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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 32]

भोपाल, शुक्रवार, दिनांक 10 अगस्त 2018—श्रावण 19, शक 1940

## भाग ४

विषय-सूची

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

### भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 8 अगस्त 2018

क्र. आर-203-सीसी-2018-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 (1) के अनुक्रम में डॉ. वी. रमन निजी विश्वविद्यालय, खण्डवा के प्रथम अध्यादेश क्र. 01-49 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01-49.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

# DR.C.V.RAMAN UNIVERSITY, KHANDWA (MADHYA PRADESH)

## ORDINANCE NO. 01

### FACULTIES AND DEPARTMENTS

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

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

1.	Faculty of Science	Department of – <ul style="list-style-type: none"> <li>○ Applied Science</li> <li>○ Bioscience</li> <li>○ Bio –Technology</li> <li>○ Chemistry</li> <li>○ Mathematics</li> <li>○ Physics</li> </ul>
2.	Faculty of Education	Department of – <ul style="list-style-type: none"> <li>○ Adult and Community Education and Extension</li> <li>○ Education</li> <li>○ Physical Education</li> <li>○ Teacher Training and Non-Formal Education (Institute of Teachers Education)</li> </ul>
3.	Faculty of Management & Commerce	Department of – <ul style="list-style-type: none"> <li>○ Commerce and Business Studies</li> <li>○ Management</li> </ul>
4.	Faculty of Engineering and Technology	Department of – <ul style="list-style-type: none"> <li>○ Architecture</li> <li>○ Chemical Engineering</li> <li>○ Civil Engineering</li> <li>○ Computer Science &amp; Engineering</li> <li>○ Electrical and Electronics Engineering</li> <li>○ Electrical Engineering</li> <li>○ Electronics and Communication Engineering</li> <li>○ Electronics and Instrumentation Engineering</li> <li>○ Information Technology</li> <li>○ Mechanical Engineering</li> <li>○ Metallurgy</li> <li>○ Textile Engineering</li> <li>○ Mining Technology</li> </ul>

		<ul style="list-style-type: none"> <li>○ Agricultural Engineering</li> <li>○ Food Technology &amp; Engineering</li> <li>○ Pharmacy</li> <li>○ Industrial &amp; Production Engineering</li> <li>○ Vocational and Skill Development (Institute of Vocational and Skill Development)</li> <li>○ Fashion Technology</li> </ul>
5.	Faculty of Computer Science & Information Technology	Department of- <ul style="list-style-type: none"> <li>○ Computer Arts, Animation and Games</li> <li>○ Computer Science &amp; Applications</li> <li>○ Information Technology</li> </ul>
6.	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>
7.	Faculty of Fine Arts & Performance Art	Department of- <ul style="list-style-type: none"> <li>○ Applied Art</li> <li>○ Art Education Art History and Art Appreciation</li> <li>○ Graphic Art</li> <li>○ Painting</li> <li>○ Sculpture</li> <li>○ Dance</li> <li>○ Instrumental Music</li> <li>○ Musicology</li> <li>○ Vocal Music</li> <li>○ Performing Arts</li> <li>○ Visual Arts</li> <li>○ Liberal Art</li> </ul>
8.	Faculty of Arts & Humanities	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> <li>○ Home Science</li> <li>○ English</li> <li>○ Hindi</li> <li>○ History and Culture</li> <li>○ Foreign Languages</li> </ul>
9.	Faculty of Agriculture	Department of – <ul style="list-style-type: none"> <li>○ Agriculture</li> <li>○ Animal Husbandry</li> <li>○ Horticulture</li> <li>○ Plant Pathology</li> <li>○ Soil Science &amp; Agriculture Chemistry</li> </ul>

		<ul style="list-style-type: none"> <li>○ Farm Machinery</li> <li>○ Poultry</li> <li>○ Fisheries &amp; Aquaculture</li> </ul>
10.	Faculty of Law	Department of Law: LLB, LLM, LLD, BALLB, DLL
11.	Faculty of Medical Sciences	Department of – <ul style="list-style-type: none"> <li>○ Allied Health Science</li> <li>○ Biochemistry</li> <li>○ Biostatistics &amp; Medical Informatics</li> <li>○ Community Medicine</li> <li>○ Medicine</li> <li>○ Microbiology</li> <li>○ Nursing</li> <li>○ Paramedical Sciences</li> <li>○ Pharmacology</li> <li>○ Physiology</li> <li>○ Surgery</li> <li>○ Veterinary</li> <li>○ Ayurvedic</li> <li>○ Homeopathic</li> <li>○ Unani</li> <li>○ Yoga &amp; Naturopathy</li> </ul>

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



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**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 are:
  - 1.1 Qualifying examination means an examination the passing of which makes a student eligible for admission to a particular year in a program of study leading to a Bachelor's or Post-Graduate Degree or Diploma conferrable by this University.
  - 1.2 "Equivalent Examination" means an examination which has been conducted by:
    - 1.2.1 Any recognized Board of Higher Secondary Education, or
    - 1.2.2 Any Indian University incorporated by any law in force for the time being, and recognized by the University / UGC as equivalent to its corresponding examination.
    - 1.2.3 Any foreign University / Board Examination that have been recognized by AIU / UGC as equivalent to +2 stage qualification or Bachelor Degree Program.
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:
  - 3.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
  - 3.2 List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's

- website/or the students will be informed directly of their admission after the last date of application.
- 3.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet / School / College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 3.4 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.
- 3.5 The application form may be rejected due to any of the following reasons:
- 3.5.1 The candidate does not fulfill the eligibility conditions.
- 3.5.2 The prescribed fees are not enclosed.
- 3.5.3 The application form is not signed by the candidate and his / her Parent, Guardian, wherever required.
- 3.5.4 Supporting documents for admission are not enclosed.
- 3.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 3.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.
- 3.8 University can also accept the candidates for admission in the University who have qualified in competitive examination conducted by the agency of State or Central Government.
4. The application for admission shall among others be accompanied by
- 4.1 The School or College Leaving Certificate signed by the Head of the Institution last attended by the student.
- 4.2 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,

Intermediate Council, 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, Intermediate Council or University, as the case may be together with immigration fee decided by University.

5. No student shall be admitted to an institution for perusing a course of study for the Initial year of the first degree under any faculty unless he has passed the final examination held under any recognized Board of Higher Secondary Education, Intermediate Council or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.
- 5.1 No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he has qualified as per relevant ordinance to appear for the examination for which he will be preparing.
- 5.2 No student migrating from any other University shall be admitted to any class in an institution unless he has passed or has qualified the examination which has been declared by the University as equivalent to the qualifying examination for a student of the University.
- 5.3 Without prejudice to the provision contained in sub clause (5.2) above, no student migrating from any other University shall be admitted to any class in an institution without the Poirier permission of the Registrar wherever by any general or special direction, such permission is necessary.
- 5.4 An applicant for admission to a program leading to a Bachelor's Degree shall not be admitted unless he is prepared to appear in all the subjects prescribed for the particular degree examination.
6. No student who has passed or has qualified 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.
- 6.1 No person who is under sentence, or has rustication from a Department of this University or 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. 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.
- 7.1 Candidates coming on transfer from either university 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 / Department 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.
- 8.1. A student shall be enrolled as a member of a University as soon as he is admitted by the Head of the University and has paid the prescribed fees.
- 8.2 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 / Department 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 behaviour, show diligence in studies, maintain decorum and dignity, take proper interest in co-curricular activities and observe all rules of discipline of the Institution / Department of which he is a student and of the University.
11. 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.
  - i. Suspend such a student from attending classes for not more than a week at a time, or
  - ii Expel such a student from his institution / Department,

- iii Disqualify such a student from appearing at the next ensuing examination,  
or
  - iv Rusticate such a student.
- 11.1 Before inflicting any punishment as aforesaid, the Head of the Institution / Department shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.
- 11.2 The Head of the Institution / Department concerned shall have power to suspend for such times may be necessary a student temporarily from the institution pending inquiry into his conduct in connection with an alleged offence.
- 11.3 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.
- 11.4 The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.
12. Reservations to SC/ST/Other categories students shall be observed as per norms.

**DR.C.V. RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 03**

**PART - I**

**REGISTRATION OF STUDENTS AND THEIR ADMISSION TO THE  
PROGRAMMES OF STUDY**

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 / Department to the Registrar of the University. The registration of Students can be applied and approved as per the University Act under one of the category:
  - 1.1 As Regular / Ex / Private student in the University Teaching Department.
  - 1.2 As Regular / Ex / Private student at off campus/off shore campus centre of the University.
  - 1.3 As Student enrolled for Online Education Programs.
  - 1.4 As student enrolled for Distance Education Programs.
2. On receipt of the registration form at the University Institution the candidate will be allotted a temporary registration number.
3. The registration of 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 counselling or through information or guidance centre or through post or through online mode or through admission coordinators. Any student from India or abroad seeking admission in the University can interact Online with the University. Mode of instructions of teaching and examination of such student shall be decided by the Board of Management of the University. The University can also collaborate with online portals for admission purpose or for referring admission enquiries.
5. The validity of the registrations will be for the following periods:

- |     |   |   |         |
|-----|---|---|---------|
| 5.1 | Certificate and one year Diploma Programmes | - | 2 years |
| 5.2 | Three years Degree Programmes               | - | 6 years |
| 5.3 | Four years Degree Programme                 | - | 8 years |
| 5.4 | Master Degree and Two Years 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. 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.
- 7.1 The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of name of the student.
- 7.2 The application for change or correction in the name shall be made through the Head of the Institution / Department where the student is studying or will be supported by an affidavit.
- 7.3 The fees deposited by the candidate shall not be refunded in any case.

## PART -II

### TEACHING METHODOLOGY AND MODE OF DELIVERY

8. For every University enrolled Student teaching methodology and mode of delivery shall be as follows:
- 8.1 For every University enrolled Regular Student shall ensure that the number of actual teaching days not below 180 in an academic year (90 days in a semester).
- 8.2 In case of Students enrolled in Distance Education Mode the learning materials shall be delivered in print and / or online version.
- 8.3 In case of Students enrolled in off campus Centre attendance and enrolment will be done in the off centre and shall be forwarded to the University.
- 8.4 All the programs shall be based on the CBCS grading system except where duly recommended by the Board of Studies, Academic Council and approved by the Vice Chancellor.
- 8.5 For students registered in the On-line mode, their teaching, learning and examination methodology shall be as decided by the BoM of the University.

9. 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.
- 9.1 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 include online teaching-learning, material availability, Webcasting, Podcasting, Online chatting with teachers, Online Discussion Forums, etc.



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 04**

**PART - I**

**EXAMINATIONS GENERAL**

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:
  - 1.1 **"Regular Candidate"** is a person who is pursuing a course in the University Teaching Department (UTD) including those opting for On Line education, or a University Institution and seeks admissions to an examination of the University as such.
  - 1.2 **"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.
  - 1.3 **"Failed Candidate"** is a person who has failed in any of the theory paper or in any other part of the examination.
  - 1.4 **"Registration Period"** means the period for which a candidate's Registration / Enrolment is valid.
  - 1.5 **"Forwarding Officer"** means any person authorized by the Registrar of the University.
  - 1.6 **"Attested"** means attested by the forwarding officer.
  - 1.7 **"Private Candidate"** is one who is seeking admission to the University Examination not as a regular candidate or an ex-candidate.

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

2. No candidate shall be permitted to appear in the university examinations unless he/she is duly registered / enrolled with the university.
3. Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the head of the institution so as to reach to the designated person in the University 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. 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.
- 5.1 An ex-student candidate shall offer the same subjects or optional papers which he had previously offered as a regular candidate, the changes in scheme of examinations by the university not-with-standing.
6. A Private candidate seeking permission for admission to an examination of the university shall apply to the registrar on or before the last date notified by the university in the prescribed form the candidate shall submit with his application the attested copy of the mark sheet of qualifying examinations.
7. In case a private candidate having Practical subjects- He / She should attend the practicals at respective department or at a designated centre of the University.

8. For private candidates, University shall arrange classes/assignments and continuous comprehensive examination (CCE), i.e., internal assessment and project assessment. Fees for this purpose will be additionally charged from the student as decided by the University. A private candidate may also appear in walk-in examination conducted by the University provided he/she fulfils all other eligibility conditions as prescribed.
9. 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.
- 9.1 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:
  - 9.1.1 Possesses the minimum academic qualification for appearing at the examination to which he seeks admission.
  - 9.1.2 Is of good conduct.
- 9.2 The Head of the Institution or Head of the University Teaching Department or School of Studies concerned shall send to the Registrar a list of candidates eligible for examination; as per examination schedule declared by the university.
10. The Head of the Institution or the Head of the University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he has not paid 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 examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.
11. No candidate shall be allowed to take the term end Semester Examination unless one has:
  - 11.1 Attended at least 75% of lectures /practical delivered.
  - 11.2 Paid all the fees due

- 11.3 Obtained "No Dues" certificate from the concerned Department / Institute.
- 11.4 Submitted the job internship certificate /Project Report, as notified by the University.
- 11.5 Received in Plant/Practical training as prescribed by the University.
- Clause (11) above shall not be applicable to the Private / Ex candidates.

### **PART - III**

#### **GENERAL CONDITIONS**

12. Where there are Two or Three examinations for any degree such as Year I, II and III or Previous and Final examinations and there are Two or more alternative subjects/courses for such a degree a candidate for the degree must take the same subject/ course in Year-III/Final examination as he has taken in the Year-II/ Previous Examination.
13. No candidate shall appear in more than one-degree examination or post graduate degree examination in one and the same year. However a Degree and a Diploma can be taken up together.
14. A Candidate who has passed the Bachelor's Degree Year-I or Year- II Examination or the Previous Examination for a Master's Degree of another University may with the permission of the Vice Chancellor, be admitted to the next higher examination of the University for the degree concerned provided the course offered by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
15. No person who has been expelled or rusticated from the University or has been debarred from appearing at University examination shall be admitted to any examination during the period for which the sentence is in operation.
16. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Vice Chancellor may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the

candidate and that it would be a great hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to 'be entertained with the requisite late fees.

17. The Controller of Examination shall issue an admission card in favour of a candidate, if:
  - 17.1 The application of the candidate is complete in all particulars in accordance with the provisions applicable, and is in order.
  - 17.2 The candidate is eligible for admission to an examination and the fees as prescribed have been paid by the candidate.
  - 17.3 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.
  - 17.4 The admission card issued in favour of a candidate and also the permission given to a private candidate to appear at an examination may be withdrawn, if it is found that-
    - 17.4.1 The admission card was issued or permission was given through mistake, or the candidate was not eligible to appear in the examination.
    - 17.4.2 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.
  - 17.5 The Controller of Examination may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee as decided by the University. Such card shall show in a prominent place the word "DUPLICATE".
18. A candidate shall not be admitted into the examination 'hall unless he produces the admission card before the superintendent of the examination centre or the invigilator or satisfies such officers that it shall be produced.
19. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator.

- 19.1 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 behaviour towards the Superintendent or any invigilator, the candidate may be excluded from that day's examination and if he persists in misbehaviour he may be excluded from the rest of the examinations by the Superintendent of the Centre.
- 19.2 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.
- 19.3 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.
- 19.4 A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appeal in the subsequent papers.
- 19.5 In every case where action is taken by the Superintendent under (19.1), (19.2) or (19.3) 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.
- 19.6 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.

- 19.6.1 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.
- 19.6.2 The Board of Management may cancel the examination of a candidate and / or debar him from appearing at an examination of the University for one or more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.
20. 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:
- 20.1. **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.
- 20.2 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 Post Graduate Examination.
- 20.3 The examination fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.
- 20.4 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

21. 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 10 days of the publication of the result of the examination.
  - 21.1 Such application must be accompanied by fee as per schedule given in the University Rules. In P.G. Exams re-totalling of only one subject would be permitted.
  - 21.2 The result of the re.totalling shall be communicated to the candidate.
  - 21.3 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.
22. A candidate whose result has been declared may apply to the Registrar in the prescribed form within Ten Days of the declaration of his result for the revaluation of any answer books.
  - 22.1. Provided that no candidate shall be allowed to have more than Two Answer Books re-valued.
  - 22.2 Provided also that no revaluation shall be allowed in case of scripts of practical, field work sessional work, tests and thesis submitted in lieu of a paper at the examination.
  - 22.3 The fee for revaluation shall be as per the University Rules.
23. No person who is under sentence of expulsion or rustication from a University Teaching Department, School of Studies or College or is debarred from appearing at examination of the University for any period of time shall be granted a Migration Certificate during the period for which the sentence is in operation.
24. Duplicate copies of Marks Sheet and Migration Certificate certificates shall be granted on payment of the fee as per University Rules.
  - 24.1 Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force that the applicant has not utilized the Original Migration Certificate for appearing at an



examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

25. The names of first ten successful candidates in each examination who obtain first division shall be declared in order of Merit for each class/subject as the case may be.
26. The Vice Chancellor may award five grace marks in case the candidate is failing by five marks or missing a division by one mark.

## **PART-IV**

### **EXAMINATION FEES**

27. The examination fees for various courses under Semester System Examination pattern shall be as per the prescribed norms of the University.
28. The Board of Management of the University can change fees of any program or conditions for the examination Clause (1 to 27) as and when the situation so warrants.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**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 program 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. Vice Chancellor shall in consultation with the Head of the Institution / Department appoint Superintendents and Assistant Superintendents, if any, for the Examination Centre and shall issue instructions for their guidance. Online examination as well as practicals can be conducted after approval of BoM and GB. The examination centre shall be created by the University.
  - 3.1 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.
  - 3.2 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.
  - 3.3 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 behaviour 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.

3.4 The Centre Superintendent shall have the power to expel, an examinee, from examinations on subsequent examination days, on any of the following grounds:

3.4.1 That the examinee created a nuisance or serious disturbance at the Examination Centre.

3.4.2 That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.

3.4.3 If necessary, the Superintendent may get police assistance. Where a candidate is expelled, the Controller of Examinations shall be informed immediately.

3.5 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. The Vice Chancellor shall appoint Tabulators and Collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the results of the examination.
10. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Controller of Examinations direct.
11. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his / her examination shall be reported to the Controller of Examinations who shall place the matter before the Board of Management.
12. Except as otherwise decided by the Board of Management, the examination answer books and the documents regarding the marks obtained by the examinees, except the tabulated results, shall be destroyed or otherwise disposed off after 6 months from the date of declaration of the results.
13. The Registrar will publish the results of the University examinations as passed by the Results Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Heads of Institutions and 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.
14. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be decided by the Board of Management from time to time.

15. No examinee shall leave the examination hall within one hour of the start of the examination for any purpose whatever and no late comer will be permitted in the examination hall after half an hour of its commencement.
16. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of 5 minutes.
17. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking in spite of the warning by the invigilators, the answer book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for valuation. The first answer book shall be cancelled and sent to the Controller of Examinations by the Superintendent.
18. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner:
  - 18.1 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.
  - 18.2 The statement of the examinee and the invigilator shall be recorded.
  - 18.3 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.
  - 18.4 All the materials collected and the entire evidence along with a statement of the examinee and the answer book duly initiated 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.
  - 18.5 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.

- 18.6 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.
19. 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).
  - 19.1 The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
  - 19.2 If the revaluation marks deviate 20% or more from the initial valuation, a fourth examiner shall be appointed by the Vice Chancellor. In such cases the marks awarded by the fourth examiner shall be final.
20. All the records of examinations and results will be maintained by the university for a maximum period of three years from the date of declaration of results of the concerned examination.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 06**

**AWARD OF FELLOWSHIPS AND SCHOLARSHIPS**

1. For award of fellowships and scholarships, the University shall invite applications through an advertisement in the News papers for the awards to be made, in the month and time to be fixed by the Board of Management.
- 1.1 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-
  - 2.1 The Fellow/Scholar will do whole time Research Work under an approved guide on a subject approved by the University.
  - 2.2 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.
  - 2.3 The Fellow/Scholar shall not join any other course of study or appear in any examination after commencing work under the Fellowship/Scholarship.
  - 2.4 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 there for.
  - 2.5 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.

- 2.6 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.
- 2.7 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.
- 2.8 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.
- 2.9 The leave conditions for the Fellow / Scholar will be decided by the Board of Management.
- 2.10 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 first 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 / Department 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 withdrawal of Scholarship shall be done in accordance with the procedure, that may be laid down by the University.
8. A Scholarship holder shall not combine any other course of study with the course for which the award is made.



9. A Scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 50% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science, Social Science and Commerce and 60% in other Faculties.
10. If a Scholarship holder is unable to appear at the Previous examination on account of sickness or any other reasonable cause, the scholarship for the Months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite marks in the succeeding year in the first attempt.
11. A Scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.
12. A Scholarship shall be liable to termination if:
  - 12.1 The Scholarship holder discontinues studies during the middle of a session; or
  - 12.2 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 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.
  - 12.3 The order of termination passed by the Board of Management shall be final.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 07**

**THREE YEARS (SIX SEMESTERS) UNDER GRADUATE  
DEGREE PROGRAMS  
BACHELOR OF FINE ARTS / PERFORMING ARTS  
(BFA / BPA)**

- 1. Title of the Degree :** Bachelor of Fine Arts/ Performing Arts
- 2. Name of Faculty :** Faculty of Fine Arts and Performing Arts
- 3. Duration of the Course :** Three years (Six semesters)
- 4. Eligibility For Admission :**

**4.1** Candidate who have passed duly recognized following examination:-

**4.1.1** Final examination of the 10+2 system by any recognized Central Board, such as Central Board of Secondary Education, New Delhi; Council for Indian School Certificate Examination New Delhi or any State Board such as M.P. Board of Secondary Education Bhopal or Others.

Or

H.S.C. Vocational Examination by any -recognized Central/State Board

Or

Senior Secondary School Examination conducted by the National/any State Open schooling with a minimum of five subjects of relevant and required fields.

Or

Any Public School/ Board /University examination in India or in any foreign country recognized as equivalent to 10+2

Or

Final Examination of the two year course of the Joint Services Wing of the National Defense Academy

Or

General Certificate Education (GCE) Examination London/  
Cambridge / Sri Lanka) at the Advanced (A) Level

Or

Any other examination equivalent to to+2 by Central/State Government

And

Candidate should have passed in all the subjects with minimum requirement, as prescribed by the UGC or concerned Regulatory Body, if Applicable.

Note:. Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with required percentage of marks or equivalent grade.

**5. Eligibility for Admission to NRI /other privileged Candidates:-**

- 5.1 Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

**6. Admission Procedure :**

- 6.1 The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other Professional Bodies/ Organizations or any other mode as decided by the University taking care the directives/ guidelines of UGC or concerned Regulatory Bodies (if applicable) from time to time.

**7. Branch / Specialization Distribution :**

- 7.1 Admission to the particular branch/Specialization of study shall be as decided by the University on the basis of counseling/ personal interview.

**8. Intake :**

- 8.1 The Intake for each of these courses shall be decided by the University from time to time, duly approved by the regulatory body.

**9. Academic cycle/ year :**

- 9.1 There will be one/ two academic cycle for these courses every year like Summer (July) & Winter (January) as decided by the University.

**10. Course Structure :**

- 10.1 Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**11. Medium of Instruction And Examination :**

- 11.1 The medium of instruction and examination shall be English and Hindi.

**12. Examination:**

- 12.1 Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.

- 12.2 The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**13. Eligibility for Degree : Eligibility for Award of the Bachelor of Fine Arts / Performing Arts**

- 13.1 A student shall be declared to be eligible for award of the degree if he/she has:

- 13.1.1 Registered and successfully completed all the core courses, optional Courses, practical/Lab classes, Including Seminars, Workshop Presentations, Group Discussion. Field Work, Industrial & Business

Organization Professional Exposure & Training. Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.

**13.1.2** successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time. where ever applicable;

**13.1.3** earned the specified credits in all the categories of subjects if applicable;

**13.1.4** secured a minimum CGPA or Percentage in aggregate and division decided by the University taking care the directives/ guidelines of UGC or concerned Regulatory Bodies.

**13.1.5** no dues to the University, Hostels, Libraries. NCC /NSS etc; and

**13.1.6** no disciplinary action is pending against him/her.

#### **14. Attendance Requirement:**

**14.1** A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

#### **15. Minimum Duration of Completion of Course:**

**15.1** A candidate has to complete the entire course of BA in Fine Arts/ Performing Arts, Degree ordinarily with in a maximum period of Six year from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

#### **16. General Instruction:**

**16.1** The admission to the Bachelor of Fine Arts/ Performing Arts, Courses shall be governed in accordance and provisions with the Rules/Directives of UGC/ Concerned Regulatory Body or any other competent Authority of the Govt. of India/ State Government/ University as amended from time to time.

16.2 The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ Concerned Regulatory Body or any other competent Authority of the Govt. of India/ State Government/ University as amended from time to time.

16.3 For matters not covered in this specific ordinance, General rules and regulations of Dr. C. V. Raman University, Khandwa, regarding specific courses shall be applicable. In other matters Board of Management of Dr. C. V. Raman University, Khandwa shall be competent to take any decision which shall be final.

17. The Degree of Bachelor of Fine Arts/ Performing Arts in the Faculty of Humanities and Social Sciences. shall include the subjects of various branches/specializations/discipline/areas of Fine Arts, Performing Arts, Designing etc. Like: Applied Arts, Painting, Sculpture, Print Making, Craft Technology, Commercial Arts, Fashion Design, Fashion Designing, Fashion & Apparel Design, Costume, Designing, Ornaments & Jewelry Designing, Footwear Designing, Apparel Design, Music (Vocal and/or Instrumental), Dance (Indian Classical Dance &/or other Dance form), Drama etc. and various other aspects of Fine Arts, Performing Arts, Fashion & Design etc.

The list of various Branches/specializations of Bachelor of Fine Arts/ Performing Arts course shall include the current courses/programme as well as proposed in future. However, all the Bachelor of Fine Arts/ Performing Arts programmes with various Branches/specializations at present & in future shall run and governed through this ordinance.

The above course shall run on all possible modes of imparting education including the use of latest innovative technologies like; on-line, e-learning, face to face, through webinar etc.

18. These programmes are offered by the Faculty of Fine Arts and Performing Arts, recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.

19. This Ordinance shall be applicable to Bachelor of Fine Arts/ Performing Arts Three years Bachelor Degree Courses/Programme in Faculty of Fine Arts and Performing Arts except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 08**

**TWO YEARS (FOUR SEMESTERS) POST GRADUATE  
DEGREE PROGRAMS  
MASTER OF SCIENCE (M.SC.)**

**1. Course & Faculty**

**1.1** This ordinance shall be applicable to all two years (Four Semester) Post Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

**1.1.1** 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 M.Sc. (Physics), M.Sc. (Chemistry), M.Sc. (Information Technology), etc.

**1.1.2** Above mentioned programs and other of similar kind are offered by the concerned Faculty after the recommendation of concerned Board of Studies / Faculty and approval of Academic Council and Board of Management.

**1.2.** The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2. Duration**

**2.1** The duration of these courses of study are of two years (Four Semesters).

**2.2** 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.

**3. Intake & fees**

**3.1** The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the prior approval of the regulatory body, if any.

**3.2** Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

4.1 There will be one academic cycles every year starting from July to June.

#### **5. Eligibility**

5.1 Candidates seeking admission to M.Sc. Programs must have passed the graduation course as specified below from any recognized University or an equivalent body.

5.1.1 M.Sc.: Bachelor of Science Degree (Hons./Pass) with major subject in the relevant subject from any recognized University.

5.1.2 Candidates appearing for their Final Year/Semester of Graduation Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within stipulated period.

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

#### **6. Admission Procedure**

Admission under these Programs will be made as follows:

6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.

6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.

6.3 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.

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

6.4.1 The candidate does not fulfill the eligibility conditions.

6.4.2 The prescribed fees are not paid.

6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.4.4 Supporting documents for admission are not enclosed.



6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

7.1 As approved by Academic Council.

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' Certificate from the concerned Department / Institute.

9.1.4 Submitted the job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 Each student shall have to appear in the Examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

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

10.3 A candidate shall not be admitted in the third semester unless he/she has fully passed the first semester. Likewise a candidate shall not be admitted in 4th semester unless he/she fully passed 2nd semester examination.

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

### **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

### **12. Condonation of Deficiency**

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

### **13. Award of Division**

13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

### **14. Merit Lists**

14.1 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.

14.2 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 five candidates securing at least First Division and passing all semesters in single attempts.

**15. Examination Centers**

**15.1** University examination centers will be notified by the university.

**16. General**

**16.1** In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the Programs 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.

**16.2** In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the Examination.

**16.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.

**16.4** The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

ORDINANCE NO. 09

**TWO YEARS (FOUR SEMESTERS) POST GRADUATE  
DEGREE PROGRAMS  
MASTER OF ARTS (M.A.)**

**1. Course & Faculty**

- 1.1 This ordinance shall be applicable to all two years (Four Semester) Post Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.
- 1.1.1. 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), etc.
- 1.1.2. Above mentioned programs and other of similar kind are offered by the concerned Faculty after the recommendation of concerned Board of Studies / Faculty and approval of Academic Council and Board of Management.
- 1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2. Duration**

- 2.1 The duration of these courses of study are of two years (Four Semesters).
- 2.2 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.

**3. Intake & fees**

- 3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the prior approval of the regulatory body, if any.

- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

- 4.1 There will be one academic cycles every year starting from July to June.

#### **5. Eligibility**

- 5.1 Candidates seeking admission to MA Programs must have passed the graduation course as specified below from any recognized University or an equivalent body.

5.1.1 M.A.: Bachelor Degree (Hons./Pass) from any recognized University in any discipline.

5.1.2 Candidates appearing for their Final Year/Semester of Graduation Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within stipulated period.

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

#### **6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.

- 6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.

- 6.3 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.

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

6.4.1 The candidate does not fulfill the eligibility conditions.

6.4.2 The prescribed fees are not paid.

6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.4.4 Supporting documents for admission are not enclosed.

6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

7.1 As approved by Academic Council.

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' Certificate from the concerned Department / Institute.

9.1.4 Submitted the job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 Each student shall have to appear in the Examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

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

eligibility shall be evaluated only after the results of semesters are declared at which He / She had appeared.

10.3 A candidate shall not be admitted in the third semester unless he/she has fully passed the first semester. Likewise a candidate shall not be admitted in 4th semester unless he/she fully passed 2nd semester examination.

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

## **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit Lists**

14.1 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.

- 14.2 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 five candidates securing at least First Division and passing all semesters in single attempts.

## **15. Examination Centers**

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

## **16. General**

- 16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the Programs 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the Examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the Academic Council of the University.



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 10**

**TWO YEARS (FOUR SEMESTERS) POST GRADUATE  
DEGREE PROGRAMS  
MASTER OF COMMERCE (M.COM.)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to all two years (Four Semester) Post Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

1.1.1 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 M. Com. (Administration), M. Com. (International Business), etc.

1.1.2 Above mentioned programs and other of similar kind are offered by the concerned Faculty after the recommendation of concerned Board of Studies / Faculty and approval of Academic Council and Board of Management.

1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2. Duration**

2.1 The duration of these courses of study are of two years (Four Semesters).

2.2 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.

**3. Intake & fees**

3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the prior approval of the regulatory body, if any.

3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

- 4.1 There will be one academic cycles every year starting from year one July to next year June.

#### **5. Eligibility**

- 5.1 Candidates seeking admission to M.Com. Programs must have passed the graduation course as specified below from any recognized University or an equivalent body.

5.1.1 Bachelor of Commerce Degree (Hons./Pass) from any recognized University.

5.1.2 Candidates appearing for their Final Year/Semester of Graduation Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within stipulated period.

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

#### **6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.
- 6.3 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.
- 6.4 The application form may be rejected due to any of the following reasons:
- 6.4.1 The candidate does not fulfill the eligibility conditions.
- 6.4.2 The prescribed fees are not paid.
- 6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.4.4 Supporting documents for admission are not enclosed.

6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## 7. Course Structure

7.1 As approved by Academic Council.

## 8. Medium of Instructions and Examinations

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

## 9. Examination

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' Certificate from the concerned Department / Institute.

9.1.4 Submitted the job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 Each student shall have to appear in the Examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

9.3 Percentage weightage for CCE/Internal Assessment and main examination will be as follows:

### (a) Theory Block

(i)	Attendance, Aptitude & Discipline	-	20%
(ii)	Class Tests / Assignments /Quizzes	-	15%
(iii)	Minor (Mid- semester test (One))	-	20%

(iv)	Minor(End-semester examination)	-	50%
<b>Total</b>		-	<b>100%</b>
<b>(b) Practical Block</b>			
(i)	Lab work and performance, quizzes, assignments and attendance	-	50%
(ii)	End- semester examination	-	50%
<b>Total</b>		-	<b>100%</b>

9.4 The weightage mentioned above is liable to change as per the regulations of UGC.

## 10. Promotion to Next Semester & Failed Candidate

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

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

10.3 A candidate shall not be admitted in the third semester unless he/she has fully passed the first semester. Likewise a candidate shall not be admitted in 4th semester unless he/she fully passed 2nd semester examination.

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

## 11. Award of Marks/Grades

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

**12. Condonation of Deficiency**

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

**13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

**14. Merit Lists**

- 14.1 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.
- 14.2 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 five candidates securing at least First Division and passing all semesters in single attempts.

**15. Examination Centers**

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

**16. General**

- 16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the Programs 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the Examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 11**

**TWO YEARS (FOUR SEMESTERS) POST GRADUATE  
DEGREE PROGRAMS  
MASTER IN SOCIAL WORK (MSW)**

**1 Course & Faculty**

**1.1** This ordinance shall be applicable to all two years (Four Semester) Post Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

**1.1.1** 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 Master in Social Work (MSW) etc.

**1.1.2** Above mentioned programs and other of similar kind are offered by the concerned Faculty after the recommendation of concerned Board of Studies / Faculty and approval of Academic Council and Board of Management.

**1.2.** The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2. Duration**

**2.1** The duration of these courses of study are of two years (Four Semesters).

**2.2** 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.

**3. Intake & fees**

**3.1** The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the prior approval of the regulatory body, if any.

**3.2** Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

- 4.1 There will be one academic cycles every year starting from July to June.

#### **5. Eligibility**

- 5.1 Candidates seeking admission to MSW Programs must have passed the graduation course as specified below from any recognized University or an equivalent body.

5.1.1 M.S.W.: Bachelor Degree (Hons./Pass) from any recognized University in any discipline (Such as Commerce, Arts, Management, etc.).

5.1.2 Candidates appearing for their Final Year/Semester of Graduation Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within stipulated period.

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

#### **6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.

- 6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.

- 6.3 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.

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

6.4.1 The candidate does not fulfill the eligibility conditions.

6.4.2 The prescribed fees are not paid.

6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.4.4 Supporting documents for admission are not enclosed.

6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

7.1 As approved by Academic Council.

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' Certificate from the concerned Department / Institute.

9.1.4 Submitted the job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 Each student shall have to appear in the Examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

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



10.3 A candidate shall not be admitted in the third semester unless he/she has fully passed the first semester. Likewise a candidate shall not be admitted in 4th semester unless he/she fully passed 2nd semester examination.

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

### **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

### **12. Condonation of Deficiency**

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

### **13. Award of Division**

13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

### **14. Merit Lists**

14.1 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.

14.2 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 five candidates securing at least First Division and passing all semesters in single attempts.

**15. Examination Centers**

15.1 University examination centers will be notified by the university.

**16. General**

16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the Programs 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.

16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the Examination.

16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.

16.4 The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 12**

**TWO YEARS (FOUR SEMESTERS) POST GRADUATE  
DEGREE PROGRAMS  
MASTER IN BUSINESS ADMINISTRATION (MBA)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to all two years (Four Semester) Post Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

1.1.1 At present the Programs covers under this ordinance are Master of Business Administration (M.B.A.)

1.1.2 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 or AICTE like MBA (Finance), M.B.A. (Human Resources), M.B.A. (Information System), M.B.A. (Insurance and Risk Management) etc.

1.1.3 Above mentioned programs and other of similar kind are offered by the concerned Faculty after the recommendation of concerned Board of Studies / Faculty and approval of Academic Council and Board of Management.

1.2. The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2. Duration**

2.1 The duration of these courses of study are of two years (Four Semesters).

2.2 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.

**3. Intake & fees**

3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the prior approval of the regulatory body, if any.

- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

- 4.1 There will be one academic cycles every year starting from July to June.

#### **5. Eligibility**

- 5.1 Candidates seeking admission to MBA Programs must have passed the graduation course as specified below from any recognized University or an equivalent body.

5.1.1 M.B.A: Bachelor Degree (Hons./Pass) from any recognized University in any discipline (Such as Commerce, Arts, Management, etc.).

5.1.2 Candidates appearing for their Final Year/Semester of Graduation Examination and waiting for their results can apply. They will have to provide proof of passing the Degree, within stipulated period.

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

#### **6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.
- 6.3 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.
- 6.4 The application form may be rejected due to any of the following reasons:
- 6.4.1 The candidate does not fulfill the eligibility conditions.
- 6.4.2 The prescribed fees are not paid.

6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.4.4 Supporting documents for admission are not enclosed.

6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

7.1 As approved by Academic Council.

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' Certificate from the concerned Department / Institute.

9.1.4 Submitted the job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 Each student shall have to appear in the Examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

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

eligibility shall be evaluated only after the results of semesters are declared at which He / She had appeared.

10.3 A candidate shall not be admitted in the third semester unless he/she has fully passed the first semester. Likewise a candidate shall not be admitted in 4th semester unless he/she fully passed 2nd semester examination.

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

## **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit Lists**

14.1 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.

- 14.2 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 five candidates securing at least First Division and passing all semesters in single attempts.

## **15. Examination Centers**

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

## **16. General**

- 16.1 In matters of admission, attendance, examinations and in all other matters not provided in this ordinance, the Programs 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the Examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 13**

**Three Years (Six Semesters)  
Under Graduate Degree Programs  
Bachelor of Science (B.Sc.)**

**1. Course & Faculty**

- 1.1** This ordinance shall be applicable to all three years Under Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

**1.1.1.** At present the degrees covers under this ordinance are Bachelor of Science (B.Sc.).

**1.1.2.** Above mentioned Programs and other of similar kind are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council and Board of Management.

- 1.2** The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2. Duration**

- 2.1** The duration of these programs of study shall be of Three Years (Six Semesters).
- 2.2** 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.

**3. Intake & Fees**

- 3.1** The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2** Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. Academic Year**

- 4.1** There will be one academic cycles every year starting from July to June.

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## 5. Eligibility

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

5.1.1 B.Sc. : Passed (10+2) Exam with relevant subject.

5.2 Candidates appearing for the 12<sup>th</sup> Examination and awaiting for their results can apply. They will have to provide proof of passing the examination within stipulated period.

5.3 Eligibility for new Programs under this ordinance shall be defined by the University.

## 6. Admission Procedure

Admission under these Programs will be made as follows:

6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.

6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.

6.3 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.

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

6.4.1 The candidate does not fulfill the eligibility conditions.

6.4.2 The prescribed fees are not enclosed.

6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.4.4 Supporting documents for admission are not enclosed.

6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

- 7.1 As approved by the academic council.
- 7.2 The course curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.
- 7.3 Each subject may have one or two theory papers as decided by the Board of Studies.

## **8. Medium of Instructions and Examinations**

- 8.1 The medium of instructions and examinations shall be either Hindi/English or both.

## **9. Examination**

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

- 9.1.1 Attended at least 75% of Lectures / Practical delivered.
- 9.1.2 Paid all the fees due.
- 9.1.3 Obtained 'No Dues' Certificate from the concerned Department / College.
- 9.1.4 Submitted the Job Internship Certificate / Project Report, as notified by the University.
- 9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

- 9.2 Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

- 10.2 A candidate may provisionally continue his / her studies in higher semester class after the examinations of the semester he / she appeared is over. However, his / her eligibility shall be evaluated only after the results of semesters are declared at which he / she had appeared.
- 10.3 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.
- 10.3.1 A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.
- 10.3.2 A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.
- 10.3.3 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.
- 10.3.4 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.
- 10.3.5 Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

## **11. Award of Marks/Grades**

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

**12. Condonation of Deficiency**

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

**13. Award of Division**

- 13.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2** The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

**14. Merit Lists**

- 14.1** 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.
- 14.2** 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.

**15. Examination Centers**

- 15.1** University examination centers will be notified by the university.

**16. General**

- 16.1** 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.
- 16.2** In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4** The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 14**

**Three Years (Six Semesters)  
Under Graduate Degree Programs  
Bachelor of Arts (BA)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to all three years Under Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

1.1.1 At present the degrees covers under this ordinance are Bachelor of Arts [(B.A.).

1.1.2 Above mentioned Programs and other of similar kind are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council and Board of Management.

1.2 The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2 Duration**

2.1 The duration of these programs of study shall be of Three Years (Six Semesters).

2.2 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.

**3 Intake & Fees**

3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. Academic Year**

4.1 There will be one academic cycles every year starting from July to June.

## **5. Eligibility**

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

5.1.1 B.A.: Passed (10+2) Exam with any subject.

5.2 Candidates appearing for the 12<sup>th</sup> Examination and awaiting for their results can apply. They will have to provide proof of passing the examination within stipulated period.

5.3 Eligibility for new Programs under this ordinance shall be defined by the University.

## **6. Admission Procedure**

Admission under these Programs will be made as follows:

6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.

6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.

6.3 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.

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

6.4.1 The candidate does not fulfill the eligibility conditions.

6.4.2 The prescribed fees are not enclosed.

6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.4.4 Supporting documents for admission are not enclosed.

6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

7.1 As approved by the academic council.

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

7.3 Each subject may have one or two theory papers as decided by the Board of Studies.

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of Lectures / Practical delivered.

9.1.2 Paid all the fees due.

9.1.3 Obtained 'No Dues' Certificate from the concerned Department / College.

9.1.4 Submitted the Job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

- 10.2** A candidate may provisionally continue his / her studies in higher semester class after the examinations of the semester he / she appeared is over. However, his / her eligibility shall be evaluated only after the results of semesters are declared at which he / she had appeared.
- 10.3** 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.
- 10.3.1** A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.
- 10.3.2** A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.
- 10.3.3** 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.
- 10.3.4** 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.
- 10.3.5** Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

## **11. Award of Marks/Grades**

- 11.1** The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.



## **12. Condonation of Deficiency**

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

## **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit Lists**

- 14.1 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.
- 14.2 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.

## **15. Examination Centers**

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

## **16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 15**

**Three Years (Six Semesters)  
Under Graduate Degree Programs  
Bachelor of Commerce (B.Com.)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to all three years Under Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

1.1.1 At present the degrees covers under this ordinance are Bachelor of Commerce [(B.Com.)]

1.1.2 Above mentioned Program is offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council and Board of Management.

1.2 The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools under Commerce Faculty of this University for Regular, Distance, Private and On Line programmes.

**2 Duration**

2.1 The duration of these programs of study shall be of Three Years (Six Semesters).

2.2 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.

**3 Intake & Fees**

3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. Academic Year**

- 4.1 There will be one academic cycles every year starting from year one July to next year June.

**5. Eligibility**

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

5.1.1 Passed (10+2) Exam with Commerce / Science.

- 5.2 Candidates appearing for the 12<sup>th</sup> Examination and awaiting for their results can apply. They will have to provide proof of passing the examination within stipulated period.

- 5.3 Eligibility for new Programs under this ordinance shall be defined by the University.

**6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.

- 6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.

- 6.3 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.

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

6.4.1 The candidate does not fulfill the eligibility conditions.

6.4.2 The prescribed fees are not enclosed.

6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.4.4 Supporting documents for admission are not enclosed.

6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

6.6 Admission rules as framed by the Board of the Management of the University shall be applicable for all admissions from time to time.

## **7. Course Structure**

7.1 As approved by the academic council of the University.

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

7.3 Each subject may have one or two theory papers as decided by the Board of Studies.

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.5.1 Attended at least 75% of Lectures / Practical delivered.

9.5.2 Paid all the fees due.

9.5.3 Obtained 'No Dues' Certificate from the concerned Department / College.

9.5.4 Submitted the Job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.6 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.

9.7 Percentage weightage for CCE/Internal Assessment and main examination will be as follows:

**(c) Theory Block**

(v)	Attendance, Aptitude & Discipline	-	20%
(vi)	Class Tests / Assignments / Quizzes	-	15%
(vii)	Minor (Mid- semester test (One))	-	20%
(viii)	Minor (End-semester examination)	-	50%
<b>Total</b>		-	<b>100%</b>

**(d) Practical Block**

(j)	Lab work and performance, quizzes, assignments and attendance	-	50%
(ii)	End- semester examination	-	50%
<b>Total</b>		-	<b>100%</b>

The weightage mentioned above is liable to change as per the regulations of UGC.

**10. Promotion to Next Semester & Failed Candidate**

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

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

10.3 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.

10.3.1 A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.

**10.3.2** A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.

**10.3.3** 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.

**10.3.4** 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.

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

## **11. Award of Marks/Grades**

**11.1** The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

**13.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

**13.2** The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

**14. Merit Lists**

- 14.1 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.
- 14.2 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.

**15. Examination Centers**

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

**16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 16**

**Three Years (Six Semesters)  
Under Graduate Degree Programs  
Bachelor of Social Work (BSW)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to all three years Under Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

1.1.1 At present the degrees covers under this ordinance are Bachelor of Social Work (BSW).

1.1.2 Above mentioned Programs and other of similar kind are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council and Board of Management.

1.2 The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2 Duration**

2.1 The duration of these programs of study shall be of Three Years (Six Semesters).

2.2 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.

**3 Intake & Fees**

3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. Academic Year**

4.1 There will be one academic cycles every year starting from July to June.

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## **5. Eligibility**

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

**5.1.1** B.S.W.: Passed (10+2) Exam with any subject.

**5.2** Candidates appearing for the 12<sup>th</sup> Examination and awaiting for their results can apply. They will have to provide proof of passing the examination within stipulated period.

**5.3** Eligibility for new Programs under this ordinance shall be defined by the University.

## **6. Admission Procedure**

Admission under these Programs will be made as follows:

**6.1** The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.

**6.2** List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.

**6.3** 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.

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

**6.4.1** The candidate does not fulfill the eligibility conditions.

**6.4.2** The prescribed fees are not enclosed.

**6.4.3** The application form is not signed by the candidate and his/her parent guardian, wherever required.

**6.4.4** Supporting documents for admission are not enclosed.

**6.5** Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

- 7.1 As approved by the academic council.
- 7.2 The course curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.
- 7.3 Each subject may have one or two theory papers as decided by the Board of Studies.

## **8. Medium of Instructions and Examinations**

- 8.1 The medium of instructions and examinations shall be either Hindi/English or both.

## **9. Examination**

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

9.1.1 Attended at least 75% of Lectures / Practical delivered.

9.1.2 Paid all the fees due.

9.1.3 Obtained 'No Dues' Certificate from the concerned Department / College.

9.1.4 Submitted the Job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

- 9.2 Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

- 10.2** A candidate may provisionally continue his / her studies in higher semester class after the examinations of the semester he / she appeared is over. However, his / her eligibility shall be evaluated only after the results of semesters are declared at which he / she had appeared.
- 10.3** 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.
- 10.3.1** A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.
- 10.3.2** A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.
- 10.3.3** 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.
- 10.3.4** 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.
- 10.3.5** Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

## **11. Award of Marks/Grades**

- 11.1** The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit Lists**

- 14.1 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.
- 14.2 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.

## **15. Examination Centers**

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

## **16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 17**

**Three Years (Six Semesters)  
Under Graduate Degree Programs  
Bachelor of Business Administration (BBA)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to all three years Under Graduate Degree Programs except those for which the university has separate ordinances. These courses shall be run on semester system.

1.1.1 At present the degrees covers under this ordinance are Bachelor of Business Administration (BBA).

1.1.2 Above mentioned Programs and other of similar kind are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council and Board of Management.

1.2 The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2 Duration**

2.1 The duration of these programs of study shall be of Three Years (Six Semesters).

2.2 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.

**3 Intake & Fees**

3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

- 4.1 There will be one academic cycles every year starting from July to June.

#### **5. Eligibility**

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

5.1.1 B.B.A.: Passed (10+2) Exam with any subject.

- 5.2 Candidates appearing for the 12<sup>th</sup> Examination and awaiting for their results can apply. They will have to provide proof of passing the examination within stipulated period.

- 5.3 Eligibility for new Programs under this ordinance shall be defined by the University.

#### **6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1 The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.
- 6.3 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.
- 6.4 The application form may be rejected due to any of the following reasons:
- 6.4.1 The candidate does not fulfill the eligibility conditions.
- 6.4.2 The prescribed fees are not enclosed.
- 6.4.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 6.4.4 Supporting documents for admission are not enclosed.

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

- 10.1** There shall be no supplementary or second examination in between the semester exam.
- 10.2** A candidate may provisionally continue his / her studies in higher semester class after the examinations of the semester he / she appeared is over. However, his / her eligibility shall be evaluated only after the results of semesters are declared at which he / she had appeared.
- 10.3** 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.
- 10.3.1** A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.
- 10.3.2** A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.
- 10.3.3** 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.
- 10.3.4** 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.
- 10.3.5** Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

## **11. Award of Marks/Grades**

- 11.1** The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in

- 6.5 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
- 6.6 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **7. Course Structure**

- 7.1 As approved by the academic council.
- 7.2 The course curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.
- 7.3 Each subject may have one or two theory papers as decided by the Board of Studies.

## **8. Medium of Instructions and Examinations**

- 8.1 The medium of instructions and examinations shall be either Hindi/English or both.

## **9. Examination**

- 9.1 No candidate shall be allowed to take the term end Semester Examination unless one has :
- 9.1.1 Attended at least 75% of Lectures / Practical delivered.
- 9.1.2 Paid all the fees due.
- 9.1.3 Obtained 'No Dues' Certificate from the concerned Department / College.
- 9.1.4 Submitted the Job Internship Certificate / Project Report, as notified by the University.
- 9.1.5 Received in Plant/Practical training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2 Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.



accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

- 13.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2** The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit Lists**

- 14.1** 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.
- 14.2** 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.

## **15. Examination Centers**

- 15.1** University examination centers will be notified by the university.

