soon as after it is made, be laid before the State Legislature.

## भाग ४ ( ग )

## अंतिम नियम

## वित्त विभाग

मंत्रालय, वल्लभ भवन, भोपाल

Bhopal, the 10th April 2012

## AMENDMENT

No. 1041-262-E-IV.—In exercise of the powers conferred by Section 48 of the State Financial Corporation Act, 1951 (LXIII of 1951), the Board of Directors of the Madhya Pradesh Financial Corporation, after consultation with Small Industrial Development Bank of India and after previous sanction of the State Government, hereby amends Maternity leave-86(1) (Regulations) for the Madhya Pradesh Financial Corporation (Staff) Regulation, 1958 as under :—

In Regulation 86(1) of the said Regulations, the digits “90”, wherever occurring, shall be substituted by the digits “180”. This amendment shall come into force from the date of publication of amendment of Rule 38(1) of Madhya Pradesh Civil Services (Leave) Rules, 1977 in the State Gazette.

By order and in the name of the Governor of Madhya Pradesh,  
SHRINKHALA SANGEENE, Under Secy.