## **16. General**

- 16.1** 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.
- 16.2** In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4** The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 18**

**Three Years (Six Semesters)  
Under Graduate Degree Programs  
Bachelor of Computer Application (BCA)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to three years Under Graduate Degree Program Bachelor of Computer Applications (BCA). The course shall be run on semester system.

1.1.1 The above mentioned Program shall be offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council and Board of Management.

1.2 The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University for Regular, Distance, Private and On Line programmes.

**2 Duration**

2.1 The duration of these programs of study shall be of Three Years (Six Semesters).

2.2 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.

**3 Intake & Fees**

3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. Academic Year**

4.1 There will be one academic cycles every year starting from July to June.

## **5. Eligibility**

- 5.1** Candidates seeking admission to these courses must have passed the Senior Secondary (12th) examination as specified below from any recognized Board or an equivalent.
- 5.1.1** B.C.A. : Passed (10+2 ) Exam with Mathematics as a subject.
- 5.2** Candidates appearing for the 12<sup>th</sup> Examination and awaiting for their results can apply. They will have to provide proof of passing the examination within stipulated period.
- 5.3** Eligibility for new Programs under this ordinance shall be defined by the University.

## **6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1** The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2** List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the Notice Board of the University / University's Website / or the students will be informed directly of their admission after the last date of application.
- 6.3** 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.
- 6.4** The application form may be rejected due to any of the following reasons:
- 6.4.1** The candidate does not fulfill the eligibility conditions.
- 6.4.2** The prescribed fees are not enclosed.
- 6.4.3** The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 6.4.4** Supporting documents for admission are not enclosed.
- 6.5** Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

- 7.1 As approved by the academic council.
- 7.2 The course curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies may change number of papers and / or marking scheme of the course after the due approval of Vice chancellor.
- 7.3 Each subject may have one or two theory papers as decided by the Board of Studies.

## **8. Medium of Instructions and Examinations**

- 8.1 The medium of instructions and examinations shall be either Hindi/English or both.

## **9. Examination**

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

9.1.1 Attended at least 75% of Lectures / Practical delivered.

9.1.2 Paid all the fees due.

9.1.3 Obtained 'No Dues' Certificate from the concerned Department / College.

9.1.4 Submitted the Job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

- 9.2 Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

- 10.2 A candidate may provisionally continue his / her studies in higher semester class after the examinations of the semester he / she appeared is over. However, his / her eligibility shall be evaluated only after the results of semesters are declared at which he / she had appeared.
- 10.3 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.
- 10.3.1 A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.
- 10.3.2 A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.
- 10.3.3 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.
- 10.3.4 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.
- 10.3.5 Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to Fifth semester and a composite mark sheet will be issued in the Sixth semester once the candidate clears all the papers.

## **11. Award of Marks/Grades**

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

**12. Condonation of Deficiency**

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

**13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

**14. Merit Lists**

- 14.1 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.
- 14.2 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.

**15. Examination Centers**

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

**16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the Academic Council of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 19**

**THREE YEARS (SIX SEMESTERS) POST GRADUATE PROGRAMS  
MASTER OF COMPUTER APPLICATIONS (MCA)**

**1. Course & Faculty**

- 1.1 This ordinance shall be applicable to the Master of Computer Applications (MCA) Course.
- 1.2 The courses shall be run on Semester System. The program will be offered by faculty of Engineering & Technology after the recommendation of Board of Studies and approval by Academic Council.
- 1.3 The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.
- 1.4 The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

**2. Duration**

- 2.1 The duration of these courses of study shall be of Three Years (Six Semesters).
- 2.2 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.

**3. Intake & Fees**

- 3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. Academic Year**

- 4.1 There will be one academic cycles every year starting from July to June.

## **5. Eligibility**

- 5.1** For admission to MCA Programme a candidate should have a Bachelor's Degree of minimum 3 years duration from a recognized University with Mathematics as one of the Subject in graduation level or 12<sup>th</sup> or BCA.

## **6. Admission Procedure**

Admission under these courses will be made as follows:

- 6.1** The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the University and in other publicity media before the start of every cycle.
- 6.2** List of candidates provisionally selected for admission /short listed 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.
- 6.3** The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.
- 6.4** If a candidate admitted provisionally under the clause (6.3) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5** The application form may be rejected due to any of the following reasons:
- 6.5.1** The candidate does not fulfill the eligibility conditions.
- 6.5.2** The prescribed fees are not enclosed.
- 6.5.3** The application form is not signed by the candidate and his /her parent guardian, wherever required.
- 6.5.4** Supporting documents for admission are not enclosed.
- 6.6** Enrollment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.



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

## **7. Course structure**

- 7.1 The postgraduate course in semester system shall consist of:

7.1.1 Such Courses (Papers) as prescribed by the University

7.1.2 Such Job Internship, Lab Work, Practical, In Plant Training, Projects, etc. as may be prescribed by the University.

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

- 7.2 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 pre-submission 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 Institute. 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.

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

- 9.1 No candidate shall be allowed to take the term end Semester Examination unless one has:
- 9.1.1 Attended at least 75% of Lectures / Practical delivered.
- 9.1.2 Paid all the fees due.
- 9.1.3 Obtained 'No Dues' certificate from the concerned Department / Institute.

9.1.4 Submitted the job Internship Certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 Each student shall have to appear in the examination of Theory / Practical and Continuous Comprehensive Examination system (CCE) / Internal Assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

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

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

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

10.3 If a candidate fails in not more than one paper in any one semester 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.

10.4 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.

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

## **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of

Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit Lists**

- 14.1 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.
- 14.2 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.

## **15. Examination Centers**

- 15.1 University examination centres will be notified by the university.

## **16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 20**

**Two Years (Four Semesters)  
Post Graduate Degree Programs  
Master of Education (M.Ed.)**

**1. Course & Faculty**

**1.1** This ordinance shall be applicable to all two year Post Graduate Degree courses except those for which the university have separate ordinances. These courses shall be run on semester system.

**1.1.1** At present the degrees covers under this ordinance are Master of Education (M.Ed.).

**1.1.2** These programs are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council.

**1.1.3** More degree programs can be offered under this ordinance on the recommendations of the Board of Studies and approval of the Academic Council.

**1.2** The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.

**1.3** The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

**2. Duration**

**2.1** The duration of these courses of study shall be of two year (Four Semesters).

**2.2** A candidate has to complete the entire course of the Post Graduate Degree within a maximum period of three years from the session of first admission.

**3. Intake & Fees**

**3.1** The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

- 4.1 There will be one academic cycle every year starting from July to June.

#### **5. Eligibility**

- 5.1 (A) Candidates seeking admission to the M.Ed. programme should have obtained at least 50% marks or an equivalent grade in the following programs :

(i) B.Ed. (ii) BAB.Ed., B.Sc.B.Ed. (iii) B.El.Ed. (iv) D.El.Ed. – with an undergraduate degree (with 50% marks in each)

(B) Reservation and relaxation SC/ST/ OBC /PWD and other categories shall be as per the rules of the state Government.

- 5.2 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.

- 5.3 Eligibility for new courses under this ordinance shall be defined by the University.

#### **6. Admission Procedure**

Admission under these courses will be made as follows:

- 6.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

- 6.2 List of candidates provisionally selected for admission / short listed 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.

- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet /School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

6.4 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

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

6.5.1 The candidate does not fulfill the eligibility conditions.

6.5.2 The prescribed fees are not enclosed.

6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.5.4 Supporting documents for admission are not enclosed.

6.6 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

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

## 7. Course Structure

7.1 The post graduate courses in semester system shall consist of:

7.1.1 Such courses (papers) as prescribed by the University.

7.1.2 Such Job Internship, Lab Work, Practical, In field Training, Projects, etc. as may be prescribed by the University and

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

## 8. Medium of Instructions and Examinations

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

## 9. Examination

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

9.1.1 Attended at least 75% of lectures /practical delivered.

9.1.2 Paid all the fees due.

9.1.3 Obtained 'No Dues' certificate from the concerned Department / College.

9.1.4 Submitted the job internship certificate / Project Report, as notified by the Director / Principal.

9.1.5 Received in field/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

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

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

10.3 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.

10.3.1 A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.

10.3.2 A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.

10.3.3 A candidate shall not be admitted in the 4th semester examination unless he/she has fully passed/cleared all the papers in the 1st, 2nd and 3rd Semester examination respectively.

10.3.4 Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to 3<sup>rd</sup> semester and a composite mark sheet will be issued in the 4<sup>th</sup> semester once the candidate clears all the papers.

## **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC or NCTE.

## **12. Condonation of Deficiency**

12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more

than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in an each semester.

### **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC or NCTE from time to time.

### **14. Merit Lists**

- 14.1 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.
- 14.2 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.

### **15. Examination Centers**

- 15.1 University examination centres will be notified by the university;

### **16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, and Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 21**

**Two Years (Four Semesters)  
Post Graduate Degree Programs  
Master of Physical Education (M.P.Ed.)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to all two years Post Graduate Degree Programs except those for with the university have separate ordinances. These courses shall be run on semester system.

1.1.1 At present the degrees covers under this ordinance are Master of Physical Education (M.P.Ed).

1.1.2 These programs are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council.

1.1.3 More degree programs can be offered under this ordinance on the recommendations of the Board of Studies and approval of the Academic Council.

1.2 The ordinance shall be applicable to all the University Teaching Departments / institutes / Schools of this University.

1.3 The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

**2. Duration**

2.1 The duration of these courses of study shall be of two years (Four Semesters).

2.2 A candidate has to complete the entire course of the Post Graduate Degree within a maximum period of three years from the session of first admission.

**3. Intake & Fees**

3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body commission.

#### **4. Academic Year**

- 4.1 There will be one academic cycle every year starting from July to June.

#### **5. Eligibility**

- 5.1 Candidates seeking admission to these programme must have passed the Graduation Programme as specified below from any recognized University or an equivalent body.

5.1.1 (a) Passed B.P.Ed. Examination from any recognized University Or as equivalent with atleast 50% marks or bachelor of science (B.Sc.) in health and physical education with atleast 50% marks.

(b) Reservation and relaxation SC/ST/ OBC /PWD and other categories shall be as per the rules of the state Government.

- 5.2 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.

- 5.3 Eligibility for new programs under this ordinance shall be defined by the University.

#### **6. Admission Procedure**

Admission under these programs will be made as follows:

- 6.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

- 6.4 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

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

16.5.1 The candidate does not fulfill the eligibility conditions.

16.5.2 The prescribed fees are not enclosed.

6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.5.4 Supporting documents for admission are not enclosed.

6.6 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **7. Course Structure**

7.1 The post graduate programs in semester system shall consist of:

7.1.1 Such courses (papers) as prescribed by the University.

7.1.2 Such Job Internship, Lab Work, Practical, In field Training, Projects. etc. as may be prescribed by the University and

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

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures /practical delivered.

9.1.2 Paid all the fees due.

9.1.3 Obtained 'No Dues' certificate from the concerned Department / College.

9.1.4 Submitted the job internship certificate / Project Report, as notified by the University.

9.1.5 Received in field/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

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

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

10.3 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 exstudent in the next examination of the same semester.

10.3.1 A candidate clears all the subjects of 1st semester examination or fails in one or more subjects of the same will be allowed to the admission in the II Semester.

10.3.2 A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd Semester.

10.3.3 A candidate shall not be admitted in the 3<sup>rd</sup> semester examination unless he/she has fully passed/cleared all the papers in the 1<sup>st</sup> and 2nd examination respectively.

10.3.4 Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation, mark sheet for each semester will be issued separately up to 3<sup>rd</sup> semester and a composite mark sheet will be issued in the 4<sup>th</sup> semester once the candidate clears all the papers.

## **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC or NCTE.

## **12. Condonation of Deficiency**

12.1 Deficiency up to five marks can be condoned to the best of the advantage of the

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

### **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC or NCTE from time to time.

### **14. Merit Lists**

- 14.1 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.
- 14.2 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.

### **15. Examination Centers**

- 15.1 University examination centres will be notified by the university;

### **16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 22**

**One Year (Two Semesters)  
Post Graduate Degree Programs  
Master of Library and Information Science (M.Lib.I.Sc.)**

**1. Course & Faculty**

**1.1** 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.

**1.1.1** At present the degrees covered under this ordinance are Master of Library & Information Sciences (M.Lib.I.Sc.).

**1.1.2** These programmes are offered by concerned faculty recommended by the Board of Studies and approved by the Academic Council.

**1.1.3** More degree programme can be offered under this ordinance on the recommendations of the Board of Studies and approval of the Academic Council.

**1.2** The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.

**1.3** The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

**2. Duration**

**2.1** The duration of these courses of study shall be of one year (Two Semesters).

**2.2** 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.

**3. Intake & Fees**

**3.1** The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

- 4.1 There will be one academic cycle every year starting from July to June.

#### **5. Eligibility**

- 5.1 Candidates seeking admission to these programme must have passed the graduation programme as specified below from any recognized University or an equivalent body.

5.1.1 M.Lib.I.Sc. : Passed B.Lib.I.Sc. / B.Lib. Examination from any recognized University or as equivalent.

- 5.2 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.

- 5.3 Eligibility for new courses under this ordinance shall be defined by the University.

#### **6. Admission Procedure**

Admission under these courses will be made as follows :

- 6.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /short listed 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.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet /School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

6.4 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

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

6.5.1 The candidate does not fulfill the eligibility conditions.

6.5.2 The prescribed fees are not enclosed.

6.5.3 The application form is not signed by the candidate and his/her Parent / Guardian, wherever required.

6.5.4 Supporting documents for admission are not enclosed.

6.6 Enrolment / Registration Number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

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

## **7. Course Structure**

7.1 The post graduate courses in semester system shall consist of :

7.1.1 Such courses (papers) as prescribed by the University.

7.1.2 Such Job Internship, Lab Work, Practical, In Plant Training, Projects, etc. as may be prescribed by the University and

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

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures /practical delivered.

9.1.2 Paid all the fees due.

9.1.3 Obtained 'No Dues' certificate from the concerned Department / College.

9.1.4 Submitted the job internship certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.



Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

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

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

**10.3** The Candidate will automatically promote to the 2<sup>nd</sup> sem irrespective of number of papers he/she has failed.

**10.4** 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.

**10.5** 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 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.

## **11. Award of Marks/Grades**

**11.1** The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

**13.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

**13.2** The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

**14. Merit Lists**

**14.1** 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.

**14.2** 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.

**15. Examination Centers**

**15.1** University examination centres will be notified by the university;

**16. General**

**16.1** 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.

**16.2** In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.

**16.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.

**16.4** The decision whether to award Grades or numbers shall rest with the BoM of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 23**

**One Year (Two Semesters)  
Post Graduate Diploma Programs**

**1. Course & Faculty**

**1.1** This ordinance shall be applicable to all one year Post Graduate Diploma Programs except those for with the university have separate ordinances. These courses shall be run on semester system.

**1.1.1** At present the Diploma covers under this ordinance are:

Post Graduate Diploma in Compute 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 & Pollution Management (PGDEPM),  
Post Graduate Diploma in Marketing Management (PGDMM),  
Post Graduate Diploma in Financial Management (PGDFM)

**1.1.2** These programmes are offered by concerned faculty on the recommendation of the Board of Studies and by the approval of the Academic Council.

**1.1.3** More Diploma Programme can be offered under this ordinance on the recommendations of the Board of Studies and by the approval of the Academic Council.

**1.2** The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.

- 1.3 The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

## **2. Duration**

- 2.1 The duration of these Programs of study shall be of one year (Two Semesters).
- 2.2 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.

## **3. Intake & Fees**

- 3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

## **4. Academic Year**

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

## **5. Eligibility**

- 5.1 Candidates seeking admission to these courses must have passed the graduation course as specified below from any recognized University or an equivalent body.
- 5.2 PGDCA, PGDHE, PGDRD, PGDRM, PGDFD, PGDEPM, PGDMM PGDFM, PGDBM, PGDIT: Passed the graduation course from any recognized University or its equivalent.
- 5.3 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 University.
- 5.4 Eligibility for new Programs under this Ordinance shall be defined by the University.

## **6. Admission Procedure**

Admission under these courses will be made as follows:

- 6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /short listed 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.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates; however, must produce the previous year mark sheet /School/ College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.
- 6.4 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements& eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5 The application form may be rejected due to any of the following reasons:
  - 6.5.1 The candidate does not fulfill the eligibility conditions.
  - 6.5.2 The prescribed fees are not enclosed.
  - 6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 6.5.4 Supporting documents for admission are not enclosed.
- 6.6 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.
- 7. Course Structure**
  - 7.1 The post graduate diploma course in semester system shall consist of:
    - 7.1.1 Such courses (papers) as prescribed by the University.

7.1.2 Such job internship, lab work, practical, in plant training, projects etc. As may be prescribed by the University and

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

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures /practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department/ college.

9.1.4 Submitted the job internship certificate/Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

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

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

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

10.3 The Candidate will automatically promote to the 2<sup>nd</sup> sem irrespective of number of papers he/she has failed.

10.4 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.

- 10.5** 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.

## **11. Award of Marks/Grades**

- 11.1** The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

- 13.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2** The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit Lists**

- 14.1** 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.
- 14.2** 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.

**15. Examination Centers**

**15.1** University examination centres will be notified by the university.

**16. General**

**16.1** 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 in consistent with the provisions of this ordinance.

**16.2** In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.

**16.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.

**16.4** The decision whether to award Grades or numbers shall rest with the BoM of the University.



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 24**

**One Year (Two Semesters) Diploma Programs**

**1. Course & Faculty**

**1.1** This ordinance shall be applicable to all One Year (Two Semesters) Diploma Programs except those for with the University have separate ordinances. These Programs shall be run on Semester System.

**1.1.1** At present the Degrees Programs under this ordinance are Diploma in Computer Applications (DCA), Diploma in Teachers Training (DTT), Diploma in Computer Education (DCEd).

**1.1.2** These programmes are offered by concerned faculty on the recommendation by the Board of Studies and approval by the Academic Council.

**1.1.3** More Diploma programme can be offered under this ordinance on the recommendations of the Board of Studies and approval by the Academic Council.

**1.2** The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.

**1.3** The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

**2. Duration**

**2.1** The duration of these courses of study shall be of one year (Two Semesters).

**2.2** A candidate has to complete the entire course of under Diploma Program within a maximum period of two years from the session of first admission.

**3. Intake & Fees**

**3.1** The intake for each of these programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

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

#### **5. Eligibility**

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

5.1.1 DCA - Passed 10+2 examination with any subjects.

5.1.2 DTT - Passed 10+2 examination with any subjects.

5.1.3 DCEd. - Passed 10+2 examination with any subjects.

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

- 5.3 Eligibility for new programs under this ordinance shall be defined by the University.

#### **6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission/short listed 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.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

6.4 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

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

6.5.1 The candidate does not fulfill the eligibility conditions

6.5.2 The prescribed fee is not enclosed.

6.5.3 The application form is not signed by the candidate and his / her parent guardian, wherever required.

6.5.4 Supporting documents for admission are not enclosed:

6.6 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## 7. Course Structure

7.1 The diploma course in semester system shall consist of:

7.1.1 Such courses (papers) as prescribed by the University

7.1.2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and

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

## 8. Medium of Instructions and Examinations

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

## 9. Examination

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

9.1.1 Attended at least 75% of lectures/ practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department /college.

9.1.4 Submitted the job internship certificate / Project Report, as notified by the University.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

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

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

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

10.3 The Candidate will automatically promote to the 2<sup>nd</sup> sem irrespective of number of papers he/she has failed.

10.4 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.

10.5 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.

## **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more

than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

### **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

### **14. Merit Lists**

- 14.1 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.
- 14.2 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.

### **15. Examination Centers**

- 15.1 University examination centres will be notified by the university.

### **16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.

**Dr. C.V. RAMAN University,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 25**

**FOUR YEARS (EIGHT SEMESTERS)  
UNDER GRADUATE DEGREE PROGRAMS  
BACHELOR OF TECHNOLOGY (B.TECH.) /  
BACHELOR OF ENGINEERING (B.E.)**

**1. Course & Faculty**

**1.1** This ordinance shall be applicable to all of Four Years (Eight Semesters) Degree in Technology, hereinafter called 4-YDP, and shall be designed as Bachelor of Technology, in respective Branch.

**1.1.1** This degree of B.Tech./B.E. shall include the branches of Civil, Mechanical, Electrical, Electronics, Electronics & Communication, Electronics & Instrument, Information Technology, Computer Science And Engineering, Automobile, Chemical, Textile, Industrial Production Technology, Fire Technology & Safety Engineering, Instrumentation & Control and Electrical & Electronics, Bio-Medical, Biotechnology, Industrial Engineering & Management, Metallurgy, Mining, Chemical, Agricultural Engineering

**1.1.2** These programmes are offered by the Faculty of Engineering and Technology after the recommendation by the respective Board of Studies and approval of the Academic Council.

**1.1.3** More Branches can be offered under this ordinance on the recommendations of the Board of Studies and by the approval of the Academic Council.

**1.1.4** More Degree Programs can also be offered under this ordinance on the recommendations of the Board of Studies and by the approval of the Academic Council.

**1.2** The ordinance shall be applicable to all the University Teaching Departments, under its jurisdiction who offer these courses.

## **2. Duration**

- 2.1 The duration of these programs of study shall be of Four Years (Eight Semesters.)
- 2.2 A candidate has to complete the entire course of under Graduate Degree within a maximum period of Eight Years from the session of first admission. However, one mercy attempt shall be applicable on approval of Vice Chancellor.

## **3. Intake & fees**

- 3.1 The intake for each of these courses shall be decided by the University from time to time subject to the approval of Regulatory Authority, if any.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

## **4. Academic Year**

- 4.1 There will be normally one academic cycle for this course every year from July to June comprising of two semesters.

## **5. Eligibility**

- 5.1 Minimum qualification for admission to the first year B.Tech./B.E. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by Madhya Pradesh Board of Secondary Education or an equivalent examination from a recognized Board/ University or as decided by AICTE / University.
- 5.1.1 For first year B.Tech./B.E. in Biotechnology & Biomedical option will be available for Biotechnology or Biology instead of Chemistry as minimum qualification. Physics and Mathematics is compulsory for admission to any branch.
- 5.1.2 Admission to Third Semester (Lateral Entry to 2<sup>nd</sup> Year) will be available to Candidates who have passed the Diploma course in related branch of engineering from Madhya Pradesh Board of Technical Education, or equivalent. B.Sc. passed with PCM from recognized University, shall also be eligible for admission to third semester of B.Tech./B.E. course under lateral entry scheme.
- 5.1.3 Provided that in case of students belonging to B.Sc. Stream, shall clear the subjects of Engineering Graphics/Engineering Drawing and Engineering

Mechanics of the first year engineering program along with the second year subjects.

5.1.4 Non-Resident Indian (NRI) / PIO / Foreign candidates shall also be eligible for admission to B.Tech./B.E. in accordance with prevailing Norms / Directives, provided they satisfy the criterion of clause 6 above.

5.1.5 Any student migrating from any other University shall be admitted in the institution provided that the provision as above of this Ordinance will be applicable at the time of admission.

## **6. Admission Procedure**

Admission under these courses will be made as follows:

- 6.1 The eligible candidates as specified in clause 6(a) above should secure a place in the merit list if any, or JEEE or any other competent authority of the State Government / Central Government of admission to B.Tech./B.E.
- 6.2 The University may also conduct its own entrance examination for admission to its engineering courses or may utilize the list of results of such examination/Test conducted by different State/National/Professional bodies.
- 6.3 Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
- 6.4 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **7. Course Structure**

7.1 The B.Tech./B.E. courses in semester system shall consist of :

- 7.1.1 Such courses (papers) as prescribed by the Academic Council.
- 7.1.2 Such job internship, lab work, practical, Industrial Training, projects etc. as may be prescribed by the Academic Council and
- 7.1.3 Such scheme of examination as prescribed, by the Academic Council from time to time.

## **8. Medium of Instructions and Examinations**

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

## **9. Examinations**

9.1 No candidate shall be allowed to take the term-end Semester Examination unless



one has:

- 9.1.1 Attended at least 75% of lectures/practical delivered.
- 9.1.2 Paid all the fees due.
- 9.1.3 Obtained 'No Dues' certificates from concerned Department / College.
- 9.1.4 Submitted the job Internship Certificate / Project Report, if required in the scheme of examination.
- 9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

## **10. Promotion to Higher Semester and Year**

- 10.1 A candidate who has been admitted in the B.Tech./B.E. Program will be promoted to higher class in accordance with the following sub rules:
- 10.2 A candidate, who has taken admission in odd semester and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 10.3 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 10.4 A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.

## **11. Award of Marks/Grades**

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit List**

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

## **15. Examination Centers**

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

## **16. General**

- 16.1 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 in consistent with the provisions of this ordinance.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor

shall be competent to change the System/Pattern of the examination.

16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court Khandwa, Madhya Pradesh.

16.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 26**

**ONE YEAR(TWO SEMESTERS) MASTER OF PHILOSOPHY (M.  
PHIL.) DEGREE PROGRAMS**

**1. Course & Faculty**

- 1.1 The Degree of Master of Philosophy (M.Phil) in the concerned Subject and Faculty shall be considered an intermediate Degree between the Master's Degree and the Doctorate Degree (Ph.D.). It shall be an integrated course covering advance courses and a dissertation in the subject.
- 1.2 This ordinance shall be applicable to all the University Teaching Departments / Schools of this University offering M.Phil Programme.
- 1.3 These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
- 1.4 The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

**2. Duration**

- 2.1 Master of Philosophy shall be a full time Degree Programme. The duration of the course shall be of two consecutive semesters / one year; and a maximum of four consecutive semesters / two years. After that his / her admission along with registration shall be cancelled. Any modification made by the regulatory authority at any time shall be applicable under this program, if authority of the University approves it.
- 2.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute / Ordinance of the University
- 2.3 The women candidates and Persons with Disability (More than 40% disability) may be allowed a relaxation of one year in the maximum duration. In addition, the women candidates shall be provided Maternity Leave / Child Care Leave once in the entire duration of the program for up to 240 days.



- 2.4 The candidate registered for M. Phil. Programme shall not be permitted to join any other programme / course of this or any other University.
- 2.5 The candidate once registered for M. Phil. Programme shall submit the M. Phil. Thesis before appearing in the university examination conducted in the university campus.

### **3. Intake & Fees**

- 3.1 The intake and fees for this course shall be decided by the University from time to time, subject to the approval of Regulatory Authority, if any.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of Regulatory Body, if any.

### **4. Academic Year**

- 4.1 There will be one academic cycles every year starting from July to June.

### **5. Eligibility**

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

5.1.1 He / She must have taken Master's Degree (P.G) in the concerned/related subject with at least 55% marks. Candidates belonging to SC / ST / Physically Challenged categories shall be given a relaxation of 5% marks at the Master's Degree (P.G) eligibility criterion.

### **6. Admission Procedure**

Admission under these Programs will be made as follows:

- 6.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 University will conduct entrance test followed by personal interview and will prepare a merit list depending upon Seats available.
- 6.3 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.

- 6.4 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark-Sheet /School/College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.
- 6.5 If a candidate admitted provisionally under (c) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.6 The application form may be rejected due to any of the following reasons:
- 6.6.1 The candidate does not fulfil the eligibility conditions
- 6.6.2 The prescribed fees is not enclosed.
- 6.6.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 6.6.4 Supporting documents for admission are not enclosed.
- 6.7 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.8 Admission procedure rules as framed by the University shall be applicable for all admissions from time to time.

## **7. Course Structure**

- 7.1 The M.Phil. Programme in Semester System shall consist of :
- 7.1.1 Such courses (papers) as prescribed by the Academic Council.
- 7.1.2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the Academic Council and
- 7.1.3 Such scheme of examination as prescribed, by the Academic Council from time to time.

## **8. Medium of Instructions and Examinations**

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

## **9. Examinations**

- 9.1 No candidate shall be allowed to take the term end Semester Examination unless

9.1.1 Attended at least 75% of lectures/practical delivered.

9.1.2 Paid all the fees due.

9.1.3 Obtained 'No Dues' certificates from concerned Department / College.

9.1.4 Submitted the job Internship Certificate / Project Report, if required in the scheme of examination.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

These examinations will be designated as follows:

9.2.1 During First Year

First Semester M.Phil. Exam, Second Semester M.Phil., Exam

9.3 There will be a full examination at the end of each semester consisting of all of theory and practical. The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in November –December and April – May in each year.

## 10. Promotion to Higher Semester and Year

10.1 A candidate who has been admitted in the M. Phil. Program will be promoted to higher class in accordance with the following sub rules:

10.2 A candidate, who has taken admission in July and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

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

## 11. Award of Marks/Grades

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

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## **12. Condonation of Deficiency**

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

## **13. Award of Division**

- 13.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2** The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Merit List**

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

## **15. Examination Centers**

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

## **16. General**

- 16.1** 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 in consistent with the provisions of this ordinance.
- 16.2** In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor



shall be competent to change the System/Pattern of the examination.

- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.

**ORDINANCE NO. 27****Doctor of Philosophy (Ph.D.) Degree Programs****1. Course & Faculty**

- 1.1 The Degree of Doctor of Philosophy (Ph.D.) may be granted in any discipline, belonging to any faculty of the Dr. C.V. Raman University, in which Postgraduate Studies and / or Research is available at the University.
- 1.2 These programmes are offered by concerned faculty on the recommendation of the Board of Studies and approval of the Academic Council.
- 1.3 The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.

**2. Duration**

- 2.1 Doctor of Philosophy shall be a full time Degree Programme. The duration of the course shall be of minimum three years and a maximum of Six Years. After that his / her admission along with registration shall be cancelled. Any modification made by the regulatory authority at any time shall be applicable under this program, if authority of the University approves it.
- 2.2 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute / Ordinance of the University.
- 2.3 The women candidates and Persons with Disability (More than 40% disability) may be allowed a relaxation of one year in the maximum duration. In addition, the women candidates shall be provided Maternity Leave / Child Care Leave once in the entire duration of the program for up to 240 days on the recommendation of RAC.
- 2.4 The candidate registered for Ph.D. Programme shall not be permitted to join any other programme / course of this or any other University.
- 2.5 The candidate once registered for Ph.D. Programme shall submit the Ph.D. thesis.

### **3. Intake & Fees**

- 3.1 The intake and fees for this course shall be decided by the University from time to time, subject to the approval of Regulatory Authority, if any.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of Regulatory Body, if any.

### **4. Academic Year**

- 4.1 There will be two academic cycles every year starting one from July and second from January.

### **5. Eligibility**

- 5.1 A Candidate for the degree of Doctor of Philosophy must, at the time of application, hold Master's degree with at least 55% marks or an equivalent grade from a recognized University / Deemed University or any other University incorporated by the law. The Master's degree must be available till the last date for application for admission.
- 5.1.1 A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be allowed for those belonging to SC/ST/OBC(non-creamy layer)/ Differently-abled and other categories of candidates. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.
- 5.2 The Candidates will have to appear in Combined Entrance Test (CET) conducted by Dr. C.V. Raman University as per rules. Details of the CET will be uploaded on University website.
- 5.3 University may decide separate terms and conditions for those scholars who qualify UGC/CSIR (JRF) Examination / SLET / GATE / Teacher Fellowship holder or have passed M.Phil. programme for CET for Ph.D. Programme.
- 5.4 It shall be followed by an interview to be organized by the University as the case may be.
- 5.5 At the time of interview, research scholars are expected to discuss their research interest / area.

- 5.6 Only the predetermined number of students may be admitted to Ph.D. Programme.
- 5.7 Maximum number of research scholars that can be registered and allowed to pursue research work under a supervisor at any particular time shall be not more than Eight.
- 5.8 Provided that the candidate registered with the Co-Supervisor shall not be counted for the number of candidate under a supervisor.

## **6. Procedure for Admission**

- 6.1 A Candidate must apply for registration for Ph.D. degree of his subject on the prescribed form obtainable on payment of prescribed fee, stating.
  - 6.1.1 His qualification and experience.
  - 6.1.2 Subject in which he proposes to work.
  - 6.1.3 The field or topic of research work.
  - 6.1.4 Name of the supervisor (along with that of Co-Supervisors, if any) under whom he wishes to carry on investigations along with the consent of the supervisor and co supervisors, if any.
- 6.2 The application must also be accompanied with:
  - 6.2.1 Registration fee as prescribed by the University
  - 6.2.2 A certificate from the head of the University Teaching Department, testifying that adequate facilities exist and stating that the head of the University Teaching Department / School of Study will, in case the candidate is permitted, allow the candidate to work in his/ her department or institute.
  - 6.2.3 Attested copies of the mark sheet / grade sheet of Master's Degree examination should be enclosed with the application. Application for registration may be submitted any time during the academic year.
  - 6.2.4 A certificate from the Head of the Institute where he/she wishes to pursue his/her research work, that he/she has paid the following first instalment fees, be enclosed;
    - 6.2.4.1 Tuition fee as decided by the University subject to the approval of Regulating Body.
  - 6.2.5 After payment of fees along with the form of application the candidate will be provisionally admitted.

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

## **7. Selection Process**

- 7.1 Candidates will be selected through an Entrance Test followed by an interview. The entrance test will be used to shortlist the candidates to be interviewed.
- 7.2 The interview of the short listed candidates will be held immediately after the entrance test as per announced programme.

## **8. Entrance Test Details for Ph.D. Programmes**

- 8.1 Entrance test conducted by the Research / Exam Cell of the University and norms decided by University.
- 8.2 Medium: Medium of academic programs shall be Hindi / English.

## **9. Course Work**

- 9.1 After having been admitted each Ph.D. Student shall be required to undertake course work for one semester in the concerned department.
- 9.2 The course work shall be treated as pre Ph.D. preparation and must include a course on research methodology which should include quantitative method, Computer Applications and reviewing of the literature in the relevant field.
- 9.3 The HOD of the respective department shall prepare the time table of the course work, teaching, continuous evaluation and the internal assessment and shall conduct the same.
- 9.4 The semester end examination of the course work shall be conducted by the University. The passing standard in the course work shall be 50%
- 9.5 After completion of the course work by the student, the department shall issue a certificate indicating that the student has completed the course work and he/she is qualified for research and writing the thesis.

## **10. RESEARCH ADVISORY COMMITTEE (RAC)**

- 10.1 There shall be a Research Advisory Committee, for each Ph.D. scholar.
- 10.2 The constitution of RAC shall be :
- 10.2.1 The scholar's Supervisor as the Convener of this Committee
- 10.2.2 The scholar's Co-Supervisor (if any)

10.2.3 One faculty member from the concerned department, who is eligible to be the Supervisor and to be nominated by the DRC,

10.3 This Committee (RAC) shall have the following responsibilities:

10.3.1 To review the candidate's research proposal, topic of research and Synopsis, for presentation to the DRC, which shall approve the same with or without modifications. The Title must be specified in Hindi and English for all scholars. It shall be framed in the chosen language and its transliteration (not translation) shall have to be given in the second language, for awarding the same on the Ph.D. Degree.

10.3.2 To supervise the research scholar to develop the study design and methodology of research

10.3.3. To identify the course(s) during Course Work, that he/she has to do.

10.3.4 To periodically review and assist in the progress of the research work of the research scholar.

10.4 Every research scholar shall be required to submit half yearly report on the prescribed Performa to the Supervisor from the period 1st January to 30th June on or before 31st of July and from 1st July to 31st December on or before 31st of January (This may be changed by the department, due to admission and other constraints). The supervisor of the research scholar will give his assessment about the progress of the scholar. The Report shall be send to the members of the Research Advisory Committee for their suggestions.

10.5 After submission of the six monthly report, the scholar shall appear before the Research Advisory Committee to make a presentation of the progress of his/her work for evaluation and further guidance. Comments on the six monthly progress reports shall be submitted by the Research Advisory Committee to the DRC with a copy to the research scholar.

10.6 In case the progress of the research scholar is unsatisfactory, during two consecutive terms of six months, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. The research scholar shall have to implement corrective measures to the RAC for evaluation. In case it is not

corrected by the next six monthly evaluation, the Research Advisory Committee may recommend to the DRC, with specific reasons for cancellation of the registration of the research scholar. The DRC may forward the same or approval of the Vice Chancellor or suggest other corrective actions.

10.7 After the scholar completes the research work he/she shall submit a pre-thesis report (in hard and soft copies), the RAC shall examine the same in the light of regulation and forward the same to DRC, who in turn shall forward it to the examination section, for taking the consent of the proposed examiners.

10.8 After the submission of pre-thesis by the candidate, the RAC shall submit a panel of eight external examiners and out of which four must be from out of the state. Any examiners from abroad may be proposed in addition to the above eight. The examiners shall have minimum qualifications of eligible supervisor and should be relevant to the topic and should not in the employment of the University.

## **11. DEPARTMENTAL RESEARCH COMMITTEE (DRC)**

11.1 Every Department shall have Departmental Research Committee (DRC) duly constituted by the Vice Chancellor from time to time.

11.2 All teachers of the department who are eligible to be Supervisor shall be members of the committee.

11.3 It shall also contain the Vice Chancellor or his nominee (a faculty member from another department, who is eligible to be a Supervisor in that department)

11.4 The Head of Department shall be the Convener of DRC.

11.5 If required there can also be one or two external subject experts appointed by the Vice Chancellor. A panel of six experts shall be submitted by the HOD in consultation with the members.

11.6 This DRC shall have the following responsibilities:

11.6.1 To conduct interviews/ Viva Voce for the applicants of Ph.D. Admission, both from entrance examination and from other permitted streams so as to finalize the merit list of candidates for admission to Ph.D.

- 11.6.2 To finalize the Research Supervisors and Co-supervisors based on the proposed topics and availability of members.
- 11.6.3 To formulate the RAC for every candidate.
- 11.6.4 To review the research proposal synopsis presentation in the light of recommendations of RAC and categorically approve the topic of research and synopsis with or without modifications.
- 11.6.5 To review and approve or suggest modifications in every six monthly progress report forwarded by the RAC.
- 11.6.6 In case the two consecutive six monthly progress of the research scholar are reported by RAC to be unsatisfactory with specific recommendation for cancellation, the DRC shall give a chance of hearing from the scholar to correct the same by next six monthly slot followed by re-evaluation by RAC. In case RAC still recommends unsatisfactory performance the DRC may finally recommend the cancellation of the registration of the research scholar for approval from the Vice Chancellor.
- 11.6.7 After the RAC recommends the completion of research work done by the scholar as per the synopsis and ordinance along with short pre-thesis report, the DRC shall allow the scholar to make a presentation to permit him /her for the preparation and submission of final thesis with or without modifications there in. A copy of the recommendation shall be given to the scholar.
- 11.6.8 After the DRC has accepted the final thesis for final submission, it shall be send to the Examination Section for evaluation to be followed by open defense.
- 11.6.9 The DRC shall forward to the Examination Section, the examiners' panel proposed by the RAC unless there are flaws as per the regulations.
- 11.6.10 The DRC shall maintain records of the Ph.D. scholars and forward the same to the Academic Section and for declaration on the website and records.



11.6.11 The minutes of DRC shall be applicable after approval from the Vice Chancellor.

## **12. Pursuing the Research**

- 12.1 A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he has the Master's degree, provided that research work leading to Ph.D. degree may be allowed in allied subjects of interdisciplinary nature.
- 12.2 The candidate shall pursue his/her research at the approved place of research under the Supervisor/Co-Supervisors on the approved subject. The candidate shall be permitted to submit his/ her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension. On time, his/her registration shall stand automatically cancelled. Provided that the period for submission of thesis can be extended by one year by the Vice Chancellor, if he / she applies for extension within a month after the expiry of registration period together with the prescribed fee. In case the candidate does not submit his/her thesis within the extended period, his/her registration shall stand automatically cancelled.
- 12.3 Provided also that Vice Chancellor may permit a candidate to get re-registered on the same topic on payment of the prescribed re.registration fee. The minimum period of 36 months and attendance shall not apply to such re-registered candidate.
- 12.4 The candidate possessing M.Phil. degree or a teacher with 2 years teaching experience at the time of registration can submit his/her thesis after 30 months instead of 36 months as provided in clause (5) of the Ordinance.
- 12.5 The candidate shall put in at least 300 days attendance including actual attendance he/she will earn during the course work in the institution concerned or with the Supervisor.

## **13. Eligibility for Guide**

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

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

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

OR

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

OR

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

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

#### **14. Research Centre**

- 14.1 A candidate may pursue his research work for Ph.D. degree in a research centre recognized by the University for this purpose. This may include:

14.1.1 University Teaching Departments in the subject concerned

14.1.2 Research institute of national/international repute in respective fields, with exceptional research facilities.

14.1.3 Industry of international repute, actively involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D centre.

14.1.4 A candidate permitted to work in such Industry stated in pre Para, shall be required to take at least one co-supervisor from that organization / industry.

Such Co-supervisor should be Scientist / Director of the R&D centre not below the rank of Associate Professor of the University.

14.1.5 A candidate permitted to work in such Research Establishment, stated in pre Para, shall also be required to take at least one co-supervisor from that industry. Such Co-Supervisor should be Scientist/ Director of the R&D centre not below the rank of Associate Professor of the University.

14.2 Candidates will be permitted to pursue research work in any of the above centre outside of the University only after such centre has entered into an MOU for research work.

14.3 All new ResearchCentres and new supervisors (Guide / Co-Guide) have to be approved by the Academic Council on the recommendations of concerned RDC/ Faculty / Board of Studies.

## **15. Change of Supervisor**

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

## **16. Submission of Thesis**

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

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

- 16.1.2 The candidates shall publish at least one research paper in referred Journal before the submission of the thesis for adjudication, and produce evidence for the same in the form of acceptance letter or the reprint.
- 16.1.3 The candidate shall submit five copies of the summary of the thesis together with a list of research papers published/communicated for publication, if any, through his Supervisor to the Registrar about three months prior to the anticipated date of submission of thesis.
- 16.1.4 The RAC shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Reader or Professor in a sealed cover to the Registrar. Provided that the panel of examiners shall be obtained from the Chairman, Board of Studies of the subject concerned, in case the candidate is related to the supervisor.
- 16.1.5 On the receipt of the panel of examiners from the RAC and summary from the candidate, the Registrar shall call a meeting of Examination Committee of the subject. The Committee considering the panel submitted by the Supervisor/Chairman, Board of Studies of the subject concerned will prepare a panel of six names to act as examiners.
- 16.1.6 The candidate shall supply three types written/photocopies, hard bound, with soft-copy of the thesis prepared using the standard word processors and scanned copy of the published & presented research papers with certificates received (if any) in CDs (3 copies) along with the following:
- 16.1.6.1 Published / Communicated Papers(s).
- 16.1.6.2 The thesis must be accompanied by a declaration from the candidate that thesis embodies his own work and he/she has worked under the Supervisor at the approved place of work for the required period as per provisions of the ordinance.
- 16.1.6.3 The certificate from the supervisor together with Co-Supervisor, if any, that the thesis fulfils the requirements of the ordinance relating to the Ph.D. Degree of the University.
- 16.1.6.4 The candidate shall also remit with the thesis prescribed fee as the Examination Fee.

**Examination Rules**

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

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

- 17.2.1 It must be a piece of research work characterized either by the discovery of the facts or by a fresh approach towards the interpretation of the facts. In either case it should evince the candidate's capacity for critical examination and sound judgment.
- 17.2.2 It must be satisfactory in point to language and presentation of the subject matter.
- 17.2.3 The examiners shall categorically recommend in the prescribed Proforma acceptance, revision or rejection of the thesis together with detailed comments. The examiner must also give a list of the questions he wishes to be asked at the Viva Voce Examination.
- 17.2.4 If the examiners recommend that the candidate be asked to improve his thesis, the Vice Chancellor shall permit the candidate to resubmit his thesis not earlier than six months and not later than eighteen months, the period being counted from the date of the issue of order to the candidate. The candidate shall be provided examiner(s)' reports without disclosing the names. In case the candidate is allowed to resubmit the thesis he/she will have to pay 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 institute at which he/she carried out the work.
- 17.2.5 The resubmitted three copies of the thesis must clearly mention that it is a revised version.
- 17.2.6 The thesis shall be got examined as far as possible by the examiners who finally recommended for the revision.

- 17.2.7 In case both the examiners of revised thesis accept the thesis for the award then the candidate shall be awarded the Ph.D. Degree on successful viva-voce examination as per provisions of the Ordinance.
- 17.3 The Vice Chancellor can recall the thesis from any examiner who fails to send the report within three months of the date of dispatch of the thesis and may appoint another examiner .
- 17.4 In case both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision of the thesis then the thesis shall be rejected.
- 17.5 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.
- 17.6 If one examiner approves the thesis and the other rejects it or recommends for revision of the thesis then the thesis shall be sent to the third examiner drawn from the panel of examiners approved by the Vice Chancellor.
- 17.7 In case both the original examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, and the third examiner accepts the thesis for the award of the Ph.D. degree, then the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising the supervisor, co-supervisor (if any) and one of the two examiners (approved) by the Vice Chancellor who have accepted the thesis for the award of the Ph.D. Degree. Provided that the Vice Chancellor shall appoint Head of Department / School of Studies or Chairman, Board of Studies of the subject concerned to act as Viva-Voce Examiner, in place of the supervisor in case the candidate is related to the supervisor.
- 17.8 The Supervisor / Head, University Teaching Department / School of studies, as the case may be, shall be communicated the name of the external examiner appointed by the Vice Chancellor to conduct the viva-voce examination. The date fixed in consultation with the external examiner for the Viva-Voce shall be informed to the candidate and to the Registrar.
- 17.9 Provided that in special circumstances the Vice Chancellor may appoint alternate viva-voce examiner, if both the examiners are not in a position to conduct the Viva-Voce examination.

- 17.10 The Viva Voce examination shall be conducted at the University Teaching Department/ School of Studies in the Subject or at any place fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Registrar on the University Notice Board at least a week in advance. At the time of viva-voce examination the board of examiners shall be provided the reports of the examiners which shall be returned along with report of viva-voce examination to the Registrar.
- 17.11 The candidate shall present the work embodied in the thesis to the board of examiners, members of faculty, research scholars and other interested persons. After the presentation of the research work the Board shall ask questions together with those questions which have been given along with examiners reports. Others in the audience may also ask questions and the candidate shall reply only those questions which are permitted by the external examiner.
- 17.12 In case the recommendation of the Viva-Voce examiners differ from that of the thesis examiner or there is difference of opinion between the viva-voce examiners, the candidate shall reappear at a second viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected. Such candidates would be required to pay an additional fee as prescribed by the University for the second Viva.Voce. The external examiner for second Viva-Voce shall be appointed by the Vice Chancellor.
- 17.13 The thesis shall be published only with permission of the University and such publication shall state on the title page itself that this was a thesis approved for the award of the Ph.D. Degree of the University.
- 17.14 After the Viva-Voce, the recommendation of the examiner shall be reported to the Academic Council / BOM for the award of Ph. D. Degree to the candidate. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institute where the research work was carried out, and One copy along with CD will be sent to UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all Institutions / Universities.

- 17.15 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 prescribed fee. The reports will not disclose the identity of the examiners.
- 17.16 Along with the Degree, the University shall issue provisional Certificate certifying to the effect that the Degree has been awarded in accordance with the provisions to Ph.D. Regulations of the UGC
- 17.17 On detection of any irregularity, the University may take suitable steps to withdraw the degree.

## **18. REGULATION ATTACHMENTS**

- 18.1 The regulation is annexed with formats for the Thesis, Reports, Fee schedule etc. in the Annexure. These may be updated by separate approval from Vice Chancellor without affecting the Regulation

## **19. DEPOSITORY WITH INFLIBNET:**

- 19.1 Soon after the successful completion of the evaluation process the Examination section shall submit an electronic copy of the Ph.D. thesis to the InLibNet or other locations, for hosting the same so as to make it accessible to all Universities/ Colleges.

## **20. General**

- 20.1 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 in consistent with the provisions of this ordinance.
- 20.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 20.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.



## APPENDIX-1

### PROFORMA FOR SYNOPSIS

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

Signature of Supervisor

Signature of the Candidate

Date

Date

Signature of Co-Supervisor (if any)

Date

**APPENDIX-2****CERTIFICATE BY THE CANDIDATE**

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

**Signature of Supervisor****Signature of the Candidate**

**APPENDIX-3****CERTIFICATE OF THE SUPERVISOR**

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 Dr. C.V. Raman University, Khandwa, Madhya Pradesh, India. I certify that the candidate has put in an attendance of more than 200 days with me.

To the best of my knowledge and belief the thesis:

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

Signature of the Co-Supervisor

Signature of the Supervisor

Date: .....

Date: .....



**APPENDIX- 4****CONFIDENTIAL PROGRESS REPORT BY SUPERVISOR**

Six monthiy 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)


Remarks of the Supervisor on the work done by the candidate on topic :

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

Signature of the Supervisor

Date: .....

Address : .....

Place: .....

.....

**APPENDIX-5****REQUEST FOR PRE-PH.D. PRESENTATION BASED ON DRAFT  
THESIS**

The Registrar,

Dr. C.V. Raman University

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

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

Sir,

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

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

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

Date: .....

(Signature of the Supervisor)

Place: .....

Name and Address:

(Signature of the candidate)

Name and Address: .....

**APPENDIX-6****FORWARDING LETTER OF HEAD OF INSTITUTION OF  
RESEARCH CENTRE**

The Ph.D. thesis entitled ..... Submitted by  
Shri/Smt./Ku. ....

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

Date:.....

Place: .....

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

Name .....

Seal .....

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

Title of Thesis ..... Subject  
..... Faculty .....

1. The thesis is recommended for the award of Ph.D. Degree. Yes/ No
2. The thesis be revised on the lines detailed below .....  
.....
3. The thesis be rejected ..... Please specify Yes/No,  
as the case may be.

**DETAILED REPORT**

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

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

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

Date .....

Place .....

(Signature of the Examiner)

Full Name & Address

.....

✓



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 28**

**TWO YEARS (4 SEMESTERS)  
POST GRADUATE DEGREE PROGRAMS  
MASTER OF ENGINEERING / TECHNOLOGY/ MASTER OF  
ARCHITECTURE (M.E./M.TECH./M.ARCH.)**

**1. Course & Faculty**

- 1.1 This ordinance shall be applicable to the Post Graduate Degree of Master of Engineering / Technology / Architecture leading to the Degree of Masters of Engineering / Technology / Architecture (M.E. / M.Tech. / M.Arch.) in the concerned Subject and Faculty.
- 1.2 The ordinance shall be applicable to all the University teaching departments, under its jurisdiction who offer these courses.
- 1.3 These programs are offered by concerned faculty recommended by the Board of Studies / Faculty and approved by the Academic Council.

**2. Duration**

- 2.1 M.E. / M.Tech. / M.Arch. Shall be a full time Degree Program. The duration of the course shall be of four semesters (Two Years).
- 2.2 A candidate has to complete the entire course of the Degree Program within a maximum period of four years from the session of first admission.

**3. Intake & Fees**

- 3.1 The intake for each of these courses shall be decided by the University from time to time, subject to the norms of regulatory body.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. Academic Year**

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

## **5. Eligibility**

**5.1** Every applicant for admission to the First Semester of M.E. / M. Tech. / M.Arch.

**5.1.1** Shall have passed B.E. / B.Tech / B.Arch. or equivalent examinations recognized by the AICTE / UGC in appropriate branch with at least 50% marks in aggregate at final year examination or any other qualification as recommended by AICTE / UGC for a particular course. Candidate belonging to reserved categories will get a relaxation of 5% in qualifying marks as mentioned above.

**5.1.2** Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score.

**5.1.3** Any student migrating from any other University recognized by the UGC shall be admitted in the University provided that the provision prescribed by the University will be applicable at the time of admission.

## **6. Admission Procedure**

Admission under these courses will be made as follows:

**6.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

**6.2** List of candidates provisionally selected for admission /short listed 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.

**6.3** The University may also conduct its own Entrance Examination for admission to this course.

**6.4** The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet/School/College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

6.5 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

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

6.6.1 The candidate does not fulfil the eligibility conditions

6.6.2 The prescribed fees is not enclosed.

6.6.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.6.4 Supporting documents for admission are not enclosed.

6.7 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

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

## **7. Course Structure**

7.1 The Post Graduate Program of Master of Engineering / Technology/Arch. leading to the Degree of Masters of Engineering/ Technology/ Architecture (M.E. / M.Tech. /M. Arch.) shall consist of:

7.1.1 Such courses (papers) as prescribed by the Academic Council of the University

7.1.2 Such job internship, lab work, practical, Industrial training, projects etc. as may be prescribed by the Academic Council of the University and

7.1.3 Such scheme of examination as prescribed, by the Academic Council of the University from time to time.

7.2 The course curriculum of each course shall be recommended by the concerned Board of Studies / Faculty and approved by the Academic Council of the University. The Academic Council of the University on the recommendation of the concerned Board of Studies / Faculty may change number of papers and / or marking scheme of the course after the due approval of Vice Chancellor.

## **8. Medium of Instructions and Examinations**

8.1 The medium of instructions and examinations shall be English.

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department / College.

9.1.4 Submitted the job internship certificate / Project Report, if notified by the syllabus/scheme of examination.

9.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

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

9.4 The duration of examination period normally should not exceed 20 working days. The semester examination will generally be held in November – December. and April – May in each year.

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

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

10.2 A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared are over. After the result, if he/she fails in more than one subject admission to higher semester will automatically cancelled with no claim.

## **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

**12. Condonation of Deficiency**

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

**13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

**14. Merit List**

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

**15. Duration of Semester**

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

**16. Attendance**

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

**17. Examination Centers**

- 17.1 University examination centres will be notified by the university.

**18. General**

- 18.1** 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 in consistent with the provisions of this ordinance.
- 18.2** In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 18.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 18.4** The decision whether to award Grades or numbers shall rest with the BoM of the University.



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 29**

**DIPLOMA AND CERTIFICATE PROGRAMS IN VARIOUS  
VOCATIONAL TRADES AND SKILLS**

**1. Preamble**

- 1.1** The diploma & certificate programs 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 targeted 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.
- 1.2** The Honorable President of India observed in the 78<sup>th</sup> 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 / electronic / 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."
- 1.3** 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.

**2. Course & Faculty**

- 2.1** This ordinance shall be applicable to the Diploma and Certificate courses in various Vocational trades and skills. These programmes are offered by concerned Faculty recommended by the Board of Studies and approved by the Academic Council of the University.

2.1.1 More diploma and certificate programmes can be offered under this ordinance offered on the recommendations of the Board of Studies and approval of the Academic Council and the Board of Management.

2.2 The ordinance shall be applicable to all the University Teaching Departments / Institutes / Schools of this University.

2.3 The ordinance shall be applicable to all the University Teaching department/Institute/School of this University for Regular, Distance, Private and On Line programmes. Mode of delivery can be Regular, Distance or On-Line programmes.

### **3. Duration**

3.1 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.

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

### **4. Intake & Fees**

4.1 The intake 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, if any.

4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

### **5. Academic Year**

5.1 Normally these programmes will be offered in two academic cycles every year, one from July to June and second from January to December.

5.2 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.

### **6. Eligibility**

6.1 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.



## **7. Admission Procedure**

Admission under these courses will be made as follows :

- 7.1** The University will issue admission notifications in News Papers, on the University's Website, Notice Board of the university and in other publicity media before the start of every cycle.
- 7.2** List of candidates provisionally selected for admission / short listed 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.
- 7.3** The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.
- 7.4** If a candidate admitted provisionally under (7.3) above could not obtain them marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 7.5** The application form may be rejected due to any of the following reasons :
  - 7.5.1** The candidate does not fulfill the eligibility conditions
  - 7.5.2** The prescribed fees is not enclosed
  - 7.5.3** The application form is not signed by the candidate and his/her parent guardian, wherever required
  - 7.5.4** Supporting documents for admission are not enclosed
- 7.6** Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.
- 7.7** Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **8. Course Structure**

8.1 The diploma & certificate courses in various vocational trades and skills shall consist of :

8.1.1 Such courses (papers) as prescribed by the University

8.1.2 Such job internship, lab work, practical, in-plant training, projects etc. as may be prescribed by the University and

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

## **9. Medium of Instructions and Examinations**

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

## **10. Examination**

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

10.1.1 Attended at least 75% of lectures / practical delivered.

10.1.2 Paid all the fees due

10.1.3 Obtained 'No Dues' certificate from the concerned Department / College.

10.1.4 Submitted the job internship certificate / Project Report, if notified by the syllabus/scheme of examination.

10.1.5 Received in Plant/Practical training as prescribed by the University.

Clause (10.1) above shall not be applicable to the Private / Ex candidates.

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

10.3 For passing the examination; the candidate that be required to secure at least D Grade in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of D Grade in the subject, practical are also to be cleared separately with D Grade wherever applicable.

10.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be B Grade.

- 10.5 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.

### **11. Award of Marks/Grades**

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

### **12. Condonation of Deficiency**

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

### **13. Examination Centers**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

### **14. General**

- 14.1 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 in consistent with the provisions of this ordinance.
- 14.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 14.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.

**LIST OF VOCATIONAL CERTIFICATE & DIPLOMA COURSES**

<b>Science Stream</b>		
1	Certificate in Analytical Chemistry	6 Months
2	Certificate in Bio-technology	6 Months
3	Certificate in Computational Mathematics	3 Months
4	Post Graduate Diploma in Jewellery Techniques and Management	12 Months
5	Diploma in Jewellery Management	6 Months
6	Diploma in Fashion Designing	12 Months
<b>Arts Stream</b>		
1	Certificate in Cutting & Tailoring (CCT)	6 Months
2	Certificate for Sewing Machine Operator (CSMO)	3 Months
3	Certificate for Fashion Designer (CFFD)	3 Months
4	Certificate Course in Basic of Beauty and Hair Dressing (CCBHD)	45 Days
5	Certificate Course in Basic Cutting and Tailoring (CCBCT)	45 Days
6	Certificate Course in Basic Embroidery (CCBE)	45 Days
7	Certificate in Early Childhood Care and Education (CECCAIE)	4Months
<b>Education Stream</b>		
1	Advance Diploma in Nursery Teacher's Training (ADNTT)	24 Months

2	Diploma in Computer Teacher's Training (DCTT)	12 Months
3	Diploma in Nursery Teachers Training (DNNT)	12 Months
4	Certificate in Nursery Teachers Training (CNTT)	3 Months
5	Certificate in Teaching Using ICT (CTUI)	1 Month
1	Diploma in Banking Operations (DBO)	12 Months
2	Certificate in Retail Banking Operations (CRBO)	6 Months
3	Certificate in Banking Asset Operations (CBAO)	6 Months
4	Certificate in Banking Services Sales (CBSS)	6 Months
5	Certificate in Rural Banking Operations and Sales (CRBOS)	6 Months
6	Certificate for Debt Recovery Agents (CDRA)	3 Months
7	Certificate in Financial Services Sales (CFSS)	6 Months
8	Certificate in Equity and Commodity Research (CECR)	6 Months
9	Certificate in Financial Modeling and Analysis (CFMA)	6 Months
10	Certificate for Micro Finance Professionals (CMFP)	3 Months
11	Certificate in Non-Banking Finance Company Operations (CNBFCO)	3 Months
12	Diploma in Practice of Insurance and Re-Insurance (DPIR)	12 Months
13	Post Graduate Diploma in Insurance and Risk Management (PGDIRM)	12 Months
14	Certificate in Micro and Rural Insurance (CMRI)	6 Months

15	Certificate in Insurance Marketing and Sales (CIMS)	3 Months
16	Certificate in Insurance Training (CIT)	1 Months
17	Certificate for Cashier	3 Months
18	Diploma in financial planner	12 Months
19	Diploma in Investment Banking and capital market	12 Months
1	Diploma in Entrepreneurship Development (DED)	12 Months
2	Certificate for Trainee Associate (CTA)	4 Months
3	Certificate for Sales Associate (CSA)	4 Months
4	Certificate for Store Operation Assistant (CSOA)	3 Months
5	Certificate for Front Office Associate (CFOA)	4 Months
6	Certificate for Travel Consultant (CTC)	4 Months
7	Post Graduate Diploma in Agri-Business Management (PGDABM)	12 Months
8	Diploma in Food and Beverage Service	12 Months
9	Diploma in Accommodation Operation (Housekeeping)	12 Months
1	Diploma in Radio and TV Technician (DRTT)	12 Months
2	Diploma in Electrical Technician (DET)	12 Months
3	Certificate for TV Repair Technician (CTRT)	6 Months

4	Certificate in Motor and Transformer Winding (CMTW)	6 Months
5	Certificate in Mobile and Telephone Instruments Repairing (CMTIR)	3 Months
6	Certificate in Photocopy Operation and Maintenance (CPOM)	3 Months
7	Certificate for Optical Fiber Splicer (COFS)	3 Months
8	Certificate for Optical Fiber Technician (COFT)	3 Months
9	Certificate for Solar Panel Installation Technician (CSPIT)	3 Months
10	Certificate for Mobile Handset Repair Technician (CMHRT)	3 Months
11	Certificate for DTH Installer and Service Technology (CDIST)	3 Months
12	Diploma in Refrigeration and Air- conditioning (DRA)	12 Months
13	Diploma in Diesel Engine Repair (DDER)	12 Months
14	Certificate in Fire Safety and Security Management (CFSSM)	6 Months
15	Certificate in Operation and Maintenance of Earth Moving Equipment (COMEE)	4 Months
16	Certificate for JCB Operator (CJO)	3 Months
17	Certificate for Land Surveyor (CLS)	3 Month
18	Certificate Course in Basic Electrical Training and House Wiring (CCBELHW)	45 Days
19	Certificate Course in Generator Repairing (CCGEN)	45 Days
20	Certificate Course in Diesel Engine Servicing (CCDES)	45 Days
21	Certificate in Hi – Tech Welding Technology (CHTWT)	3 Months
22	Certificate in Welding Technology (CWELT)	4 Months

17	Certificate in Networking Technology (CNT)	3 Months
18	Certificate in Laptop Repairing (CLR)	3 Months
19	Certificate in Assembly of PC (CAP)	3 Months
20	Certificate for Cyber Cafe Assistant (CCCA)	3 Months
21	Certificate Course in Computer Programming (CCCP)	4 Months
22	Certificate Course in RDBMS Technology (CCRDBMS)	4 Months
23	Certificate Course in Oracle & Developer 2000 (CCORACLE)	3 Months
24	Certificate Course in Visual Basic (CCVB)	2 Months
25	Certificate Course in HTML & Web Page Design (CCHTML)	2 Months
26	Certificate Course in Visual C++ & OOPS (CCVCP)	3 Months
27	Certificate Course in Visual Fox Pro (CCVFP)	2 Months
28	Certificate Course in Windows (CC WIN)	1 Month
29	Certificate Course in MS-OFFICE (CC MSO)	2 Months
30	Certificate Course in Unix Operating System (CCUNIX)	2 Months
31	Certificate Course in MS-Word (CC WORD)	1 Month
32	Certificate Course in Power Point (CCPP)	1 Month
33	Certificate Course in MS-Excel (CC EXCEL)	1 Month
34	Certificate Course in MS-Access (CC ACCESS)	1 Month
35	Certificate Course in Client Server Technology (CCCST)	4 Months



36	Certificate Course in Oracle DBA (CCODBA)	4 Months
37	Certificate Course in FoxPro (CCFOXPRO)	2 Months
38	Certificate Course in Fox base (CCFOXB)	2 Months
39	Certificate Course in Pascal Programming (CCPASC)	2 Months
40	Certificate Course in Basic Programming (CCBASIC)	2 Months
41	Certificate Course in C Programming (CCCPRO)	2 Months
42	Certificate Course in COBOL Programming (CCOBOL)	3 Months
43	Certificate Course in Internet (CCINTNET)	1 Month
44	Certificate Course in Multimedia (CCMULTIM)	2 Months
45	Certificate Course in Computerized Fashion Designing (CCCFD)	4 Months
46	Certificate Course in Linux (CCLINUX)	4 Months
47	Certificate Course in Front Page (CCFP)	2 Months
48	Certificate Course in Data Structure with C++ (CCDSC)	2 Months
49	Certificate course in Scanner & Printer Maintenance (CCSPM)	2 Months
50	Certificate Course in Monitor & SMPS Repairing (CCMSMPS)	2 Months
51	Certificate Course in UPS & CVT Maintenance (CCUPSCVT)	1 Month
52	Certificate Course in Network System Administration (CCNSA)	4 Months
53	Certificate in Inverter and UPS Repairing (CIUPSR)	3 Months
54	Certificate Course in Corel Draw (CCOREL)	2 Months

55	Certificate Course in Auto CAD (CAUTOCAD)	2 Months
56	Diploma in Computer Programming and Applications	12 Months
57	Diploma in Computer Application	12 Months
58	Post Graduate Diploma in Computer Applications	12 Months
59	Diploma in Mobile application development- Android & I-Phone	12 Months
60	Diploma in Cloud Computing	12 Months
61	Diploma in Animation & Graphics	12 Months
62	Diploma in Big Data Hadoop	12 Months
63	Diploma in Digital Marketing & Technical Writing	12 Months
64	Advance Diploma in Electronic Product Design and Manufacturing	12 Months
65	Diploma in Information Security and Cloud Computing	12 Months
66	Diploma in Network Administration and Security	12 Months
67	Diploma in Embedded System Design	12 Months
68	Diploma in IoT and AI for Industry	6 Months
69	Diploma in Solar Power Installation Operation and Maintenance	12 Months
70	Certificate for IT Hardware service & Technical Support	6 Months
71	Diploma in CAD/CAM	12 Months
1	Certificate in Video Production (CVP)	6 Months

2	Certificate in Radio Programme Production (CRPP)	6 Months
3	Certificate Course in Citizen Journalism and Citizen Media (CCCJCM)	3 Months
Faculty of Social Sciences		
1	Certificate in Human Rights	6 Months
Faculty of Humanities and Languages		
1	Certificate in Spoken English (CSE)	3 Months
2	Certificate in Personality Development (CPD)	1 Month
3	Certificate in Typewriting (Hindi/English) (CT)	4 Months
Faculty of Agriculture		
1	Certificate in Horticulture Nursery Management (CHNM)	6 Months
2	Certificate in Operation and Maintenance of Tractor (COMT)	3 Months
3	Certificate in Agro Processing (CIAP)	3 Months
4	Certificate in Mushroom Production Technology (CMPT)	2 Months
5	Certificate Course in Food Preservation (CCFOOD)	45 Days
6	Post Graduate Diploma in Agri- Business Management (PGDABM)	12 Months
7	Diploma in Organic Farming	12 Months
8	Diploma in Greenhouse Technology	12 Months
9	Diploma in Seed Production Technology	12 Months
Faculty of Medical Sciences		

1	Certificate in Medical Laboratory Technology (CMLT)	12 Months
2	Certificate in Physiotherapy (CPT)	12 Months
3	Certificate of Dresser	6 Months
4	Diploma in Beauty, personal care & salon management	12 Months
5	Diploma in Cosmatology	6 Months
6	Diploma in professional make-up with Hair Designing	6 Months
7	Diploma in Nutrition and Dietetics	12 Months
8	Diploma for Medical Dresser	12 Months
9	Diploma for general Duty Assistant	12 Months

Any other Certificate/Diploma or Skill programme as defined under NSQF and designed by the SSC.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 30**

**TWO YEARS DIPLOMA IN ELEMENTARY EDUCATION  
(D.EL.ED.)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to Two years Diploma in Elementary Education (D.El.Ed.) course.

1.1.1 This programme is offered by the faculty of Education after the approval of concerned Board of Studies and the Academic Council of the University.

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

**2. Duration**

2.1 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. Sandwiching the programme between two summer vacations will be an ideal proposition.

2.2 A candidate has to complete the entire course of Diploma in Elementary Education (D.ELED.) within a maximum period of five years from the session of first admission.

**3. Medium**

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

**4. Intake & Fees**

4.1 The intake 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, if any.

- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**5. Academic Year**

- 5.1 There will be one academic cycles every year starting from July to June.

**6. Eligibility**

- 6.1 Candidates seeking admission to these courses must have the required qualification as specified below from any recognized Board or an equivalent body.

6.1.1 Senior Secondary (Class XII) or equivalent examination passed with 50% marks.

6.1.2 The reservation and relaxation in marks for SC/St/OBC/PWD and other categories shall be as per the rules of the State Government.

**7. Admission Procedure**

Admission under these courses will be made as follows :

- 7.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle;
- 7.2 List of candidates provisionally selected for admission /short listed 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.
- 7.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year Mark-Sheet / School / College Certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.
- 7.4 If a candidate admitted provisionally under (7.3) above could not obtain the marks to fulfil the requirements& eligibility criteria of the admission the provisional admission granted to him: will be cancelled.
- 7.5 The application form may be rejected, due to any of the following reasons:

7.5.1 The candidate does not fulfill the eligibility conditions

7.5.2 The prescribed fees is not enclosed.

7.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

7.5.4 Supporting documents for admission are not enclosed.

7.6 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

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

## **8. Course Structure**

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

8.1.1 Such courses (papers) as prescribed by the University

8.1.2 Such job internship, lab work, practical, in field training, projects etc. as may be prescribed by the University and

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

8.2 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.

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department / College.

9.1.4 Submitted the job internship certificate/ Project Report, as notified by the Director / Principal.

9.1.5 Received in field/ Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 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 accessed 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 ration of 30:70.

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

- 10.1 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.
- 10.2 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 appearing in the supplementary examination, which shall be conduct keep the term (ATKT) and promoted to the next year.
- 10.3 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.
- 10.4 A candidate will be awarded Diploma only in the year when he/she clears all the papers of both the year.

#### **11. Award of Marks/Grades**

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC or NCTE.

#### **12. Condonation of Deficiency**

- 12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more



than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.

### **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC or NCTE from time to time.

### **14. Merit Lists**

- 14.1 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
- 14.2 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.

### **15. Examination Centers**

- 15.1 University examination centres will be notified by the university.

### **16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final.
- 16.3 However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.4 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.5 The decision whether to award Grades or numbers shall rest with the BoM of the University.

## ORDINANCE NO. 31

**THREE YEAR (SIX SEMESTERS) DIPLOMA PROGRAMS  
(POLYTECHNIC ENGINEERING DIPLOMA)****1. Course & Faculty**

- 1.1** This ordinance shall be applicable to all three year (six semesters) diploma courses except those for which the university has separate ordinances. These courses shall be run on semester system.

**1.1.1** At present the degrees covers under this ordinance are :

Diploma in Automobile Engineering,  
Diploma in Chemical Engineering,  
Diploma in Civil Engineering,  
Diploma in Computer Technology,  
Diploma in Computer Engineering,  
Diploma in Civil & Rural Engineering,  
Diploma in Construction Technology,  
Diploma in Dress Designing & Garment Manufacturing,  
Diploma in Digital Electronics,  
Diploma in Electrical Engineering,  
Diploma in Electronic and Electrical,  
Diploma in Electronics & Communication Engineering,  
Diploma in Electronics & Video Engineering,  
Diploma in Electronics Engineering,  
Diploma in Garment Technology,  
Diploma in Instrumentation & Control,  
Diploma in Industrial Electronics,  
Diploma in Instrumentation,  
Diploma in Marine Engineering,

Diploma in Mechanical Engineering,  
Diploma in Agricultural Engineering,  
Diploma in Modern Office Practice,  
Diploma in Mining & Mine Surveying,  
Diploma in Production Engineering,  
Diploma in Fire and Safety,  
Diploma in Mine Safety  
Diploma in Chemical Engineering  
Diploma in Metallurgical Engineering

1.1.2 These programmes are offered by the Faculty of Engineering & Technology and approved by the Board of Studies and Academic Council.

1.1.3 More Diploma programmes can be offered under this ordinance on the recommendations of the Board of Studies.

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

## **2. Duration**

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

2.2 The Full Time Regular Diploma Course in Engineering shall be for a period of three academic years. The Course will run on semester pattern and the semester courses will be of 16 weeks duration each.

2.3 The First Year Diploma Course (Semester I & II) of study is common for almost all branches of Engineering / Technology, except for Diploma course in Modern Office Practice and few other special courses.

## **3. Intake & Fees**

3.1 The intake and fees for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

## **4. Academic Year**

4.1 There will be one academic cycle every year starting from July to June.

## 5. Eligibility

- 5.1 The candidates who passed 10<sup>th</sup> Standard or equivalent examinations with Mathematics and Science subjects are eligible for admission into three years diploma course but for

Diploma in Modern Office Practice the minimum qualification will be (10+2) higher secondary passed.

- 5.2 For Lateral Entry into the Second year (III Semester) of the three year diploma courses, the candidates shall be required to have passed the Higher Secondary Examination (Academic or Vocational) of 10 plus 2 pattern, with the following conditions :

5.2.1 Academic Stream candidates should have compulsorily studied Maths, Physics & Chemistry at 10 + 2 level

5.2.2 Vocational Stream candidates should have studied either Maths or Physics or Chemistry as one of the subjects of study along with the related Vocational Subject (Theory & Practical) at 10 + 2 level.

5.2.3 The candidate who have passed ITI after 10<sup>th</sup> standard will be eligible for admission in III semester in the branch he has passed the ITI.

5.2.4 For admission in Diploma in Mining & Mine Surveying and Diploma in Mine Safety minimum age will be 16 years.

## 6. Admission Procedure

Admission under these courses will be made as follows:

- 6.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle,
- 6.2 List of candidates provisionally selected for admission / short listed 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.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College Certificates, as a proof for required

eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

6.4 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.

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

6.5.1 The candidate does not fulfill the eligibility conditions.

6.5.2 The prescribed fees is not enclosed.

6.5.3 The application form is not signed by the candidate and His / her Parent, Guardian, wherever required.

6.5.4 Supporting documents for admission are not enclosed.

6.6 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.

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

## **7. Course Structure**

7.1 The diploma course in semester system shall consist of:

7.1.1 Such courses (papers) as prescribed by the University

7.1.2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and

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

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

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

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

Students Admitted to First Year : 6 Years

Students Admitted to Second Year (Lateral Entry) : 4 Years

## **9. Medium of Instructions and Examinations**

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

## **10. Examination**

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

10.1.1 Attended at least 75% of lectures / practical delivered.

10.1.2 Paid all the fees due

10.1.3 Obtained 'No Dues' certificate from the concerned Department / College.

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

10.1.5 Received in Plant/ Practical Training as prescribed by the University.

Clause (10.1) above shall not be applicable to the Private / Ex candidates.

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

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

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

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

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

11.3 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.

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

11.3.2 A candidate clears all the subjects of 2nd semester examination or fails in one or more subjects of the same will be allowed to the admission in 3rd semester.

11.3.3 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 1st, 2<sup>nd</sup> and 3<sup>rd</sup> semester examination respectively.

11.4 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 Diploma 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.

## **12. Award of Marks/Grades**

12.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **13. Condonation of Deficiency**

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

## **14. Award of Division**

14.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

14.2 The division will be awarded as per the Examination Scheme as recommended by

Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **15. Merit Lists**

**15.1** 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.

**15.2** Final merit list shall be declared by the University only after the result of the final semester, on the basis of the integrated performance of both 5<sup>th</sup> and 6<sup>th</sup> semesters. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempt.

## **16. Examination Centers**

**16.1** University examination centres will be notified by the university.

## **17. General**

**17.1** 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.

**17.2** ~~In case of~~ any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.

**17.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.

**17.4** The decision whether to award Grades or numbers shall rest with the BoM of the University.



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 32**

**FOUR YEARS (EIGHT SEMESTERS)  
UNDER GRADUATE DEGREE PROGRAM IN  
AGRICULTURE (B.Sc. (Hon.) Agriculture)**

**1. COURSE & FACULTY**

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

**2. DURATION**

- 2.1 The duration of these courses of study shall extend over four years (eight semesters).
- 2.2 A candidate has to complete the entire course of under graduate degree within a maximum period of eight years from the session of first admission.

**3. INTAKE & FEES**

- 3.1 The intake for each of these programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory authority if any.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory authority, if any.

**4. ACADEMIC YEAR**

- 4.1 There will be one academic cycle every year from July to June.

**5. ELIGIBILITY**

- 5.1 A candidate shall be eligible for admission to B.Sc.(Hon.) (Ag.), if he/she is physically fit to carry out field work related with agricultural activities and has:

5.2 Passed the (10+2)/Intermediate examination in Agriculture or in Science (with Physics, Chemistry and Mathematics/Biology) or any other equivalent examination recognized by the University.

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

## 6. ADMISSION PROCEDURE

Admission under this course will be made as follows:

6.1 The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.

6.2 List of candidates provisionally selected for admission /short listed 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.

## 7. Course Structure

7.1 This under graduate course in Agriculture which follows the semester system shall consist of:

7.1.1 Such courses (papers) as prescribed by the University

7.1.2 Such job internship, lab work, practical, in field training, projects etc. as may be prescribed by the University and

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

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

7.3 A student shall be required to offer four types of papers for completing the requirements for the B.Sc. (Hon.) (Ag.) degree:

- 7.3.1 Core papers (Min. 3 and Max. 7 per semesters).
- 7.3.2 Optional/Elective/Skill Papers.
- 7.3.3 Experiential learning subjects.
- 7.3.4 Rural Agricultural Work Experience (RAWE).
- 7.4 Each subject shall have one or two theory papers as decided by the Board of Studies and approved by the Academic Council.

## 8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

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

## 9. Examination

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

- 9.1.1 Attended at least 75% of lectures / practical delivered.
  - 9.1.2 Paid all the fees due.
  - 9.1.3 Obtained 'No Dues' certificate from the concerned Department/ College.
  - 9.1.4 Submitted the job internship certificate / Project Report, as notified in the Syllabus.
  - 9.1.5 Received in Plant / Practical Training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private / Ex candidates.

- 9.2 There will be one term University Examination at the end of each semester. These examinations will be designated as follows:

### 9.2.1 During First Year

First Semester B.Sc. (Agriculture) Exam, Second Semester B.Sc. (Agriculture) Exam.

### 9.2.2 During Second Year

Third Semester B.Sc. (Agriculture) Exam, Fourth semester B.Sc. Agriculture) Exam.

### 9.2.3 During Third Year

Fifth semester B.Sc. (Agriculture) Exam, Sixth semester B.Sc. Agriculture.) Exam.

### 9.2.4 During fourth Year

**Seventh semester B.Sc. (Agriculture) Exam, Eighth semester B.Sc. (Agriculture) Exam.**

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

**10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE**

- 10.1 There shall be no supplementary or second examination in between the semester exam.
- 10.2 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 10.3 A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 10.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 10.5 Provided further, that if a candidate fails in some papers in any semester examination, he/she may be allowed to appear as an ex-student in the next examination of the same semester.
- 10.5.1 A candidate, who clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in the 2<sup>nd</sup> semester.
- 10.5.2 A candidate, who clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in 3<sup>rd</sup> semester.

**10.5.3** A candidate will not be admitted in 5<sup>th</sup> and higher semester unless he/she has passed 1<sup>st</sup> & 2<sup>nd</sup> semester completely. Candidates shall not be admitted in seventh semester unless he/she has passed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.

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

## **11 AWARD OF MARKS / GRADES / DIVISION**

**11.1** A student shall be declared to be eligible for award of the degree if he/she has:

**11.2** Registered and successfully completed all the core courses, optional courses, practical/Lab classes, including seminars, workshops, presentations, Group discussion, Field Work/Training, Industrial Visit, Educational Tour, Extension Science, Project Work/Dissertation or Thesis and other assignments etc where ever applicable.

**11.3** Successfully acquired the minimum required the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable;

**11.4** Earned the specified credits in all the categories of subjects if applicable;

**11.5** Secured a minimum CGPA of 5.0 or 50% in aggregate overall. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.

i. No dues to the University, Hostels, Libraries, NCC/NSS etc; and

ii. No disciplinary action is pending against him/her.

In addition to the conditions prescribed for passing (as above), the B.Sc.-Ag (Honours) students must maintain an average of 6.0 or 60% in aggregate overall and acquire stipulated additional credits in addition to minimum required credits for award of B.Sc. - Ag Degree as stipulated in regulations. Otherwise, they will be awarded only B.Sc.-Ag degree.

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

11.6.1 In each semester, there will normally be one mid semester test and 4 class tests. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.

11.6.2 The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity. The grades to be used and their numerical equivalents are as under:

**Credit Based Grading System**

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

## 12. Condonation of Deficiency

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

## 13. MERIT LISTS

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

## 14. EXAMINATION CENTERS

14.1 University examination centers will be notified by the university.

- 15.** At present in the faculty of Agriculture Science & Technology, degree of B.Sc. -Ag (Hons.) shall include the branches/Specialization of Agronomy, Agriculture, Economics, Horticulture, Entomology, Agriculture Extension, Plant Breeding & Genetics, Plant Pathology, Plant Psychology, Soil Science, Seed Science & Technology, Agriculture Biotechnology, Agriculture Engineering, Floriculture etc. "The list of various Branches/specializations of B.Sc.-Ag (Hons.) course shall include the current courses/programmes. However, the graduate degree. Programmes/Courses in Agriculture/ Agriculture related/allied streams like, B.Sc. (Horticulture), B.Sc. (Floriculture), B.Sc. (Food Technology), B.Sc. (Agriculture Biotechnology), B.Sc. (Sericulture) etc. and B.Sc. (Ag.)/B.Sc.-Ag (Hons.) Programmes with their various Honours Courses shall run and governed through this ordinance .

The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like- on-line, e-learning, face-to-face, through webinar etc.

**16. General**

- 15.1** 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.
- 16.2** In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 33**

**THREE YEARS (SIX SEMESTERS)  
UNDER GRADUATE DEGREE COURSES IN  
VOCATIONAL EDUCATION (B.VOC.)**

**1. COURSE & FACULTY**

**3.3** This ordinance shall be applicable to all three years under graduate degree courses except those for which the university has separate ordinances. These courses shall be run on semester system.

**3.3.1** At present the degrees covers under this ordinance are Bachelor of Vocational Education (B.Voc.) in Computer Applications {B.VOC. (CA)}.

**3.3.2** These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.

**3.3.3** More degree programmes can be introduced under this ordinance on the recommendations of the Board of Studies and Academic Council.

**3.4** The course titled as B.Voc. (Selected Field/Vocation) shall be offered with a multi-level entry and exit (modular) structure that gives exit option after every year with employable skill at the end of each module.

**3.5** The certification levels will lead to Diploma/Advanced Diploma/B. Voc. Degree in one or more vocational areas and will be offered under the aegis of the University. This is out-lined in Table I.

Table I		
Diploma	1 Year	5
Advanced Diploma	2 Years	6
B.Voc. Degree	3 Years	7



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

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

#### **4 DURATION**

4.1 Six Semesters (3 years). This three year full time program is divided into six semesters, each of 14 weeks including assessment. In addition all students are expected to undergo on job training / project work for 4-8 weeks every semester that may continue partly during summer / winter breaks.

4.2 The course B.Voc. (Selected Field/Vocation) shall be offered with a multi-level entry and exit (modular) structure that gives exit option after every year with employable skill at the end of each module as specified earlier.

The three year modules are as under:

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

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

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

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

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

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

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

### **3. INTAKE & FEES**

- 3.1 The intake 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, if any.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

### **4. ACADEMIC YEAR**

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

### **5. ELIGIBILITY**

- 5.1 Candidates seeking admission to the First Year of this courses must have passed the Senior Secondary (12<sup>th</sup>) examination from any recognized Board or an equivalent.
- 5.2 This course shall be offered as Multilevel entry and exit course, as specified by the UGC guidelines, therefore, lateral entry may be offered in the second and third year of the programme to external candidates who have undertaken courses deemed to be equivalent to the 1st year / 2<sup>nd</sup> year of the programme offered and are able to qualify the skill equivalency test organized by the concerned school in which admission is required.
- 5.3 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.
- 5.4 Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

### **6. ADMISSION PROCEDURE**

Admission under these courses will be made as follows:

- 6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

- 6.2 List of candidates provisionally selected for admission /short listed 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.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.
- 6.4 If a candidate admitted provisionally under (c) above could not obtain the marks to fulfil the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5 The application form may be rejected due to any of the following reasons :
- 6.5.1 The candidate does not fulfill the eligibility conditions
- 6.5.2 The prescribed fees is not enclosed.
- 6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
- 6.5.4 Supporting documents for admission are not enclosed.
- 6.6 Enrolment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **7. COURSE STRUCTURE**

- 7.1 The under graduate course in Vocational Education shall be offered in the semester system scheme and shall consist of:
- 7.1.1 Such courses (papers) as prescribed by the University
- 7.1.2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and

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

7.2 The curriculum in each of the years of the program would be a suitable mix of general education and skill development components. Curriculum details should be worked before introduction of the courses.

7.3 The curriculum shall be designed in a manner that at the end of year-1, year-2 and year-3, students are able to meet the level descriptors for level 5, 6 and 7 of NSQF, respectively:

#### **7.4 Skill Development Components:**

7.4.1 The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries as per their requirements.

7.4.1.1 The curriculum should necessarily embed within itself, National Occupational Standards (NOS) of specific job roles within the industry sector(s). This would enable the students to meet the learning outcomes specified in the NOS.

7.4.1.2 The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.

7.4.1.3 In case NOS is not available for a specific area / job role, the university/college should get the curriculum for this developed in consultation with industry experts.

7.4.1.4 The curriculum should also focus on work-readiness skills in each of the three years.

7.4.1.5 Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and project work.

#### **7.5 GENERAL EDUCATION COMPONENT:**

7.5.1 The general education component should adhere to the normal university standards. It should emphasize and offer courses which provide holistic development. However, it should not exceed 40% of the total curriculum.

23	Certificate in Plumber Trade (CIPT)	4 Months
24	Diploma in Autocad Designing	12 Months
<b>Faculty of Engineering Science &amp; Applications</b>		
1	Certificate in Computer Applications (CCA)	6 Months
2	Certificate in Web Technology (CWT)	6 Months
3	Certificate in Java Programming (CJP)	6 Months
4	Certificate in Multimedia and Animation Designing (CMAD)	6 Months
5	Certificate in C++ (CC)	3 Months
6	Certificate in Computer Concepts (CCC)	3 Months
7	Certificate in Application Software (CAS)	3 Months
8	Certificate for Data Entry Operator (CDEO)	3 Months
9	Certificate in Word Processing/ Typewriting (Hindi/English) (CWP)	4 Months
10	Certificate in Desk Top Publishing (CDTP)	3 Months
11	Certificate in Web Designing using PHP & MY SQL (CWDPM)	4 Months
12	Certificate for BPO & Call Center (CBCC)	4 Months
13	Certificate in Computerized Financial Accounting (CCFA)	3 Months
14	Advance Diploma in Computer Hardware and Networking (ADCHN)	12 Months
15	Certificate in Computer Hardware Engineering (CCHE)	6 Months
16	Certificate in Advance Networking (CAN)	6 Months

7.5.2 Adequate emphasis should be given to language and communication skills.

7.6 Number of core subjects in a semester will not be less than 4 (four) and will not more than 6, including of foundation course (if any).

7.7 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.

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

7.9 The course offered in B.Voc. Scheme shall have the (CBCS) Credit systems.

## **8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS**

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

## **9. EXAMINATION**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department / College.

9.1.4 Submitted the job internship certificate / Project Report, as notified in the syllabus.

9.1.5 Received in Plant / Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

9.3 End of Semester Assessment(Term End examination) will carry 50 percent marks,

9.4 For passing the examination the candidates will have to secure 'D' Grade in Theory and Practical's separately.

- 9.5 There will be an external examiner to evaluate the practical & project report. The minimum passing marks for practical & project work will be 50%. University may also consider using the designated assessors of Sector Skill Councils/industry associations for the conduct of practical assessment.

## **10. ASSESSMENT**

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

## **11. PROMOTION TO NEXT SEMESTER**

- 11.1 There shall be no supplementary or second examination in between the semester exam.
- 11.1 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.
- 11.2 A candidate who has been admitted in the Diploma course will be promoted to higher class in accordance with the following sub rules:-
- 11.3 A candidate who has appeared in First/Third Semester Examination will be promoted to the Second/ Fourth semester irrespective of the number of Courses (subjects) cleared by him/her.
- 11.4 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 11.5 A candidate who fails to score minimum of grade D in more than eight subjects (Theory and Practical of the same subject shall be treated as two subjects) in a

particular year, shall not be admitted to the next higher year.

- 11.6 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0

## **12. AWARD OF MARKS/GRADES**

- 12.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **13. CONDONATION OF DEFICIENCY**

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

## **14. Award of Division**

- 14.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 14.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **15 DURATION OF COURSE**

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

## **16. MERIT LIST**

- 16.1 Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final



semester for B.Voc. Degree, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least first division and clearing final year (both semesters) in first attempt.

#### **17. ATTENDANCE**

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

#### **18. MAXIMUM DURATION OF COMPLETION OF COURSE**

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

#### **19. EXAMINATION CENTERS**

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

#### **20. GENERAL**

- 20.1 In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 20.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 20.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 20.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.
- 20.5 For delivery of Skill Development Component to Students coming from various parts of the geography, Skill Knowledge Providing Centers (SKP Centers) can be setup by the University at selected locations.

- 2.2 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.

### **3. Intake & Fees**

- 3.1 The intake for each of these courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory authority, if any.
- 3.2 The fees for each of these courses will be as per the approval of the regulatory authority, if any.

### **4. Academic Year**

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

### **5. Eligibility**

- 5.1 A candidate seeking admission to the first year of these courses must be a graduate in B.Voc from any recognized university or equivalent in relevant field as per the norm of UGC.
- 5.2 These courses shall be offered as multi-level entry and exit as per UGC guidelines. Hence lateral entry in second year will also be offered.
- 5.3 Candidates appearing for graduate examination and awaiting for their results can apply for admission. However they have to provide proof of passing the examination within 30 days of admission.

### **6. Admission Procedure**

Admission under this course shall be made as follows:

- 6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4 If a candidate admitted provisionally under above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- 6.5 The application form may be rejected due to any of the following reasons :
  - 6.5.1 The candidate does not fulfill the eligibility conditions
  - 6.5.2 The prescribed fees is not enclosed.
  - 6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 6.5.4 Supporting documents for admission are not enclosed.
- 6.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.
- 7. Course Structure**
  - 7.1 The curriculum in each of the years of the program would be a suitable mix of general education and skill development components. Curriculum details will be worked before introduction of the courses.
  - 7.2 The above subject of post graduate course in Vocational Education shall be offered in the semester system scheme and shall consist of :
    - 7.2.1 Such courses (papers) as prescribed by the University
    - 7.2.2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University.
    - 7.2.3 Such scheme of examination as prescribed, by the University from time to time.

- 7.3 The curriculum in each of the years of the program would be a suitable mix of general education and skill development components. Curriculum details will be worked before introduction of the courses.
- 7.4 The curriculum shall be designed in a manner that at the end of year students is able to meet the level descriptors.
- 7.5 **Skill Development Components:**
- 7.5.1 The focus of skill development components shall be to equip students with appropriate knowledge, practice and attitude, so as to become work ready. The skill development components should be relevant to the industries/employer as per their requirements.
- 7.5.2 The curriculum should necessarily embed within itself, National Occupational Standards (NOSs) of specific job roles within the industry sector(s). This would enable the students to meet the learning employer outcomes specified in the NOSs.
- 7.5.3 The overall design of the skill development component along with the job roles selected should be such that it leads to a comprehensive specialization in one or two domains.
- 7.5.4 In case NOS is not available for a specific area / job role, the university should get the curriculum for this developed in consultation with employer.
- 7.5.5 The curriculum should also focus on work-readiness skills in each of the two years.
- 7.5.6 Adequate attention needs to be given in curriculum design to practical work, on the job training, development of student portfolios and
- 7.6 **General Education Component:**
- 7.6.1 The general education component should adhere to the normal university standards. It should emphasis and offer courses which provide holistic development. However, it should not exceed 40% of the total curriculum.
- 7.6.2 Adequate emphasis should be given to language and communication skills.
- 7.7 **Number of core subjects in a semester will not be less than 4 (four) and will not more than 6, including foundation course (if any).**

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

7.9 Each subject having one or two theory papers as decided by the Board of Studies.

7.10 The course offered in M. Voc. Scheme shall have the (CBCS) Credit systems.

## **8. Medium of Instructions and Examinations**

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

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department/college.

9.1.4 Submitted the job internship certificate / Project Report, as notified in the syllabus.

9.1.5 Received in Plant / Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

9.3 End of Semester Assessment (Term End examination) will carry 50 percent marks,

9.4 For passing the examination the candidates will have to secure 'D' Grade in Theory and Practical's separately.

9.5 There will be an external examiner to evaluate the practical & project report.

## **10. Assessment**

10.1 Keeping in view the goal of technical and employability skills enhancement, the manner and form of end of course assessment will be significantly different from the regular educational programs of the University. The course instructor

depending on the demands of the course will decide and explain to the students the evaluation criterion and method of assessment. Opportunity will be given to students to improve their results in case his/her work falls short of the minimum prescribed criterion. The broad framework for each course is given with the detailed syllabus.

## **11. Promotion to Next Semester**

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

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

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

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

**11.2.3** A candidate will not be admitted in the next year who does not secure CGPA of 5.0.

## **12. Award of Marks/Grades**

**12.1** The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **13. Condonation of Deficiency**

**13.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more

than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

- 13.2 One grace marks will be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice- Chancellor in the M.Voc Examination. This benefit will not, however, be available to a candidate getting advantage under clause (13.1).

#### **14. Award of Division**

- 14.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 14.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

#### **15. Duration of Course**

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

#### **16. Merit List**

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

#### **17. Attendance**

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

**18. Maximum Duration of Completion of Course**

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

**19. Examination Centers**

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

**20. General**

- 20.1 In matters of admission, attendance, and examination and in all other matters not provided in this ordinance, the courses shall be governed by the provisions of the relevant ordinances of the same in the University so far as they are not inconsistent with the provisions of this ordinance.
- 20.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice- Chancellor shall be competent to change the System/Pattern of the examination.
- 20.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 20.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.
- 20.5 For delivery of Skill Development Component to Students coming from various parts of the geography, Skill Knowledge Providing Centres (SKP Centres) can be setup by the University at selected locations.



**Dr. C.V. RAMAN University,  
KHANDWA (MADHYA PRADESH)**

ORDINANCE NO. 35

**THREE YEAR (PART TIME)  
UNDER GRADUATE DEGREE PROGRAM IN  
EDUCATION (B.Ed.)**

**1. Course & Faculty**

**1.1** This ordinance shall be applicable to all three years and under Graduate degree courses except those for which the university has separate ordinances. These courses shall be run on yearly system.

**1.1.1** At present the Degree Under this Ordinance is Bachelor of Education (Part Time) three years program (B.Ed.)

**1.1.2** This program is offered by concerned faculty approved by the Board of studies/faculty and Academic Council.

**1.1.3** More degree programs can be offered under this ordinance on the recommendations of the Board of studies/faculty.

**1.2** The ordinance shall be applicable to the University teaching departments/institute /School of this University.

**2. Duration**

**2.1** The duration of these courses of study shall be of three years.

**2.2** A candidate has to complete the entire course of under graduate degree within a maximum period of five years from the session of first admission of the programme.

**3. Intake & Fees**

**3.1** The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body commission.

**3.2** Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

#### **4. Academic Year**

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

#### **5. Eligibility**

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

5.1.1 (a) B.Ed. (Part Time) - passed graduate examination with atleast 50% marks in any subject from any recognized University or equivalent or in the postgraduate degree in Science/Humanities/ Social Science or Bachelor degree in Engineering or Technology with background / specialization in Science and Mathematics with 50% marks or any other qualification equivalent there to are eligible for admission.

(b) The reservation and relaxation for SC/ST/OBC/PWD shall be as per rules of the State Government.

5.2 Candidates appearing for their final year of graduation examination and awaiting for their results can apply. They will have to provide proof of passing the degree within 15 days of admission. Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

#### **6. Admission Procedure**

Admission under this course will be made as follows:

6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

6.2 List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/school/college certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of

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

6.4 If a candidate admitted provisionally under(c) above could not obtain the marks to fulfill the requirements & criteria of the admission, the provisional admission granted to him will be cancelled.

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

6.5.1 The candidate does not fulfill the eligibility conditions

6.5.2 The prescribed fees are not enclosed.

6.5.3 The application form is not signed by the candidate and his/her parent/guardian, wherever required.

6.5.4 Supporting documents for admission are not enclosed.

6.6 Enrollment/registration number will be assigned to the student by the university after verification submission of all the necessary documents/fees.

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

## **7. Course Structure**

7.1 This under graduate course in yearly system shall consist of:

7.1.1 Such courses (papers) as prescribed by the University

7.1.2 Such job internship, lab work, practical, in field training, projects etc. as may be prescribed by the University and

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

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

## **8. Medium of Instructions and Examinations**

8.1 The medium of instructions and examinations shall be either Hindi or English.  
**Examination Scheme**

## **9. Examination**

**9.1** No candidate shall be allowed to take the term-end Yearly Examination unless one has:

**9.1.1** Attended at least 80% of lectures / practical delivered and 90% for school internship.

**9.1.2** Paid all the fees due

**9.1.3** Obtained 'No Dues' certificate from the concerned Department / College.

**9.1.4** Submitted the job internship certificate / Project Report, as notified in syllabus.

**9.1.5** Received in field / Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

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

**9.2.1** 50% marks of each paper will be earmarked for internal assessment (for each year, there will be at least two midterm examinations).

**9.2.2** Main examination will carry 50% marks.

**9.2.3** For passing the examination; the candidate that be required to secure at least 'C' Grade in university examination separately in the term-end theory, practical and internal assessment in each of the prescribed paper in the subject and practicals are also to be cleared separately.

**9.2.4** There will be an external examiner to evaluate, the project report. The minimum passing marks for project work will be 'B' Grade.

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

**10.1** There will be one term end University Examination at the end of each Year.

**10.2** There shall be a supplementary or second examination in between the yearly exams.

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

- 10.4 If a candidate fails in not more than two papers in any one year examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next year. Candidate shall be eligible to carry the backlog of two paper of the yearly examination.
- 10.5 There will be a full examination at the end of each Year consisting theory and practical. The duration of examination period normally should not exceed 25 working days.
- 10.6 Provided further, that if a candidate fails in more than two papers in any year examination, he/she may be allowed to appear as an ex-student in the next examination of the same year.
- 10.7 Provided further, that if a candidate fails in some papers of earlier year and clears the final year, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier year. In such situation mark sheet for each year will be issued separately and a composite mark sheet will be issued in the Third year once the candidate clears all the papers.

## **11. Award of Marks/Grades**

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC or NCTE.

## **12. Condonation of Deficiency**

- 12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects, theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks in a each year.
- 12.1.1 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.

## **13. Award of Division**

- 13.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

- 13.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC or NCTE from time to time.

#### **14. Merit Lists**

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

#### **15. Examination Centers**

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

#### **16. General**

- 16.1 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.

**ORDINANCE NO. 36**  
**DOCTOR OF SCIENCE/LITEATURE/LAWS**  
**(D.Sc, D.Lit., LL.D.)**

**1. Programme and Faculty**

**1.1** This ordinance will be applicable to the candidates seeking Doctor of Science OR Doctor of Literature Degree.

**1.2** Doctor of Science (D.Sc.) will be awarded by the faculty of Science, Faculty of Technology, who are awarding M.Sc. or M.Tech. Degree.

**1.3** Doctor of Literature (D.Lit.) will be awarded by the faculty of Arts, Humanity, and Social Sciences etc. who are awarding M.A., M.Com, and MBA Degree.

**1.4** Doctor of Laws (LL.D.) will be awarded by faculty of law.

**2. Duration**

**2.1** Duration of the programme will be of Four Years.

**3. Intake and Fees**

**3.1** Intake and fee will be decided by Board of Management subject to approval of regulatory body, if any.

**3.2** Fee will be decided by BOM subject to the approval of regulatory authority, if any.

**4. Eligibility**

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

**5. Admission Procedure**

**5.1** Candidate who is seeking the admission in the degree will submit the application in approved format and state the specific field where he wants to work along with synopsis and literature survey, research paper he has published in his name related to topic.

**5.2** The concern department of the University will scrutinize the work done by the candidate in the topic and literature survey. If they are satisfied with work the application will be sent to Research Degree Committee (RDC) for consideration.

- 5.3 RDC will consist of Vice chancellor, Dean of faculty and Three Experts having D.Sc , D.Lit, LL.D. degree with 5 year experience after D.Sc , D.Lit, LL.D. degree working in recognized research lab or Professor in a recognized University in the relevant department.
- 5.4 If the RDC recommends the admission the application will be sent to academic council for final approval and appointing an adviser from relevant department, preferably the Dean.

## **6. Standard and Quality of Work**

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

## **7. Submission of Abstract.**

- 7.1 After the completion of work and on the advice of advisor the candidate will submit an abstract of whole work and research paper published (at least 5) in worldwide recognized journals, to the department. If the dean and department are satisfied they will forward it to controller examination.
- 7.2 A list of 10 examiners will be called from RDC members and on the approval of vice chancellor the abstract will be sent to three examiners for report. The examiners (evaluators) should be D.Sc , D.Lit, LL.D. degree with at least 10 years experience as professor or scientist in recognized research lab.
- 7.3 If any of them ask for revision it will be sent to candidate and advisor for improvement.
- 7.4 Again the improved abstract will be sent to examiners. If everyone is satisfied, the candidate will be asked to submit 5 copies of thesis. Abstract will be part of thesis.



## **8. Submission and Evaluation of Thesis**

- 8.1 The copies of thesis will be sent to three examiners for evaluation. These evaluators ordinarily will be the same to whom abstract has been sent. One evaluator should be out of country.
- 8.2 If any improvement is asked by any or all evaluators it will be communicated to candidate to do so.
- 8.3 When all the three are satisfied the final submission will be accepted.
- 8.4 If two of them reject the thesis, it will be rejected.
- 8.5 If one of three rejects the thesis, it will be sent to new evaluator.
- 8.6 All the three evaluators will be called for oral defence of the thesis by the candidate.

## **9. Oral Defence**

- 9.1 All Three Evaluator, Dean, Advisor under the chairmanship of the vice chancellor will from the board of evaluators.
- 9.2 If the board recommends the award of degree it will be put up before academic council for final approval.

## **10. General**

- 10.1 In matters of admission, attendance, 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.
- 10.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 10.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.

**DR. C.V. RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 37**

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

**1. COURSE & FACULTY**

**1.1** This ordinance shall be applicable to all one year (two semester) Under Graduate degree courses except those for with the university has separate ordinances. These courses shall be run on semester system.

**1.1.1** At Present the Degree Under this Ordinance is Bachelor of Library & Information Sciences (B. Lib.I.Sc.).

**1.1.2** This programme is offered by concerned faculty approved by the Board of studies and Academic Council.

**1.1.3** More degree programmes can be offered under this ordinance on the recommendations of the Board of studies.

**1.2** The ordinance shall be applicable to the University teaching departments/Institute /School of this University.

**1.3** Some more courses can be started under this ordinance on the approval of BoM.

**2. DURATION**

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

**3. INTAKE & FEES**

**3.1** The intake and fees of this course shall be decided by the Board of Management of the University from time to time.

**3.1.1** The basic unit of intake in a course will be 60 seats. Multiples of this unit can also be set up.

**4. ACADEMIC YEAR**

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

## **5. ELIGIBILITY**

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

**5.1.1** B. Lib.I. Sc. - passed graduate examination with any subject from any recognized University or as equivalent.

Candidates appearing for their final year/semester of graduation examination and awaiting for their results can apply. They will have to provide proof of passing the degree within 15 days of admission. Eligibility for new courses under this ordinance shall be defined by the Academic Council of the University.

## **6. ADMISSION PROCEDURE**

Admission under this course will be made as follows:

**6.1** The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.

**6.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

**6.3** The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/school/college certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

**6.4** If a candidate admitted provisionally under(c) above could not obtain the marks to fulfill. The requirements & criteria of the admission the provisional admission granted to him will be cancelled.

**6.5** The application from may be rejected due to any of the following reasons:

**6.5.1** The candidate does not fulfill the eligibility conditions

**6.5.2** The prescribed fees are not enclosed.

6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.5.4 Supporting documents for admission are not enclosed.

6.6 Enrollment/registration number will be assigned to the student by the university after verification & submission of all the necessary documents/fees.

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

## **7. COURSE STRUCTURE**

7.1 This under graduate course in semester system shall consist of:

7.1.1 Such courses (papers) as prescribed by the University

7.1.2 Such job internship, practical, projects etc. as may be prescribed by the University and

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

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

## **8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS**

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

## **9. EXAMINATION**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department/college.

9.1.4 Submitted the job internship certificate / Project Report, as notified by the Director/head/principal.

9.1.5 Received in-plant training as prescribed by the Director/Head/Principal.

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

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

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

## **10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE**

- 10.1 There shall be no supplementary or second examination in between the semester exam.
- 10.2 A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
- 10.3 The Candidate will automatically promote to the 2<sup>nd</sup> sem irrespective of number of papers he/she has failed.

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.

## **11. MERIT LISTS**

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

**12. MAXIMUM DURATION OF COMPLETION OF COURSE**

- 12.1** 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.

**13. EXAMINATION CENTERS**

- 13.1** University examination centers will be notified by the university.

**14. GENERAL**

- 14.1** 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.
- 14.2** In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 14.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa.

**DR. C.V. RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 38**

**ORDINANCE FOR FIVE YEARS (TEN SEMESTERS)  
INTEGRATED B.A.LL.B. DEGREE COURSES**

**20.5.1.1 COURSE & FACULTY**

- 1.1 This ordinance shall be applicable to the Bachelor of Laws (abbreviated B.A, L.L.B.), an undergraduate, or bachelor integrated five year degree in law. This degree is a qualifying degree for practice of legal profession in India. This course shall be run on semester system.
- 1.2 This course shall be run by the Faculty of Law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI therefore.

**2. DURATION**

- 2.1 The Duration of the Degree of Bachelor of law B.A.L.L.B. Shall comprise a course of study spread over a period of five academic years (ten semesters) and candidate will have to be a full time student.

**3. INTAKE & FEES**

- 3.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 3.2 Lateral entry would be permitted in Third Year of the Course to graduates and post-graduates in any discipline as prescribed by Bar Council of India after the entrance test depending on availability of seats and the number of such candidate should ordinarily not exceed 1/3 of the regular candidates.
- 3.3 No candidate shall be admitted to Second/ Third/ Fourth/ Fifth/ Sixth /Seventh/ Eighth/ Ninth semester on transfer unless the same course of study is prescribed in transferring university and prior opinion of Dean / Head of the Department is obtained.
- 3.4 The fees of the courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body.

#### **4. ACADEMIC YEAR**

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

#### **5. ELIGIBILITY**

- 5.1 Candidates seeking admission to the five year integrated B.A.L.L.B. Course must have passed the Higher Secondary School examination (10+2) system or an equivalent examination and secure the aggregate marks/ grade not less than 45% of total marks or equal in all the core subjects and English Language put together.

5.1.1 Eligibility and age for admission in B.A.L.L.B. degree, will be as per prevailing norms of BCI.

5.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to scheduled castes & scheduled tribes categories will be relaxed by 5%.

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.

#### **6. ADMISSION PROCEDURE**

Admission under this courses will be made as follows:

- 6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /shortlisted based on merit/ Entrance Examination marks 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.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.



6.4 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.

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

6.5.1 The candidate does not fulfill the eligibility conditions

6.5.2 The prescribed fees is not enclosed.

6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.

6.5.4 Supporting documents for admission are not enclosed.

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

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

## **7. COURSE STRUCTURE**

7.1 The under graduate course in semester system shall consist of:

7.1.1 Such courses (papers) as prescribed by the University

7.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the University and

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

7.2 The course curriculum 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.

7.3 Each semester course shall be conducted in not less than 18 weeks with not less than 30 class-hours per week including tutorials, moot court, seminars provided there shall be at least 24 lecture hours per week as presented by Bar Council of India.

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

## **8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS**

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

## **9. EXAMINATION**

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

**9.1.1** Attended at least 75% of lectures / practical delivered.

**9.1.2** Paid all the fees due

**9.1.3** Obtained 'No Dues' certificate from the concerned Department/college.

**9.1.4** Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.

**9.1.5** Received in-plant training as prescribed by the Director/ Head/ Principal.

Clause (i) above shall not be applicable to Ex-student candidates

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

**9.2.1** 20 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).

**9.2.2** Main examination will carry 80 percent marks,

**9.2.3** For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject( sum of theory and practical marks).

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

**9.2.5** Each student shall have to complete 12 weeks internship for five year course during V to X semester provided that internship in any year cannot be for a continuous period of more than four weeks.

## **10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE**

**10.1** From odd semester to even semester :

A candidate shall who has appeared in the odd semester (Theory and practical) examination in any particular year shall be promoted to an even semester of the year, irrespectively of failing in any number of theory paper and practical examination of that semester.

**10.2 From even semester to odd semester :**

A candidate who has appeared in the even semester (Theory and practical) examination in any particular year shall not be promoted to next semester and higher class, if he carries a backing of more than two papers.

**10.3 Ex-studentship :-**

Subject to the general rule of promotion a candidate shall become ex-student irrespectively of failing in any number of theory papers and practical examination of that year.

**11. ALLOCATION OF DIVISION**

**11.1** Division shall be awarded only after the tenth and final semester examination, based on integrated performance of the candidate for all the five 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
50% or above but less than 60%	-	Second Division

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

**Note :-** (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the B.A.L.L.B. degree course in First division with distinction.

**12. MERIT LISTS**

**12.1** Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. tenth semester from amongst the candidates who have passed all previous semesters in one attempt.

**13. MAXIMUM DURATION OF COMPLETION OF COURSE**

**13.1** A candidate has to complete the entire course of B.A. LL.B. within a maximum period of ten years from the session of first admission.

**14. EXAMINATION CENTERS**

- 14.1 The Entrance Examination and the Semester term examination center(s) will be notified by the university.

**15. GENERAL**

- 15.1 The rules are subject to change in accordance with the directives of Bar Council of India and instructions issued by Department of Higher Education, Govt. of M.P. or any of the regulatory authority from time to time and adopted and notified by the University.
- 15.2 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.
- 15.3 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.
- 15.4 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa.
- 15.5 Reservation of seats for SC/ST/OBC as per the Norms.

**ORDINANCE NO. 39****ORDINANCE FOR THREE YEARS (SIX SEMESTERS)  
LL.B. DEGREE COURSES****1. COURSE & FACULTY**

- 1.1 This ordinance shall be applicable to the Bachelor of Law (abbreviated LL.B), an undergraduate, or bachelor degree in law of three years duration. This degree is a qualifying degree for practice of legal profession in India. This course shall be run on semester system.
- 1.2 This course shall be run by the Faculty of Law after getting the approval of Bar Council of India (BCI) and shall follow the norms laid down by BCI therefore.

**2. DURATION**

- 2.1 The Duration of the Degree of Bachelor of law (LL.B.) Shall comprise a course of study spread over a period of three academic years (six semesters) and candidate will have to be a full time student.

**3. INTAKE & FEES**

- 3.1 The intake shall be decided on the seats approved by the BCI. Multiple classes can be setup as per the approval granted from the respective authority.
- 3.2 NO candidate shall be admitted to Second/ Third/ Fourth/ Fifth/ Sixth semester on transfer unless the same course of study is prescribed in transferring university and prior opinion of Dean / Head of the Department is obtained.
- 3.3 The fees of the courses shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body, if any.

**4. ACADEMIC YEAR**

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

**5. ELIGIBILITY**

- 5.1 Candidates seeking admission to the three year LL.B. course must have passed the Bachelors Degree examination in any subjects or an equivalent examination and secure the aggregate marks/ grade not less than 45% of total marks or equal in all the core subjects and English Language put together.

- 5.1.1 Eligibility and age for admission in LL.B. degree will be as per prevailing norms of BCI.
- 5.1.2 The Minimum qualifications for admission to a course in case of candidates belonging to scheduled castes & scheduled tribes categories will be relaxed by 5% of the maximum marks.

Candidates appearing for the eligibility examination and awaiting for their results can apply for admission in the LL.B. course. They will have to provide proof of passing the examination within 30 days of admission.

## **6. Admission Procedure**

Admission under this courses will be made as follows:

- 6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /shortlisted based on merit/ Entrance Examination marks 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.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet /School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.
- 6.4 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.
- 6.5 The application form may be rejected due to any of the following reasons :
  - 6.5.1 The candidate does not fulfill the eligibility conditions
  - 6.5.2 The prescribed fees is not enclosed.
  - 6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 6.5.4 Supporting documents for admission are not enclosed.
- 6.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **7. COURSE STRUCTURE**

- 7.1** The LL.B. course in semester system shall consist of:
- 7.1.1** Such courses (papers) as prescribed by the University
  - 7.1.2** Such job assignments, internship, moot court, projects etc. as may be prescribed by the University and
  - 7.1.3** Such scheme of examination as prescribed, by the University from time to time.
- 7.2** The course curriculum of the 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.
- 7.3** Each semester course shall be conducted in not less than 18 weeks with not less than 30 class-hours per week including tutorials, moot court, seminars provided there shall be at least 24 lecture hours per week as presented by Bar Council of India.
- 7.4** Number of core subjects in a semester will not be less than 4 (four) and will not more than 6 (six), including of foundation course (if any).

## **8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS**

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

## **9. EXAMINATION**

- 9.1** No candidate shall be allowed to take the term-end Semester Examination unless one has:
- 9.1.1** Attended at least 75% of lectures / practical delivered.
  - 9.1.2** Paid all the fees due
  - 9.1.3** Obtained 'No Dues' certificate from the concerned Department/college.
  - 9.1.4** Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
  - 9.1.5** Received in-plant training as prescribed by the Director/ Head/ Principal.
- Clause (i) above shall not be applicable to Ex-student candidates
- 9.2** Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The internal assessment will be held in the manner prescribed from time to time by the University.

- 9.2.1 20 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).
- 9.2.2 Main examination will carry 80 percent marks,
- 9.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject (sum of theory and practical marks).
- 9.2.4 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 50%.
- 9.2.5 Each student shall have completed 12 weeks internship for three year course during III to VI semester provided that internship in any year cannot be for a continuous period of more than four weeks.

## **10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE**

### **10.1 From odd semester to even semester :**

A candidate shall who has appeared in the odd semester (Theory and practical) examination in any particular year shall be promoted to an even semester of the year, irrespectively of failing in any number of theory paper and practical examination of that semester.

### **10.2 From even semester to odd semester :**

A candidate who has appeared in the even semester (Theory and practical) examination in any particular year shall not be promoted to next semester and higher class, if he carries a backing of more than two papers.

### **10.3 Ex-studentship :-**

Subject to the general rule of promotion a candidate shall become ex-student irrespectively of failing in any number of theory papers and practical examination of that year.

## **11. ALLOCATION OF DIVISION**

- 11.1 Division shall be awarded only after the six 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
50% or above but less than 60%	-	Second Division



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

**Note :-** (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the LL.B. degree course in First division with distinction.

## **12. MERIT LISTS**

12.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of the last i.e. sixth semester from amongst the candidates who have passed all previous semesters in one attempt.

## **13. MAXIMUM DURATION OF COMPLETION OF COURSE**

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

## **14. EXAMINATION CENTERS**

14.1 The Entrance Examination and the Semester term examination center(s) will be notified by the university.

## **15. GENERAL**

15.1 The rules are subject to change in accordance with the directives of Bar Council of India and instructions issued by Department of Higher Education, Govt. of M.P. or any of the regulatory authority from time to time and adopted and notified by the University.

15.2 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.

15.3 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.

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

15.5 Reservation of seats for SC/ST/OBC as per the Norms.

**DR. C.V. RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 40**

**ORDINANCE FOR ONE YEAR (TWO SEMESTERS)  
LL.M. DEGREE COURSES**

**1. COURSE & FACULTY**

- 1.1 This ordinance shall be applicable to the Master of Laws (abbreviated LL.M.), a Post Graduate One year degree in law. This course shall be run on semester system.
- 1.2 This course shall be run by the Faculty of Law, after due approval of BCI and shall follow the norms laid down by BCI therefore.

**2. DURATION**

- 2.1 The Duration of the Degree of Master of Law LL.M. Shall comprise a course of study spread over a period of one academic year (two semesters) and candidate will have to be a full time student.

**3. INTAKE & FEES**

- 3.1 The intake shall be decided by the Board of Management of the University. Multiple classes can be setup.
- 3.2 The fees of the courses shall be decided by the Board of Management of the University from time to time.

**4. ACADEMIC YEAR**

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

**5. ELIGIBILITY**

- 5.1 Candidates seeking admission to the one year LL.M course must have passed the Bachelors Degree in Law (LL.B.) or any other equivalent qualification, as approved by BCI.

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

## **6. ADMISSION PROCEDURE**

Admission under this courses will be made as follows:

- 6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /shortlisted based on merit/ Entrance Examination marks 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.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/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.
- 6.4 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.
- 6.5 The application form may be rejected due to any of the following reasons :
  - 6.5.1 The candidate does not fulfill the eligibility conditions
  - 6.5.2 The prescribed fees is not enclosed.
  - 6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 6.5.4 Supporting documents for admission are not enclosed.
- 6.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **7. COURSE STRUCTURE**

- 7.1 The post graduate course in semester system shall consist of:
  - 7.1.1 Such courses (papers) as prescribed by the University
  - 7.1.2 Such job assignments, internship, moot court, projects etc. as may be prescribed by the University and
  - 7.1.3 Such scheme of examination as prescribed, by the University from time to time.
- 7.2 The course curriculum of the 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.

- 7.3 Each semester course shall be conducted in not less than 18 weeks with not less than 30 class-hours per week including tutorials, moot court, seminars provided there shall be at least 24 lectures hours per week.

## **8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS**

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

## **9. EXAMINATION**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department/college.

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

9.1.5 Received in-plant training as prescribed by the Director/ Head/ Principal.

Clause (i) above shall not be applicable to Ex-student candidates

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

9.2.1 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).

9.2.2 Main examination will carry 70 percent marks,

9.2.3 For passing the examination; the candidate that be required to secure at least 40% marks in University examination separately in the term-end Theory, practical and Internal Assessment in each of the prescribed paper and aggregate of 50% in the subject ( sum of theory and practical marks).

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

## **10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE**

### **10.1 From First to Second semester:**

A candidate shall who has appeared in the First semester (Theory and practical) examination shall be promoted to Second semester of the year, irrespectively of failing in any number of theory paper and practical examination of that semester.

### **10.2 Ex-studentship:-**

Subject to the general rule of promotion from first semester to second semester a candidate shall become ex-student if he/she could not get success in any of the paper of either semester irrespectively of failing in any number of theory papers and practical/project examination.

## **11. ALLOCATION OF DIVISION**

**11.1** 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
50% or above but less than 60%	-	Second Division

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

**Note :-** (i) No third division shall be awarded.

(ii) Candidate who obtained 75% or more marks in aggregate shall be declared to have passed the LL.M. degree course in First division with distinction.

## **12. MERIT LISTS**

**12.1** Merit list of first 5 candidates in the order of merit shall be declared at the end of the last i.e. second semester from amongst the candidates who have passed all previous semesters in one attempt.

## **13. MAXIMUM DURATION OF COMPLETION OF COURSE**

**13.1** A candidate has to complete the entire course of LL.M. within a maximum period of two years from the session of first admission.

**14. EXAMINATION CENTERS**

- 14.1** The Entrance Examination and the Semester term examination center(s) will be notified by the university.

**15. GENERAL**

- 15.1** 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.
- 15.2** In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 15.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa.
- 15.4** Reservation of seats for SC/ST/OBC as per the Norms.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 41**

**ORDINANCE FOR IMPLEMENTING CBCS(CHOICE  
BASED CREDIT SYSTEM) IN ALL THE  
PROGRAMMES OF UNIVERSITY (CBCS)**

**1. JURISDICTION**

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

**2. AWARD OF CREDITS/GRADES AND EXAM SCHEME**

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

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

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

**2.2.2 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory/practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)**

**2.2.3 Other than the provision of clause (ii) above, a candidate shall not be permitted to reappear in that examination, for improvement of division/Grade or for any other purpose.**

**(a) Theory Block**

(i)	Attendance, Aptitude & Discipline	-	20%
(ii)	Class Tests / Assignments / Quizzes	-	15%
(iii)	Minor (Mid- semester test (One))	-	20%
(iv)	Minor(End-semester examination)	-	50%
<b>Total</b>		-	<b>100%</b>

**(b) Practical Block**

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

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

**2.3.1 In each semester, there will normally be one mid semester test and 4 class**



tests. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.

- 2.3.2 The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity. The grades to be used and their numerical equivalents are as under:

**Credit Based Grading System**

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

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

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

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

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

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

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

2.5 Credit earned in particular course will be

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

### 3. CONDONATION OF DEFICIENCY

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

3.1.1 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.

### 4. AWARD OF DIVISION

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

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

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

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

**Dr.C.V.RAMAN University,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE No. 42**

**ORDINANCE FOR TWO YEARS (FOUR SEMESTER)  
UNDER GRADUATE DEGREE COURSES,  
Bachelor of Education (B.Ed.)**

**1. Course & Faculty**

- 1.1 This ordinance shall be applicable to Two years (Four Semesters) Under Graduate degree courses except those for which the university has separate ordinances. These courses shall be run on semester system.
- 1.2 At present the Degree Under this Ordinance are Bachelor of Education (B.Ed.) in two years.
- 1.3 These programmes are offered by concerned faculty approved by the Board of studies and Academic Council.
- 1.4 More degree programmes can be offered under this ordinance on the recommendations of the Board of studies.
- 1.5 The ordinance shall be applicable to the University teaching departments/Institute /School of this University.

**2. DURATION**

- 2.1 The duration of these courses of study shall extend over Four Semesters.

**3. INTAKE & FEES**

- 3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body NCTE.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory Commission.

#### **4. ACADEMIC YEAR**

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

#### **5. ELIGIBILITY**

- 5.1 Candidate seeking admission to this course must have passed the graduation course as specified below from any recognized University or an equivalent body.
- 5.2 B.Ed. – As per NCTE norms.
- 5.3 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.
- 5.4 Reservation for SC/ST/OBC as per Govt. Norms.

#### **6. ADMISSION PROCEDURE**

Admission under this course will be made as follows:

- 6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/school/college certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

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

## **7. COURSE STRUCTURE**

This under graduate course in semester system shall consist of:

- 7.1 Such courses (papers) as prescribed by the University
- 7.2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
- 7.3 Such scheme of examination as prescribed, by the University from time to time.
- 7.4 The course curriculum of each course shall be Recommended by the concerned Board of Studies/faculty approved by the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies/faculty may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
- 7.5 There will not be more than six courses (Subjects) per Semester.
- 7.6 The Project Viva will be of 200 marks and External Examiner will be present in the Viva.

## **8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS**

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

## 9. EXAMINATION SCHEME AND ELIGIBILITY TO APPEAR IN END SEMESTER EXAMINATION

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department/college.

9.1.4 Submitted the job internship certificate / Project Report, as notified by the Director/head/principal.

9.1.5 Received in-plant training as prescribed by the Director/Head/Principal.

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

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

9.3 50% marks of each paper will be earmarked of internal assessment (for each year, there will be at least two midterm examinations.

9.4 Main examination will carry 50% marks.

9.5 For passing the examination; the candidate that be required to secure at least 'D' Grade in university examination separately in the term-end theory, practical and internal assessment in each of the prescribed paper in the subject, practical are also to be cleared separately.

9.6 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 'B' Grade.

## 10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE

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

10.2 There will be one semester end University Examination at the end of each Semester.

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

- 10.4 If a candidate fails in not more than two paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.
- 10.5 There will be a full examination at the end of each Semester consisting theory and practical. The duration of examination period normally should not exceed 25 working days.
- 10.6 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.
- 10.7 Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation mark sheet for each semesters will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

## 11. AWARD OF CREDITS/GRADES AND EXAM SCHEME

- 11.1 Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies/faculties and shall be approved by the Academic Council. Only approved courses can be offered during any semester.
- 11.2 The distribution of weightage/marks for each component shall be recommended by the respective Board of Studies/faculties and approved by Academic Council.
- 11.3 A student shall be continuously evaluated for his/her academic performance in a subject through tutorial work, practical, home assignment, mid-semester tests, field work, seminars, quizzes, end- semester examinations and regularity, as proposed by respective Board of Studies/faculties and approved by Academic Council.
- 11.4 For the award of degree and promotion to higher semester minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 11.5 To pass a particular subject of the course the minimum required grade is D.



However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts separately of the subject. For practical examinations one external examiner from out side the institute shall always be there.

11.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory/practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)

11.7 Other than the provision of clause 11.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/Grade or for any other purpose.

#### 11.8 Theory Block

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

#### 11.9 Practical Block

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

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

11.10 In each semester, there will normally be one mid semester test and 4 class tests. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.

11.11 The grades awarded to a student shall depend upon his continuous evaluation

through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity.

- 11.12 Credit earned in particular course will be Credits earned = Grade point X Total Credits assigned to particular course

## 12. CONDONATION OF DEFICIENCY

- 12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.
- 12.2 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.

## 13. AWARD OF DIVISION

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

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

## 14. Conversion from Grade to percentage marks

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

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

**15. MERIT LISTS**

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

**16. MAXIMUM DURATION OF COMPLETION OF COURSE**

- 16.1 A candidate has to complete the entire course of under graduate degree within a maximum period of four years from the session of first admission in B.Ed.

**17. EXAMINATION CENTERS**

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

**18. GENERAL**

- 18.1 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.
- 18.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- ~~18.3~~ In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa.
- ~~18.4~~ The provisions in this ordinance will change automatically as per regulatory authority NCTE recommendations in future.

**Dr.C.V.RAMAN University,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE No. 43**

**ORDINANCE FOR TWO YEARS (FOUR SEMESTER)  
UNDER GRADUATE DEGREE COURSES,  
Bachelor of Physical Education (B.P.Ed.)**

**1. Course & Faculty**

- 1.1 This ordinance shall be applicable to Two years (Four Semesters) Under Graduate degree courses except those for with the university has separate ordinances. These courses shall be run on semester system.
- 1.2 At present the Degree Under this Ordinance are Bachelor of Physical Education (B.P.Ed.) in two years.
- 1.3 These programmes are offered by concerned faculty approved by the Board of studies and Academic Council.
- 1.4 More degree programmes can be offered under this ordinance on the recommendations of the Board of studies.
- 1.5 The ordinance shall be applicable to the University teaching departments/Institute /School of this University.

**2. DURATION**

- 2.1 The duration of these courses of study shall extend over Four Semesters.

**3. INTAKE & FEES**

- 3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body NCTE.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body/Commission.

#### **4. ACADEMIC YEAR**

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

#### **5. ELIGIBILITY**

- 5.1 Candidate seeking admission to this course must have passed the graduation course as specified below from any recognized University or an equivalent body.
- 5.2 B.P.Ed. – As per NCTE norms.
- 5.3 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.
- 5.4 Reservation for SC/ST/OBC as per Govt. Norms.

#### **6. ADMISSION PROCEDURE**

Admission under this course will be made as follows:

- 6.1 The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle.
- 6.2 List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/school/college certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to 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.

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

## **7. COURSE STRUCTURE**

This under graduate course in semester system shall consist of:

- 7.1 Such courses (papers) as prescribed by the University
- 7.2 Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
- 7.3 Such scheme of examination as prescribed, by the University from time to time.
- 7.4 The course curriculum of each course shall be Recommended by the concerned Board of Studies/faculty approved by the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies/faculty may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor.
- 7.5 There will not be more than six courses (Subjects) per Semester.
- 7.6 The Project Viva will be of 200 marks and External Examiner will be present in the Viva.

## **8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS**

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

## **9. EXAMINATION SCHEME AND ELIGIBILITY TO APPEAR IN END SEMESTER EXAMINATION**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department/college.

9.1.4 Submitted the job internship certificate / Project Report, as notified by the Director/head/principal.

9.1.5 Received in-plant training as prescribed by the Director/Head/Principal.

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

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

9.3 50% marks of each paper will be earmarked of internal assessment (for each year, there will be at least two midterm examinations).

9.4 Main examination will carry 50% marks.

9.5 For passing the examination; the candidate that be required to secure at least 'D' Grade in university examination separately in the term-end theory, practical and internal assessment in each of the prescribed paper in the subject, practical are also to be cleared separately.

9.6 There will be an external examiner to evaluate the project report. The minimum passing marks for project work will be 'B' Grade.

## **10. PROMOTION TO NEXT SEMESTER & FAILED CANDIDATE**

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

- 10.2 There will be one semester end University Examination at the end of each Semester.
- 10.3 A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
- 10.4 If a candidate fails in not more than two paper in any one semester examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of the semester examination.
- 10.5 There will be a full examination at the end of each Semester consisting theory and practical. The duration of examination period normally should not exceed 25 working days.
- 10.6 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.
- 10.7 Provided further, that if a candidate fails in some papers of earlier semester and clears the final semester, his result will be withheld. A candidate will be awarded degree only in the year when he/she clears the papers of earlier semesters. In such situation mark sheet for each semesters will be issued separately and a composite mark sheet will be issued in the Second semester once the candidate clears all the papers.

## **11. AWARD OF CREDITS/GRADES AND EXAM SCHEME**

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



respective Board of Studies/faculties and approved by Academic Council.

- 11.4 For the award of degree and promotion to higher semester minimum **Cumulative Grade Point Average (CGPA)** required is 5.0.
- 11.5 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts separately of the subject. For practical examinations one external examiner from out side the institute shall always be there.
- 11.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum **CGPA of 5.0** as per requirement, such a candidate shall be permitted to improve requisite grade point by reappearing in **maximum of three theory/practical subjects**, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- 11.7 Other than the provision of clause 11.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/Grade or for any other purpose.

#### 11.8 Theory Block

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

#### 11.9 Practical Block

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

<b>Total</b>	-	<b>100%</b>
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Practical training, and project work shall be treated as practical subjects.

- 11.10 In each semester, there will normally be one mid semester test and 4 class tests. Only in emergent cases number of tests could be reduced to two with approval of the Vice Chancellor.
- 11.11 The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test, end semester exam and regularity.
- 11.12 Credit earned in particular course will be Credits earned = Grade point X Total Credits assigned to particular course

## 12. CONDONATION OF DEFICIENCY

- 12.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical) of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks) in a each semester.
- 12.2 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.

## 13. AWARD OF DIVISION

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

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

## 14. Conversion from Grade to percentage marks

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

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

## 15. MERIT LISTS

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

## 16. MAXIMUM DURATION OF COMPLETION OF COURSE

- 16.1 A candidate has to complete the entire course of under graduate degree within a maximum period of four years from the session of first admission in B.P.Ed.

## 17. EXAMINATION CENTERS

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

## 18. GENERAL

- 18.1 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.
- 18.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 18.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa.
- 18.4 The provisions in this ordinance will change automatically as per regulatory authority NCTE recommendations in future.

**Dr.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE No. 44**

**MASTER OF FINE ARTS (MFA).**

- 1. Title of the Degree :** Master of Fine Arts (MFA)
- 2. Name of Faculty :** Faculty of Fine Arts & Performing Arts
- 3. Duration of the Course :** Four Semesters/ Two Years
- 4. Eligibility For Admission :**
  - 4.1** Every applicant for admission to the First Semester/ Year of MFA shall possess following educational qualification:
    - 4.1.1** Candidate should be a graduate in Fine Arts or equivalent with at least 50% (45% for reserved categories) marks in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent or any open University.

Or

The candidate should possess professional Degree in the field like Applied Arts, Painting, Sculpture, Print Making, Ceramic Designing, Textile Designing, Plastic Designing, Craft Technology, Visual Communication Design, Multimedia, Commercial Arts etc. with at least 50% (45% for reserved categories) marks in aggregate or equivalent grade from any Indian University or foreign University or Institute recognized by the University as equivalent.

**Note:** However, candidate who is appearing or has appeared for final year/semester of any degree/ qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

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**5. Eligibility for Admission to NRI /other privileged Candidates:**

- 5.1 Non-resident Indian and other privileged candidate shall be eligible for admission to these courses in accordance with the directives of Govt. of India and/or State Government.

**6. Admission Procedure :**

- 6.1 The eligible candidates as specified in clause 4 above, should secure a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/ Group Discussion/ Personal Interview or through Counseling or the University may also use the score card of various competitive entrance test/ examination results of various Institute/Board/University/other professional Bodies/ Organizations or any other mode as decided by the University taking care the directives/guidelines of UGC or concerned Regulatory Bodies (if applicable) from time to time.

**7. Specialization Distribution:**

- 7.1 Admission to a particular stream/ specialization of MFA Course/Programme shall be as decided by the University on the basis of either merit or counseling or personal interview.

**8. Intake :**

- 8.1 The Intake and Fees for each of these courses shall be decided by the University from time to time.

**9. Academic cycle/ year :**

- 9.1 There will be one/ two academic cycle for these courses every year like Summer (July) & Winter (January) as decided by the University.

**10. Course Structure :**

- 10.1 The Course structure MFA shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

## **11. Medium of Instruction:**

- 11.1** The medium of instruction and examination shall be English And Examination and/or Hindi.

## **12. Examination :**

- 12.1** Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council,

- 12.2** The studies and examination of this course shall be on the basis of either marks/ marks-cum-a-edit/ credit system as recommended by the concerned Board of Studies from time to time.

## **13. Eligibility for Degree: Eligibility for Award of the MFA**

### **Degree**

- 13.1** A student shall be declared to be eligible for award of the Degree with various specializations if he/ she has:

- 13.1.1** Registered and successfully completed all subjects of core courses, optional and specialized Courses, Management Lab classes/practices, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial Visit, Industrial training, Paper presentation & Publications, Project Work, Dissertation/ Thesis and other Assignments etc. whichever applicable.

- 13.1.2** successfully acquired the minimum required credits as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable;

- 13.1.3** earned the specified credits in all the categories of subjects if applicable;

- 13.1.4** secured a minimum CGPA or Percentage in aggregate and division decided by the University taking care the directives/ guidelines of UGC or concerned Regulatory Bodies.

- 13.1.5** no dues to the University, Hostels, Libraries, NCC/NSS etc; and

- 13.1.6** No disciplinary action is pending against him/her.

#### **14. Attendance Requirement:**

- 14.1 A candidate must have at least 75% attendance. Provided that, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

#### **15. Maximum Duration of Completion of Course:**

- 15.1 A candidate has to complete the entire course of MFA Degree ordinarily within a maximum period of four years respectively from the session of first admission. However, for any exceptional case the matter shall be decided by the University as per the provisions of relevant rules and regulations.

#### **16. General Instruction:**

- i.) The admission to all kinds & modes of MFA Course shall be governed in accordance and provisions with the Rules/Directives of UGC/ Concerned Regulatory Body or any other competent Authority of the Govt. of India/ State Government/ University as amended from time to time.
  - ii.) The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/Directives of UGC/ Concerned Regulatory Body or any other competent Authority of the Govt. of India/ State Government/ University as amended from time to time.
  - iii.) For matters not covered in this specific ordinance, General rules and regulations of Dr. C. V. Raman University Khandwa, regarding specific courses shall be applicable. In other matters Board of Management of Dr. C. V. Raman University, Khandwa shall be competent to take any decision which shall be final.
- 17 The various specializations in the MFA programmes in the Faculty of Fine Arts and Design shall include Applied Arts, Painting, Sculpture, Print Making, Ceramic Designing, Textile Designing, Plastic Designing, Craft Technology, Visual Communication Design, Multimedia, Commercial Arts etc.
- The list of various specializations of "MFA" courses shall include the current courses/programme as well as proposed in future. However, all MFA programmes

with various specializations at present & in future shall run and governed through this ordinance.

The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like; on-line, e-learning, face-to-face, through webinar etc.

18. These programmes are offered by the Faculty of Fine Arts and Performing Arts and other faculties recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
19. This Ordinance shall be applicable to all MFA and other Post Graduates Degree in Fine Arts and related/allied stream, except those for which the University has separate Ordinances. The courses mentioned in this ordinance shall run under this ordinance.



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO 45**

**Four Years (Eight Semesters)  
Under Graduate Degree Programs  
Bachelor of Pharmacy (B.Pharm)**

**1. Course & Faculty**

1.1 This ordinance shall be applicable to all of Four Years (Eight Semesters) Degree in Pharmacy, hereinafter called 4-YDP, and shall be designed as Bachelor Pharmacy.

1.1.1 This program is offered by the Faculty of pharmacy after the recommendation by the respective Board of Studies and approval of the Academic Council.

1.2 The ordinance shall be applicable to all the University Teaching Departments, under its jurisdiction who offer the course.

**2. Duration**

2.1 B.Pharm: The duration of the course shall be four academic years (annual/semester) full time with each academic year spread over a period of not less than two hundred working days for annual pattern and hundred working days for each semester.

**3. Intake & fees**

3.1 The intake for each of these courses shall be decided by the University from time to time subject to the approval of Regulatory bodies, (PCI).

3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of statutory body, if any.

**4. Academic Year**

4.1 There will normally be one academic cycle for this course every year from July to June comprising of two semesters.

**5. Eligibility**

5.1 First year B.Pharm- A pass in any of the following examinations.

5.1.1 Candidate shall have passed 10+2 examination conducted by the respective state/central government authorities recognized as equivalent to 10+2 examination.

5.1.2 Reservation as per Govt. norms will be followed.

## **6. Admission Procedure**

Admission under these courses will be made as follows:

- 6.1 The eligible candidates as specified in clause 5 above should secure a place in the merit list prepared by the University.
- 6.2 The University may also conduct its own entrance examination for admission to its Pharmacy courses or may utilize the list of results of such examination/Test conducted by different State/National/Professional bodies.
- 6.3 Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
- 6.4 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **7. Course Structure**

- 7.1 The B.Pharm courses in semester system shall consist of :
  - 7.1.1 Such courses (papers) as prescribed by the Academic Council, in accordance to PCI.
  - 7.1.2 Such job internship, lab work, practical, Industrial Training, projects etc. as may be prescribed by the Academic Council, in accordance to Statutory body.
  - 7.1.3 Such scheme of examination as prescribed, by the Academic Council from time to time, in accordance to PCI.

## **8. Medium of Instructions and Examinations**

- 8.1 The medium of instructions and examinations shall be English.

## **9. Examinations Scheme**

- 9.1 No candidate shall be allowed to take the term-end Semester Examination unless one has:
  - 9.1.1 Attended at least 80% of lectures and practical delivered.
  - 9.1.2 Paid all the fees due.
  - 9.1.3 Obtained 'No Dues' certificates from concerned Department / College.

- 9.1.4 Submitted the job Internship Certificate / Project Report, if required in the scheme of examination.
- 9.1.5 Received in Plant/Practical training as prescribed by the University.
- 9.2 There will be one term end University Examination at the end of each semester. These examinations will be designated as follows:
- 9.2.1 During First Year  
First Semester B.Pharm. Exam, Second Semester B.Pharm. Exam
- 9.2.2 During Second Year  
Third Semester B.Pharm. Exam, Fourth semester B.Pharm. Exam
- 9.2.3 During Third Year  
Fifth semester B.Pharm. Exam, Sixth semester B.Pharm. Exam.
- 9.2.4 During fourth Year  
Seventh semester B.Pharm. Exam, Eighth semester B.Pharm. Exam.
- 9.3 There will be a full examination at the end of each semester consisting of all of theory and practical. The duration of examination period normally should not exceed as per regulatory bodies norms. The semester examination will generally be held in November–December and April– May in each year.

## **10. Promotion to Higher Semester and Year**

A candidate who has been admitted in the B.Pharm. Program will be promoted to higher class in accordance with the following sub rules:

- 10.1 A candidate, who has taken admission in odd semester and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 10.2 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 10.3 A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first

and second year examinations.

### **11. Award of Marks/Grades**

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

### **12. Award of Division**

- 12.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 12.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

### **13. Merit List**

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

### **14. Examination Centers**

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

### **15. General**

- 15.1 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.
- 15.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor

shall be competent to change the System/Pattern of the examination as per the Statutory bodies norms.

**15.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court Khandwa, Madhya Pradesh.

**15.4** The decision whether to award Grades or numbers shall rest with the BoM of the University.

**Dr.C.V.RAMAN University,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 46**

**DIPLOMA PROGRAMS IN PHARMACY  
(D. PHARMA)**

**1. Course & Faculty**

- 1.1 This ordinance shall be applicable to two years Diploma Programme except those for which the University has separate ordinances. These courses shall be run on Yearly / Semester basis as per the regulation of Pharmacy Council of India here in after referred as PCI.
- 1.2 At present the Diploma Certificates covers Diploma in Pharmacy.
- 1.3 These Programmes will be offered by the Faculty of Pharmacy.
- 1.4 The Ordinances shall be applicable to all the University Teaching Departments under its jurisdiction who offer these courses.
- 1.5 More such Programs can be run on the approval of academic council.

**2. Duration**

- 2.1 The duration of the course shall be for two academic years with each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months.

**3. Intake & Fees**

- 3.1 The intake for this program shall be decided by the University from time to time subject to the approval of Statutory Bodies (PCI):
- 3.2 Fee for this program will be decided by the university subject to approval of Regulatory Body.

**4. Academic Year**

- 4.1 There will normally be one academic cycle for this Program every year starting from July to June.

## **5. Eligibility**

- 5.1** Minimum qualification for admission to Diploma in Pharmacy Part-I course – A pass in any of the following examination with Physics, Chemistry and Biology or Mathematics.
- (i) Intermediate examination in Science.
  - (ii) The first year of the three year degree course in Science,
  - (iii) 10+2 examination (academic stream) in Science.
  - (iv) Pre degree examination.
  - (v) Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination.
  - (vi) Reservations as per Govt. norms will be followed.

## **6. Admission Procedure**

Admission under these courses will be made as follows:

- 6.1** The eligible candidates as specified in clause (5) should secure a place in the merit list prepared by Professional Education Board Madhya Pradesh, if any, for admissions to Diploma or any other competent authority of the Government of Madhya Pradesh / Central Government.
- 6.2** The University may also conduct its own entrance examination for admission to its Diploma courses, or directly admit based on the merit amongst candidates who have applied fulfilling qualifying criteria or may utilize the list of results of such examination/test conducted by different State/National/Professional bodies.
- 6.3** Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary document/fees.
- 6.4** The candidates whose results of the qualifying exam are awaited can also apply, who will be admitted provisionally. Such candidates, however, must produce the previous year Mark Sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present Mark Sheet /Grade Sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

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

**6.5.1** The candidate does not fulfill the eligibility conditions.

**6.5.2** The prescribed fees are not enclosed.

**6.5.3** The application form is not signed by the candidate and his/her parent guardian, wherever required.

**6.5.4** Supporting documents for admission are not enclosed.

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

## **7. Course Structure**

The Diploma Program in Yearly system shall consist of:

**7.1** Such Courses (papers) as prescribed by the Academic Council of the University in accordance with the recommendation of PCI.

**7.2** Such job internship, lab work, practical, Industrial training projects etc. as may be prescribed by the Academic Council of the University.

**7.3** Such scheme of examination as prescribed, by the Academic Council of the University from time to time as per recommendation of PCI.

**7.4** The course of regular academic study prescribed under regulation 7 shall be conducted in an institution, approved by the Pharmacy Council of India under sub-section (1) of section 12 of the Pharmacy Act, 1946.

**7.5** At present Grading System as recommended by UGC will be adopted. However if Statutory Body recommends numerical marking pattern, same will be adopted.

## **8. Medium of Instructions and Examinations**

**8.1** The medium of instructions and examinations shall be either English.

## **9. Examination**

Only such candidates who produce certificate from the Head of the Academic institution in which he/she has undergone the Diploma in Pharmacy Part-1 course, in proof of his/her having regularly and satisfactorily undergone the course of study by attending not less than 75% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at the Diploma in Pharmacy (Part-I) examination.

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



9.1.1 Attended at least 75% of lectures/practical delivered.

9.1.2 Paid all the fees due.

9.1.3 Obtained 'No Due' certificate from concerned Department/college.

9.1.4 Submitted the job internship certificate/project Report, if required in the Syllabus/Exam Scheme.

9.1.5 Received in Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

## **10. Promotion to Higher Year**

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

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

10.3 Candidate failing in maximum two subjects (Theory or Practical) will be admitted higher year, i.e. he/she will be allowed to appear next examination keep term.

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

## **11. Award of Marks/Grades**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations.

## **12. Award of Division**

12.1 Division shall be awarded only after the final examination based on integrated performance of the candidate for all the semesters of the program.

12.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. Duration of Year**

14.1 There shall be at least Two hundred teaching days in every Year.

14.2 One hour of conduct in Lecturer (L)/Tutorial (T)/ Practical (P) per week shall be

equal to one credit as allotted in the respective schemes.

- 14.3 Candidates appearing as regular students for any examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each subject of the course of study.

### **15. Merit List**

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

### **16. Examination Centers**

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

### **17. General**

- 17.1 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.
- 17.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice Chancellor shall be competent to change the System/Pattern of the examination.
- 17.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 17.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 47**

**THREE YEARS (SIX SEMESTERS) PROGRAM IN  
BACHELOR OF MEDICAL LABORATORY  
TECHNOLOGY [BMLT]**

**1 COURSE & FACULTY**

- 1.1** This Ordinance shall be applicable to Bachelor of Medical Laboratory Technology (BMLT), a three years under graduate degree course. This Course shall be run on annual system. The Program is offered by the faculty of Medical Science.
- 1.2** The Bachelor of Medical Laboratory Technology (BMLT) is a three year integrated degree course w.e.f. The admission of 1989 under 10+2+3 system of education as per MPPMC.

**2 DURATION**

- 2.1** The duration of this course of study shall extend over three years.
- 2.2** 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.

**3 INTAKE & FEES**

- 3.1** The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body. MPPMC has its own fees mechanism and we will follow it.
- 3.2** Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4 ACADEMIC YEAR**

- 4.1** There will be one academic cycle every year, from July to June.

**5 Eligibility**

- 5.1** Candidates seeking admission in the first year of the (BMLT) course must have passed the Senior Secondary (12<sup>th</sup>) (Bio (PCB)) examination from any recognized Board or an equivalent.

## **6. Admission Procedure**

Admission under these courses will be made as follows:

- 6.1 The University will issue admission notifications in news papers, and on the University's website, notice board of the university and in other publicity media before the start of every cycle and as per the guidance of MPPMC.
- 6.2 List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 6.3 The candidates whose results of the qualifying exam are awaited can also apply, they will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- 6.4 If a candidate admitted provisionally under (6.3) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him/ her will be cancelled.
- 6.5 The application form may be rejected due to any of the following reasons :
  - 6.5.1 The candidate does not fulfill the eligibility conditions.
  - 6.5.2 The prescribed fees is not enclosed.
  - 6.5.3 The application form is not signed by the candidate and his/her parent guardian, wherever required.
  - 6.5.4 Supporting documents for admission are not enclosed.
- 6.6 Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 6.7 Admission rules as framed by the University shall be applicable for all admissions from time to time.

## **7. Course Structure**

- 7.1** The Bachelor of Medical Laboratory Technology (BMLT) in annual system shall consist of:
- 7.1.1** Such courses (papers) as prescribed by the University
  - 7.1.2** Such job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
  - 7.1.3** Such scheme of examination as prescribed, by the University from time to time.
- 7.2** The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University and as per the guidance of MPPMC. 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.
- 7.3** Number of core subjects in a year will not be less than 6 (six) and will not be more than 10 (ten), including foundation course (if any).
- 7.4** Each subject having one or two theory papers as recommended by the Board of Studies and approved by the Academic Council.

## **8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS**

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

## **9. EXAMINATION**

- 9.1** No candidate shall be allowed to take the term-end annual Examination unless one has:
- 9.1.1** Attended at least 75% of lectures / practical delivered.
  - 9.1.2** Paid all the fees due
  - 9.1.3** Obtained 'No Dues' certificate from the concerned Department/ College.
  - 9.1.4** Submitted the job internship certificate / Project Report, as notified by the University.
  - 9.1.5** Received in Plant / Practical Training as prescribed by the University.
- Clause (9.1) above shall not be applicable to the Private / Ex candidates.
- 9.2** Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessment. The

internal assessment will be held in the manner prescribed from time to time by the University.

9.2.1 30 per cent marks of each paper will be earmarked of internal assessment (for each year, there will be two separate evaluations of 15 marks each).

9.2.2 Main examination will carry 70 percent marks,

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

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

## **10. PROMOTION TO NEXT YEAR & FAILED CANDIDATE**

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

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

10.3 If a candidate fails in not more than one paper in any one annual examination but clears all the remaining papers of that examination. He/she will be allowed to keep the term (ATKT) and promoted to the next year.

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

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

10.4.2 A candidate clears all the subjects of 2<sup>nd</sup> year examination or fails in one subject of the same will be allowed admission in 3<sup>rd</sup> year.

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

such situation, mark sheet for each year will be issued separately up to 3<sup>rd</sup> year and a composite mark sheet will be issued in the third year once the candidate clears all the papers.

## **11. Award of Marks/Grades**

**11.1** The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Condonation of Deficiency**

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

## **13. AWARD OF DIVISION**

**13.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.

**13.2** The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **14. MERIT LISTS**

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

**14.2** Final merit list shall be declared by the University only after the main examination of the third and final year for each degree on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all years in single attempts.

## **15. EXAMINATION CENTERS**

**15.1** University examination centers will be notified by the university.

## **16. GENERAL**

**16.1** 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.
- 16.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.
- 16.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.



**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 48**

**FOUR YEARS UNDER GRADUATE DEGREE PROGRAM  
IN NURSING {B.Sc.(Nursing)}**

**1. COURSE & FACULTY**

- 1.1 This ordinance shall be applicable to four years under graduate degree course in nursing. This course shall be run on yearly system including six-month internship.
- 1.2 The ordinance shall be applicable to the University Teaching Departments/Institute /College of this University, who will offer this course.

**2. Duration**

- 2.1 The duration of these courses of study shall be of four years including six-month internship.
- 2.2 A candidate has to complete the entire course of under graduate degree within a maximum period of eight years from the session of first admission (As per INC Guidelines).

**3. INTAKE & FEES**

- 3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body (As per INC Guidelines).
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. ACADEMIC YEAR**

- 4.1 There will be one academic cycles every year, from October. It is as per INC guidelines.

**5. ELIGIBILITY**

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

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

Or

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

**5.1.2** With 45% marks from a recognized board and 5% relaxation to SC/ST candidates.

## **6. ADMISSION PROCEDURE**

Admission under this course will be made as follows:

- 6.1** The University will issue admission notifications in news papers, on the University's website, notice board of the university and in other publicity media before the start of every cycle as per INC guidelines.
- 6.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application as per INC guidelines.

## **7. COURSE STRUCTURE**

- 7.1** This under graduate course in Nursing will follow the yearly system as per INC guidelines:
  - 7.1.1** Such courses (papers) as prescribed by the University/Indian Nursing Council.
  - 7.1.2** Such job internship, lab work, practical, in hospital/nursing/institutions, training, projects hospital visit etc. as may be prescribed by the University as per INC Guidelines.
  - 7.1.3** Such scheme of examination as prescribed, by the University from time to time as per INC Guidelines.
- 7.2** The course curriculum of each course shall be approved by the concerned Board of Studies and the Academic council of the University. The Academic council of the University on the recommendation of the concerned Board of Studies may change number of papers and /or marking scheme of the course after the due approval of Vice chancellor as per INC guidelines.

7.3 A student shall be required to offer three types of papers for completing the requirements for the B.Sc.(Nursing) degree:

7.3.1 Core papers (Theory Papers)

7.3.2 Experiential learning subjects (Practical i.e. clinical Practice).

7.3.3 Such scheme of examination as prescribed, by the University from time to time as per INC guidelines.

7.4 Each subjects having one or two theory papers as decided by the Board of Studies and as per Indian Nursing Council Guidelines.

## 8. MEDIUM OF INSTRUCTIONS AND EXAMINATIONS

8.1 The medium of instructions and examinations shall be English.

## 9. EXAMINATION

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

9.1.1 Attended at least 80% of lectures i.e. theory and 100% clinical training / practical delivered.

9.1.2 Paid all the fees due before examination.

9.1.3 Obtained 'No Dues' certificate from the concerned Department/College.

9.1.4 Submitted the job internship certificate / Project Report, as notified in Syllabus.

9.1.5 Received in Plant / Practical Training as prescribed by the University.

9.2 There will be two term & Pre University Examination before Final University Examination.

These examinations will be designated as follows:

9.3 During First Year (University Exams)

First Year B.Sc. (Nursing) Exam

9.4 During Second Year (University Exams)

Second Year B.Sc. (Nursing) Exam

9.5 During Third Year (University Exams)

Third Year B.Sc. (Nursing)

9.6 During fourth Year (University Exams)

Four Year B.Sc. (Nursing) Exam

9.7 There will be a full examination at the end of each year consisting of theory and practical. The duration of examination period normally should not exceed 25

working days. The year examination will generally be held in August-September in each year.

## **10. PROMOTION TO NEXT YEAR & FAILED CANDIDATE**

There will be supplementary examination in between the year exam.

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

10.2 If a candidate fails in supplementary exam papers, he/she will be allowed to keep the term (ATKT) and promoted to the next year up to third year. However, all papers need to be cleared before appearing in final examination.

### **10.2.1 Passing Examination (First to fourth Year)**

10.2.1.1 To pass an examination, candidate must obtain at least in 'D' Grade theory and in practical separately.

10.2.1.2 The candidate if fail in more than one/two subject in any nursing program they can be promoted to next year. A candidate can take any number of attempts with condition that maximum period is as prescribed by each INC program.

10.2.1.3 A candidate has to pass in theory and practical exam separately in each of the paper.

### **10.2.2 Promotion to next higher Classes**

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

## **11. AWARD OF MARKS/GRADES**

11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC and as per INC Guidelines.

## **12. Condonation of Deficiency**

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

two separate subjects, for the purpose of awarding grace marks).

### **13. AWARD OF DIVISION**

- 13.1** Division shall be awarded only after the final examination based on integrated performance of the candidate for whole academic year of the program.
- 13.2** The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC and INC from time to time.

### **14. MERIT LISTS**

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

### **15. EXAMINATION CENTERS**

- 15.1** University examination centers will be notified by the university.

### **16. GENERAL**

- 16.1** 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.
- 16.2** In case of any dispute/ambiguity, the ruling of the Vice-Chancellor shall be final. However, on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination as per INC guidelines.
- 16.3** In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 16.4** The decision whether to award Grades or numbers shall rest with the BoM of the University.

**DR.C.V.RAMAN UNIVERSITY,  
KHANDWA (MADHYA PRADESH)**

**ORDINANCE NO. 49**

**FOUR AND HALF YEARS UNDER GRADUATE DEGREE  
PROGRAM IN BACHELOR OF PHYSIO THERAPY  
(B.P.T.)**

**1. Course & Faculty**

- 1.1 This ordinance shall be applicable to Bachelor of Physio Therapy, a four years under graduate degree program. This program shall be run on annual system. The program is offered by the Faculty of Medical Sciences.
- 1.2 THE DURATION OF THE COURSE OF INSTRUCTION LEADING TO THE DEGREE OF BACHELOR OF PHYSIOTHERAPY (B.P.T.) SHALL BE FOUR AND A HALF YEARS (INCLUDING COMPULSORY ROTATING INTERNSHIP FOR SIX MONTHS). FIRST B.P.T. EXAMINATION WILL BE HELD AT THE END OF THE FIRST ACADEMIC YEAR, SECOND AT THE END OF THE SECOND ACADEMIC YEAR, THIRD AT THE END OF THIRD ACADEMIC YEAR AND FOURTH OR FINAL B.P.T. EXAMINATION AT THE END OF FOURTH ACADEMIC YEAR, ORDINARILY IN THE MONTH OF JULY/AUGUST ON SUCH DATES AS MAY BE FIXED BY THE CONTROLLER OF EXAMINATION.

**2. Duration**

- 2.1 The duration of this course of study shall be of Four Years.
- 2.2 A candidate has to complete the entire course of under graduate degree within a maximum period of eight years from the session of first admission.

**3. Intake & Fees**

- 3.1 The intake for each of these Programs shall be decided by the Board of Management of the University from time to time subject to the approval of the regulatory body and asper the guidance of MPPMC.
- 3.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body, if any.

**4. Academic Year**

- 4.1 There will be one academic cycle every year starting from July to June.

## 5. Eligibility

- 5.1 Candidates seeking admission in the first year of the B.P.T. programme must have passed the Senior Secondary [(12th) (Bio), (PCB)] examination from any recognized Board or an equivalent.

## 6. Admission Procedure

Admission under these courses will be made as follows:

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

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

## **7. Course Structure**

- 7.1 The Bachelor of Physio Therapy [B.P.T] shall consist of:

7.1.1 Such courses (papers) as prescribed by the University

7.1.2 Such lab work, practical, in plant training, projects etc. as may be prescribed by the University and

7.1.3 After study and passing all examinations of four years and successfully completing the internship of 6 months duration in a approved hospital the degree will be awarded to the candidate.

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

- 7.2 The program curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University and as per the guidance of MPPMC. 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.

- 7.3 Number of core subjects in a year will not be less than 5 (five) and will not be more than 10 (ten), including foundation course (if any).

- 7.4 Each subject having one or two theory papers as recommended by the Board of Studies and approved by the Academic Council.

## **8. Medium of Instructions and Examinations**

- 8.1 The medium of instructions and examinations shall be English.

## **9. Examination**

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

9.1.1 Attended at least 75% of lectures / practical delivered.

9.1.2 Paid all the fees due

9.1.3 Obtained 'No Dues' certificate from the concerned Department/ College.

9.1.4 Submitted the job internship certificate / Project Report, as notified in the syllabus.



9.1.5 Received in Plant / Practical Training as prescribed by the University.

Clause (9.1) above shall not be applicable to the Private / Ex candidates.

9.2 Received in-plant training/ laboratory / Hospital as prescribed in the syllabus.  
Clause (i) above shall not be applicable to private candidates.

9.3 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.

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

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

## 10. Promotion to Next Year & Failed Candidate

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

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

10.3 If a candidate fails in not more than one paper in any one annual examination but clears all the remaining papers of that examination. He / She will be allowed to keep the term (ATKT) and promoted to the next year.

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

10.5 A candidate passes all the subject of 1<sup>st</sup> year examination will be allowed to be admitted in 3<sup>rd</sup> year.

10.6 A candidate passes all the subjects of 1<sup>st</sup> and 2<sup>nd</sup> year examination will be admitted in 4<sup>th</sup> year.

10.7 Provided further, that if a candidate fails in some papers of earlier year and clears the final year, his result will be withheld. A candidate will be awarded degree only in

the year when he/she clears the papers of earlier year. In such situation, mark sheet for each year will be issued separately up to 3rd year and a composite mark sheet will be issued in the fourth year once the candidate clears all the papers.

## **11. Award of Marks/Grades**

- 11.1 The award of marks/grades and passing standard will be recommended by Board of Studies and faculty under Dean of the faculty and approved by academic council in accordance with regulations/directives of UGC.

## **12. Award of Division**

- 12.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters of the program.
- 12.2 The division will be awarded as per the Examination Scheme as recommended by Board of Studies and faculty and approved by academic council as per the directive/regulations of UGC from time to time.

## **13. Merit Lists**

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

## **14. Examination Centers**

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

## **15. General**

- 15.1 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.
- 15.2 In case of any dispute/ambiguity, the ruling of the Vice Chancellor shall be final. However on the recommendations of the Academic Council the Vice-Chancellor shall be competent to change the System/Pattern of the examination.

- 15.3 In case of any dispute, the matter shall be decided under the Jurisdiction of District Court, Khandwa, Madhya Pradesh.
- 15.4 The decision whether to award Grades or numbers shall rest with the BoM of the University.

## उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 8 अगस्त 2018

क्र. आर-205-सी.सी.-2018-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 (1) के अनुक्रम में, सरदार पटेल निजी विश्वविद्यालय, बालाघाट के प्रथम अध्यादेश क्र. 01-65 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक-01-65

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

# SARDAR PATEL UNIVERSITY

BALAGHAT, MADHYA PRADESH

ORDINANCE No. 1, of 2018

## ADMISSION, ENROLLMENT AND MIGRATION

### 1.0 DEFINITIONS:

In this Ordinance, unless there is anything repugnant in the subject or context;

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

### 2.0 ADMISSION PROCEDURE:

- 2.1 Admission in the University shall be made strictly on the basis of Merit.
- 2.2 Merit for admission in the constituent Institutions of University may be determined either on the basis of marks or grade in the qualifying examination and achievements in co-curricular and extra-curricular activities or on the basis of marks or grade obtained in the Entrance Test conducted at the State or National Level, as per the norms of the Regulating Bodies.
- 2.3 The application for admission shall, among others, be accompanied by
- 2.3.1 The School / College Leaving Certificate / Transfer Certificate signed by the Head of the Institutions last attended by the student. The School / College Leaving Certificate / Transfer Certificate is not mandatory for all one year Diploma/Certificate/PG Diploma Course.
- 2.3.2 True copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student, who passed the examination as a private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant.

2.3.3 If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University other than this University, he shall submit in addition to the School / College Leaving Certificate or Transfer Certificate, an Eligibility or a Migration Certificate from the Secretary, or Registrar of such Board or University as the case may be together with immigration fee as prescribed.

2.3.4 Any other document as required by Concerned Institution.

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

2.4 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 this University as equivalent to the qualifying examination for a student of the University.

2.5 An applicant for admission to a course leading to a Bachelor's degree shall not be so admitted unless he is prepared to appear in all subjects prescribed for the particular degree examination.

2.6 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 in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of studies in case of post-graduate examination.

2.7 No person, who is under sentence of rustication from another University or a teaching Institution connected this University shall be admitted to any course or study in Institution of this University.

2.8 Admission of students to all institutions except those for Medicine, Dentistry, Nursing and Pharmacy in each academic year shall be completed by the first day of the academic session concerned.

Provided that, the Head of an institution may, in his/her discretion, admit a student to the institution till 30 September, and for special reasons with the approval of the Vice-Chancellor, date can be extended of that year.

**Provided** where, 30 September is a holiday, the next working day will be the last date in each case. In institutions for Medicine, Dentistry, Pharmacy and Engineering (Undergraduate) the corresponding last date of admission shall be 30 September or as prescribed by Apex Body.

**Provided** that, a student, who is eligible for second or supplementary examination of the University shall be permitted to take provisional admission the next higher class within the date prescribed above. If he/she fails to clear the supplementary or pass the second examination the provisional admission in the higher class shall stand as cancelled.

- 2.9 The list of admitted student in medical & other related courses should also be made available to MCI, DCI to as well as Director Medical Education deptt. Govt, of M.P. and Admission & Fee Regulation Committee constitute under M.P. Niji Vyavasayik Shikshan Sansthan (PraveshkaVinnyaman Avam Shulkka Nirdharan) Adhiniyam 2007 within One week from the last date of admission.
- 2.10 The admission procedure as prescribed if any, by Medical Education Department Government of M.P. and other Regulatory State & Central bodies for professional & technical courses will be followed.

### **3.0 LATE ADMISSIONS:**

- 3.1 A student admitted to an Institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent institution of the University and has paid his/her fees in the former institution up to the preceding month.
- 3.2 The Head of the Institution may permit a student to change his optional subjects for a course with the approval of the Vice-Chancellor, within two weeks of last date of admission as prescribed by Competent Authority. No change there after shall be permitted.

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

- 4.1 No student shall be allowed to migrate from one institution to another under the jurisdiction of this University without a Transfer Certificate. No such transfer shall in any case be permitted after the date on which the application of a student for admission to the ensuing examination has been forwarded to the University.
- 4.2 Subject to the provision contained in para (1) above a student, who during an academic session desires to leave the constituent institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons thereof and further stating the name of the institution if any, which he wished to join.

4.3 If the change is to another Institution, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he may pass order accordingly. On such orders being passed, the student in question shall:

- i. Make payment of all fees due to the Institution up to the month of the application for the transfer certificate; and
- ii. Refund whatever, if any, scholarship or studentship has been paid to him from the funds of the Institution, if required by the Head of the Institution to do so.

When the student has made all the aforesaid payments, the Head of the Institution shall issue a Transfer Certificate.

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

#### 5.0 DISCIPLINE:

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

5.2 When a student has been guilty of breach of discipline within or outside the precincts of the University or an Institution, or persistent absenteeism, the Head of the Institution with the approval of Vice- Chancellor may, according to the nature and gravity of the offence:

- i. Suspend such a student from attending classes for not more than a week at a time; or
- ii. Expel such a student from the institution; or
- iii. Disqualify such a student from appearing at the next ensuing examination, or
- iv. Rusticate such a student.

5.3 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.

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

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

- 5.6 A student who has been rusticated shall not be admitted to another Institution within the jurisdiction of this University. Ordinarily, the period of rustication shall not exceed two years. Other Universities shall be informed of the fact of the rustication.
- 5.7 The rustication of a student from an Institution shall entail the removal of his name from the Register of Enrolled Students.
- 6.0 ENROLLMENT OF STUDENTS:**
- 6.1 A person, who has been admitted to an institution as per the prescribed eligibility of a particular course, shall be enrolled as a student of University by the Registrar.
- 6.2 Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. Head of Institute will ensure that all the documents are enclosed along with enrolment form and it shall be accompanied by the prescribed enrolment fee. Such application shall be submitted through Head of Institution of the College/University to which the student has been admitted.
- 6.3
- i. No student shall be deemed to have been admitted to any Course of study as a regular student of the University unless his/her name is written in the Register of Enrolled Students.
  - ii. The fee for enrolment paid by a student shall not be refunded under any circumstances.
- 6.4 The procedure for submission of application for Enrolment of students by colleges shall be as follows;
- i. Application on the prescribed form from students, together with the necessary fees, migration certificate, eligibility certificate, if necessary, shall reach the University Registrar within two weeks from the last date of admission of the academic year in which the student is admitted.
  - ii. On the payment of late fee as prescribed, the Vice Chancellor may permit the enrolment of student whose application, enrolment fee or the migration certificate have been submitted after the due date if the Vice Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of the student.
- 6.5 No person, who is under sentence, expulsion or rustication from another University, shall be admitted to any course of study during the period for which the sentence/expulsion/rustication is in operation.
- 6.6 A student who is enrolled in the University may apply for a change/correction in one's own name or surname to the Registrar of the University with the prescribed fee (not refundable).



- 6.7 Any change, addition or modification, shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to that effect shall be issued to the applicant.
- 6.8 Under no circumstances shall any alteration be made in the University certificate, diploma degree, and other document issued in favour of the applicant prior to the order for a change/correction in the name
- 6.9 In all subsequent documents, certificates, diplomas and degrees of the University, the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- 6.10 Name of the student will only be changed provided procedure as per law and prevailing rules / regulations has been followed.

#### **7.0 MIGRATION:**

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

#### **8.0 CONSIDERATION FOR SPECIAL CATEGORIES:**

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

**ORDINANCE No. 2, of 2018****REGISTRATION OF STUDENT AND THEIR ADMISSION TO THE COURSES OF  
STUDY AND TEACHING METHODOLOGY**

- (1) For registration / enrollment in the University courses of study, a candidate must apply on prescribed format and submit the application from along with the attested copy of the mark sheet of the qualifying examination and University fees. The registration from will be forwarded by the head of the Institute to the Registrar of the University.
- (2) On receipt of the registration from at the University Institute the candidates will be allotted a temporary registration number.
- (3) The registration application from will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.
- (4) The application for admission of the student can be submitted directly in University with all supporting documents or through guidance centre or can be applied through online. Any student from India or abroad seeking admission in the University can interact online with University, Mode of instruction of teaching of such student shall be decided by the Academic Council of the University.
- (5) The Validity of the registration of student for different course will be as under-

S.No.	Name of Courses	Maximum Validity Period(Years)
1	Certificate and one year Diploma course	2
2	Two year Degree and Masters Degree course	4 & 5 & 7
3	Three year Degree Course	6
4	Four year Degree Course	8
5	Integrated Post Graduate Course	10 & 12
6	Three years Diploma Course	6

- (6) No person who has been convicted by a court of justice and is undergoing punishment or is under 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) (i) A student of 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 as prescribed by University.
- (ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.
- (iii) 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 and proof.
- (iv) The fees deposited by the candidate are non- refundable.
- (8) Teaching Days Each Institution enrolling student for the degree/ diploma course shall ensure that the numbers of actual teaching days are not less than 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 , Assignment, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.
- (b) For 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 include online teaching learning, material availability, webcasting, Podcasting, Online chatting with teachers, Online Discussion forums etc.

**ORDINANCE No. 3, of 2018****EXAMINATION IN GENERAL****PART-I****Definitions**

1. In this Ordinance and in all Ordinance and Regulations laying down conditions for appearing at 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:-

- (i) "Regular candidates" means a person who has pursued a regular course of study in a University Teaching Department School of studies or college and seeks admission to an examination of the University as such.
- (ii) "Ex-student candidate" means a person who was admitted to an examination as a regular candidate and was not declared successful 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.
- (iii) "A Regular Course of study" means a candidate appearing as regular student for any examination are required to attend seventy five percent of lectures delivered and of the practical classes held separately in each subject of the course of study.

**NOTE:** In this Ordinance, unless provided otherwise, lectures, shall include tutorials and seminars.

- (iv) "Forwarding Officer" means in case of an ex-student candidate, the Director/Dean where the candidate has pursued a regular course of study.
- (v) "Attested" means attested by the Director/Dean, or by any authority nominated by the Director/Dean or University.

## PART- II

### Admission of regular candidate to an examination of the University.

2. No regular candidate shall be admitted to an examination of the university unless he/she :-
  - 2.1 Has been enrolled as a student in a university Teaching Department, School of Studies or colleges in accordance with the provisions of the Ordinance.
  - 2.2 Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has pursued a regular course of study for that examination.
  - 2.3 A Regular candidate migrating from another University or Board of Secondary Education sends his/her original migration certificate with his/her enrolment application form on the date prescribed in the Ordinance for enrolment of students and their admission to course of study together with the migration and immigration fees as prescribed by the University.
  - 2.4 The Controller Exam may on the specific recommendation of the Director/Dean, and if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of further fees as prescribed by University such card shall show in a prominent place the word duplicate.
  - 2.5 Where a candidate offers an additional subject paper for an Examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject/paper.
3. In computing the attendance for fulfillment of the condition regarding a regular course of study :-
  - 3.1 Attendance at lectures delivered and practicals, if any, held during the academic session shall be counted.
  - 3.2 Attendance at any lecture delivered or in practical held within fourteen days preceding the first day of written examination which shall be treated as preparation leave, shall not be counted.
  - 3.3 Attendance kept by a regular candidate in higher class shall be counted towards the percentage of attendance for the examination of lower class to which he may revert as a result of his failure to pass in the examination.
  - 3.4 Attendance at NCC/NSS Camp during the session shall be taken as full attendance at lectures/practicals on each such day camp and the day of journey to such camp.

- 3.5 Participation as a member of a University/College team in any Inter-University or Inter-Collegiate Competition shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- 3.6 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding fifteen percent i.e. upto ten percent and a further five percent of the total number of lectures delivered and practical held in each subject may be condoned by the Director/Dean and by the Kulpati respectively.
4. Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the RGPV :-
- 4.1 Submit an application for an admission to the examination in the prescribed form duly affix his/her latest passport size photograph at the appropriate place, through the principal of the college/Head of the University Teaching Department or School of Studies indicating the subject or subjects in which he desires to present himself for the examination.
- 4.2 Pay along with the application, the fee prescribed for the examination concerned.
- 4.3 Application submitted by regular candidate together with the examination fee shall be forwarded by the Principal of the College/Head of the University Teaching Department of School of Studies so as to reach the university on or before the last date prescribed for the purpose by the University.
- 4.4 In case of each application, the Principal of the College/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/she seeks admission.
- (b) Is of good conduct.
- 4.5 The Principal of a college or the Head of 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 college property and all the articles and uniform issued to him for sports or NCC or does not pay the cost thereof in case of loss, by 15 days preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission his application form to the University for admission to the examination and the date of the commencement of the examination.

**PART-III****5. General conditions applicable to all candidates.**

**5.1** No candidate shall appear in more than one degree examination or for the Master's degree in one and the same year.

**6.** For a candidate who has passed a part of the Bachelor's degree examination or a part of a Master's degree examination of another University may, on the recommendation of Chairman Board of studies concern and Dean of the faculty concern be admitted with the permission of Kulpati 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.

**7.** No person who has been expelled or rusticated from any college or University or has been debarred in appearing at a University examination shall be admitted to any examination during the period for which the sentence is in operation.

**8.** An application for admission to an examination received by the University after the last date notified by the University, after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee prescribed by the university but not later than the fifteen days before the commencement of examination.

**8.1** Notwithstanding anything contained in the ordinances relating to admission of candidates to an examination of the University, the Vice-Chancellor may, in special cases 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 late fee prescribed by the University even though the same is received after the expiry of the period of fifteen days mentioned in the forgoing paragraph.

**9. The University shall issue an admission card in favour of a candidate, if :-**

**9.1** The application of the candidate is complete in all respect in accordance with the provisions applicable to him and in order.

**9.2** The candidate is eligible for admission to examination, and the fees as prescribed have been paid by the candidate.

**9.3** Where the practical examination is held earlier than the examination in theory paper, 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.

- 9.4 The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that :-
- (a) The admission card was issued or permission was given through mistake or the candidate was not eligible to appear in the examination.
  - (b) Any of the particulars given or document submitted by the candidate in or with the application for enrollment admission to a college, teaching department or School of Studies or an examination is false or incorrect.
- 9.5 The Registrar may on the recommendation of Principal/Superintendent Exam concern that an admission card has been lost or destroyed, grant a permission to issue a duplicate admission card on payment of a further fees prescribed by the University. Such card shall shown in a prominent place the word "Duplicate".
10. A candidate shall not be entered in to 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. The Superintendent and Invigilator shall have all powers to exercise check on unfair means including those of search and seizure.
11. In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the center and he shall obey his instructions.
- 11.1 In the event of a candidate disobeying the instructions of the Superintendent or his ~~indiscipline~~ conduct or insolent behavior towards the Superintendent or any invigilator, candidate may be excluded from that days examination and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the center.
  - 11.2 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 or either of them or acts in a manner likely to the authorities in the discharges of their duties, the Superintendent may expel the candidate from the center and he may take police help.
  - 11.3 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.
  - 11.4 A candidate expelled on any of the grounds mentioned in (15.2) or (15.3) above will not be allowed to appear in the subsequent papers.



**11.5** In every case where action is taken by the Superintendent under (11.1), (11.2) or (11.3) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence further punish a candidate by canceling his examination and/or debarring him from appearing at the examination 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.

**11.6** If a candidate is found guilty of using or attempting to use or having used unfair means at an examination

**11.6.1** Such as copying from some book or note or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or failure of an examinee to handover his answer-book to Superintendent/invigilator or taking away his own answer book, walks out of the examination hall or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his nature of the offence.

**11.6.2** The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya 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 tampering of Vishwavidyalaya records including the answer books, marks-sheet, result charts, degree, diplomas and the like.

**11.6.3** The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that candidate has obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

**11.6.4** When the University intends to award any of the aforesaid penalties under clause (11.6.1), (11.6.2) or (11.6.3) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show-cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation if any, if filed within the specified time, before awarding the penalty.

11.6.5 A list of such candidates so disqualified shall be circulated to all the universities in India requesting them not to admit the students during the period of their disqualification.

12. Any candidate, who has appeared at an examination conducted by the University, may apply to the Registrar for the scrutiny 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 20 days after the declaration of result.

12.1 Such application must be accompanied by fees as prescribed by the University.

12.2 The result of the scrutiny shall be communicated to the candidate.

12.3 If as a result of scrutiny 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.

13. A candidate whose result has been declared may apply to the Registrar for revaluation of any of his answer books in the prescribed form within 20 days of the declaration of his result for the revaluation any of his answer book.

Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. Provided also that no revaluation shall be allowed in case of scripts of practicals, field work, sessional work tests and thesis submitted in lieu of paper at the examination.

14. A candidate who has passed any final degree examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee as prescribed by University.

15. No person who is under sentence of expulsion or rustication from a University Teaching Department School of Studies or college or from the University 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.

16. Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-

- (i) Marks list
- (ii) Migration Certificate.
- (iii) Provisional Certificate.

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.

17. Duplicate of University Degrees, Diplomas shall not be granted except incases in which the Vice-Chancellor 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 lost his degree/diploma or that it has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the degree/diploma may be granted on receipt of a fee as prescribed by the University.
18. The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as provided in the concern ordinances.
19. Notwithstanding anything contained in the concerned ordinance, with a view to moderate hard-line cases in the examination, the following rules shall be observed:-

19.1 Deficiency upto 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. This facility shall be available only to those candidates who appears at the semester examination in full (i.e in all theory, practical and sessionals in the first attempts).

19.2 The Vice-Chancellor may award one grace mark in case the candidate is failing by one mark or missing a division by one mark where the deficiency is so condoned, one mark shall nowhere be added.

19.3 A candidate fails to complete the PG/UG/Diploma course in the maximum duration of the course, as specified in concerned Ordinance , can avail the facility of one mercy attempt, by submitting the application form (as prescribed by University) within one year after the maximum duration of the course ( in continuation of the Academic Year). The number of subjects should not be more than ten ( Five Theory and Five Practicals).

All application forms will be scrutinized by a committee consisting of

- (1) Vice-Chancellor
- (2) Two Executive Council Members – nominated by Vice-Chancellor
- (3) Dean of the concerning faculty
- (4) One Professor of the concerning subject.

The committee will scrutinize the application forms & submit their report to Vice-Chancellor. On the recommendation of the Committee, the Vice-Chancellor may permit the applicant to avail the one mercy attempt facility. If a candidate fails to complete the PG/UG/Diploma course after availing one mercy attempt, he/she will not be eligible to appear in any university examination in future.

20. The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus/syllabus for the examination concerned.

#### **Part-IV**

##### **Examination Fee**

The Examination fees for various courses under semester system examination pattern will be decided by the university from time to time. The Board of Management of the University can change any of the fees or conditions for the examination as and when the situation so warrants. The decision of vice chancellor will be final in all regards.

**ORDINANCE No. 4, of 2018****THE CONDUCT OF UNIVERSITY EXAMINATIONS****GENERAL**

- 1.1 Controller of Examinations (COE) shall be principal authority of the University, bestowed with the full responsibilities of arranging and conducting the university examinations, fair and free from any malpractice and within the prescribed time schedule.
- 1.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 1.3 He/She shall prepare the examination schedules of all the courses for the whole academic year in advance as per the guidelines set by Board of Studies and Academic Council.
- 1.4 He/ She shall be responsible for maintaining total Confidentiality in the discharge of duties by himself/herself and their staff.
- 1.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results within stipulated time frame work.
- 1.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.

**EXAMINATION CENTERS AND MANPOWER**

- 2.1 Controller of Examinations in consultation with the Registrar shall identify centres to conduct the University, Theory, Practical/ Clinical examinations in various institutions/Department of university for different courses and obtain VC's approval.
- 2.2 The examination centres for Theory examinations shall have adequate space and furniture for making arrangement for seating students allotted to the centre.
- 2.3 The examination centre for theory examination shall have provision of Secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 2.4 The practical/Clinical examinations shall held in the respective departments of the University.
- 2.5 Each constituent department of University is expected to make provision for minimum required infrastructure for conduction of University examinations.

- 2.6 The Controller of Examinations shall appoint the manpower required to conduct the Practical/ Clinical examinations in various centre.
- 2.7 The persons whose relative is appearing for the examination, shall no be assigned any responsibility of that examination or that Center.
- 2.8 The Controller of Examination with the approval of Vice-Chancellor may cancel an examination at all centres if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such a step.
- 2.9 The University may change the examination centre of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.10 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint a writer to write down dictation pertaining to answer to questions at the examination on behalf of an examiner, who is unable to write himself/herself on account of temporally handicapped (who should be in possession of Medical Certificate issued by Competent Authority) provided that such a writer shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Centre Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Board of, Management may from time to time make, alter or modify rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.

- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehaviour, shall be liable for punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehaviour.
- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller, may from time to time appoint flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice.
- 2.18 The squad may consist of two officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The squad shall record in writing, the malpractice, deficiencies, if any and obtain signature of Chief Superintendent before sending the report the Controller for further action.
- 2.20 If the report alleges very serious breach of rules, the University may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action is taken, a report of the action taken shall be made to the Board of Management at its next meeting.
- 2.21 Controller of Examinations shall appoint the Chief Superintendent of the Centre (in normal course-Head of the Institution) at each centre for the purpose of conducting Theory Practical / Clinical examinations.
- 2.22 Authorized Manpower required conducting the theory examinations.
- 2.22.1 The Chief Superintendent for each Centre Superintendent for the centre.
- 2.22.2 Asst. Superintendent for the Center.
- 2.22.3 Invigilators-One invigilator for every 20 students.
- 2.22.4 Supporting staff.
- 2.22.5 Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc.
- 2.22.6 Clerk to help in sorting, packing and sealing of packets of answer books.
- 2.22.7 Water boys/ women - one each in Hall/ room.
- 2.23 Chief Superintendent shall appoint the personnel mentioned under 2.22.2 to 2.22.5 in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the speciality of subject of examination and relatives of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.

2.24 Chief Superintendent shall appoint the personnel mentioned under 2.21.5 in the above list from among the non -teaching staff.

2.25 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.

2.26 **Authorized Manpower required conducting Practical/clinical examinations.**

2.26.1 The chief superintendent for each centre.

2.26.2 Internal and external examiners.(appointed by the Controller)

2.26.3 Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc. as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.

2.26.4 One technical assistant (Staff nurse in case of clinical examinations) to Organize patients, material and instruments.

2.26.5 Not more than two attenders.

2.27 **Duties and Responsibilities of Chief Superintendent**

2.27.1 Chief Superintendent shall be Head the center to conduct the Theory/ practical/ clinical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.

2.27.2 He / She shall be responsible and custodian of the Seal of the Institution.

2.27.3 He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, blank proformas etc.

2.27.4 He/she is authorized to appoint the personnel as mentioned in Section 2.22.2 to 2.22.5.

2.27.5 He/she shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.

2.27.6 He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.

2.27.7 He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.

2.27.8 He/she shall ensure-proper and timely distribution of Answer books and Question papers to the examinees in each hall/room.



- 2.27.9 He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- 2.27.10 He / She shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- 2.27.11 He / She shall ensure that the practical / clinical examinations are held in fair as per the stipulations and within prescribed time.
- 2.27.12 He / She shall ensure that the stationery including answer books, mark award sheets for practical / clinical examinations are provided to the internal examiner.
- 2.27.13 He / She shall ensure that the answer sheets of practical/ clinical examinations arranged in order and sealed in tamper proof bags.
- 2.27.14 He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- 2.27.15 He / she shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- 2.27.16 The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behaviour of the examinees.
- 2.27.17 He /She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Centre as maybe considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- 2.27.18 He/ She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- 2.27.19 The Centre Superintendent shall have the power to expel an examinee from Examination/s on subsequent days, on any of the following grounds: -
- 2.27.19.1 That the examinee created a nuisance or serious disturbance at the examination centre.
- 2.27.19.2 That the examinee showed a seriously aggressive attitude towards an Invigilator or a member of the staff entrusted with the Exams. work

- 2.27.19.3 If, necessary, the Superintendent may get Police assistance.  
Where a candidate is expelled, the Controller of Examination shall be informed immediately.
- 2.27.20 Unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, Provided that teacher of the subject of the written; Examination at any session shall not be an Invigilator at such session of the examination.
- 2.27.21 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, by way of checking the photograph pasted on the form.
- 2.28 Duties and Responsibilities of Superintendent**
- 2.28.1 Shall carry out the tasks as assigned by the Chief Superintendent.
- 2.28.2 He / she shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.
- 2.29 Duties and Responsibilities of Invigilator**
- 2.29.1 He / she shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.
- 2.29.2 He / she shall ensure that examinees occupy their allotted seats within the stipulated time.
- 2.29.3 He / she shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- 2.29.4 He/She shall ensure that No student carries with him/her any prohibited material like Mobile phones, iPods, lap tops, palm discs, etc. Calculators shall not be permitted unless permitted by the examination protocol.
- 2.29.5 He / she shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines
- 2.29.6 He / she shall ensure that the examinees do not talk either with other students or with invigilator.
- 2.29.7 He / she shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.

- 2.29.8 He / she shall permit the examinee to leave the hall after 30 minutes only, if the examinee does not wish to continue writing. However their answer book and question paper shall be retained.
- 2.29.9 He / she may permit the student for attending nature calls once for not more than 5 minutes.
- 2.29.10 He / she shall ensure supply of drinking water within the hall/room.
- 2.29.11 He / she shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- 2.29.12 He / she shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- 2.29.13 He / she shall ensure that the students' sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
- 2.29.14 He/she shall be responsible for collection and arrangement of answer books in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.
- 2.29.15 In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.
- 2.29.16 He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

### 2.30 Examiners

- 2.30.1 There shall be two categories of examiners. Internal and External.
- 2.30.2 Internal Examiner shall be a full time faculty member working in Constituent Institutions of the Sardar Patel University.
- 2.30.3 External Examiner shall a full time teaching faculty from Universities other than the Sardar Patel University.
- 2.30.4 Both Internal and External examiners shall possess the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

**2.31 Panel of Examiners**

- 2.31.1 The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- 2.31.2 Controller of Examinations shall get the list of panel of examiners approved by the VC.
- 2.31.3 Controller shall short list the names of examiners for practical/ clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- 2.31.4 Such panel also shall be approved by Vice Chancellor.

**2.32 Theory Question Papers**

- 2.32.1 The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- 2.32.2 Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.
- 2.32.3 He /She shall get three full question papers from above three papers setters.
- 2.32.4 He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.
- 2.32.5 He / She shall make arrangement to procure adequate number (Three Minimum) of sets of question papers 6 months in advance of commencement of each examinations to maintain availability of adequate number sets of question papers as reserve.

**2.33 Scrutiny and Moderation of Theory Question papers**

- 2.33.1 Controller of Examination shall nominate one Examiner from the panel in each subject as Moderator and get it approved by Vice- Chancellor.
- 2.33.2. He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/her authorized nominee.
- 2.33.3 The responsibility of Moderator is to scrutinize the question paper of his / her subject.

- 2.33.4 Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.
- 2.33.5 Moderator can correct the spellings; ensure that framing of questions within the prescribed syllabus. Ensure proper distribution marks and questions in sections.
- 2.33.6 Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions which are outside the syllabus also shall be replaced by another question.
- 2.33.7 Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- 2.33.8 After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.
- 2.33.9 Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- 2.33.10 Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- 2.33.11 One set, preferably from older lot shall be used for each examination.
- 2.33.12 These are replaced by new sets of Question papers from time to time.
- 2.34 Printing of required number of Question papers at the time of Theory Examination.**
- 2.34.1 Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination,
- 2.34.2 One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself /herself or in charge functionary, if Controller is on leave.
- 2.34.3 The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.
- 2.35 Printing and safe custody of question papers**
- 2.35.1 The Controller shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.

- 2.35.2 Pack of 10-20 question papers shall be sealed in the pre-labelled envelopes for distribution to the respective Institutions later.
- 2.35.3 All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centres.
- 2.36 Answer Books and additional sheets.**
- 2.36.1 Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.
- 2.36.2 Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system of examination.
- 2.36.3 Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to-conduct Examinations.
- 2.36.4 Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Vigilance squad etc shall be made readily available in stock in advance.
- 2.36.5 Controller shall be responsible for distribution and proper accounting of stationary in various constituent institutions/Department.
- 2.37 Notification of schedule of registration for the examinations.**
- 2.37.1 The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from VC. The notification shall contain last date for registration without and with late fee.
- 2.37.2 The HOD shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
- 2.37.3 Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
- 2.37.4 Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

**2.38 Malpractices and Unfair Means**

- 23.8.1 Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.
- 238.1 Group A - Talking and consulting with others in examination hall/room, such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall repetition of the offence and report the matter to the Chief Superintendent.
- 238.2 Group B- Creation of a nuisance or serious disturbance at the examination centre and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- 238.3 Group C- Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing of papers, and damaging the answer book.
- 238.4 Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may be booked for malpractice and the matter may be reported to the Controller for further enquiry and action.

**2.39 Procedure to book malpractice/ copy cases.**

- 239.1 If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- 239.2 If the answer sheet of any other is found in possession of offender, both the students shall be booked for malpractice.
- 239.3 He /she shall be made to stop writing further and place all the material on the desk, inform the Chief Superintendent about the case.
- 239.4 The Asst. Supdt./Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of

material in possession and whether he/she has copied from the same.

2.39.5 The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.

2.39.6 The answers books, material found in possession and the written statement shall be sealed in separate envelop and handed over to the Chief Superintendent for onward transmission to the Controller.

**2.40 Enquiry on such malpractice cases falling in Group D and other serious offences.**

2.40.1 Controller with prior approval of VC shall constitute enquiry committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.

2.40.2 Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.

2.40.3 While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so how much.

2.40.4 Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.

2.40.5 If found guilty of charges by the enquiry committee, penalty shall be decided by the VC. In general penalty may include

2.40.5.1 Penalty recommended by the committee.

2.40.5.2 Cancellation of all the papers in the examinations.

2.40.5.3 Debar from appearing in examination for 1-2 years.

2.40.5.4 Any other as deemed fit by the VC.

**2.41 Coding and Decoding**

2.41.1 Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.

2.41.2 Controller shall arrange to code the answer books received from the Chief Superintendents of various centres to maintain the secrecy of Identity of the examinee.

2.41.3. The coder shall make bundles containing 50 answer books, one question paper and mark award sheets in each sealed bundle for valuation.

2.413 The coder shall arrange answer books in bundles as required in the subject/course.



- 2.41.4 The sealed bundles shall be sent to the Chief Superintendents of respective centres well before commencement of practical/clinical examinations for valuation by the authorized examiner/examiners.
- 2.41.5 Chief Superintendents of centres shall get the answer books valued by the examiners in a common centre earmarked for confidential work like valuation of theory papers.
- 2.41.6 The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelope to the controller.
- 2.41.7 Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

#### **2.42 Tabulations and Preparation of results**

- 2.42.1 The Controller shall arrange to compile results in computer section by compiling the marks awarded in various sections of examination, like internal assessment marks, written, VIVA and practical/clinical examinations.
- 2.42.2 Controller shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare pass/ first/ Distinctions etc to the central computer section.
- 2.42.3 Central computer section shall prepare the results based on all the parameters furnished by Controller.
- 2.42.4 Controller shall nominate 2 senior teaching faculties in the course to scrutinize and approve the Result as per the stipulated regulations.
- 2.42.5 Controller shall declare and upload the result on website after due approval of VC. He/She shall send a copy of result sheet to the respective Department.
- 2.42.6 Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Departments.

#### **2.43 Re-totaling and revaluation of written papers**

- 2.43.1 Provision of system of Re-totaling and revaluation is available for written papers in UG courses only. The provision is not available in Practical or Clinical and VIVA examination.
- 2.43.2 Students who wish to apply for re-totaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 15 days from the date of declaration of results,

- 2.43.3 Students who have failed can apply for retotaling and/or revaluation.
- 2.43.4 Students who have passed the examination can also apply for retotaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.
- 2.43.5 All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
- 2.43.6 Office of the controller shall complete the process of Re-totalling and Revaluation within one month from the last date of receipt of applications.
- 2.43.7 Controller shall notify the time and dates of retotaling to enable the students to attend the same.
- 2.43.8 Student shall be made to view the answer books individually and totalling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for candidates who have applied for retotaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in re-totalling.
- 2.43.9 Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
- 2.43.10 Revaluation of answer books shall be done by two external examiners other than original valuer.
- 2.43.11 Revaluation shall be arranged by deputing University official in person or by sending the paper in secured and sealed envelope by courier.
- 2.43.12 The average of marks obtained in revaluation by two examiners, if is more than 10% of marks secured by the candidate earlier, then only shall be taken for recasting the results.
- 2.43.13 If the average marks obtained in revaluation by two examiners, is more than 20% of marks secured by the candidate earlier, then shall be revaluated by third examiner, for recasting the results.
- 2.43.14 Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice- Chancellor and revised mark sheet will be issued.

**ORDINANCE No. 5, of 2018**  
**CONDITIONS FOR GRANT OF AWARD OF FELLOWSHIPS,**  
**SCHOLARSHIPS, STIPEND MEDALS AND PRIZES**

**1.0** The awards of Fellowships, Research and other Scholarships, Stipends etc shall be made by the Governing Body on the recommendation of a Committee consisting of:

- (i) The Vice Chancellor, as Chairperson
- (ii) Chancellor's Nominee.
- (iii) Two Deans of Faculties.
- (iv) One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
- (v) Controller of Examination
- (vi) Chief Finance & Accounts Officer
- (vii) The Registrar as Member Secretary.

Deans will be nominated by Vice-Chancellor for a period of two years by rotation.

**2.0** Subject to the general conditions applicable to all Fellowships and Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.

**3.0** The value and duration of Research or other Scholarships Instituted by the University shall be laid down by the Board of Management in consultation with the Academic Council.

**4.0** The award of fellowships, research and other scholarships shall be made subject to the following conditions.

**4.1** The fellow/scholar will do whole time research work under an approved guide on a subject approved by the Committee.

**4.2** The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary, stipend, etc from any other source during the tenure of the award nor shall he/she engage himself in any profession or trade during that period. He / She may, however, undertake teaching assignment of not more than nine hours a week in the Institution, where he/she will work at the stipend as Decided-in-rules.

- 4.3. The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellowship/scholarship programme.
- 4.4. 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/she is to work, on all working days.
- 4.5. If any information submitted by the fellow/scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Board of Management after giving him/her an opportunity of being heard.
- 4.6. If at any time it should appear to the Vice Chancellor that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.
- 4.7. (i) Leave for a maximum of (21 days earned leave + 12 days casual leave) 33 days in a year in addition to general holidays may be taken by a fellow/scholar with the approval of the guide and the sanction of the Vice Chancellor. The general holidays, however, do not include the vacation period of e.g. summer, Dusherra, Diwali, X-Max vacations. No other leave with fellowship/scholarship shall be admissible.
- (ii) The fellow/scholar may, in a special case, be allowed by the Vice- Chancellor leave without fellowship/ for a period not exceeding three months during the tenure of the award on the recommendation of the guide.
- 4.8. The fellow/scholar shall be required to pay the fees prescribed by the Institution where he works.
- 5.0. Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two academic sessions i.e. twelve months in the first year and 10 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 or the Head of the Institution.
- 6.0. The scholarship shall be tenable from the 1<sup>st</sup> July if the scholarship-holder join the college within one month of the date of the opening of the college 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 college.
- 7.0. The payment of scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution where the candidate studies. No scholarship shall be drawn for a month unless the scholarship holder has attended the Institution regularly in that month.

- 8.0 The drawl of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
- 9.0 A scholarship-holder shall not combine any other course of study with the course for which the award is made.
- 10.0 A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure at least 60% marks in the Previous Examination of the concerned Master's Degree of Arts, Science, Life Science, Social Science and Commerce and 65% in other Faculties.
- 11.0 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 standard in the succeeding year in the first attempt.
- 12.0 A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.
- 13.0 13.1 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.
- 13.2 The order of termination shall be passed by the Vice Chancellor and shall be final.

#### **Award of University Medals and Prizes :**

- 1.0 ~~The~~ University shall award with a view to augmenting academic interest and activities among the students. Gold and silver medals every year on the basis of results of annual examinations, subject to the provisions here in after appearing.
- 2.0 ~~2.1~~ The quantum of gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.

- 2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
- 2.3. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body -shall lay down the manner in which the excess expenditure is to be met.
- 3.0 3.1. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
- 3.2 Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 04 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.
- 4.0 A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-
- 4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest-and second highest percentage of Marks from among the and candidates appeared at the M.B.B.S, BDS, B.TECH., B.Sc.(Nursing), BPT, B.Pharmacy and other courses run being by University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.
- 4.2 A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of degree of the (i) MDS. (ii) MD/MS. (iii) MBA (iv) M.CA and other postgraduate courses being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.

The Committee comprising of the following shall select the candidates for the awards of medals and prizes:-

- (i) The Vice- Chancellor (Chairman)
- (ii) Chancellor's Nominee.
- (iii). Three Deans of Faculties to be nominated by the Vice-Chancellor in rotation.
- (iv) Two Chairpersons of Board of Studies to be nominated by Academic Council.
- (v) Registrar.

- 5.0** University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Governing Body from time to time.
- 6.0** Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para 04 may be withheld, suspended or cancelled :-
- (a) If, in respect of a year no candidate is found eligible for the award under the provision of para 04 above.
  - (b) If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross Misconduct etc.
  - (c) If the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.

**ORDINANCE No. 6, of 2018****DISCIPLINARY ACTION AGAINST THE STUDENTS**

1. 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 institutions of which he/she is a student and of the University.
  2. (i) When a student has been guilty of breach of discipline within or outside the premises of university or an institution, on persistent idleness or has guilty of misconduct, the head of the institution at which such student is studying should inform the Vice-Chancellor Registrar. The Vice-Chancellor, department upon the nature of gravity of the offence student may.
    - (a) Suspend such a student from attending classes for 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 ensuring examination: or
    - (d) Rusticate such a student.
- Before** inflicting any punishment as aforesaid, the Head of the Institution shall give the student concerned an opportunity of personal hearing and record the reason of inflicting the punishment in writing.
- (ii) 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.
  - (iii) 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 provide he is found innocent.
  - (iv) The rustication of a student from an institution shall entail the removal of his name from register of enrolled student.



3. All students pursuing a course of student at the University teaching department shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rule and regulations of the University framed and notified from to time.
4. Any violation of the code of conduct of breach of any rule or regulation of the university by any student shall constitute an act of indiscipline and shall make him liable for disciplinary action against him.
5. The following acts in particular shall constitute acts of good indiscipline and any student indulging in any of them shall tender himself liable for disciplinary action against him.
  - (i) Disobeying the teacher or misbehaving in the class:
  - (ii) Quarrelling or fighting in any University building or in the campus among them:
  - (iii) Quarreling or fighting with a University employee or any employee of the University canteen, mess or any other public utility functioning in the campus.
  - (iv) Stirring or writing or slogans or any material, making of skeletons of figures on any wall or portion of any building within the campus which is not authorized by the university administration.
  - (v) Behaving in the university campus or outside in a manner which is indecent or which is meant to annoy or hunt the teacher officers or employees of the university.
  - (vi) Any other act which the discipline committee may determine and Vice-Chancellor may accept as an act of gross indiscipline.
  - (vii) However, all cases of indiscipline within hostel premises shall be dealt by the warden concern. To deal with such incident the warden shall have all the powers prescribed for the proctor in this ordinance.
6. There shall be a Proctorial Board consisting of a proctor and such number of joint proctor as the Board of Management may decide from time to time.
7. Proctor and joint proctor shall be appointed by Vice-Chancellor from amongst the teachers of the University ordinarily for a period not exceeding two year at a time.

#### **Power and duties of Proctor**

8. The Proctor shall take action in all matters which are referred to him for disciplinary action by any responsible person or constituted authority of the University, he may also take action in matters which come to him knowledge and which in his opinion call for disciplinary action.

9. The Proctor may of his powers to joint Proctor. In the absence of Proctor the senior most Joint proctor shall act as proctor and shall have all such powers to proctor.
10. In the opinion of Proctor, the act of indiscipline required action if it is not of a serious nature, he may hold a summary inquiry and shall have powers to impose the penalties.
11. If in the opinion of Proctor, the breach of discipline is of a serious nature he may refer the case for investigation to the Proctorial Board, proctor and Joint proctor or any two joint proctors shall constitution the quorum for sitting of such investigation.
12. There shall be a Discipline Committee consisting of the following :
  - (i) Proctor – convener
  - (ii) Dean, student welfare
  - (iii) Professor in charge of student Union
  - (iv) Joint proctors
  - (v) Warden of the Hostels & Joint wardens
  - (vi) President of student Society
  - (vii) Two other student nomination by vice-Chancellor
  - (viii) One of the joint Proctor will be nominated by the proctor as secretary of the discipline committee.
13. ~~All punishment~~ awarded to the students shall be recorded in a register to be maintain by ~~the~~ proctor. The register shall be permanent record of the University and shall contain such details as may be prescribed and prospered by board of Management.
14. Certificate regarding character and conduct of student of University teaching department may be issued to him by the Proctor. However, in the case of a student who has been ~~award~~ punishment 3 or more times by the Proctors himself or on the recommendation of ~~the~~ proctor, the fact that he was show penalized shall be mentioned in the certificate of character and conduct to be issued by the proctor. The certificate of character and conduct issued by the proctor shall be the only valid certificate of the university in the regard.
15. If the proctor finds that in any incident of disturbance of breach or peace certain presence who are not in the roles of the university are involved or are likely to be involved he may ~~send~~ to the vice-chancellor that the university campus be declare bounds for such persons, if the recommendation is accepted by the vice-chancellor a notification shall be send to the ~~district~~ magistrate and the other administrative authorities as the vice-chancellor may

deem fit. So the notification issued under this paragraph enforce entry into the campus of person debarred from entering the campus shall be an act of criminal and shall be dealt with accordingly.

16. The discipline committee shall ordinary convenes meeting case in a such academic year and if shall review general situation regarding discipline in the university and make suggestion in this regards any specific cases of indiscipline may also be referred to the discipline committee for given its opinion regarding the action to be taken.
17. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance or in the event of difference of interpretation, the vice-chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a Committee consisting of any or all Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 07, of 2018****Credit Based Grading System****1. Applicability**

The provisions of this ordinance shall apply to Sardar Patel University Balaghat.

**2. Grading System**

2.1. A University may, in due course of time decide to replace the absolute system of grading adopted in a particular course by the credit based grading system following approval of the Executive Council.

2.2. The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable to credit base grade system:

$$\text{Percentage marks scored} = \frac{\text{CGPA obtained by the student}}{\text{Maximum CGPA}} \times 100$$

**3. Credit Based Grading System (For Professional Courses):**

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

3.2 In each semester, there shall be at least two Mid-term Examination (Internal) and one End- semester Examination (External).

3.3 A Candidate with a backlog subject can appear in the examination of that paper whenever it is scheduled, subject to his/her fulfilling other conditions as laid down in respective ordinances of University.

3.4 The marks to be awarded as internal assessment shall be based on continuous evaluation of theory, practical, seminar, assignments, class work, mid-term etc. The weightage of

marks to be accorded to each of the aforementioned sub-division shall be decided by the concerned Board of Studies.

- 3.5 Each Student, registered for a course, shall be awarded grade by the concerned faculty/faculties of the specific subject/paper. The grade awarded to a student depends upon his performance in various examinations, assignments, laboratory work, Class work, midterm etc.

The grades to be used and their numerical equivalents are as follows:

#### Credit Based Grading system

Grade	Grade Points	Description of performance
A <sup>+</sup>	10(91-100)	Outstanding
A	9(81-90)	Excellent
B <sup>+</sup>	8(71-80)	Very Good
B	7(61-70)	Good
C <sup>+</sup>	6(51-60)	Average
C	5(41-50)	Satisfactory
C	5(50 only)	Satisfactory ( for M. Pharma.)
C	5(46-50)	Satisfactory ( for B. Arch.)
D	4(40 only)	Marginal (for PG Course except M. Pharma.)
D	4(31- 40)	Marginal ( for UG & Diploma Course)
D	4.5(45 only)	Marginal (For B. Arch.)
F	0	Fail
I	0	Incomplete.
W	0	Withdrawal

Minimum Grade Point Required for Promotion in Higher Course shall be 5.0.

**Rule – The semester grade points average (SGPA) is calculated as follows:-**

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

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

**Cumulative grade point average (CGPA)**

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

$SG_j$  = SGPA earned the  $j^{th}$  semester.

$NC_j$  = Total credit allotted to  $j^{th}$  semester.

$j = 1 \dots n$  represents the number of semesters in a given course.

- 3.6** Student may be awarded grade "I" (Incomplete) in courses, if he has missed a minor part of the course requirement, but has done all other parts satisfactorily. A student is not entitled for "I" grade simply because he has failed to appear in some examinations. Minor in this context shall imply tutorial/assignment or any other class work defined by the University as minor from time to time. An "I" Grade cannot be given for research units. An "I" grade award to any student must be converted to an appropriate later grade. Student awarded an "I" grade shall automatically be converted to a "F" grade, if he fails to make up such examination.
- 3.7** In one semester the number of credit offered to the candidates may be from 20-40 credits as decided by the concerned Board of Studies.
- 3.8** For award of the degree a candidate should have secured minimum CGPA from a total of credits allocated for the course, as recommended by the concerned Board of Studies.

- 3.9 The final examination grade sheet at the end of final semester examination of the course will show the Cumulative Grade Point Average (CGPA), percentage and division also. The division will be allotted according to the rule recommended by the concerned Board of Studies and approved by the Academic Council and the Executive Council of the University.

**4. Promotion to Higher Semester Under Credit Based Grading System:-**

- I. The criteria for continuation of study is as follows:
- a. To clear a particular subject the required grade and grade point is D (4.0)
  - b. For promotion to next higher class, the required Cumulative Grade Point Average (CGPA) at the end of even semester is 5.0 and Cumulative Grade Point Average (CGPA) for completion of course/degree is also 5.0. For calculating CGPA, in a given year at the End of even semester, the marks obtained in the odd & even semester of that year shall only be considered.
  - c. The criteria for promotion to the next higher odd semester shall be governed by concerned ordinance of University.

The concerned Board of Studies shall however be empowered to modify/change any of the above criteria which shall however require approval of the Academic Council and the Executive Council of the University.

**5. Preparation of Merit List Under Credit Based Grading System:**

The merit list shall be prepared after conversion of the grade scored by the students into equivalent marks as per the provisions contained in section 2.2 of this ordinance.

**ORDINANCE No. 8, of 2018****UNIVERSITY TEACHING DEPARTMENTS/SCHOOLS UNDER UNIVERSITY**

- I. With reference to the decision of the sponsoring body of Sardar Patel University, Balaghat, taking over the management of following institute which are situated in the University Campus of the University as constituent University Institute of the Sardar Patel University, Balaghat (M.P.) subject to the provision of the Madhya Pradesh Niji Vishwavidyalaya (~~Schapan~~ Avam Sanchalan) Adhiniyam 2007, as amended from time to time.

The following ~~shall~~ be the University Schools

- (i) School of Science
- (ii) School of Education
- (iii) School of Commerce
- (iv) School of Management & Research
- (v) School of ~~Engineering~~ and Technology
- (vi) School of Computer Science & Applications
- (vii) School of Arts & Social Science
- (viii) School of Law & Research
- (ix) School of Homeopathic Medical Science & Research
- (x) School of Pharmaceutical Science & Research
- (xi) School of Vocational Studies
- (xii) School of Architecture & Planning
- (xiii) School of Paramedical Education & Research
- (xiv) School of Library Science & Information Technology
- (xv) School of Medical Science & Research
- (xvi) School of Hotel Management & Catering Technology
- (xvii) School of Hospital Management
- (xviii) School of Ayurveda Science & Research
- (xix) School of Agriculture Science, Technology & Research
- (xx) School of Media & Journalism
- (xxi) School of Dental Science & Research
- (xxii) School of Fashion Design & Technology



2. The above mentioned Schools will be governed by the Sardar Patel University Balaghat (M.P.) and their decision shall be handing upon it. All administrative, academic and Financial Power would be vested with constituent Bodies, Board and Authorities of the University. The Schools would work as a Teaching Department of the University.
3. As soon as the above mentioned Schools admitted to the privileges of the University as its Constituent Schools all its assets and liabilities, the movable/immovable property with entire land, road and building etc. will stand as transferred to the University and will be treated as University property in all the records maintained by sponsoring body of Sardar Patel University, Balaghat (M.P.) and concerning corporate account. The University will not be bound to pay any cost toward this property. The decision regarding sale, mortgage, or major alteration of the existing movable and immovable property these institutes would be taken after the approval of the Sponsoring body. All provision of this Para is subject to the provision of relevant Act/Laws of the country/State.
4. The departments of the above mentioned Schools would henceforth be called the University. The teaching department of the Sardar Patel University, Balaghat (M.P.) the Principal of the institute will be the Director of the School.
5. Object of declaring as Constituent University department/ University Schools:-
  - a. To provide the desired environment and develop a framework to pursue a path of Excellence in Higher education.
  - b. To create a desired environment and develop a framework to pursue a path of Excellence in Higher Education.
  - c. To lay a firm and everlasting foundation for growth of quality technical education in the Schools.
  - d. To develop the Schools as a model for Curriculum innovation and Examination reforms, development of professional and moral values in the School, student and the staff.
  - e. To foster the growth of well-informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
  - f. To facilitate synergic partnership with the industries of the state and the country for further qualitative growth.
  - g. For transforming technical education into a vibrant and dynamic system.
  - h. To foster Research culture and promote industrial consultancy.
  - i. To foster international and national collaboration for academic programme for research and development.

**6. MANAGEMENT OF THE CONSTITUENT SCHOOLS**

For all purpose, the sustenance and development of the constituent Schools shall be a responsibility of the university. In fulfilling responsibility, the **Sardar Patel University, Balaghat (M.P.)** shall :

- a. Recruit and develop of the constituent Schools.
- b. Investment in the development of the Schools.
- c. Encourage revenue generation in the Schools through various means.
- d. Formulate the Schools budget and manage its finance provide good Governance to the Schools.

**7. STATUS OF THE STUDENT'S COURSE**

The entire student admitted after proper functioning of the University as per ACT 2007 shall be treated as the student of the University, Constituent University department/ University Schools.

All the course of the concerned institute admitted to the privileges of the university, shall be continued and treated as the course of the university department/University Schools.

**ORDINANCE No. 9, of 2018****MASTER OF TECHNOLOGY****(M.TECH.)**

**1.0** This ordinance shall be applicable to candidate admitted for Master degree courses in Engineering / Technology. The duration of course is Two Years, spread to four semesters in the case of full time candidate and Three Years, spread to six semesters in case of part time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave / examination / industrial training etc.

**2.0** The Post Graduate course in Engineering / Technology leading to the Degree of Master of Technology (M.Tech.) of the university. The course will be in the following subject :

Mechanical Engineering, Automobile Engineering, Civil Engineering, Electrical Engineering, Computer Science, Information Technology, Thermal Engineering, Microwave Engineering, Software Engineering, Very large Scale Integrated System Engineering (VLSI), Digital Electronics and Advanced communication, Electronics Engineering, Instrumentation Engineering, System Management Engineering, Energy Management Engineering, Future Studies & Planning Engineering, Power System Engineering, Bio Informatics Engineering, Network Management & Information System, Information System, Information Architecture & Software Engineering, Bio-Technology Engineering, Astronomy and space, Environment Engineering, Industrial Pollution and control Engineering, Master of Architecture, Printing and Media Engineering, Production Engineering, Irrigation Engineering, Transport Engineering, Structural Engineering, Chemical Engineering, Agricultural Engg., Industrial Engineering & Management, Energy Technology, Construction Technology & Management (CTM).

**3.0 ADMISSIONS**

**3.1** Every applicant for admission to M.Tech., first Semester Shall have passed BE/B.Tech. or equivalent examinations in appropriate branch with at least 50%

marks in the aggregate. Candidate belonging to SC/ST/Other categories will get a relaxation of 5% in the qualifying marks as mentioned above.

**3.2** Applicants possessing valid GATE score shall be given preference over to those candidates who do not possess GATE score for full time course.

**3.3** Full time sponsored & all part time candidates, after passing the qualifying examination, must have at least two years experience in the relevant field from recognized organizations. However the Vice Chancellor can relax the experience in the case of sponsoring candidates.

**3.4** Admission under these courses will be made as follows :

**3.4.1** The university will issues admission notification in news papers, on the University's website, notice board of the University and in order publicity media before the start of academic year.

**3.4.2** List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the University / University's website / or the student will be informed directly of their admission.

**3.4.3** The candidates whose results of the qualifying exam are awaited can also ~~only who~~ will be admitted provisionally. Such candidates however must produce the previous year mark sheet / school / collage certificates as a proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within month of the due date of admission otherwise the provisional admission granted to him will be cancelled.

**3.4.4** The applicant form may be rejected due to any of the following reasons:-

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

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

**3.4.6** Number of seats & fee shall be governed by the provision of the statute.

#### 4.0 EXAMINATIONS

- 4.1 The Post Graduate courses in Engineering/Technology leading to the Degree of Masters of Engineering / Technology (M.Tech.) of the university shall be divided into four semesters in the case of full time courses and six semesters in the case of part time courses. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.
- 4.2 There shall be University Examinations at the end of each semester.  
These examinations shall be named as:
  - (a) M.Tech. First Year (For Regular & Part Time)
    - First Semester – I Semester
    - Second Semester – II Semester
  - (b) M.Tech. Second Year (For Regular & Part Time)
    - Third Semester – III Semester
    - Fourth Semester – IV Semester
  - (c) M.Tech. Third Year (For Part Time)
    - Fifth Semester – V Semester
    - Sixth Semester – VI Semester
- 4.3 The semester examination will generally be held in Nov-Dec. and April-May in each year.
- 4.4 The Fourth semester in the case of full time course and sixth semester in the case of part time course is the semester for project. During this semester the candidate shall devote himself for the research work, in connection with any of the aspects of technology relevant to the course selected, and assigned to him/her by the Head of the Department. Prior to submission of dissertation, candidate shall present a pre-submission 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. 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.
- 4.5 The candidate shall be permitted to appear at the semester examination provided he/she has successfully prosecuted a course of study in the UTD or in an affiliated college for that semester in the concerned course, with stipulated attendance as mentioned in para 13 of this ordinance.

- 4.6 A candidate who has failed in any subject of a semester shall be permitted to reappear in that subject in subsequent examination, subject to conditions given at para 11.3 of this ordinance.

### **5.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

A candidate who has been admitted in the Master of Technology course will be promoted to the higher class in accordance with the following rules:

- 5.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 5.2 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from outside the institute shall always be there.
- 5.3 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 5.4 The result of fourth and final semester for full time candidates and sixth and final semester for part-time candidates shall be declared only if the candidates has fully cleared all the previous semesters.
- 5.5 If a candidate has passed all the subjects of the course but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 5.1 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of two theory /practical, subjects chosen from subjects of first to third semesters for full time candidates and first to fifth semesters for part time candidates in the ensuing examination. Theory and practical of a subject shall be treated as separate subjects.
- 5.6 Other than the provision of rule 5.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.
- 5.7 A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.

**6.0 AWARD OF CREDITS AND GRADES**

- 6.1** Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and approved by Academic Council and Executive Council of the University.
- 6.2** A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practicals, home assignments, mid-semester tests, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by Academic Council and Executive Council of the University.
- 6.3** The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective to such stipulation as given under :

**(a) Theory Block**

i.	Quizzes, Assignments and Regularity	10%
ii.	Mid – Semester Test	20%
iii.	End – Semester Examination	70%
<b>Total</b>		<b>100%</b>

**(b) Practical Block**

i.	Lab Work & Performance, Quizzes, Assignments and Regularity	40%
iii.	End – Semester Examination	60%
<b>Total</b>		<b>100%</b>

- 6.4** Project work shall be treated as practical subject.
- 6.5** In each semester, the institute will be required to conduct at least two mid semester tests for theory block.
- 6.6** Each student, registered for a course, shall be awarded grade by the concerned faculty/ faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester tests and regularity. The grades to be used and their numerical equivalents are as under :

**Choice Based Grading System**

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

- 6.7 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

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

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

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

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



**6.8** The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 8.0 of the Ordinance.

## **7.0 CONDONATION OF DEFICIENCY**

**7.1** One grace mark will be given to the candidate who is either failing in any semester or missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the M.Tech. examination.

## **8.0 AWARD OF DIVISION**

**8.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details:

CGPA Score	Divisions
7.5 < CGPA	First Division with Honours
6.5 < CGPA < 7.5	First Division
5.0 < CGPA < 6.5	Second Division

**8.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 8.3.

**8.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

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

## **9.0 POST GRADUATE DIPLOMA**

**9.1** A candidate on successfully completion of the first three semesters of full time course or the first five semesters of part time course, with minimum CGPA of 5.0, shall be eligible for the award of a Post Graduate Diploma in Engineering if he/she withdraws from course or fails to submit his/her project report within the maximum duration of the course. The grade and division shall be assigned in Post Graduate Diploma as per the scales laid down in relevant Clauses of this Ordinance.

- 9.2** A candidate who possesses a Post Graduate Diploma in Engineering of the university shall be eligible for admission to the fourth semester in case of full time and six semester in case of part time for the purpose of completing the course, leading to the Master's Degree in Engineering/Technology within maximum duration of this course as per para 11.3 of this Ordinance, provided that immediately after the declaration of the results of the final semester examinations and before conferment of the Degree of (M.E./M.TECH.) the candidate shall surrender to the university the Post graduate Diploma he/she possesses.

#### **10.0 READMISSION**

- 10.1** A candidate who has discontinued the course during any semester may, on the recommendation of the Director/Dean, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his/her first admission.

#### **11.0 DURATION OF COURSE**

- 11.1** There shall be at least fourteen weeks of teaching in every semester.
- 11.2** One hour of conduct in Lecture (L) / Tutorial (T) / Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 11.3** The maximum duration of the course shall be five years in the case of full time candidates and seven years in the case of part time candidates however one mercy attempts can be grant to candidates by the Vice- Chancellor which should be not more than one year on satisfactory reasons.

#### **12.0 MERIT LIST**

- 12.1** In the notification declaring the results of the final semester examination for the Degree of M.Tech. , the names of the first candidate in order of merit in each branch shall be notified by the university, separately, for full time and part time courses, securing at least first division and passing all semester examinations in single attempt.

**13.0 ATTENDANCE**

**13.1** Candidates appearing as regular students for any semester examination shall be required to attend at least 75% of lectures delivered and of the practicals held, separately in each paper, provided that a short fall in attendance up to 10% and 5% can be condoned by Director/Dean and Vice Chancellor respectively, for satisfactory reasons.

**14.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

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

**15.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**16.0** Notwithstanding anything stated in this ordinance, for any unforeseen issues arising , and not covered by this ordinance , or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion / advice of a committee consisting of any or all the directors of the schools. The decision of the Vice-Chancellor shall be final.

**17.0** The Reservation to SC/ST/ other category candidates shall be applicable as per the norms of the state government of Madhya Pradesh.

The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.

**ORDINANCE No. 10, of 2018****BACHELOR OF TECHNOLOGY (B.TECH.) 4 YEAR DEGREE COURSE**

**This ordinance shall be applicable to candidate admitted for Bachelor of Technology (B.TECH.) degree**

**1.0** The first degree in Technology of four-year (Eight Semesters) course, hereinafter called 4-YDC, shall be designated as **BACHELOR OF TECHNOLOGY**, in respective Branch.

**1.1** This degree of Bachelor of Technology (hereinafter called (B.Tech.)) shall include the branches of Civil, Mechanical, Electrical & Electronics, Electronics & Communication, Computer Science and Engineering, Automobile, Mining, Mining & Mine Surveying, Aeronautical, Architecture, Agricultural Engineering, Rural Technology, Electronics & Instrumentation, Information Technology, Chemical, Metallurgical, Textile, Production Engineering, Fire & safety Engineering, Instrumentation & Control, Electrical Engineering, Bio-Medical, Biotechnology & Industrial Engineering & Management, Nano-Technology and more degrees. Programs can also be offered under the Ordinance on the recommendation of the Board of Management of the University.

**1.2** This ordinance shall also be applicable to 4 Year Part-Time B.Tech. Course.

**2.0 ADMISSIONS**

**2.1** Minimum qualification for admission to the first year B.Tech. shall be the qualifying Higher Secondary School Certificate Examination (10+2) Scheme with Physics, Chemistry & Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/ University.

**2.2** Candidate who have qualified the Diploma course in related Branch or Equivalent shall also be eligible for admission to third semester of B.Tech. Course.

**2.3** Minimum qualification for direct admission to second year Bachelor of Technology Course termed as Lateral Entry shall be as per the norms of Madhya Pradesh Private University Regulatory Commission.

**2.4** Non- resident Indian (NRI) candidates shall also be eligible for Admission to B.Tech. in accordance with directives of the Madhya Pradesh Private University Regulatory Commission, provided they Satisfy the criterion of clause 2.1 above.

**2.5** Admission under this course will be made as follows:-

- I In general the admission to B.Tech. Course shall be governed by the rules of Madhya Pradesh Private University Regulatory Commission.
- II The University may also conduct its own Entrance Examination for admission to its Engineering courses.
- III Enrollment / Registration number will be assigned to the student by the University after verification & submission of all the necessary documents / fees.

**2.6** Admission process as framed by the University shall be applicable for all admission from time to time.

**2.7** The fees and number of seats for each course shall be decided by Board of Management of University..

### **3.0 EXAMINATIONS**

**3.1** There will be one University Examination at the end of each semester.

These examinations 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 B.Tech.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

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

**3.3** There will be a full end semester examination consisting of theory and practical.

### **4.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

**A candidate** who has been admitted in the technology courses will be promoted to the **higher class** in accordance with the following rules:

**4.1** A candidate who has taken admission in first year and has appeared in the examination of first semester of a particular year, will automatically be promoted to second semester of that year irrespective of failing in any number of subjects of previous semester.

- 42** For the award of degree minimum cumulative grade point average (CGPA) required is 5.0.
- 43** To pass a particular subject of the course the minimum required grade is D. However the candidate should also separately score minimum of grade D in end semester examination of theory and practical parts of subject. For practical examinations one external examiner shall always be there.
- 44** A Candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subjects shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 45** Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0, likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.
- 46** If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 4.2 and 4.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of their theory/practical subjects in the ensuing examination (theory and practical of a subjects shall be treated as separate subjects).
- 47** Other than the provision of rule 4.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

## **50 AWARD OF CREDITS AND GRADES**

- 51** Each courses, along with its weightage in terms of units and equipments credits, shall be recommended by the concerned board of studies and approved by Academic council and Executive Council of the University.
- 52** A Student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignments, mid-semester test, field work, seminars, quizzes, end semester examination and regularity as proposed be respective board of studies and approved by Academic council and Executive Council of the University.
- 53** The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University

and Executive Council of the University subjective to such stipulation as given under :

(a) **Theory Block**

i.	Quizzes, Assignments and Regularity	10%
ii.	Mid – Semester Test	20%
iii.	End – Semester Examination	70%
<b>Total</b>		<b>100%</b>

(b) **Practical Block**

i.	Lab Work & Performance, Quizzes, Assignments and Regularity	40%
iii.	End – Semester Examination	60%
<b>Total</b>		<b>100%</b>

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

5.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.

5.6 Each student Registered for a courses, shall be awarded grade by the concerned faculty/ faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used their numerical equivalents are as under:

**Choice Based Grading System**

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

- 5.7** The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

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

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

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

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

- 5.8** The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 7.0 of the Ordinance.

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)
- 6.2** A candidate securing minimum passing grades in all theory and practical papers but failing minimum CGPA of 5.0 shall be condoned by a margin of 0.01 CGPA.



- 6.3** The candidate whose distinction or first division is affected by 0.01 of CGPA shall be eligible for condemnation of 0.01 CGPA on behalf of the Vice-Chancellor for which the candidate has apply separately.

## **7.0 AWARD OF DIVISION**

- 7.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

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

- 7.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

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

## **8.0 DURATION OF COURSE**

- 8.1** There shall be at least Fourteen weeks of teaching in every semester.
- 8.2** One hour of conduct in Lecture (L)/Tutorial (T)/Practical (P) per week shall be equal to one credit as allotted in the respective schemes.
- 8.3** A candidate may provisionally continue to attend next higher year, even if, the result of qualification year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 8.4** The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted to student by vice- Chancellor which should be not more than one year on satisfactory reasons.

**9.0 MERIT LIST**

**9.1** Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Tech. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

**10.0 ATTENDANCE**

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

**11.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

**11.1** English or Hindi as per the requirement of the course shall be the medium of instruction and examinations, which would be proposed by Board of Studies and approved by Vice Chancellor, Academic Council and Governing Body of the University.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**13.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**14.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.

**ORDINANCE No. 11, of 2018****DIPLOMA IN ENGINEERING (3 YEARS DIPLOMA COURSE)****1.0 THREE YEARS DIPLOMA PROGRAMMES**

Here after referred as Diploma in disciplines of Engineering/Technology or Vocation/ Occupation based disciplines of three-year (six-semester) duration, herein after called 3-YDP, shall be designated as DIPLOMA in respective Branch.

1.1 This Diploma Programme shall include the branches of Agriculture, Applied Videography, Architecture , Automobile Engineering, Architecture And Interior Design, Architectural Assistantship, Cement Technology, Chemicals Engineering, Civil Engineering, Computer Science And Engineering, Construction Technology And Management, Computer Hardware And Maintenance, Costume Design And Dress Making, Electrical Engineering, Electronics & Telecommunication Engg., Electronics And Instrumentation, Electrical And Electronics Engineering, Electronics Engg., Fire & Safety Engg., Food Technology, Instrumentation Engg., Interior Decoration And Design, Information Technology, Mechanical Engineering, Metallurgy, Mining And Mine Surveying, Modern Office Management, Opto-Electronics, Ophthalmic Technology, Refinery And Petro, Plastic Technology Printing Technology, Production Engg., Refrigeration And Air Conditioning Engineering, Textile Design, Textile Technology.

1.2 The studies and examinations of these Diploma programmes shall be on the basis of semester system.

**2.0 ADMISSIONS**

2.1 The minimum qualification for admission to the first semester Diploma Programme shall be the qualifying 10<sup>th</sup> or higher examination under (10+2) scheme with science (Physics + Chemistry) and Mathematics (also securing pass marks in these subject individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University for all Diploma Programme mentioned in para 1.1 except Applied Videography, Architecture and Modern Office Management.

- 2.2** The minimum qualification for admission into first semester of Diploma Programme "APPLIED VIDEOGRAPHY and ARCHITECTURE" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.
- 2.3** The minimum qualification for admission to first semester of Diploma Programme in "MODERN OFFICE MANAGEMENT" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with any subject group conducted by M.P. Board of Secondary Education and equivalent examination from a recognized Board/University.
- 2.4** Candidates seeking admission to MINING AND MINE SURVEYING PROGRAMME should not be below the age of 16 years on 1st January of that year in which admission is sought. Candidates will be eligible for admission only after producing the required medical certificate as per the standards of working in mines. Women candidates are not eligible for admission to Mining and Mine Surveying Programme.
- 2.5** No credit / relaxation or exemption in courses or duration shall be granted to candidates for pursuing second Diploma programme of the University.
- 2.6** In general, the admission to Diploma Programmes shall be governed by the rules of Madhya Pradesh Private University Regulatory Commission.
- 2.7 Lateral Entry:**  
Candidates who have qualified ITI course in related branch or equivalent shall be eligible to take admission into 3<sup>rd</sup> Semester / 2<sup>nd</sup> Year by Lateral Entry.

### **3.0 DURATION OF COURSE**

- 3.1** There shall be normally 90 days of teaching in every semester.
- 3.2** A candidate may provisionally continue his/ her studies in next higher semester/class after the examinations of the semester he/she had appeared. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 3.3** The maximum duration for passing all the courses (theory, practical and Industrial Training etc.) of the programme shall be SIX 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. Names 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 college and enrolment of the University.

- 3.4** If such a candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and 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.

#### **4.0 EXAMINATIONS**

- 4.1** There shall be University Examination at the end of each semester.

These Examinations common to all branches, shall be designated as follows:

**(a) FIRST YEAR**

- First Semester Diploma Exam. (Branch wise)
- Second Semester Diploma Exam. (Branch wise)

**(b) SECOND YEAR**

- Third semester Diploma Exam. (Branch wise)
- Fourth semester Diploma Exam. (Branch wise)

**(c) THIRD YEAR**

- Fifth semester Diploma Exam. (Branch wise)
- Sixth semester Diploma Exam. (Branch wise)

- 4.2** The examinations 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 examinations of Second semester (II), Fourth semester (IV) and Sixth semester (VI) called even semesters, shall generally be held in the months of May- June.

- 4.3** There will be a full end semester examination consisting of theory and practicals.

- 4.4** For the evaluation of End of the Semester exam in Practicals, one external examiner shall always be there and one internal examiner.

- 4.5** In case of change in curriculum of a diploma programme the student who seeks admission in higher semester shall have to study/appear in new and revised curriculum, however, university shall conduct the exams of old scheme for backlog subject papers.

**5.0 ELIGIBILITY FOR APPEARING IN THE EXAMINATION**

- 5.1** A candidate who has filled the examination form and has deposited the required amount of examination fee, he 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 seasonal work i.e. TERM WORK (if any) and LAB WORK (if any) as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB WORK.
- 5.2** A candidate who has filled the examination form and has deposited the required amount of examination fees but has not complete 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., TERM and LAB WORK (if any), will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/ practical regularly and has secured a minimum of 60% marks in each term and laboratory work. The seasonal work (Term work / lab work, if any) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.
- 5.3** A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 5.1 but could not appear in the semester EXAMINATION. For appearing in the same and/or next semester Examination, he/she 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.
- 5.4** A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and / or detained due to lack of prescribed attendance or submission of seasonal as prescribed in Clause 5.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course.
- 5.5** In case of change in curriculum of a 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.

## 6.0 AWARD OF CREDITS AND GRADES

- 6.1** Each courses, along with its weight age in terms of units and equipments credits, shall be recommended by the concerned board of studies and approved by Academic council and Executive Council of the University.
- 6.2** A Student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignments, mid-semester test, field work, seminars, quizzes, end semester examination and regularity as proposed be respective board of studies and approved by Academic council and Executive Council of the University.
- 6.3** The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective to such stipulation as given under :

### (a) Theory Block

i.	Quizzes, Assignments and Regularity	10%
ii.	Mid – Semester Test	20%
iii.	End – Semester Examination	70%
<b>Total</b>		<b>100%</b>

### (b) Practical Block

i.	Lab Work & Performance, Quizzes, Assignments and Regularity	40%
iii.	End – Semester Examination	60%
<b>Total</b>		<b>100%</b>

- 6.4** Practical training and project work shall be treated as practical subjects.
- 6.5** In each semester, the institute will be required to conduct at least two mid semester tests.
- 6.6** Each student Registered for a courses, shall be awarded grade by the concerned faculty/ faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various

examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used their numerical equivalents are as under:

**Choice Based Grading System**

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

**6.7** The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

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

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

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



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

- 6.2** The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 9.0 of the Ordinance.

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

- 7.1** A candidate who has taken admission and has appeared in the examination of odd semester of a particular year will be automatically promoted to even semester of that year irrespective of failing in any number of theory or practical of that semester.
- 7.2** To qualify a particular subject or course the minimum required grade is D and the candidate should separately score minimum grade D in end semester examination of theory and practical parts of subjects/courses.
- 7.3** A candidate who has appeared in the second semester examination shall be promoted to third semester even if he/she could not pass/clear upto a maximum number of five subjects/courses (theory & practical parts are considered as separate subjects) in the first and second semesters taken together.
- 7.4** A candidate who has appeared in the fourth semester examination to be promoted to fifth semester should fulfill the following criteria :
- (a) He/she has to clear first and second end semester examination with a minimum D Grade in all theory and practical parts of each subject with a minimum CGPA of 5.0 in first year.
  - (b) Shall be promoted to fifth semester even if he/she could not pass upto a maximum number of five (theory and practical parts are considered as separate subjects) in third and fourth semester taken together.
- 7.5** A candidate who fails to satisfy the condition of 7.3 or 7.4 shall become an Ex-student.
- 7.6** If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such candidate shall be permitted to improve

requisite grade points by reappearing in a maximum of four theory/practical subjects in the ensuing examination.

### 8.0 RULES OF PASSING

- 8.1** A candidate shall be declared passed if he/she clears all subjects/courses (theory & practical) of first to sixth semester with minimum grade D. Declared failed if he/she has failed in any number of courses (subjects) of sixth semester and/or of the previous semesters and number of failed courses (subjects). The students belonging to this category will be treated as ex-student for future examinations.
- 8.2** There will be no minimum grade point to pass for mid semester test.
- 8.3** For the award of diploma the required Cumulative Grade Point Average (CGPA) is 5.0.
- 8.4** The result of the candidate will be withheld if he/she clears all courses/subjects of sixth semester but could not clear the courses/subjects of previous semester.

### 9.0 AWARD OF DIVISION

- 9.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate as per following details :

CGPA Score	Divisions
7.5 < CGPA	First Division with Honours
6.5 < CGPA < 7.5	First Division
5.0 < CGPA < 6.5	Second Division

- 9.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 9.3.
- 9.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

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

- 9.4** A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental /failed courses (subjects), he/she will also be awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.

In case any discrepancy in respect of any candidate is noticed regarding his eligibility or otherwise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

#### **10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS**

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

- 10.1** Deficiency up to a total of 5 marks is condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers. This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the courses in which candidate has appeared in current examination.
- 10.2** 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 course (subject) cleared through clause 10.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 10.3** 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 advantage under clause 10.1.

#### **11.0 DECLARATION OF MERIT LISTS**

- 11.1** University shall declare the final Branch wise merit list only after the main examination of the sixth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing at least First Division and passing all the semesters' examinations in single attempts.

#### **12.0 RULES FOR ATTENDANCE**

- 12.1** 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 course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Director/Dean and Vice- Chancellor of the University respectively for satisfactory reasons.

**13.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME**

- 13.1** Candidates are allowed to enroll for second diploma programme of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

**14.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 14.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

- 14.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.

**ORDINANCE No. 12, of 2018**

**4 YEARS PART TIME DIPLOMA PROGRAMME**

**1.0 FOUR YEARS DIPLOMA PROGRAMMES**

Here after referred as **Part Time Diploma** in disciplines of Engineering/Technology or Vocation/ Occupation based disciplines of four-year (eight-semester) duration, herein after called **4-YDP**, shall be designated as **DIPLOMA** in respective Branch.

**1.1** This Diploma Programme shall include the branches of Agriculture, Applied Videography, Architecture , Automobile Engineering, Architecture And Interior Design, Architectural Assistantship, Cement Technology, Chemicals Engineering, Civil Engineering, Computer Science And Engineering, Construction Technology And Management, Computer Hardware And Maintenance, Costume Design And Dress Making, Electrical Engineering, Electronics & Telecommunication Engg., Electronics And Instrumentation, Electrical And Electronics Engineering, Electronics Engg., Fire & Safety Engg., Food Technology, Instrumentation Engg., Interior Decoration And Design, Information Technology, Mechanical Engineering, Metallurgy, Mining And Mine Surveying, Modern Office Management, Opto-Electronics, Ophthalmic Technology, Refinery And Petro, Plastic Technology Printing Technology, Production Engg., Refrigeration And Air Conditioning Engineering, Textile Design, Textile Technology.

**1.2** The studies and examinations of these Diploma programmes shall be on the basis of semester system.

**2.0 ADMISSIONS**

**2.1** The minimum qualification for admission to the first semester Diploma Programme shall be the qualifying 10<sup>th</sup> or higher examination under (10+2) scheme with science (Physics + Chemistry) and Mathematics (also securing pass marks in these subject individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.

**2.2** The minimum qualification for admission into first semester of Diploma Programme "APPLIED VIDEOGRAPHY and ARCHITECTURE" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with

Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.

**2.3** The minimum qualification for admission to first semester of Diploma Programme in "MODERN OFFICE MANAGEMENT" shall be the qualifying of higher secondary school certificate examination (10+2) scheme with any subject group conducted by M.P. Board of Secondary Education and equivalent examination from a recognized Board/University.

**2.4** Candidates seeking admission to MINING AND MINE SURVEYING PROGRAMME should not be below the age of 16 years on 1st January of that year in which admission is sought. Candidates will be eligible for admission only after producing the required medical certificate as per the standards of working in mines. Women candidates are not eligible for admission to Mining and Mine Surveying Programme.

**2.5** No credit / relaxation or exemption in courses or duration shall be granted to candidates for pursuing second Diploma programme of the University.

**2.6** In general, the admission to Diploma Programmes shall be governed by the rules of Madhya Pradesh Private University Regulatory Commission.

**2.7 Lateral Entry:**

Candidates who have qualified ITI course in related branch or equivalent shall be eligible to take admission into 3<sup>rd</sup> Semester / 2<sup>nd</sup> Year by Lateral Entry.

### **30 DURATION OF COURSE**

**3.1** There shall be normally 90 days of teaching in every semester.

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

**3.3** The maximum duration for passing all the courses (theory, practical and Industrial Training etc.) of the programme shall be SIX years for 4 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. Names 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 college and enrolment of the University.

- 3.4 If such a candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and 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.

#### 4.0 EXAMINATIONS

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

These Examinations common to all branches, shall be designated as follows:

(a) FIRST YEAR

- First Semester Diploma Exam. (Branch wise)
- Second Semester Diploma Exam. (Branch wise)

(b) SECOND YEAR

- Third semester Diploma Exam. (Branch wise)
- Fourth semester Diploma Exam. (Branch wise)

(c) THIRD YEAR

- Fifth semester Diploma Exam. (Branch wise)
- Sixth semester Diploma Exam. (Branch wise)

(d) FOURTH YEAR

- Seventh semester Diploma Exam. (Branch wise)
- Eighth semester Diploma Exam. (Branch wise)

- 4.2 The examinations of First semester (I), Third semester (III), Fifth semester (V) and Seventh semester (VII) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II), Fourth semester (IV), Sixth semester (VI) and Eighth semester (VIII) 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.

- 4.3 There will be full end semester examination consisting of theory paper and practicals.

- 4.4 For the evaluation of End of the Semester exam in Practicals, one external examiner shall always be there and one internal examiner.

- 4.5 In case of change in curriculum of a diploma programme the student who seeks admission in higher semester shall have to study/appear in new and revised curriculum, however, university shall conduct the exams of old scheme for backlog subject papers.

**5.0 ELIGIBILITY FOR APPEARING IN THE EXAMINATION**

- 5.1** A candidate who has filled the examination form and has deposited the required amount of examination fee, he 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 seasonal work i.e. TERM WORK (if any) and LAB WORK (if any) as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB WORK.
- 5.2** A candidate who has filled the examination form and has deposited the required amount of examination fees but has not complete 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., TERM and LAB WORK (if any), will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/ practical regularly and has secured a minimum of 60% marks in each Term and laboratory work. The seasonal work (Term work / lab work, if any) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.
- 5.3** A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 5.1 but could not appear in the semester EXAMINATION. For appearing in the same and/or next semester Examination, he/she 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.
- 5.4** A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and / or detained due to lack of prescribed attendance or submission of seasonal as prescribed in Clause 5.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seals earmarked for the repeater candidate, if available.



- 5.5 In case of change in curriculum of a 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.

#### 6.0 AWARD OF CREDITS AND GRADES

- 6.1 Each courses, along with its weight age in terms of units and equipments credits, shall be recommended by the concerned board of studies and approved by Academic council and Executive Council of the University.
- 6.2 A Student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignments, mid-semester test, field work, seminars, quizzes, end semester examination and regularity as proposed be respective board of studies and approved by Academic council and Executive Council of the University.
- 6.3 The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective to such stipulation as given under :

(a) Theory Block

i.	Quizzes, Assignments and Regularity	10%
ii.	Mid – Semester Test	20%
iii.	End – Semester Examination	70%
<b>Total</b>		<b>100%</b>

(b) Practical Block

i.	Lab Work & Performance, Quizzes, Assignments and Regularity	40%
iii.	End – Semester Examination	60%
<b>Total</b>		<b>100%</b>

- 6.4 Practical training and project work shall be treated as practical subjects.

- 6.5 In each semester, the institute will be required to conduct at least two mid semester tests.

- 6.6 Each student Registered for a courses, shall be awarded grade by the concerned faculty/ faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used their numerical equivalents are as under:

#### Choice Based Grading System

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

- 6.7 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

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

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

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

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

- 6.8** The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 9.0 of the Ordinance.

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

- 7.1** A candidate who has taken admission and has appeared in the examination of odd semester of a particular year will be automatically promoted to even semester of that year irrespective of failing in any number of theory or practical of that semester.
- 7.2** To qualify a particular subject or course the minimum required grade is D and the candidate should separately score minimum grade D in end semester examination of theory and practical parts of subjects/courses.
- 7.3** A candidate who has appeared in the second semester examination shall be promoted to third semester even if he/she could not pass/clear upto a maximum number of five subjects/courses (theory & practical parts are considered as separate subjects) in the first and second semesters taken together.
- 7.4** A candidate who has appeared in the fourth semester examination to be promoted to fifth semester should fulfill the following criteria :
- (a) He/she has to clear first and second end semester examination with a minimum D Grade in all theory and practical parts of each subject with a minimum CGPA of 5.0 in first year.

(b) Shall be promoted to fifth semester even if he/she could not pass upto a maximum number of five (theory and practical parts are considered as separate subjects) in third and fourth semester taken together.

(c) Candidate will be promoted to Seventh and Eighth semester irrespective of failing in sixth and Seventh semester examination.

7.5 A candidate who fails to satisfy the condition of 7.3 or 7.4 shall become an Ex-student.

7.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such candidate shall be permitted to improve requisite grade points by reappearing in a maximum of four theory/practical subjects in the ensuing examination.

### 8.0 RULES OF PASSING

8.1 A candidate shall be declared passed if he/she clears all subjects/courses (theory & practical) of first to sixth semester with minimum grade D. Declared failed if he/she has failed in any number of courses (subjects) of sixth semester and/or of the previous semesters and number of failed courses (subjects). The students belonging to this category will be treated as ex-student for future examinations.

8.2 There will be no minimum grade point to pass for mid semester test.

8.3 For the award of diploma the required Cumulative Grade Point Average (CGPA) is 5.0.

8.4 The result of the candidate will be withheld if he/she clears all courses/subjects of Eighth semester but could not clear the courses/subjects of previous semester.

### 9.0 AWARD OF DIVISION

9.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
7.5 < CGPA	First Division with Honours
6.5 < CGPA < 7.5	First Division
5.0 < CGPA < 6.5	Second Division

9.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 9.3.

- 9.3 The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

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

- 9.4 A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental /failed courses (subjects), he/she will also be awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.

In case any discrepancy in respect of any candidate is noticed regarding his eligibility or otherwise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

#### 10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

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

- 10.1 Deficiency up to a total of 5 marks is condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers. This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the courses in which candidate has appeared in current examination.
- 10.2 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 course (subject) cleared through clause 10.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 10.3 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 advantage under clause 10.1.

**11.0 DECLARATION OF MERIT LISTS**

- 11.1** University shall declare the final Branch wise merit list only after the main examination of the Eighth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing at least First Division and passing all the semesters examinations in single attempts.

**12.0 RULES FOR ATTENDANCE**

- 12.1** 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 course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the Director/Dean and Vice- Chancellor of the University respectively for satisfactory reasons.
- 12.2** If a student remains absent from classes, without assigning any reason, he/she will have to pay fine as prescribed by the university.

**13.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME**

- 13.1** Candidates are allowed to enroll for second diploma programme of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

**14.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 15.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

- 16.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.**

**ORDINANCE No. 13, of 2018****B.TECH. (HONORS) AGRICULTURAL ENGINEERING**

**1.0** The duration of course is 4 Years, spread to 8 Semester.

**2.0** **ADMISSION**

**2.1** **Eligibility Criteria**

A candidate shall be eligible for admission to B.Tech. (Honors) Agricultural Engineering, if he/she is physically fit to carry out field work related with agricultural activities and has :

**2.1.1** Passed the (10+2) / Intermediate with PCM (P- Physics, C-Chemistry, M-Mathematics) from a recognised Board/university or any other equivalent.

**2.1.2** Obtained at least 50% marks in aggregate. Relaxation is given as per State Govt. /UGC & University Rules.

**2.1.3** Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

**2.2** **Admission under this Course will be made as follows:**

**2.2.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.

**2.2.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

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

- The candidates 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 not enclosed.

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

2.2.5 Admission process as framed by the University shall be applicable for all admission from time to time.

2.2.6 The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute.

### 3.0 MEDIUM OF INSTRUCTION AND EXAMINATION

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

### 4.0 EXAMINATIONS

4.1 There will be one University Examination at the end of each semester. These examinations will be designated as follows :

(a) During First Year

First Semester B.Tech. (Honors) Agricultural Engineering Exam,  
Second Semester B.Tech. (Honors) Agricultural Engineering Exam

(b) During Second Year

Third Semester B.Tech. (Honors) Agricultural Engineering Exam,  
Fourth Semester B.Tech. (Honors) Agricultural Engineering Exam

(c) During Third Year

Fifth Semester B.Tech. (Honors) Agricultural Engineering Exam,  
Sixth Semester B.Tech. (Honors) Agricultural Engineering Exam

(d) During Fourth Year

Seventh Semester B.Tech. (Honors) Agricultural Engineering Exam,  
Eighth Semester B.Tech. (Honors) Agricultural Engineering Exam

4.2 The semester examination will generally be held in Nov-Dec. and April-May in each year.

4.3 There will be a full examination at the end of each semester consisting of end semester of theory and practical. The internal assessment will be held in the manner prescribed of the University from time to time.



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

- i) Attended at least 75% of lectures and practicals delivered separately.
- ii) Paid all the fees due.
- iii) Obtained 'No Dues' certificate from the concerned Department/College.
- iv) Submitted the job internship certificate/Project Report, as notified in the Syllabus.
- v) Received in-field training as prescribed in the syllabus.

Clause (i) above shall not be applicable to Private/Ex candidates.

## **5.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

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

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

**5.3** A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

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

**5.5** For passing the examination the candidate will be required to secure at least 'C' Grade in University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.

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

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

**5.5.2** Provided further that the students secure minimum 50% aggregate and above to secure divisions.

**5.5.3** A candidate who clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in 3<sup>rd</sup> semester.

**5.5.4** A candidate will not be admitted in 5<sup>th</sup> and higher semester unless he/she has passed 1<sup>st</sup> & 2<sup>nd</sup> semester completely. A candidates shall not be admitted in 7<sup>th</sup> semester unless he/she has passed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.

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

The grades to be used their numerical equivalent are as under:

#### Choice Based Grading System

Grade	Percentage of Marks Obtained	Conversion into Points
A <sup>++</sup>	100	10
A <sup>+</sup>	90 to <100	9 to <10
A	80 to <90	8 to <9
B <sup>+</sup>	70 to <80	7 to <8
C <sup>+</sup>	60 to <70	6 to <7
C	50 to <60	5 to <6
F	<50 (Fail)	<5
	Eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

- 5.6** The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

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

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

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

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

- 5.7** The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7 of this ordinance.
- 5.8** A candidate appearing in seventh semester after eighth semester will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)

- 6.2 One grace mark will be given to the candidate who is missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the B.Tech. (Honors) Agricultural Engineering examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## 7.0 AWARD OF DIVISION

- 7.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
8.000 and above	I Division with Distinction
7.000 -7.999	I Division
6.000-6.999	II Division
5.000-5.999	Pass

- 7.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3 The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

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

## 8.0 MERIT LISTS

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

## 9.0 MAXIMUM DURATION OF COMPLETION OF COURSE

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

**10.0 ATTENDANCE**

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

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**13.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.**

**ORDINANCE No. 14, of 2018**

- I) B.Sc. (HONORS) AGRICULTURE**
- II) B.Sc. (HONORS) HORTICULTURE**
- III) B.Sc. (HONORS) FORESTRY**

**1.0** The duration of course is 4 Years, spread to 8 Semester.

**2.0** **ADMISSION**

**2.1** **Eligibility Criteria**

A candidate shall be eligible for admission to B.Sc. (Honors) Agriculture, B.Sc. (Honors) Horticulture, B.Sc. (Honors) Forestry, if he/she is physically fit to carry out field work related with agricultural activities and has:

**2.1.1** Passed the (10+2)/Intermediate examination in Agriculture or in Science (with Physics, Chemistry and Mathematics/Biology) or any other equivalent.

**2.1.2** Obtained at least 50% marks in aggregate. Relaxation is given as per State Govt. /UGC & University Rules.

**2.1.3** Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

**2.2** **Admission under this Course will be made as follows :**

**2.2.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.

**2.2.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

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

- The candidates 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 not enclosed.

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

**2.2.5** Admission process as framed by the University shall be applicable for all admission from time to time.

**2.2.6** The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute.

### **3.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

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

### **4.0 EXAMINATIONS**

**4.1** There will be one University Examination at the end of each semester.

These examinations will be designated as follows :

(a) During First Year

First Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam,  
Second Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam

(b) During Second Year

Third Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam,  
Fourth Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam

(c) During Third Year

Fifth Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam,  
Sixth Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam

(d) During Fourth Year

Seventh Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam,  
Eighth Semester B.Sc. (Honors) Agriculture/Horticulture/Forestry Exam

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

- 4.3** There will be a full examination at the end of each semester consisting of end semester of theory and practical.
- 4.4** No candidate shall be allowed to take the term-end Semester Examination unless one has:
- i) Attended at least 75% of lectures and practicals delivered separately.
  - ii) Paid all the fees due.
  - iii) Obtained 'No Dues' certificate from the concerned Department/College.
  - iv) Submitted the job internship certificate/Project Report, as notified in the Syllabus.
  - v) Received in-field training as prescribed in the syllabus.
- Clause (i) above shall not be applicable to Private/Ex candidates.

## **5.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

- 5.1** There shall be no supplementary or second examination in between the semester exam.
- 5.2** A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters are declared at which he/she had appeared.
- 5.3** A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.
- 5.4** A candidate may provisionally continue to attend next higher year, even if, the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- 5.5** For passing the examination the candidate will be required to secure at least 'C' Grade in University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.

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



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

**5.5.2** Provided further that the students secure minimum 50% aggregate and above to secure divisions.

**5.5.3** A candidate who clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in 3<sup>rd</sup> semester.

**5.5.4** A candidate will not be admitted in 5<sup>th</sup> and higher semester unless he/she has passed 1<sup>st</sup> & 2<sup>nd</sup> semester completely. A candidates shall not be admitted in 7<sup>th</sup> semester unless he/she has passed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.

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

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

**Choice Based Grading System**

Grade	Percentage of Marks Obtained	Conversion into Points
A <sup>++</sup>	100	10
A <sup>+</sup>	90 to <100	9 to <10
A	80 to <90	8 to <9
B <sup>+</sup>	70 to <80	7 to <8
C <sup>+</sup>	60 to <70	6 to <7
C	50 to <60	5 to <6
F	<50 (Fail)	<5
	Eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

- 5.6** The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

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

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

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

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

- 5.7** The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7 of this ordinance.
- 5.8** A candidate appearing in seventh semester after eighth semester will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)

- 6.2 One grace mark will be given to the candidate who is missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the B.Sc. (Honors) Agriculture, B.Sc. (Honors) Horticulture, B.Sc. (Honors) Forestry. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## 7.0 AWARD OF DIVISION

- 7.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
8.000 and above	I Division with Distinction
7.000 -7.999	I Division
6.000-6.999	II Division
5.000-5.999	Pass

- 7.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3 The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

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

## 8.0 MERIT LISTS

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

## 9.0 MAXIMUM DURATION OF COMPLETION OF COURSE

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

**10.0 ATTENDANCE**

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

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**13.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.**

**ORDINANCE No. 15, of 2018****DIPLOMA COURSE IN AGRICULTURE (DIPLOMA IN AGRICULTURE)**

**1.0** The duration of course is 1 Year , spread to 2 Semesters.

**2.0** **ADMISSION**

**2.1** Eligibility Criteria

A candidate shall be eligible for admission to Diploma in Agriculture and relevant field, if he/she is physically fit to carry out field work related with agricultural activities and has :

**2.1.1** Passed the (10+2)/Intermediate examination in any stream or any other equivalent.

**2.1.2** Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

**2.2** Admission under this Course will be made as follows :

**2.2.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.

**2.2.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.

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

- The candidates 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 not enclosed.

- 2.2.4 Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- 2.2.5 Admission process as framed by the University shall be applicable for all admission from time to time.
- 2.2.6 The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute.

### **3.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

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

### **4.0 EXAMINATIONS**

**4.1** There will be one University Examination at the end of each semester.

These examinations will be designated as follows:

During First Year for 1 Year Diploma Course

First Semester Diploma in Agriculture Exam,

Second Semester Diploma in Agriculture Exam

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

**4.3** There will be a full examination at the end of each semester consisting of end semester of theory and practical.

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

- i) Attended at least 75% of lectures and practicals delivered seperately.
- ii) Paid all the fees due.
- iii) Obtained 'No Dues' certificate from the concerned Department/College.
- iv) Submitted the job internship certificate/Project Report, as notified in the Syllabus.
- v) Received in-field training as prescribed in the syllabus.

Clause (i) above shall not be applicable to Private/Ex candidates.

5.0 The grades to be used their numerical equivalents are as under:

**Choice Based Grading System**

Grade	Percentage of Marks Obtained	Conversion into Points
A <sup>++</sup>	100	10
A <sup>+</sup>	90 to <100	9 to <10
A	80 to <90	8 to <9
B <sup>+</sup>	70 to <80	7 to <8
C <sup>+</sup>	60 to <70	6 to <7
C	50 to <60	5 to <6
F	<50 (Fail)	<5
	Eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

5.1 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

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

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

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

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

- 5.2** The grade sheet at end of each even semester examination for students shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage marks and the division awarded, according to the rule as given in clause 7 this ordinance.

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)
- 6.2** One grace mark will be given to the candidate who is missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the Diploma in Agriculture examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## **7.0 AWARD OF DIVISION**

- 7.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
8.000 and above	I Division with Distinction
7.000 -7.999	I Division
6.000-6.999	II Division
5.000-5.999	Pass

- 7.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

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



## **8.0 MERIT LISTS**

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

## **9.0 MAXIMUM DURATION OF COMPLETION OF COURSE**

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

## **10.0 ATTENDANCE**

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

## **11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**13.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.

**ORDINANCE No. 16, of 2018**

- I) B.TECH. FOOD TECHNOLOGY**  
**II) B.TECH. DAIRY TECHNOLOGY**  
**III) B.TECH. BIO TECHNOLOGY**

**1.0** The duration of course is 4 Years, spread to 8 Semester.

**2.0 . ADMISSION**

**2.1 Eligibility Criteria**

A candidate shall be eligible for admission to B.Tech. (Food Technology), B.Tech. (Dairy Technology) and B.Tech. (Bio Technology), if he/she is physically fit to carry out field work and has :

- 2.1.1** Passed the (10+2) / Intermediate examination in Agriculture or in Science (with Physics, Chemistry and Mathematics/Biology) or any other equivalent.
- 2.1.2** Obtained at least 50% marks in aggregate. Relaxation is given as per State Govt. /UGC & University Rules.
- 2.1.3** Candidates appearing at the respective qualifying examinations shall be eligible to appear at the entrance examination but shall have to provide the proof of passing the said examination as and when called for, prior to their admission.

**2.2 Admission under this Course will be made as follows:**

- 2.2.1** The University will issue admission notifications in newspapers, on the University's website, notice board of the university and in other publicity media before the start of every cycle. Alternately University may decide to conduct an Online/Offline admission test for which also notification will be issued.
- 2.2.2** List of candidates provisionally selected for admission /shortlisted based on merit will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission after the last date of application.
- 2.2.3** The application form may be rejected due to any of the following reasons :

- The candidates 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 not enclosed.

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

**2.2.5** Admission process as framed by the University shall be applicable for all admission from time to time.

**2.2.6** The fees for each course shall be decided by Board of Management of University the Number of seats in each courses will be as per Statute.

### **3.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

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

### **4.0 EXAMINATIONS**

**4.1** There will be one University Examination at the end of each semester.

These examinations will be designated as follows :

(a) During First Year

First Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam,

Second Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam

(b) During Second Year

Third Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam,

Fourth Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam

(c) During Third Year

Fifth Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam,

Sixth Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam

(d) During Fourth Year

Seventh Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam,

Eighth Semester B.Tech.(Food Technology/Dairy Technology/Bio Technology) Exam

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

**4.3** There will be a full examination at the end of each semester consisting of end

semester of theory and practical. The internal assessment will be held in the manner prescribed of the University from time to time.

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

- i) Attended at least 75% of lectures and practicals delivered separately.
- ii) Paid all the fees due.
- iii) Obtained 'No Dues' certificate from the concerned Department/College.
- iv) Submitted the job internship certificate/Project Report, as notified in the Syllabus.
- v) Received in-field training as prescribed in the syllabus.

Clause (i) above shall not be applicable to Private/Ex candidates.

## **5.0 PROMOTION TO HIGHER SEMESTER AND YEAR**

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

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

5.3 A candidate, who has taken admission in odd and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

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

5.5 For passing the examination the candidate will be required to secure at least 'C' Grade in University examination separately in the term-end theory practical and internal assessment in each of the prescribed paper.

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

- 5.5.1** A candidate who clears all the subjects of 1<sup>st</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in the 2<sup>nd</sup> semester.
- 5.5.2** A candidate who clears all the subjects of 2<sup>nd</sup> semester examination or fails in one or more subjects of the same, will be allowed admission in 3<sup>rd</sup> semester.
- 5.5.3** A candidate will not be admitted in 5<sup>th</sup> and higher semester unless he/she has passed 1<sup>st</sup> & 2<sup>nd</sup> semester completely. A candidates shall not be admitted in 7<sup>th</sup> semester unless he/she has passed 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Semester.

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

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

#### Choice Based Grading System

Grade	Percentage of Marks Obtained	Conversion into Points
A <sup>++</sup>	100	10
A <sup>+</sup>	90 to <100	9 to <10
A	80 to <90	8 to <9
B <sup>+</sup>	70 to <80	7 to <8
C <sup>+</sup>	60 to <70	6 to <7
C	50 to <60	5 to <6
F	<50 (Fail)	<5
	Eg. 80.76	8.076
	43.60	4.360
	72.50 (but shortage in attendance)	Fail (1 point)

- 5.6** The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated as under :

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

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

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

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

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

## **6.0 CONDONATION OF DEFICIENCIES**

- 6.1** Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examination. The Deficiency can be condoned is not more than two subjects (Theory and Practical of the same subjects shall be considered as two separate subjects for the purpose of awarding grace marks)

- 6.2** One grace mark will be given to the candidate who is missing distinction/ first division by one mark, on behalf of the Vice-Chancellor in the B.Tech.( Food Technology/Dairy Technology/Bio Technology) examination. This benefit will not, however, be available to a candidate getting advantage under clause 6.1.

## **7.0 AWARD OF DIVISION**

- 7.1** Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all four years as per following details :

CGPA Score	Divisions
8.000 and above	I Division with Distinction
7.000 -7.999	I Division
6.000-6.999	II Division
5.000-5.999	Pass

- 7.2** The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 7.3.
- 7.3** The Conversion from grade to an equivalent percentage in a given academic program shall be according to the following formulas applicable :

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

## **8.0 MERIT LISTS**

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

## **9.0 MAXIMUM DURATION OF COMPLETION OF COURSE**

- 9.1** A candidate has to complete the entire course of under graduate degree within a maximum period of Eight years from the session of first admission.

**10.0 ATTENDENCE**

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

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a consisting of any or all the Directors of the Departments/ Institutions /Schools. The decision of the Vice-Chancellor shall be final.

**13.0** The reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**The University reserves the right to frame, amend or cancel any rule or a part thereof at any time and the candidate shall be subjected to such rules made by the University from time to time.**



**ORDINANCE No. 17, of 2018****BACHELOR OF EDUCATION (B.Ed.) 2 YEAR DEGREE COURSE**

The Ordinance governed by rules/guidelines/norms laid down by NCTE, shall be applicable for the award of Bachelor of Education Program generally known as (B. Ed) & shall be:

**1.0 DURATION:**

The Duration of Degree of Bachelor of Education of the University shall spread over Two academic years (4 Semester's). Which can be completed in a maximum of three years from the date of admission to the program as per NCTE norms.

**2.0 ELIGIBILITY:**

Candidate with at least fifty percent marks either in the Bachelor degree and / or in the Master's degree in Science/Social Science/Humanity, Bachelor in Engineering or Technology, B.Pharm. with specialization in Science and Math's with 50% marks or any other Qualification equivalent there to, are eligible for admission to the program.

The reservation and relaxation for SC/ST/OBC/PWD and other category candidate will be as per the rules of state government.

Provided that the Vice Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral or both or based on merit list of qualifying marks for selection of candidates for admission to the B.Ed. class in Colleges or in Teaching Department of University, as deemed necessary.

Provided further that in the case of untrained teachers in Government schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by Para 2 above may be relaxed by the Vice Chancellor, on the recommendation of the Director /Principal of the institution concerned. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28. Provided further that all norms laid down by NCTE and that of State Government shall be followed.

**3.0 WORKING DAYS:**

- (a) There shall be at least two hundred working days each year exclusive of the period of examination and admission.
- (b) The institution shall work for a minimum of thirty six hours in a week (five or six days), during which physical presence in the institution of all the teachers and student teachers is necessary to ensure their availability for advice, guidance, dialogue and consultation as and when needed.
- (c) The minimum attendance of student-teachers shall have to be 80% for all course work and practicum, and 90% for school internship.

- 4.0** Candidates intending to present themselves at the examination shall submit through the Principal of the College/ Head of the Department of University, their applications on prescribed forms with required fee and documents.

**5.0 CURRICULUM TRANSACTION:****5.1 PRACTICAL WORK TO BE PERFORMED BY EACH STUDENT**

Item	Essential (Numbers)
a - Lesson planning and teaching in real school	Thirty lessons - fifteen lessons each teaching subject situation including internship
b - Lesson planning and teaching in simulated	Ten lessons - five lessons in each situation teaching subject
c - Observation of lessons taught by fellow students	Ten lessons - five lessons in each teaching subject
d - Action Research Project	1 (One)
e - Stand alone experience of school organization	Two days
f - Field- specific community experience	Five days

**5.2 SUPERVISION OF PRACTICE LESSON**

Out of prescribed practice teaching lessons at least 50% lessons would be supervised fully by the teacher educators and feedback given to the students orally as well as comments in writing. Record of lesson planning, teaching and supervision would be maintained.

**6.0 EXAMINATION PATTERN**

- (a) The Examination Shall Consist of Two Parts, Namely:-
  - (i) Part I - Theory
  - (ii) Part II — Practical and Seasonal.
- (b) The scope of studies in different papers shall be such as are prescribed by the Academic council, the Board of Studies and the Faculty of Education and published by a notification.
- (c) (i) The written part of the examination shall be held in the month of April every year Actual date of Commencement of examination will be notified by the Registrar in advance.  
(ii) The practical part of the examination shall be arranged by the principal or the Head of the Department of Education, as the case may, before the written examination by such date as may be directed by the Registrar From time to time.
- (d) Practical & Sessional work shall be as decision of board of Management of the University.

**7.0 DIVISION:**

- (a) First Division with Distinction: 75% and above.
- (b) First Division: 60% and above but below 75%,
- (c) Second Division: 50% and above but below 60%
- (d) Third Division : 40% and above but less than 50%
- (e) An examinee obtaining 75% or more marks in the aggregate in theory and practically Sessional combined shall be given distinction. The University is free to take any decision. Which is not covered by the ordinance as per needs.

- 8.0** The Principal of a college/ Head of The Department providing courses of B.Ed. Degree shall send the statement of marks of students of his college/Department in theory & practical to the incharge of examination cell of University.

**9.0 SUPPLEMENTARY OF EXAMINATION:**

- (a) Candidates who are eligible to appear as supplementary candidates under the provision shall have to clear the supplementary in next attempts immediately.
- (b) An examinee who after having appeared in the examination but fails in not more than two papers and by not more than three marks but secures the minimum aggregate marks prescribed for a pass shall be entitled to a grace up to three marks in order to pass the examination.

**10.0** The Vice- Chancellor may condone the deficiency of one marks in case candidate failing or missing a division by one marks subject to the condition that where the deficiency of one marks is so condoned it shall now here be added.

**11.0** The Registrar of University shall as soon as possible after the examination but not later than the 60<sup>th</sup> day from the date which the theory examination was complete publish the result of examination by announcing the roll nos. and names of the candidates.

**12.0** In the notification declaring result of the examination names of successful candidates who secure first division separately in each of part of examination shall be arranged in order of merit.

**13.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**14.0** Notwithstanding anything stated in this Ordinance, of any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final, after approval by the regulatory commission.

**ORDINANCE No 18, of 2018****BACHELOR OF EDUCATION (B.Ed.) 3 YEAR (PART TIME)**

The Ordinance governed by rules/guidelines/norms laid down by NCTE, shall be applicable for the award of Bachelor of Education Program generally known as (B. Ed.-Part Time).

**1.0 DURATION:**

The Duration of Degree of Bachelor of Education (B.Ed. Part Time) of the University shall spread over three academic years (Six Semester). Which can be completed in a maximum period of five years from the date of admission to the programme.

**2.0 ELIGIBILITY:**

Candidate with at least fifty percent marks either in the Bachelor degree and /or in the Master's degree in Science/Social Science/Humanity, Bachelor in Engineering or Technology B. Pharma. With specialization in Science and Math's with 50% marks or any other qualification equivalent there to, are eligible for admission to the program.

The reservation and relaxation for SC /ST/OBC/PWD and other category candidate will be as per the rules of state government.

Provided that the Vice-Chancellor may, with a view to maintain a uniform standard, prescribe such further tests, written, oral or both or based on merit list of qualifying marks for selection of candidates for admission to the B.Ed. class in Colleges or in Teaching Department of University, as deemed necessary.

Provided further that in the case of untrained teachers in Government schools, sponsored by the Government for B.Ed. training in the institution maintained by it, the requirement of division or Grade as prescribed by Para 2 above may be relaxed by the Vice-Chancellor, on the recommendation of the Director /Principal of the institution concerned. The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28. Provided further that all norms laid down by NCTE and that of State Government shall be followed. ✓

**3.0 RESULT/ DIVISION:**

- (a) First Division with Honors : 75% and above.
- (b) First Division : 60% and above but below 75%,
- (c) Second Division : 50% and above but below 60%
- (d) Third Division : 40% and above but less than 50%

An examinee obtaining 75% or more marks in the aggregate in theory, practical and Sessional combined shall be given distinction. The University is free to take any decision. Which is not covered by the ordinance as per needs.

- 4.0 The Principal of a college/ Head of The Department providing courses of B.Ed. Degree shall send the statement of marks of students of his college/Department in theory & practical to the in charge of examination Cell of University.

**5.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 6.0 Notwithstanding anything stated in this Ordinance, of any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final, after approval by the regulatory commission.

**ORDINANCE No. 19, of 2018****MASTER OF EDUCATION (M.Ed.) 2 YEARS PG DEGREE COURSE**

The Ordinance framed as per rules/regulations/guidelines laid down by NCTE shall be applicable for award of Master of Education (M.Ed.) Course.

**1.0 . DURATION:**

The M.Ed. Programme shall be of duration of two academic years (Four Semesters). including field attachment for a minimum of 4 weeks and research dissertation. There shall be at least two hundred working days each year, exclusive of the period of admission and inclusive of classroom transaction, practicum, field study and conduct of examination. The institution shall work for a minimum of thirty six hours in a week (five or six days) during which faculty and students concerned with the conduct of the programme shall be available for interaction, dialogue, consultation and mentoring students. The minimum attendance of students shall be 80% for Theory Courses and Practicum and 90% for field attachment.

**2.0 . ELIGIBILITY FOR ADMISSION:**

2.1 Candidates seeking admission to the M.Ed. Programme should have obtained at least 50% marks or an equivalent grade in the following programmer's:-

- (a) B.Ed.
- (b) B.A. B.Ed., B.Sc. B.Ed.
- (c) B.El. Ed.
- (d) D.El. Ed. with undergraduate degree (with 50% marks in each)

2.2 The reservation for SC/ST/OBC/PWD and other categories shall be as per the rules of the State Government. There shall be relaxation of five percent marks in favors of SC/ST OBC/PWD and other categories of candidates as per M.P. Govt. rules and NCTE Norms.

2.3 The candidate shall be granted admission according to approved of the University.

2.4 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute, 28.

### 3.0 MODE OF INSTRUCTION

- 3.1 The course of study shall include learning and teaching through regular.
- 3.2 Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and face to face contact programmes.
- 3.3 Medium of instructions shall be Hindi/English.

### 4.0 ASSIGNMENTS AND EXAMINATION:

- i) During the period, assignments and lesson packages will from the study of the programme
- ii) Completed assignment's shall be deposited candidate in the intervening months. Assignments will serve as feedback and will be counted towards internal assessment in each paper.
- iii) The whole course in each paper will be divided into a number of units which shall be supplied the candidate from time to time.
- iv) Viva voce examination will be conducted by a Board of two examiners appointed by the University, one of whom shall be guide for dissertation as possible and other from out of university.
- v) Assignment and dissertation relating to the examination will have to be submitted before the theory examination
- vi) The Viva Voce examination shall be arranged by the university after the theory examination.
- vii) The minimum passing mark in theory 45% and in practical 50%.
- viii) The merit list of candidates securing first 10 positions in the first division will be notified by the University.

First Division with Honors	:	75% and above.
First Division	:	60% and above but below 75%,
Second Division	:	50% and above but below 60%
Third Division	:	45% and above but below 50%

### EX-STUDENT:

- 4.1 A candidate failing in either or both of the two parts may reappear as an Ex-student in the part concerned or in the whole as case may be, at a subsequent examination without being required to undergo regular course of studies again, subject to his/her complying with the provision of ordinance and regulation of



SARDAR PATEL UNIVERSITY, BALAGHAT (M.P.) from time to time Provided that such advantage of appearing at the examination as Ex-student shall be admissible for a period of two year from the date when the candidate had appeared at the examination as a regular candidate.

- 4.2 An Ex-Student seeking permission for re-admission to a subsequent examination shall submit his /her application on prescribe form indicating the papers and parts of the examination before the date fixed for the purpose together with such fees and documents as are required of him/she shall be governed by the provisions of relevant ordinance of the University .
- 4.3 Marks of internal assessment if they are above the minimum prescribed for a pass, shall be brought forward or the purpose of results at the subsequent examination.

**5 FEES OF THE COURSE:**

The candidate will have to pay fees as decided by the University authority as per prescribed time schedule.

**6 GENERAL:**

In all matters pertaining to the course, the decision of the Vice-chancellor of the University shall be final and as per Ordinance of the University for this purpose. Provided the norms laid down by NCTE and M.P. Govt. shall be the binding to the University.

**7 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 8 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final, after approval by the regulatory commission.

**ORDINANCE No. 20, of 2018****DIPLOMA IN ELEMENTORY EDUCATION (D.EL.Ed.), 2 YEAR DIPLOMA COURSE**

**This ordinance shall be applicable to candidates for two years DIPLOMA IN ELEMENTORY EDUCATION (D.EL.Ed.) following the norms rules and guideline of NCTE.**

**1.0 DURATION:**

The duration of, the programme shall be of two academic 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.

**2.0 ELIGIBILITY FOR ADMISSION:**

Candidates seeking 'admission to this course must have passed. Senior Secondary (Class XII) or equivalent examination passed with minimum 50% marks or its equivalent examination are eligible for admission. The reservation and relaxation in marks for SC/ST/OBC/PWD and other categories shall be as per the rules of the state government.

**3.0 ADMISSION PROCEDURE:**

Admission under this Course will make as follows:

- (a) The University will issue admission notification in news papers, on the University's website, notice Board of the University and in order 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 student will be informed directly of their admission after the last date of application. 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 of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission unless the provisional admission granted to him will be cancelled.

- (c) The application form may be rejected due to any of the following reasons:
- The candidates does not fulfill the eligibility criteria.
  - 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.
- (d) Enrollment/ Registration number will be assigned to the student by the University after verification and submission of all the necessary document and fees.
- (e) Admission rules as framed by the University shall be applicable for all admission from time to time. Other norms laid down by NCTE shall also followed.

#### **4.0 INTAKE & FEES:**

The intake and fees for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the Regulatory Commission.

#### **5.0 COURSE STRUCTURE:**

**5.1 DIPLOMA IN ELEMENTORY EDUCATION (D.EL.Ed.)** course shall consist of:

- a) Syllabus as prescribed by the University as per the guidelines of NCTE.
- b) Internship, lab work, practical, projects etc. as may be prescribed by the University as per NCTE guidelines.
- c) Such scheme of examination as prescribed, by the University from time to time.

**5.2** The curriculum of the course shall be approved by the concerned Board of Studies and the Academic Council of the University.

#### **6.0 MEDIUM OF INSTRUCTION AND EXAMINATION:**

The medium of Instruction and examination shall be either Hindi or English.

#### **7.0 EXAMINATION SCHEME:**

As per university Ordinance.

#### **8.0 PROMOTION TO NEXT YEAR & FAILED CANDIDATE:**

A candidate may provisionally continue his/her studies in second year after the examination of the first year in which he/she appeared is over. Minimum passing mark in each theory paper is 40% and Minimum passing mark in each Practical paper is 50%. If a candidate fails in not more than four paper of 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 to keep the term (ATKT) and promoted to the next year. Examination 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 four 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 diploma only in the year when he/she clear all the papers of both the year.

#### **9.0 ALLOCATION OF DIVISION:**

- |                               |   |                             |
|-------------------------------|---|-----------------------------|
| a. First Division with Honors | : | 75% and above               |
| b. First Division             | : | 60% and above but below 75% |
| c. Second Division            | : | 50% and above but below 60% |
| d. Third Division             | : | 40% and above but below 50% |

#### **10.0 MAXIMUM DURATION OF COMPLETION OF COURSE:**

A Candidate has to complete the entire course of **DIPLOMA IN ELEMENTARY EDUCATION (D.ELEd.)** within a maximum period of three year from the session of first admission.

#### **11.0 GENERAL:**

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

#### **12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to BALAGHAT court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

#### **13.0 Notwithstanding anything stated for any unforeseen issues arising, and not covered 'by this Ordinance, or in the event differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final after approval by the regulatory commission.**

**ORDINANCE No. 21, of 2018**

**BACHELOR OF SCIENCE (B.Sc.) 3 YEARS DEGREE COURSE**

This ordinance shall be applicable to candidate admitted for Bachelor of Science (B.Sc.) 3 years degree course.

**1.0 DURATION**

Degrees of Bachelor of Science shall be 3 year duration & shall of part I, II and III (final).

**2.0 ADMISSION**

**2.1** A candidate who, after passing Higher Secondary Examination of a board of Higher Secondary Education of M.P/ CBSE or other equivalent Board.

The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**OR**

Any other examination recognized by the UNIVERSITY as equivalent there to, has attended a regular course of study in constituent College or in the Teaching Department of the UNIVERSITY for one academic year shall be eligible for appearing at the B.Sc. part I examination.

**2.2** Any other examination equivalent to it conducted by Board or University incorporated by law in force and has completed a regular course study for one academic year in an constituent College in the Teaching Department of the UNIVERSITY shall be eligible for appearing at the B.Sc. part II examination, provided that he offers same subjects as in B Sc. I exam.

**2.3** A candidate who has passed the B.Sc. part II of 'Three Y.D.C. of this UNIVERSITY and has completed a regular course of study for one academic year in an constituent college shall be admitted to the B.Sc. Part III (Final) examination provided he offers the same subjects which he had offered at the B.Sc. Part II examination.

**OR**

A candidate who has passed the B.Sc. part II of Three Y.D.C. from any other Statutory University of the State, and has completed a regular course of study for one academic year in a constituent college of this UNIVERSITY will be admitted to the B.Sc. part III (Final) examination provided he offers the same subject as at

the qualifying examination and the syllabus are almost identical and of the same standard.

- 24** Besides regular students and Ex-Students and subject to their compliance with this Ordinance students shall be eligible for admission to the examination as of Ordinance of the University for Examination.
- 25** The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 25.

### **3.0 COURSE FOR B.SC.**

**3.1** Every candidate appearing at the B.Sc. Part I examination shall be examined in:

- (a) Foundation Course (Compulsory) for all students.
- (b) Any one of the following combinations:
  - (i) Physics, Chemistry, Math's
  - (ii) Physics, Chemistry or Statistics, Geology
  - (iii) Physics, Math's, Statistics
  - (iv) Chemistry, Botany, Zoology
  - (v) Physics or Chemistry, Botany, Geology
  - (vi) Physics or Chemistry, Zoology, Geology
  - (vii) Physics or Electronics, Chemistry, Math's
  - (viii) Chemistry, Botany or Zoology, Environment
  - (ix) Physics, Computer Science, Math's
  - (x) Chemistry, Zoology or Botany, Microbiology
  - (xi) Chemistry, Zoology or Botany, Bio-Technology
  - (xii) Physics, Information Technology, Math's

**3.2** Every candidate appearing at the B. Sc. Part I, Part II and III (Final) shall be examine in medium English or Hindi.

### **4.0 MINIMUM MARKS TO PASS EXAMINATION & RESULTS**

- 4.1** In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.
- 4.2** In determining the result of the part III examination, total marks obtained by the examinees at their. Part I, Part II and Part III (Final) examinations in each subject

and in the aggregate shall be taken into account.

**4.3** Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 75% or above get Honors ,60% or below 75% marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

**5.0** The scheme and Course for B.Sc. degree shall be recommendation of academic Council of the University.

**6.0** The attendance, Examination etc will be as per Ordinance of this University for this Purpose.

**7.0** Mode of Instruction

- i) The course of study shall include learning and teaching through Regular.
- ii) Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- iii) Medium of instructions shall be Hindi/English.

**8.0** **LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**9.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 22, of 2018****MASTER OF SCIENCE (M.Sc.) TWO YEARS PG DEGREE COURSE**

**This Ordinance shall be applicable to Candidate admitted for the Master of Science Degree**

**1.0 DURATION:-**

**The examination for the degree of Master of Science shall consist of two year and four Semesters.**

**1.1 The Previous examination (2 Semester) and**

**1.2 The Final examination (2 Semester).**

**2.0 QUALIFICATION/ADMISSION:-**

**2.1 A candidate who, after obtaining the degree of Bachelor of Science in concern subject of this University or any Statutory University in India or recognized foreign university, shall be admitted. The candidates who passed the degree of B.Pharmacy eligible for admission in M.Sc. (Chemistry) and candidates who passed degree in B.E/B.Tech shall be eligible for admission in M.Sc.(Math/Physics/Electronics/Computer Science). The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.**

**2.2 A candidate who, after passing the M.Sc. Previous(Semester I&II) examination of the UNIVERSITY has completed a regular course of study for one academic year in a Teaching Department of the University or in a constituent college of the University, shall be admitted to the Final examination for the degree of Master of Science in the subject in which he has passed the previous examination.**

**2.3 A candidate who has passed the Previous examination for the Degree of Master of Science of another University may also be admitted to the Final Examination for the degree of Master of Science after obtaining necessary permission from the Vice-Chancellor provided that he had offered for the Previous examination of this UNIVERSITY and has attended a regular course of study for one academic year in a Teaching Department of the UNIVERSITY or in a constituent college of the UNIVERSITY.**



**2.4** The fees for each course shall be decided by Board of Management of University the Number of seats in each comes will be as per statute 25.

**2.5** The minimum attendance of students in theory and practical subject must be 75%.

**3.0 EXAMINATION:-**

**3.1** The examinations shall be by Theory and practical including Sessionals, except in the case of Mathematics where the examination shall be by means of theory papers only.

**3.2** The subject of examination shall be one of the following:

1. Mathematics
2. Physics
3. Chemistry
4. Zoology
5. Botany
6. Geology
7. Statistics
8. Environmental Science
9. Micro Biology
10. Electronics
11. Bio-Technology
12. Computer Science
13. Information Technology.

**Provided that the Board of Management of the University can add more subjects.**

**3.3** Any candidate who has passed the M.Sc. examination of this UNIVERSITY in any subject, shall be allowed to present himself for examination in any one or more of the optional papers in that subject not taken by him at the said examination and if, successful will be given a certificate to that effect. **Provided** that no candidate shall be allowed to offer more than two additional papers in any one year and in subjects other than Mathematics, a candidate shall undergo a practical test in respect of the paper concerned.

**3.4** Odd semester Examination will be conducted in month of Nov/Dec and Even semester Examination conducted in month of May/June .

**4.0 MARKS REQUIRES FOR PASSING THE EXAMINATION.**

- 4.1** For both the Previous (Semester I & II) and the Final (Semester III & IV) Examinations, a candidate will be declared successful if he obtains at least 36% of the aggregate in the subject. "Provided that in subjects in which theory and practical examinations are held, an examinee must pass separately in both obtaining not less than 36% of the total marks in each."
- 4.2** No division will be assigned on the result of the previous examination. The division in which a candidate is placed shall be determined on the basis of aggregate of marks obtained in both, the M.Sc. Previous (Semester I & II) and Final (Semester III & IV) examination.
- 4.3** Successful candidates who obtain Four Semester examinations of two years Master degree course, obtaining 75% or above get Honors, 60% and above but below 75% marks in aggregate of two years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

**5.0 MODE OF INSTRUCTION:-**

- 5.1** The course of study shall include learning and teaching through Regular.
- 5.2** Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- 5.3** Medium of instructions shall be Hindi/English.

**6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 23, of 2018****BACHELOR OF HOME SCIENCE (B.H.Sc.)****1.0 ADMISSION:**

Only those candidates will be admitted who have passed Higher Secondary Examination with Science or Home Science Group or Arts group with Home Science as one of the subjects.

**2.0 COURSE DURATION:**

Three year degree course. Student need to complete course in maximum six year.

**3.0 MEDIUM OF INSTRUCTION:**

Instruction provided in Hindi and English.

**4.0 EXAMINATION & RESULT:**

**4.1** (i) The examination for the degree of Bachelor of Home Science shall consist of part I, II and III (final).

(ii) The courses for each of the Part I, II and III examination shall extend over a period of one academic year.

**4.2** A candidate who, after passing (i) preparatory examination conducted by any statutory University or (ii) Higher Secondary Examination of a Board of Higher Secondary Education of a State in the Union of India or (iii) any other examination recognised by the Vishwavidyalaya as equivalent thereto has attended a regular course of study in an affiliated college or in the Teaching Department of the Vishwavidyalaya for one academic year shall be eligible for appearing at the B.Sc. (Home Science) Part I examination.

**4.3** A candidate, who after passing Part I of the B.Sc. (Home Science) examination of this Vishwavidyalaya or the part I of the B.Sc. (Home Science (Three Year Degree Course) of any other Statutory University in India or B.Sc. part I has completed a regular course of study for one academic year in an affiliated college

or in the Teaching Department of the Vishwavidyalaya shall be eligible for appearing at the Part II examination of the B.Sc. (Home Science).

- 4.4** A candidate, who after passing Part II of the B.Sc. (Home Science) (Three Year Degree Course) of any other Statutory University of State and has completed a regular course of study for one academic year in an affiliated college or in the Teaching Department of the Vishwavidyalaya shall be eligible for appearing in B.Sc. Home Science Part III (Final) examination. Every candidate for the part I examination shall be examined as per detailed syllabus prescribed by the University.
- 4.5** The examination shall be partly by means of Papers and partly by Practicals. Each candidate shall be required to pass separately in the Theory and Practical examinations.
- 4.6** Unless otherwise provided, each paper will be of three hours duration.
- 4.7** There shall be three examinations, one at the end of each year, the first being the B.Sc. Home Science Part I examination, Second B.Sc. Home Science part II examination and Third B.Sc. Home Science Part III examination. The candidate will have to pass separately in each of the Part I, II and III examination. Marks of the part I, II and III (Final examination) shall be counted together for determining the results of the degree in which divisions shall be assigned on the following basis -

First division	:- 60% or above
Second division	:- 45% or above but less than 60%
Third division	:- 33% or above but less than 45%

## **5.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 6.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice—Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 24, of 2018**  
**MASTER OF HOME SCIENCE**

**1.0 COURSE DURATION AND ELIGIBILITY :**

A candidate who has passed Bachelor of Home Science of this vishwavidyalaya or any Statutory University in India or recognized foreign University can take admission in M.H.Sc. course. Master of Home Science shall consist of two year spread in four semester.

**2.0 MEDIUM OF INSTRUCTION:**

Students instruction provided in Hindi and English medium.

**3.0 EXAMINATION SYSTEM & RESULT:**

**3.1** A candidate who, after obtaining the degree of Bachelor of Home Science of this vishwavidyalaya or any Statutory University in India and has completed a regular course of study for one Semester in a Teaching Department of the Vishwavidyalaya or in a college affiliated to the Vishwavidyalaya shall be admitted to the first Semester examination for the degree of Master of Home Science. Provided, however that every candidate shall offer for the semester Examination one of the subject offered by him for B.H.Sc. degree.

**3.2** A candidate who, after passing the M.H.Sc. first and second semester Examination of the Vishwavidyalaya, has completed regular course of study for one academic year in a Teaching Department of the Vishwavidyalaya or in a college affiliated to the Vishwavidyalaya shall be admitted to the third semester for the degree of Master of Home Science in the subject in which he/she has passed the Previous examination. Similarly after completion of third semester examination students are eligible for four semester examination.

**3.3** A candidate who has passed the Previous Examination (First & Second semester) for the degree of Master of Home Science of another University may also be admitted to the Final examination for the degree of Master of Home Science after obtaining necessary permission from the Kulpati provided that she/he offered for her/his previous examination course of study of an equivalent standard with almost identical syllabus as is required for previous examination of this Vishwavidyalaya and has attended a regular course of study for one academic year in a Teaching Department of the Vishwavidyalaya or in a college affiliated to the Vishwavidyalaya.

- 3.4 The examination shall be partly by means of papers and partly practical including sessionals. Each candidate shall be required to pass in the theory and practical examinations separately.
- 3.5 Regular students and ex-students, subject to their compliance with this ordinance, shall be eligible for admission to the examination. The M.H.Sc. examination will be governed by the general Provisions of the relevant ordinances
- 3.6 Every candidate for the Master of Home Science Previous (First & Second semester) examination and Final (Third & Fourth semester ) examination shall be examined as per detailed syllabus prescribed by the University.
- 3.7 For both Previous (First & Second semester) and Final (Third & Fourth semester ) examination, candidates must obtain for a pass at least 33% marks in each paper and 40% marks in the aggregate in theory papers in each examination Previous(First & Second semester) and Final (Third & Fourth semester ) and 33% marks in each Practical and 50% marks in aggregate of practicals for each examination.No division will be assigned on the result of the Previous (First & Second semester) examination. The division in which the candidate is placed shall be determined on the basis of aggregate of marks obtained in both the M.H.Sc. Previous (First & Second semester) and Final (Third & Fourth semester ) examination.
- 3.8 Successful candidates who obtain 60% or more of the aggregate marks shall be placed in First division, those obtaining less than 60% but not less than 48% in second division and all other successful candidates obtaining less than 48% marks shall be placed in third division.
- 3.9 The sessional marks obtained will be carried over in case of candidates who appear as ex-students at the next examination.

#### **4.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 5.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 25, of 2018****MASTER OF COMPUTER APPLICATIONS (M.C.A.)****1.0 DURATION:-**

This ordinance shall be applicable to the candidates admitted in Three Years Master of Computer Applications course abbreviated as M.C.A.

**2.0 ADMISSIONS:-**

A candidate seeking admission to M.C.A courses should be graduated from any Indian university or institute recognized by the university grants commission, New Delhi, as equivalent there to. The graduation should be with three year of study after passing senior secondary examination (10+2) or its equivalent securing minimum 45% marks (5% will be relaxed for ST/SC and other categories students) of an approved board with mathematics as compulsory subject at either (10+2) or Graduation level. The student who is not study math either at senior secondary examination (10+2) or Graduation level need to complete Bridge course in math as per directed by BOS of the university.

**2.1** Non –Resident Indian (NRI) candidates shall also be eligible for admission to M.C.A in accordance with directives of the government of Madhya Pradesh Bhopal provided they satisfy the criterion of clause 2.1 above.

**2.2** The admission to MCA courses shall be governed by the rules of the Technical Education and skill. Development by the state government of Madhya Pradesh for this purpose.

**2.3** Admission under these course will be made as follows:

**2.3.1** The University will issue admission notification in news papers, on the university's website, notice board of the university and in order publicity media before the start of every cycle.

**2.3.2** List of candidates provisionally selected for admission / shortlisted based on merit will be displayed on the notice board of the university, university website / or the student will also be informed directly of their admission after the last due date of application.

**2.3.3** The candidate 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 proof of required eligibility criteria. The candidates so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, otherwise provisional admission will be cancelled.

**2.3.4** The application form may be rejected due to any the following reasons :-

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

**2.3.5** Enrollment / registration number will be assigned to the student by the university shall all be applicable for all admission from time to time.

**2.4** Fees & number of seats for the courses shall be as per the decision of board management of university.

### **3.0 EXAMINATION AND RESULT:-**

The Courses are Theory & Practical based. A student will not be eligible to appear in the term end practical examination if the percentage of attendance in practical session falls below 75% Similarly a candidate will not be eligible to appear in the term end theory examination if his/her attendance in Regular classes is less than 75%. Overall Grading: the final score for each course is computed by combining continuous evaluation score and term end examination score. The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (Zero) marks. The requirement for passing a course would be at least 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the M.C.A.

In order to be able to appear for the term end examination it is a necessary requirement that the students attend all classes according to the prescribed schedule. All the students will be required to give an undertaking to this effect and should it be later found that they had in fact not submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.



The practical examination will be of 3 hours duration. For Project Work it will required to complete Project report and submit his/her HOD. After evaluation of project report by expert a viva will be conducted.

In order to pass a M.C.A. examination of any semester, a candidate must obtain at least

1. 40% of the minimum marks in each written paper
2. 50% of the maximum marks in seasonal work
3. 50% of maximum marks in practical examination
4. 50% of maximum marks in aggregation at the end of a academic session.

#### 4.0 RE- ADMISSSION:-

Candidates who have discontinued the course during any semester may, on the recommendation of the Director / Principal of the college / Head of University Department to take re-admission to the course at the beginning of the semester concerned in a subsequent Year, provided that the duration of course for such readmitted candidate shall be counted from the due date of his/ her first admission.

#### 5.0 PASSING DURATION OF THE COURSE :-

MCA course duration is 3 Years. The maximum duration of the course shall be six years. However for one mercy attempts can be given by the Vice-Chancellor of the university on reasonable ground.

#### 6.0 AWARD OF DEGREE:-

Students successfully completing the programme shall be placed in various categories as indicated below.

First division with distinction	75% or above
First division	60% or above and less than 75%
Second division	50% or above and less than 60%
Third division	40% or above and less than 50 %

#### 7.0 MERIT LISTS :-

Merit list of first 10 candidates in the order of merit shall be declared by the university at the end of the sixth semester on the basis of the integrated performance of all the semesters, securing at least first division and passing all semester examinations in single attempts.

**8.0 ATTENDANCE:-**

A candidate should have at least 75% attendance in Theory and Practical separately.

**9.0 MEDIUM OF INSTRUCTION AND EXAMINATION:-**

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

**9.2** The subjects to be studied in the different of M.C.A of 3 years course shall be as per the schemes approved by the board of studies of the university.

**10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**11.0** Not without understanding anything stated in this Ordinance , for any unforeseen issues arising, and not covered by this Ordinance , or in the event of differences of interpretation , the Vice-chancellor may take a decision after obtaining, if necessary , the opinion / advice of a committee consisting of any or all the directors of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 26, of 2018****POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS (PGDCA)**  
**(Semester System)**

This Ordinance shall be applicable to candidates admitted for Post Graduate Diploma in Computer Applications (PGDCA) course.

**1.0 DURATION:-**

The duration of the post graduate diploma in computer application shall be of one academic year, comprising of two semesters and a project work. The examination of the first semester shall ordinarily be held in the month of November/ December on suitable dates as fixed by Registrar of the university.

A supplementary examination for the first semester shall be held as decided by University, the 2<sup>nd</sup> semester Examination will be held in month of April/May.

**2.0 ADMISSIONS:-**

The candidates, who have passed the following examination of the University or an examination recognized University shall be eligible for admission to the first semester of course:- Minimum 45% Marks (40% for SC/ST/OBC/PWD Candidates) in B.Sc./ B.A./ B.Com./ B.E./ B.Pharm./ BHMS/ BAMS/ M.Pharm./ M.Sc./ M.A./ M.B.A./ M.Com. The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**3.0 EXAMINATION:-**

**3.1** A candidate shall be required to fulfill the following conditions for appearing in the first and second semester examinations:-

- (i) A good character certificate from the head of the department.
- (ii) 75% attendance is compulsory for theory and practical components.

**3.2** A deficiency in the attendance for the prescribe course (Lectures/ practical/seminars/case discussions/visit to computer centers etc.) may be condoned as per provision of Ordinance of the University for the purpose.

- 3.3** A candidate shall be allowed to appear in the second semester examination only when he/she has passed the first semester examination.
- 4.0** A candidate, who has failed (or absented on exceptional cases) in the first semester examination may be provisionally allowed to attend the second semester course.
- 5.0** The Medium of instructions and examination shall be English/Hindi.
- 6.0** Every candidate shall be examined according to the scheme of examination of Ordinance of the University. The fees & no. of seats for each course shall be decided by Board of Management of University.
- 7.0** The practical examination (including oral) shall be conducted by the two examiners i.e. one external to be recommended by the examination committee and one internal to be nominated by the head of the Department
- 8.0 PROJECT WORK & DISSERTATION:-**
- 8.1** The subject of the project work Dissertation shall be approved by the Head of the Department of Computer Science & Applications.
- 8.2** The candidate shall be required to carry out their project viva voce Examination. Examiner will be appointed by the University.
- 8.3** The candidate shall be required to submit three copies of the project report / dissertation with the certification from the supervisor. That the project work has been completed by the candidate himself / herself and he/she has attended the department of computer science and application or any other place of work for at least 60 hours. In exceptional cases, the last date for submission of project report will be extended up to two months by the Vice-Chancellor on recommendations of the supervisor and head of the Department of computer science and applications.
- 8.4** The project report /dissertation shall be evaluated by a board constituted by the Vice - Chancellor, which may consist of the follow members:
- (i) External examiner, name approved by University.
  - (ii) Head of the dept. of computer science and applications
  - (iii) The supervisor of the concerned project work.
  - (iv) If the project report / dissertation is disapproved by the examiner, Board of examiners, the candidate shall be to resubmit his/her project report / dissertation within a period of three month.

**9.0** No candidate shall be allowed more than two attempt as an ex-student in particular semester. If a candidate does not succeed in this two attempt, he/she will have to leave this course.

**10.0** The standard of passing shall be following:

In order to pass a PGDCA examination of any semester, a candidate must obtain at least. 40% of the maximum marks in each written paper

1. 40% of the minimum marks in each written paper
2. 50% of the maximum marks in seasonal work
3. 50% of maximum marks in practical examination
4. 50% of maximum marks in aggregation at the end of a academic session.

**11.0** The Division will be awarded in First year of P.G.D.C.A. on the following basis.

75% of the aggregate and above: First division with honors

60% of the aggregate and above, but below 75 %: first division

50% of the aggregate and above, but below 60 %: Second division

**12.0** ~~CURRICULUM~~ **CURRICULUM & RELATED REGULATIONS:-**

The Curriculum & related regulation of PGDCA will be as per schemes approved by the Board of Management of the University.

**13.0** **LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**14.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 27, of 2018**  
**BACHELOR OF COMPUTER APPLICATIONS (B.C.A)**  
**(3 YEAR DEGREE COURSE)**

Ordinance shall be applicable to candidates admitted for Bachelor in Computer Applications (B.C.A.) degree. The Bachelor of Computer Applications (B.C.A.) Programme shall be equally distributed over three sessions (Six Semesters).

**1.0 ADMISSION:-**

Admission to B.C.A. will be made as per the rules approved by the Board of Management of the University. The intake will be decided as per Statute 28.

**2.0 ELIGIBILITY FOR ADMISSION:-**

For admission to B.C.A programme, candidates should have passed Senior Secondary Examination on the pattern of 10+2 with Science and Commerce as main subject from a recognized Board of Education or an equivalent examination recognized as equivalent thereto by the University with at least 45% marks in aggregate. In case of SC/ST/OBC/PWD candidates the eligibility requirement is a minimum of 40% marks in aggregate.

**3.0 CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled if:

**3.1** He/ She is not found qualified as per the eligibility criteria prescribed by the University.

OR

He / She is found unable to complete the course within the specified period for completion of the course

OR

He / She is found involved in creating indiscipline in the School/Institute or in the University.

OR

He/ She is involved in ragging

**4.0 APPLICABLE FEES:-**

- 4.1 All the fees including the course fee and the examination fee shall be as determined by the University from time to time, will be payable by the students at the beginning of each semester.
- 4.2 Registrar will notify the quantum of fees payable and the schedule of registration before the start of each semester. Fees once paid and the student has started attending the classes, is not refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit at his discretion, an extension in the last date of payment of fees. However, all the students will be required to pay the prescribed fee before the start of examinations. In case any student has been allowed to appear for the examinations, the results of such student shall be withheld till all his dues are cleared

The subjects to be studied in different sessions of B.C.A. of 3 Years course shall be as per the schemes approved by the Board of studies of the University from time to time.

**5.0 ATTENDANCE:-**

A candidate should have at least 75% attendance in Theory and Practical separately.

**6.0 EXAMINATION & RESULT:-**

The Courses are Theory & Practical based. A student will not be eligible to appear in the term end practical examination if the percentage of attendance in practical session falls below 75% Similarly a candidate will not be eligible to appear ' in the term end theory examination if his/her attendance in Regular classes is less than 75%. Overall Grading: the final score for each course is computed by combining continuous evaluation score and term end examination score. The Practical and term-end exams will be scored on a numerical marking scheme. Any component which has not been attempted would be treated as having a score of 0 (Zero) marks. The requirement for passing a course would be at least 40% in the term-end with an overall average of 50%. Passing all the courses is mandatory for the award of the B.C.A.

In order to be able to appear for the term end examination it is a necessary requirement that the students attend all classes according to the prescribed schedule. All the students will be required to give an undertaking to this effect and should it be later found that they had in fact not submitted the practical allotted as prescribed, the results for the Term-end examination will be treated as cancelled.

The practical examination will be of 3 hours duration. For Project Work it will required to complete Project report and submit his/her HOD. After evaluation of project report by expert a viva will be conducted.

#### **7.0 AWARD OF DEGREE:-**

Students successfully completing the programme shall be placed in various categories as indicated below.

First division with distinction	75% or above
First division	60% or above and less than 75%
Second division	50% or above and less than 60%
Third division	40% or above and less than 50%

#### **8.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

9.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.



**ORDINANCE No. 28, of 2018****DIPLOMA IN COMPUTER APPLICATIONS (1 YEAR DIPLOMA COURSE)**

This Ordinance shall be applicable to candidates admitted for Diploma in Computer Applications (DCA) diploma course

**1.0 DIPLOMA TITLE:**

Diploma in Computer Application (DCA)

**2.0 NAME OF FACULTY:**

Faculty of Computer Application

**3.0 DURATION OF COURSE:**

One Year (Two Semesters)

**4.0 ELIGIBILITY:**

Candidate should have passed 10+2 examination from any board recognized by Govt.

**5.0 ADMISSION PROCEDURE:**

Admission given on the basis of merit list of qualifying marks.

**6.0 TOTAL NO OF SEATS:**

As decided by University.

**7.0 FEE STRUCTURE:**

As decided by management of University.

**8.0 EXAMINATION AND RESULT**

The standard of passing shall be following:

In order to pass a DCA examination of any semester, a candidate must obtain at least.

- ❖ 40% of the minimum marks in each Theory paper
- ❖ 50% of the maximum marks in seasonal work
- ❖ 50% of maximum marks in practical examination
- ❖ 50% of maximum marks in aggregation at the end of a academic session.

The Division will be awarded in D.C.A. on the following basis.

- ❖ 75% of the aggregate and above: First division with honors
- ❖ 60% of the aggregate and above, but below 75 %: first division
- ❖ 50% of the aggregate and above, but below 60 %: Second division
- ❖ 40% of the aggregate and above, but below 50%: Third Division.

A candidate shall be eligible for the award of **DIPLOMA IN COMPUTER APPLICATION** when he/she has completed the requirement of examination **successfully**.

#### **9.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and Practical **separately**.

#### **10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. **The University** reserves the rights to change configuration, courses, contents, fee structure, **scheme** of evaluation, time schedule of face to face programme and examination **as per need**.

- 11.0** Notwithstanding anything stated in this Ordinance, for any unforeseen **issues** arising, and not covered by this Ordinance, or in the event of differences of **interpretation**, the Vice-Chancellor may take a decision after obtaining, if necessary, the **opinion / advice** of a Committee consisting of any or all the Directors of the Schools. **The decision** of the Vice-Chancellor shall be final.

**ORDINANCE No. 29, of 2018****BACHELOR OF COMMERCE (B.Com) 3 YEAR DEGREE COURSE**

This Ordinance shall be applicable for the award Bachelor of Commerce (B.Com and B.Com with Computer Application)

**1.0 DURATION:**

The Duration of Course will be 3 years in yearly system.

**2.0 ADMISSION:**

Candidates seeking admission to the first year of Bachelor of Commerce Course shall be required to have passed the higher Secondary Examination (10+2) M.P. Higher secondary Board or an examination recognized equivalent there to. Selection for admission will be made through on the basis of merit list. The Reservation to SC/S'/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**3.0 FEES:**

The fees for each course shall be decided by Board of Management of University after approval by the M.P. Private University Regulatory Commission, Bhopal.

**4.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and Practical separately.

**5.0 COURSE STRUCTURE AND SCHEME OF EXAMINATION**

The scheme of course structure and examination of various subjects in B.Com shall be prescribed by the university from time to time.

**B.Com. – 1st Year Syllabus**

विषय (Subjects)	प्रश्न-पत्र (Papers)
1. लेखा समूह (Accounts Group) अनिवार्य विषय (Compulsory Subject)	1. वित्तीय लेखांकन (Financial Accounting) 2. व्यावसायिक गणित (Business Maths)
2. प्रबंध समूह (Management Group) अनिवार्य विषय (Compulsory Subject)	1. व्यावसायिक सन्नियम (Business Law) 2. व्यावसायिक संगठन एवं सम्प्रेषण (Business Organisation and Communication)
3. व्यवहारिक अर्थशास्त्र समूह (Applied Economics Group)/ व्यवहारिक पाठ्यक्रम समूह वैकल्पिक विषय (Optional Subject Group)	1. व्यष्टि अर्थशास्त्र Micro Economic 2. समष्टि अर्थशास्त्र (Macro Economic)

नोट :-

1. व्यवहारिक पाठ्यक्रम के दोनों प्रश्नपत्रों को वैकल्पिक समूह व्यवहारिक अर्थशास्त्र (Applied Economics) के स्थान पर लिया जा सकता है।

**B.Com. – 2nd Year Syllabus**

विषय (Subjects)	प्रश्न-पत्र (Papers)
1. लेखा समूह (Accounts Group) अनिवार्य विषय (Compulsory Subject)	1. निगमीय लेखांकन (Corporate Accounting)
	2. परिव्यय लेखांकन (Cost Accounting)
2. प्रबंध समूह (Management Group) अनिवार्य विषय (Compulsory Subject)	1. सांख्यिकी के सिद्धांत (Principle of Statistics)
	2. प्रबंध के सिद्धांत (Principle of Management)
3. व्यवहारिक अर्थशास्त्र समूह (Applied Economics Group)/ व्यवहारिक पाठ्यक्रम समूह वैकल्पिक विषय (Optional Subject Group)	1. भारतीय कम्पनी अधिनियम (Indian Company Act) 2. बैंकिंग एवं बीमा (Banking & Insurance)

नोट :-

1. व्यवहारिक पाठ्यक्रम के दोनों प्रश्नपत्रों को वैकल्पिक समूह व्यवहारिक अर्थशास्त्र (Applied Economics) के स्थान पर लिया जा सकता है।

**B.Com. – 3rd Year Syllabus**

विषय (Subjects)	प्रश्न-पत्र (Papers)
1. लेखा समूह (Accounts Group) अनिवार्य विषय (Compulsory Subject)	1. आयकर विधि एवं व्यवहार Income Tax Law & Practice
	2. अप्रत्यक्ष कर Indirect Taxes
2. प्रबंध समूह (Management Group) अनिवार्य विषय (Compulsory Subject)	1. अंकेक्षण Auditing
	2. प्रबंधकीय लेखांकन Management Accounting
3. व्यवहारिक अर्थशास्त्र समूह (Applied Economics Group)/ व्यवहारिक पाठ्यक्रम समूह वैकल्पिक विषय (Optional Subject Group)	1. ई-वाणिज्य एवं विपणन (E-Commerce & Management)

नोट :-

1. व्यवहारिक पाठ्यक्रम के दोनों प्रश्नपत्रों को वैकल्पिक समूह व्यवहारिक अर्थशास्त्र (Applied Economics) के स्थान पर लिया जा सकता है।
2. वैकल्पिक समूह अ.ब.स. में से कोई भी एक समूह के दोनों प्रश्नपत्रों को लिया जायेगा।

Promotion to higher class, award of division and condonation of deficiencies as per University ordinance. In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.

In order to pass a B.Com. examination of any year, a candidate must obtain at least following marks.

1. 33% of the minimum marks in each Theory paper
2. 50% of the minimum marks in Sessional work.
3. 50% of minimum marks in practical examination.

In determining the result of the part III examination, total marks obtained by the examinees at their. Part I, Part II and Part III (Final) examinations in each subject and in the aggregate shall be taken into account. Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 75% or above get Distinction, 60% or below 75% marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the ~~second division~~ and other successful examinees in the third division.

#### **6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 30, of 2018****MASTER OF COMMERCE (M.Com.) 2 YEARS PG DEGREE COURSE**

This Ordinance shall be applicable to candidates admitted to Master of Commerce (M.Com.) degree.

**1.0 DURATION:**

The course for the degree in Master of Commerce spread over two academic year four semesters).

**2.0 ADMISSION:**

A candidates who, passed the final examination of the B.Com from this University or in any other statutory University in India or foreign University, admission will be given on the basis of Merit.

Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**3.0 EXAMINATION:**

(a) A candidates who after passing the M.Com. Previous examination of the university has completed a regular course of study for one academic year in a teaching department of the university, in the subject in which he offers, himself for examination, for one academic year, shall be admitted to the final Examination for the degree of master of commerce.

(b) A candidate who has passed the previous examination for the degree of Master of Commerce of another university may also be admitted to the final examination for the degree of Maser of Commerce after obtaining necessary permission from the Vice Chancellor provided that he/she offered for his/her previous examination a course of study or an equivalent, standard with almost identical syllabus as is required for the previous examination of this university and has attended a regular course of study for one academic year in a teaching department of the university.

(c) The fees for each course shall be decided by Board of Management of University after approval by the M.P. Private University Regulatory Commission, Bhopal.

4.0 Besides regular students and ex-students and subjects to their compliance with this ordinance, Non- collegiate Candidates shall be eligible for admission to the examination as per provisions of the ordinance related matter and provided that if they fulfill other

conditions of ordinances.

- 5.0** (a) The scope of studies shall be as prescribed by the Academic Council on the recommendation of the boards of studies and the faculty of commerce from time to time and printed in the prospectus for the examination or published by notification.
- (b) The examination shall be conducted by means of written papers in semester system.
- 6.0** The Theory examination shall be held, Odd semester in month of December and Even Semester in month of June in every year. The date of commencement of examination will be notified by the University in advance decided by Board of Management of the University.
- 7.0** In order to be successful at any of the previous and final examination an examinee must obtain at least:—
- (i) 33% of marks in each of the theory papers separately.
- (ii) 100% of marks in the total of all theory papers taken together.
- 8.0** (a) Examinees of the previous examination obtaining mark not less than the minimum marks prescribed by foregoing paragraphs shall be declared to have passed the examination without any division being assigned to them.
- (b) Successful candidates of the final examination shall be placed in a division on the basis of the total marks obtained at the previous and final examinations taken together, in accordance with the following scale
- (I) Those obtaining 36% or more but less than 45% of marks in the aggregate third Division
- (II) Those obtaining 45% or more but less than 60% of marks in the Aggregate Second Division
- (III) Those obtaining 60% or more but less than 75% of marks in the aggregate First Division
- (IV) Those obtaining 75% or more than 75% of marks in the aggregate get Distinction.
- 9.0** (a) A regular candidate of a college or of a teaching department of the university, who, on obtaining marks less than the minimum pass marks prescribed by foregoing Para 8, has been declared to have failed or who, after having been duly admitted to the examination fails on account of or a similar bonafied reason to appear there to

may reappear at subsequently as an ex-student in accordance with the provisions an on fulfillment and the conditions of ordinance and regulations.

- An ex- student candidate for any of the examination shall offer the same papers which he/she had Previously offered as a regular candidate unless on account of a change in the scheme of examination the papers offered by hem/her earlier case to be a part of the examination or syllabus for the examination and he/she has been permitted by the Registrar to offer a different paper.

**10.0** ● Regular student's undergoing regular course of studies in a teaching department of the university, who have passed in previous year examination may be permitted to offer at their final examination, dissertation or a project report in lieu of one of the theory papers from optional group, provided a provision for such dissertation project report has been made in the syllabus for the subject.

- (b) On being permitted to offer a dissertation a student shall prepare it on a problem not dealt earlier, assigned to him /her by the head of the department in the university teaching department.

- (c) A regular students who has been permitted to offer, under the provisions of sub Para (a) dissertation shall send, through the Principal of the college or the head of the department concerned, three printed or typed copies of it duly signed by the supervisor so as to reach the Registrar by a data preceding by three week the date of commencement of the written examination, any dissertation received after such a date shall not be accepted for the purpose of the examination.

- (d) An ex-student candidate for the final examination who was, a regular candidate from a college or a Teaching Department. Permitted, under the provisions of sub. Para (a) above, to offer a dissertation in lieu of an optional paper, may be on the recommendation of the head of the Department and Principal of the college of which she was regular student to submit either a revised dissertation on the same topic on which worked was done previously or a dissertation on a fresh topic assigned by the-head of the department of the University.

Provided (i) that the candidate shall apply for such permission from the Registrar, through the Principal of the college concerted at least three months before the date of commencement of the examination and if permitted, shall work for it under the guidance of a teacher in the department of the college as assigned by the Principal and (ii) that the candidate shall fulfill the conditions of foregoing subparagraphs (b)



and (c).

**11.0** A candidate who has passed the M.Com examination of the university may on submission of an application on prescribed form together with necessary fees, be allowed subject to the provisions of ordinances regulations and directives, to reappear at the examination in the same subject for purpose of improving his/her performance thereat. '

Provided that a candidate who has been granted a permission for re-appearing at the examination may be treated, if he/she had been in the first instance, a regular student of a college or department ex-student candidate for the purpose of exemption from attending a regular course of studies again in the department.

**12.0** Registrar shall publish the results of the examination as soon as possible after the examination but not later than the 60th day from the date when the examination was over.

**13.0** In the notification declaring the results of the final examination names of first ten successful candidates, separately in each subject, may be arranged in order of marks.

**14.0** The minimum attendance of students in theory and practical subject must be 75%.

**15.0** The other rules & regulation for master of commerce degree, & examination etc will be as per ordinance of university for this purpose from time to time or as per approval of Board of Management of the University for this course.

**16.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**17.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 31, of 2018****MASTER OF BUSINESS ADMINISTRATION**

**M.B.A in Retail / Rural / Banking & Insurance/Agriculture Business Management / IT & MIS/aviation/HRM / Marketing / Finance/Sales And Marketing/Operations Management/International Business/Tourism/Logistics And Supply Chain Management/Media Management/Corporate Management/Disaster Management/Energy Management/Hospitality Management/Industrial Marketing/Rural Management/Health Care Management/Forestry Management/Pharmaceutical Management/Hospital Management/Environment Management/E-Business/Risk Management/Textile Management.**

**(TWO YEARS ( FT) AND THREE YEARS (PT) COURSE)****1.0 DURATION:**

The Duration for the degree of Master of Business Administration (M.B.A. Full Time) is two years and four semester and M.B.A (Part Time) is three years six semester.

**2.0 ADMISSION:**

Only such candidates of any faculty of a statutory university who have secured at least 45% marks in the degree examination or 45% marks at the post-graduate examination shall be eligible to apply for admission top M.B.A. (Full – time) course. The nature, scope and other necessary details of the admission test and the results of admission shall be such as may be decided and notified by the university from time to time. Reservation and relaxations for SC, ST, OBC and PWD candidates will be as per M.P. government rules. A candidates seeking demission to three year part – time M.B.A programmed should be a graduate/post graduate in any discipline with at least second division/ marks from this university or any other statutory university. He/she should also have a minimum of two year's full time experience after graduation in executive position.

**3.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and Practical separately.

**4.0 SEMESTER EXAMITNION:**

As per university ordinance.

**5.0 FEES:**

The fees for each course shall be decided by Board of Management of University after approval by the M.P. Private University Regulatory Commission, Bhopal.

**6.0 SCHEME OF EVALUATION:**

The scheme of evolution external & internal assessment shall be as per decision of board of management on the recommendation of board of studies.

**7.0 MINIMUM PERCENTAGE OF MARKS TO PASS:**

The minimum percentage of marks to pass the examination in each semester shall be 40% in each written paper and internal assessment separately 50% in the aggregate of each semester examination.

**8.0 PRACTICAL TRAINING:**

- (a) Every full-time student of M.B.A programmed shall be required to undergo practical training for six to ten weeks, preferably during summer vacation, in a rogation and in the area approved by the head of institute.
- (b) A full- time student will write a report based on his/ her training & industrial visits organized by the institute from time to time.
- (c) A part- time students will submit a brief report/ project report based on the area of his / her specialization, preferably in the candidate own organization.
- (d) All such report shall be certified by the concerned rogation and the head of the department of Sardar Patel University, Balaghat (M.P.). Such reports should be submitted in duplicate will be forwarded for evolution.
- (e) The report shall be evaluated by examiner approved by the viva-chancellor from the panel of examiners submitted by the institute / examination committee, for the purpose.

**9.0 COMPREHENSIVE VIVA-VOCE:**

There will be a comprehensive viva-voce at the end of the second semester (for full- time

programmed)/ third semester (for part time programmed) to assess the students programs in core subjects and other functional areas.

The second compressive viva-voce will held at the institute of the fourth (full-time programmed /sixth semester) (part-time programmed) semester to assess the students overall performance, on conclusion to the programmed in general and to build confidence in them. Total marks allocated to this 'HEAD' shall be divided equally between the above two.

The aforesaid comprehensive viva-voce shall be conducted by the institute with the help of examiners approved by the vice-chancellor from the panel of examiners submitted by the institute, for the purpose.

The marks & awarded to the students shall be on the record of the institute and shall be forwarded to the register of examination, for incorporation in the final result of the student.

**10.0 RE-APPEAR CLAUSE:**

As per decided by the board of management on the recommendation of board of studies.

**11.0 AWARD OF DIVISION:**

No division shall be awarded in semester examination. Successful candidates in all four/six semester examinations well be classified on the basis of combined result of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester for full-time and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester for part-time respectively.

**12.0 The details of courses for two year M.B.A. degree will be decided by the board of management on the recommendation of board of studies & Academic council.**

**13.0 The other rules regarding attendance, examination, merit list etc will be as per Ordinance of the university from time to time for this purpose.**

**14.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**15.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.**

**ORDINANCE No. 32, of 2018****BACHELOR OF BUSINESS ADMINISTRATION 3 YEARS DEGREE COURSE**

This Ordinance shall be applicable for the award of Bachelor of Business Administration (BBA)/ BBA (Honors) degree course.

**1.0 DURATION:**

The Duration of BBA/BBA(Honors) Course will be 3 years spread over 6 semesters.

**2.0 ADMISSION:**

Candidates seeking admission to the first year of Bachelor of Business Administration Course shall be required to have passed the higher Secondary Examination (10+2) M.P. Higher secondary Board or an examination recognized equivalent there to.

Selection for admission will be made on the basis of merit list. The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**3.0 COURSE STRUCTURE:**

The course structure and detailed syllabus shall be finalized by Board of Management on the Proposal of Board of Studies and the faculty from time to time.

**4.0 FEES:**

The fees for each course shall be decided by Board of Management of University after approval by the M.P. Private University Regulatory Commission, Bhopal.

**5.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and Practical separately.

**6.0 EXAMINATIONS:**

Promotion to higher class/semester, award of division and condonation of deficiencies as per University ordinance. The attendance, Examination etc will be as per Ordinance of this University for this Purpose. In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination. In determining the result of the part III examination, total marks obtained by the examinees at their Part I, Part II and Part III

(Final) examinations in each subject and in the aggregate shall be taken into account. Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 75% or above get Distinction, 60% or below 75% marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.

**7.0 SCHEME OF EVALUATION:**

As per decision of Board of management on the recommendation of Board of Studies.

**8.0 FIELD STUDY:**

Every student of BBA Programme on his/her exposure through Industrial other related activities as assigned by principal/Head of the Department of the institute, the student should submit study report to the Head of Department.

**9.0 EVALUATION OF FIELD STUDY REPORT:**

The Field Study Report shall be valued by the Examiner appointed by the University.

**10.0 COMPREHENSIVE VIVA-VOCE:**

There will be a comprehensive Viva-Voce at 6<sup>th</sup> semester to the student's over all progress and performance based on the subject as well as field study.

The comprehensive Viva-Voce shall be concerned to be the institute as notified by the University with the help of the Examiners/Experts appointed by the university for the purpose from the External Examiners recommended by the Examination committee. The marks awarded to student on this score shall be on record of the concerned Institute/Department and forward to the Registrar for Incorporation in the final result of the student.

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**12.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion /advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 33, of 2018****BACHELOR OF ARTS (B.A.) 3 YEAR DEGREE COURSE**

**This Ordinance shall be applicable to candidates admitted For Bachelor of Arts (B.A.) Degree.**

**1.0 ADMISSION**

Candidates seeking admission to the first year of Bachelor of Arts (B.A.) Course shall be required to have passed the higher Secondary Examination (10+2) of M.P. Higher secondary Board or an examination recognized equivalent. Admission given on the basis of merit of qualifying marks.

The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**2.0 COURSES FEE**

The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 25.

**3.0 DURATION**

The Duration of Course will be 3 years in annual pattern.

**4.0 Every candidate for the B.A. examination shall be examined in**

- (a) Compulsory subject: Foundation Course.
- (b) Any three of the following subjects.

A student shall be allowed to offer any one group from any of these groups.

- 1. Economics, Geography, Sociology
- 2. Economics, Hindi, Political Science
- 3. Economics, Political Science, Sociology
- 4. English Literature, Economics, Geography
- 5. English Literature, Economics, Political Science
- 6. English Literature, Economics, Sociology

7. English Literature, Geography, History
8. Geography, Hindi, History
9. Geography, Hindi, Sociology
10. Hindi, Economics, Sociology
11. Hindi, History, Sociology
12. Hindi, Philosophy, Sociology
13. Hindi, Political Science, Sociology
14. History, English Literature, Sociology
15. History, Hindi, Political Science
16. History, Sanskrit, Sociology
17. Political Science, English Literature, Sociology
18. Political Science, History, Sociology
19. Sanskrit, Political Science, Sociology

## **5.0 EXAMINATION & RESULTS**

**Examination Process and Promotion to higher year classes to students given on the basis of ordinance No. 4**

- (a) In order to pass at any of the Three Y.D.C. examinations, an examinee must obtain not less than 33% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.
- (b) In determining the result of the part III examination, total marks obtained by the examinees at their. Part I, Part II and Part III (Final) examinations in each subject and in the aggregate shall be taken into account.
- (c) Successful examinees at the Part I, Part II and Part III (Final) examinations of three years degree course, obtaining 75% or above get Honors, 60% or below 75% marks in aggregate of all three years shall be placed in the First division, similarly those obtaining less than 60% but not less than 45% marks in the second division and other successful examinees in the third division.



**6.0** The scope of studies of part I, II and III examination shall be as prescribed by the University / Board of Studies in the syllabus from time to time and printed in the prospectus for the examination concerned.

**7.0 MODE OF INSTRUCTION**

- ◆ The course of study shall include learning and teaching through Regular.
- ◆ Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- ◆ Medium of instructions shall be Hindi/English.

**8.0** The minimum attendance of students in theory and practical subject must be 75%.

**9.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**10.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion /advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 34, of 2018****MASTER OF ARTS (M.A.) 2 YEAR PG DEGREE COURSE**

**This Ordinance shall be applicable to candidates admitted to Master of Art (M.A.) degree.**

**1.0 ADMISSION:**

- (a) A Candidates is eligible for admission for M.A. course, if he/she has passed Bachelor Degree of this University or any other recognized University.

The Reservation to SC/ST other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

- (b) A candidate while, after taking his Bachelor's degree of the university or of any recognized statutory university, has completed a regular course of study in the department of the university in the subject in which he offers himself for examination, for one year, shall be admitted to the examination for the degree of Master of Arts Selection for admission will be made through an Admission on the basis of merit list.

**2.0 The subject of the examination shall be of the following:**

- (i) English Literature (ii) Hindi Literature (iii) Economics (iv) Philosophy (v) Political Science (vi) History (vii) Sanskrit Literature (viii) Mathematics (ix) Geography (x) Sociology (xi) Psychology (xii) Music (xiii) Public Administration (xiv) Rural Development (xv) Master of Social Work (xvi) Foreign Language (xvii) Drawing and Painting (xviii) Education (xix) Yoga. (xv) Criminology, Provided that board of Management of University on the Recommendation of Academic Council can add more subject for M.A. degree course as per UGC norms.

**3.0 The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 25.**

**4.0 DURATION OF COURSE**

Duration of course will be 2 year. Spread to 4 semesters consisting M.A. Previous & M.A. Final Year Examination.

**5.0 EXAMINATION**

Promotion to higher semester award of credits and grades condonation of deficiencies as per Ordinance No.4

**6.0** The other rules & regulation for Master of Arts in different subject will be as per ordinance exists in this University for obtaining degree.

**7.0. MODE OF INSTRUCTION**

- The course of study shall include learning and teaching through Regular.
- Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- Medium of instructions shall be Hindi/English.

**8.0** The minimum attendance of students in theory and practical subject must be 75%.

**9.0 REGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**10.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 35, of 2018****BA - MUSIC, DANCE, FOLK MUSIC (THREE YEAR DEGREE COURSE)****1.0 ELIGIBILITY FOR ADMISSION :**

The minimum qualification for getting admission in BA Course and to appear in the Examination will be as follows:-

- I. The First Year Examination for BA Music/Dance/Folk Music:-**  
10+2 School Certificate or an equivalent examination
- II. The Second Year Examination for BA Music/Dance/Folk Music:-**  
Qualifying the First year Examination of the BA - Music, Dance, & Folk Music course of this Vishwavidyalaya.
- III. The Final Year Examination of BA Music/Dance/Folk Music:-**  
Qualifying the Second year Examination of the BA - Music, Dance, & Folk Music course of this Vishwavidyalaya.

**2.0 EXAMINATION PATTURN:**

- 2.1** BA - Music, Dance, & Folk Music course will be of three years. The examination for each course shall be held annually at the end of each academic session as stated below:
  - (a) The First Year Examination.
  - (b) The Second Year Examination.
  - (c) The Final Year Examination.
- 2.2** The course for each examination shall be extended over a period of one academic year.
- 2.3** The date of the examination shall be decided by the University. The said date shall be ordinarily notified at least one month before the commencement of the examinations.

- 3.0** All the subjects offered in the course have been divided into three groups i.e., Group A, Group B, and Group C. A candidate will choose any one subject from Group A as a principal/main subject. In Group-B Foundation Course and Environmental Studies are

compulsory for every candidate. From **Group-C** candidate can choose any two **subjects** apart from Principal/Main Subject. All subjects are mentioned in **Appendix-A**.

- 4.0 The candidate has to apply in the prescribed Application Form for appearing in the Examination which should reach to the Registrar within the time limit declared by the Vishwavidyalaya.
- 5.0 The application form for appearing in the examinations shall be accompanied with all the required documents and examination fee (Including other requisite fees) as declared by the Vishwavidyalaya from time to time.
- 6.0 Incomplete form in any respect shall not be entertained.
- 7.0 The scheme of papers is as per **Appendix-B**.
- 8.0 The Grade shall be awarded to a candidate, after he/she qualifies final year (Third Year) examination of this course. The scheme of Grading System is mentioned in **Appendix-C**.
- 9.0 A candidate obtaining less than 33% Marks in any paper shall be declared fail.
- 10.0 A candidate failing by three marks in a paper (written only) shall be condoned. Grace Marks in the two papers shall not be awarded.
- 11.0 Re-evaluation will be permitted in the written papers only as per University rules.
- 12.0 Candidates have to complete the entire course within a maximum period of five years.
- 13.0 Any issue not covered under this Ordinance shall be governed by the other relevant Ordinance of the university.
- 14.0 In case of any dispute/ambiguity, decision of the Academic Council shall be final.

**Appendix-A**  
**Group -A Principal Subject**

- |                        |                         |
|------------------------|-------------------------|
| a. Hindustani Vocal    | j. Kathak               |
| b. Tabla               | k. Bharathanatyam       |
| c. Pakhawaj            | l. Odissi               |
| d. Sitar               | m. Vocal (Carnatic)     |
| e. Sarod               | n. Violin (Carnatic)    |
| f. Violin (Hindustani) | o. Veena (Carnatic)     |
| g. Guitar              | p. Mridangam (Carnatic) |
| h. Flute (Hindustani)  | q. Flute (Carnatic)     |
| i. Sarangi             | r. Folk Music           |

**Group-B**

- (a) Foundation Course
- General Hindi
  - General English
- (b) Environmental Studies

**Group-C any two of the following subjects**

- Hindi Literature
- Ancient Indian History, Culture and Archaeology
- English Literature
- Sanskrit Literature
- Folk Music

**Appendix-B**

**प्रश्नपत्र योजना - प्रथम वर्ष**

प्रश्न पत्र	प्रश्न पत्र का नाम	कोड संख्या	पूर्णांक	मूल्य (रुपये)
प्रथम	मुख्य विषय लिखित प्रश्न पत्र प्रथम		75	25
द्वितीय	मुख्य विषय लिखित प्रश्न पत्र द्वितीय		75	25
तृतीय	क्रियात्मक (मौखिक एवं गण)		150	30
चतुर्थ	सूच-सौ प्रथम विषय (प्रश्न पत्र प्रथम)		75	25
पंचम	सूच-सौ प्रथम विषय (प्रश्न पत्र द्वितीय)		75	25
षष्ठम	सूच-सौ द्वितीय विषय (प्रश्न पत्र प्रथम)		75	25
सप्तम	सूच-सौ द्वितीय विषय (प्रश्न पत्र द्वितीय)		75	25
अष्टम	आधार पाठ्यक्रम		75	25
नवम	आधार पाठ्यक्रम		75	25
दशम	परीक्षण		100	30
		कुल	850	

**प्रश्नपत्र योजना - द्वितीय वर्ष**

प्रश्न पत्र	प्रश्न पत्र का नाम	कोड संख्या	पूर्णांक	मूल्य (रुपये)
प्रथम	मुख्य विषय लिखित प्रश्न पत्र प्रथम		75	25
द्वितीय	मुख्य विषय लिखित प्रश्न पत्र द्वितीय		75	25
तृतीय	क्रियात्मक (मौखिक एवं गण)		150	30
चतुर्थ	सूच-सौ प्रथम विषय (प्रश्न पत्र प्रथम)		75	25
पंचम	सूच-सौ प्रथम विषय (प्रश्न पत्र द्वितीय)		75	25
षष्ठम	सूच-सौ द्वितीय विषय (प्रश्न पत्र प्रथम)		75	25
सप्तम	सूच-सौ द्वितीय विषय (प्रश्न पत्र द्वितीय)		75	25
अष्टम	आधार पाठ्यक्रम		75	25
नवम	आधार पाठ्यक्रम		75	25
		कुल	750	

## प्रश्नपत्र योजना – अन्तिम वर्ष

प्रश्न पत्र	प्रश्न पत्र का नाम	कोड संख्या	पूर्व	न्यूनतम उत्तीर्णांक
प्रथम	मुख्य विषय लिखित प्रश्न पत्र प्रथम		75	25
द्वितीय	मुख्य विषय लिखित प्रश्न पत्र द्वितीय		75	25
तृतीय	क्रियात्मक (बौद्धिक एवं गण)		150	50
चतुर्थ	सुप-सी प्रथम विषय (प्रश्न पत्र प्रथम)		75	25
पंचम	सुप-सी प्रथम विषय (प्रश्न पत्र द्वितीय)		75	25
षष्ठम	सुप-सी द्वितीय विषय (प्रश्न पत्र प्रथम)		75	25
सप्तम	सुप-सी द्वितीय विषय (प्रश्न पत्र द्वितीय)		75	25
अष्टम	आचार पाठ्यक्रम		75	25
नवम्	आचार पाठ्यक्रम		75	25
कुल			750	
महायोग			2350	

टिप : ऐसे विद्यार्थी जिन्होंने सी-सुप के अंतर्गत लोकसंघीय विषय को चुना है, के लिए लोकसंघीय विषय के प्रश्नपत्रों की संख्या तीनों वर्षों (बी.ए. प्रथम, बी.ए. द्वितीय तथा बी.ए. अंतिम) के लिए निम्नानुसार होगी :

लिखित प्रश्नपत्र (एक): पूर्णांक 50, न्यूनतम उत्तीर्णांक 17  
क्रियात्मक (बौद्धिक/गण): पूर्णांक 100, न्यूनतम उत्तीर्णांक 33

## Appendix-C

## GRADING

Grade Points	Description	% of Marks	Division/Grade
10	Outstanding	90 to 100	First/O
9	Excellent	80 to 89	First/A
8	Very good	70 to 79	First/B
7	Good	60 to 69	First/C
6	Fair	45 to 59	Second/D
5	Average	33 to 44	Pass/E
4	Dropped	Bellow 33	F

## 15.0 LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

16.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**BALAGHAT MADHYA PRADESH****ORDINANCE No. 36, of 2018****DIPLOMA IN MUSIC-LIGHT MUSIC(Geet,Ghazal,Bhajan,Film Songs etc.)****(1 YEAR DIPLOMA COURSE)**

This Ordinance shall be applicable to candidates admitted for **Diploma in Music**.

**1.0 DIPLOMA TITLE:**

Diploma in Music

**2.0 DURATION OF COURSE:**

One Year (Two Semesters)

**3.0 ELIGIBILITY:**

Candidate should have passed 10+2 examination from any board recognized by Govt.

**4.0 ADMISSION PROCEDURE:**

Admission given on the basis of merit list of qualifying marks.

**5.0 TOTAL NO OF SEATS:**

As decided by University.

**6.0 FEE STRUCTURE:**

As decided by management of University.

**7.0 EXAMINATION AND RESULT**

The standard of passing shall be following:

In order to pass a Diploma in Music examination of any semester, a candidate must obtain at least.

❖ 40% of the minimum marks in each written paper

❖ 50% of the maximum marks in sessional work



- ❖ 50% of maximum marks in practical examination
  - ❖ 50% of maximum marks in aggregation at the end of a academic session.
- The Division will be awarded in **Diploma in Music** on the following basis.
- ❖ 75% of the aggregate and above: First division with honors
  - ❖ 60% of the aggregate and above, but below 75 %: first division
  - ❖ 50% of the aggregate and above, but below 60 %: Second division
  - ❖ 40% of the aggregate and above, but below 50%: Third Division.

A candidate shall be eligible for the award of **Diploma in Music** when he/she has completed the requirement of examination successfully.

#### **8.0 ATTENDANCE REQUIREMENT:**

A candidate should have at least 75% attendance in Theory and 100% in Practical separately.

#### **9.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 10.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 37, of 2018****B.F.A. COURSE (Painting, Textile Design, Plastic Arts, Pottery –Ceramics And Applied Arts) (FOUR YEARS DEGREE COURSE)****1.0 ELIGIBILITY FOR ADMISSION:**

**1.1** Candidate who have passed 10+2 or equivalent examination with a minimum of 50% marks in aggregate and the age not more than 22 years at the time of admission, has to appear in the University Entrance Test (UET) conducted at University level.

**1.2** Admission is based on the merit of the UET

**1.3 PATTERN OF UET :**

There shall be one THEORY PAPER and TWO PRACTICALS. The Theory Paper shall comprise 50 multiple-choice questions of 45 minutes duration carrying 150 marks. Questions shall be on General Awareness in Visual Arts (Painting, Sculpture, Commercial Arts/Applied Arts, Pottery-Ceramics and Textiles). There will be Two Practical Examinations viz.

- i) Object Drawing in pencil with light and shade of 90 minutes duration carrying 150 marks.
- ii) Memory Drawing from imagination of 90 minutes duration carrying 150 marks( in any medium i.e. pencil, colour pencils, Pastels, Crayons, Water Colour, Poster Colour etc.)

**2.0 EXAMINATIONS**

The B.F.A. 4-Year course will be conducted in Two Parts – Part I will be a “Preparatory Course” while Part II will be the main course with specific specialization. Any student without passing the Preparatory Course will not be promoted to the Main Course with Specialization. The Part I Course (1) (Preparatory Course) will be of One Year duration while Part II Course (Main course with Specialization) will be of THREE Year duration. Thus the total course will be of FOUR Year duration.

**A PART-I COURSE & EXAMINATION**

The candidates who have taken admission in First Year in a session can be put in

the following two categories on the basis of their attendance in the session.

(I) (1) Those who have put the required minimum percentage of attendance for appearing in Part I Examination and filled up examination form in time for appearing in Part I Examination.

(2) Those who did not put the required minimum percentage of attendance for appearing in Part I Examination or did not fill up examination form in time for appearing in Part I Examination.

Candidates under Category (1) are eligible for appearing in the examination of Part I while candidates under Category (2) are not allowed to appear in the Examination of the session. The candidates under category (2) may further be put in two sub-categories (2a) and (2b). The candidates whose attendance is 25% or above but below the prescribed percentage of attendance for appearing in the examination will be put in category (2b) while those candidates whose attendance is below 25% will be put in category (2a). The candidates under category (2b) are eligible for re-admission in the same course in the subsequent session if otherwise eligible. Further candidates of category (2a) are not eligible for re-admission. However, they will be allowed to appear in the Fresh entrance Test of the respective course in subsequent year(s) and all the norms of the UET Bulletin of SPU will be applicable to him/her.

(II) After appearing in the Examination of Part I the candidates can be put in the following Categories in the context of declaration of the result of Part I Examination.

(a) Passed.

(b) Failed .

(III) **MINIMUM PASS PERCENTAGES –**

- Pass mark in each Theory Paper - 35% of Maximum Marks.

- Practical - 50% in each practical including sessional. Passing in a Practical will be decided on the basis of marks including sessionals of that Practical Paper.

(IV) **Definition of the Categories (based on examination result)**

(1) Passed : A student who has passed in all items of Examination.

(2) Failed : A student who has failed or failed to appear in any of the item.

**(V) PROVISION for students FAILED in Part I Examination**

- (i) A student who fails or fails to appear in Practical Paper (s) and passes in Theory Paper, will be allowed to appear in the subsequent regular practical Examination as ex-student but his/her sessional marks for Practical papers and Marks of theory Paper will be carried over.
- (ii) In case of a student who has failed or failed to appear in both Theory as well as Practical examination (s) of the session, will be allowed to appear in both the examination of Theory as well as Practical (s) in the ensuing Main examination as exstudent and his/her sessional marks of the session will be carried over for marking in future.
- (iii) A student who passes in all Practical Papers but fails or fails to appear in the Theory paper will be allowed to appear in the Theory Paper in the Supplementary Examination provided for such students.
- (iv) In case of change of syllabus only, a candidate who failed or failed to appear in Part I examination but otherwise eligible, will be required to take re-admission in the Part I and study the new syllabus introduced in that year, without appearing in the Entrance Test for seeking admission afresh.

**(VI) Promotion to Part II**

- (i) A candidate who comes under the category "Passed" in Part I Examination is eligible to be promoted to Part II Class, if otherwise eligible.
- (ii) A student who has failed or failed to appear in Theory Paper in Part I Examination but passed in all Practical Papers shall be allowed to appear in the Supplementary Examination of the Theory paper. If he/she passes in the Supplementary Examination, he/she will be promoted to part II course in that session itself. (Thus there will be a provision of Supplementary Examination of Theory Paper only). In case the student fails in the Supplementary Examination too, he/she will not be promoted to Part II. However he/she will be allowed to

appear in the Theory Paper in the subsequent Main Examination as ex-student, if otherwise eligible, after completing necessary formalities for appearing in an examination.

- (iii) Those failed in Practical Paper(s) will NOT be promoted to Part II in that year. Such students will be promoted to Part II only after they pass all Practical Papers of Part I in the subsequent Main Examination. Thus there will be no Supplementary Examination for Practical Papers.

## **B PART - II COURSE & EXAMINATION**

- (i) All the promoted students to Part II Course will be allotted Specialization viz. Applied Arts, Painting, Plastic Arts, Textile Design & Pottery/Ceramics, in Part II Course. Allotment of specialization will be made strictly on the basis of their performance in the relevant subjects in Part I course.

### **(ii) ALLOTMENT OF SPECIALIZATION IN PART II COURSE**

- (i) Student who has passed BFA Part I Examination has to fill in an Option Form to choose specialization course where in options should be exercised according to their order of preference for different specializations;
- (ii) Allotment of specialization course will be strictly made on the basis of – (a) Merit Index of the relevant subject of specialization, and (b) Option order which he/she has exercised;
- (iii) Allotment of Specialization for student passing in Theory Paper in the Supplementary Examination :
- (a) The Merit List for a Specialization will be prepared on the basis of percentage of marks in the relevant specialization and allotment will be considered strictly on the basis of the merit amongst the students passed in Supplementary Examination according to the choice and availability of seat;
- (b) In regard to allotment of seats under Supernumerary Seats first preference will be given to those students who have passed in the Main Examination in relation to students passed in Supplementary Examination.

- (c) The students promoted to Part II under the clause ii & iii of Norm A VI will be treated at par with the merit index of the general candidate for specialization.
- (III) The candidates who have been promoted to Second Year and have taken admission in a session can be put in the following two categories on the basis of their attendance in the session.
- (1) Those who have put the required minimum percentage of attendance for appearing in Part II Examination and filled up examination form in time for appearing in Part II Examination;
  - (2) Those who did not put the required minimum percentage of attendance for appearing in Part II Examination or did not fill up examination form in time for appearing in Part II Examination. Candidates under Category (1) are eligible for appearing in the examination of Part II while candidates under Category (2) are not allowed to appear in the Examination of the session. However such candidates under category (2) are allowed to seek readmission in Part II. In case of change of syllabus, such candidates will be required to study the new syllabus introduced in the year.
- (IV) After appearing in the Examination of Part II the candidates can be put in the following Categories in the context of declaration of the result of Part II Examination.
- i) Passed.
  - ii) Promoted.
  - iii) Failed.
- The Pass percentage in each item will be the same as in the case of Part I Examination.
- (V) Definition of the Categories:
- (a) Passed : A candidate who has passed in all items.
  - (b) Promoted : A candidate who passes in all Practical papers of Part II but fails in One or both the Theory Papers of Part II.
  - (c) Failed : A candidate who fails in any of the Practicals of Part II.
- (VI) Promotion to Part III
- (i) A candidate who comes under the category "Passed" in Part II.

Examination is eligible to be promoted to Part III Class, if otherwise eligible;

- (ii) A candidate who fails or fails to appear in either of the TWO or both the Theory Papers of B.F.A. Part II and passes in all Practical papers shall be promoted to Part III and he/she have to clear the papers in which he/she has failed in successive regular examination(s) till the completion of the course.
- (iii) A candidate who fails or fails to appear in Practical Paper(s) including sessional of BFA Part II Examination, will be allowed to appear in the Practical Paper (s) in the ensuing Main Examination as ex-student and his/her sessional marks of Practical Papers will be carried over. This implies that a student of Part II will not be promoted to part III unless he/she clears all the Practical Papers.

**(C) PART – III COURSE & EXAMINATION**

- (I) The candidates who have been promoted to Third Year and have taken admission in a session can be put in the following two categories on the basis of their attendance in the session.
  - (1) Those who have put the required minimum percentage of attendance for appearing in Part III Examination and filled up examination form in time for appearing in Part III Examination;
  - (2) Those who did not put the required minimum percentage of attendance for appearing in Part III Examination or did not fill up examination form in time for appearing in Part III Examination. Candidates under Category (1) are eligible for appearing in the examination of Part III while candidates under Category (2) are not allowed to appear in the Examination of the session. However such candidates under Category (2) are allowed to seek readmission in Part III. In case of change of syllabus, such candidates will be required to study the new syllabus introduced in that year.
- (II) After appearing in the Examination of Part III the candidates can be put in the following Categories in the context of declaration of the result of Part III Examination.
  - i) Passed : A candidate who has passed in all items of Examinations

of Part II and Part III .

- ii) Promoted: A candidate who has passes in all Practical papers but has failed in not more than TWO Theory Papers of Part II and Part III taken together.
- iii) Failed : A candidate who has not "Passed" or "Promoted" will be categorized as " Failed" The pass,percentage in each Item will be the same as in the case of Part I Examination.

**(III) Promotion to Part IV**

- (a) A student who comes under the category "Passed" in Part III Examination is eligible to be promoted to Part IV Class, if otherwise eligible.
- (b) Candidates under the Category "Promoted" are also eligible for promotion to Part IV class . A student of category "Promoted" can clear the failed items in the subsequent examination(s) of Part II and/or Part III as the case may be, simultaneously with Main Examination of Part IV after completing necessary formalities for appearing in the examination.

- (IV) Provision for students FAILED in Part III Examination. A candidate who fails or fails to appear in Practical Paper(s) including sessional of B.F.A. Part III Examination or more than two Theory Papers of Part II and/or Part III taken together, will be allowed to appear in the Practical Paper(s) Theory Papers in the ensuing Main Examination as ex-student and his/her sessional marks of Practical Papers and Theory marks of passed papers will be carried over. This implies that a student of Part III will not be promoted to Part IV unless he/she clears all the Practical Papers as well as at least Two Theory Papers of Part II and Part III taken together.

**(D) PART-IV COURSE & EXAMINATION:**

As in the cases of Part I, Part II and Part III here also students of Part IV who have been promoted to Fourth Year and have taken admission in a session can be put in the following two categories on the basis of their attendance in the session.

- (1) Those who have put the required minimum percentage of attendance for appearing in Part IV Examination and fill up examination form in time for appearing in Part IV Examination;



- (2) Those who did not put the required minimum percentage of attendance for appearing in Part IV Examination or did not fill up examination form in time for appearing in Part IV Examination. Candidates under Category (1) are eligible for appearing in the examination of Part IV after completion of all necessary formalities of Examination, if otherwise eligible. Candidates under Category (2) are not allowed to appear in the Examination of the session. However such candidates may seek readmission in Part IV. In case of change of syllabus, such candidate will be required to study the new syllabus introduced in that year.

**(E) CLASSIFICATION OF RESULT**

After appearing in the Part IV Examination a candidate can be put in the following Categories in the context of declaration of result of Part IV Examination:

1. Passed
2. Failed

(a) A candidate who has passed in all the Items of Part. II, Part III and Part IV taken together will be declared as "Passed". Such passed candidates will be awarded with the Division according to the following criterion:

(i) First Division : 60% and above in aggregate of marks secured at II, III and IV Examination; .

(ii) Second Division : 45% and above but below 60% marks in the aggregate. Note : Passing in Part I (Preparatory Course ) is essential. The marks obtained in Part I shall not, however, be added to the general aggregate for classification of result.

(b) All the students who have not PASSED will be categorized as "FAILED"

**(F) PROVISION FOR STUDENTS FAILED IN PART IV EXAMINATION :**

- (1) (i) A student who fails or fails to appear in BFA Part IV Examination in Theory Paper(s), will be allowed to appear in Supplementary Examination. If he/she fails in the Supplementary Examination too, he/she will be allowed to appear in ensuing Annual Examination as an exstudent.
- (ii) A student who fails or fails to appear in Practical Paper(s) will be allowed to appear in the ensuing Main examination as an ex-student

and his/her sessional marks for Practical Paper (s) will be carried over.

**(G) FURTHER CLARIFICATIONS**

- (a) A student has to clear the whole course in NOT MORE THAN SIX YEARS subject to a maximum of 2 years for completing Part I course. Even after that if a student fails, he/she has to leave the course.
- (b) There will be no Supplementary Examination in Part II and Part III level. However, for the students who fail or fail to appear in the Theory Papers of Part IV Supplementary Examination will be usually arranged for them one week prior to the D.P. holidays.
- (c) A student who is promoted to a higher class or re-admitted due to shortage of attendance shall be required to study the same syllabus as being taught in the year. But if there is any common paper which has been already studied by him/her in Part I/ Part II/ Part III, he/she may be taught some other paper not studied by him (preferably a paper which is in the new syllabus) with the permission of the Dean.
- (d) The Educational Tour to Visual Arts students will not be compulsory. No marks will be given to the students for Educational Tour.

**3.0 AWARD OF DEGREE:**

A successful examinee shall be awarded Degree in prescribed form signed by the Vice-Chancellor of the University.

- 4.0** The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**5.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 6.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 38, of 2018****BACHELOR IN SOCIAL WORK (BSW), 3 YEARS DEGREE COURSE****1.0 PREAMBLE**

This degree programme consists of theory and practice components, through a combination of lectures, field work and research project. The BSW programme is designed to equip the students with sound theoretical and practical knowledge about social work, social welfare and development concerns of the poor, and enable the students to develop skills and insights into working with people at the individual, group and community levels.

**2.0 DURATION OF COURSE**

The Duration of Course shall be 3 Years spread in 6 Semester.

**3.0 ELIGIBILITY**

The minimum qualification for admission to BSW programme is H. Sec. ( 10+2), from a recognized Board securing minimum 45% marks in aggregate. Relaxation to SC, ST, OBC and PWD candidates as per M.P. Govt. rules.

**4.0 INTAKE**

The intake shall be as decided by University.

**5.0 MODE OF INSTRUCTION**

- The course of study shall include learning and teaching through Regular.
- Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- Medium of instructions shall be Hindi/English.

**6.0 FEES STRUCTURE**

As decided by the University with the approval of M.P. Private University Regulatory Commission.

**7.0 SYLLABUS**

The syllabus for Bachelor in Social work shall be decided by University.

**8.0 ATTENDANCE**

Has attended not less than 75% of the total classes held in each theory/lab/seminar/dissertation etc. This requirement shall be fulfilled separately for each subject of study. A deficiency up to 10% may be condoned by the Chairman of the

Department. A further condonation of 5% in attendance may be allowed in severe/compassionate circumstances by the Vice-Chancellor. However it may not be treated as a matter of right by the students. (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester, he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)

#### 9.0 STANDARD OF PASSING / DIVISION

The course shall be awarded divisions in accordance with the total aggregate marks secured by them in all the semester examinations taken together.

First Division with Distinction	:	75% and above
First Division	:	60% and above but less than 75%
Second Division	:	50% and above but less than 60%
Pass Division	:	40% and above but less than 50%

Candidates who have not passed the examination in the first attempt along with the batch in which they were admitted are not eligible for getting rank certificates, medals.

#### 10.0 GENERAL

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

#### 11.0 LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

12.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 39, of 2018****MASTER OF SOCIAL WORK (MSW), 2 YEARS PG DEGREE COURSE****1.0 PREAMBLE**

The duration of the Master of Social Work course of study shall extend over four semesters in two academic year and it will be a full time programme.

**2.0 AIMS**

The aim of the course is to impart knowledge, develop skills and create suitable Attitudes and behavior patterns required for effective provision of social and welfare services in Different Field of Social Work. To prepare competent professionals for development and welfare services.

**3.0 DURATION:**

Total duration of the course shall be of two years spread over in four semesters.

**4.0 INTAKE**

The intake shall be as decided by University

**5.0 ELIGIBILITY AND ADMISSION:**

**5.1** A candidate possessing a Bachelor's Degree (10+2+3) pattern of examination from this University or from any other University recognized as equivalent thereto shall be eligible for seeking admission to the M.S.W. course provided he/she has secured 45% marks in the aggregate (40% for SC/ST/OBC/PWD candidates) at the Bachelor's level. Candidates appearing at Final Year Degree Examination may seek admission to the course. But their candidature will be subject to the fulfillment of the eligibility condition after the declaration of result. Such candidates will have to submit relevant proof of eligibility before the last date fixed for admission

**5.2** The admission shall be strictly on the basis of merit prepared on the basis of marks obtained in qualifying exam.

**6.0 MODE OF INSTRUCTION**

- The course of study shall include learning and teaching through Regular.
- Instructions shall be imparted through lecture programmes, supplemented with written assignments, lesson packages and contact programmes.
- Medium of instructions shall be Hindi/English.

**7.0 SYLLABUS**

The syllabus for Master in Social work shall be decided by University.

**8.0 CANCELLATION OF ADMISSION**

In case of Producing false documents and non payment of the fees, the admission will be cancelled.

**9.0 FEES**

To be decided by University.

**10.0 ATTENDANCE**

Has attended not less than 75% of the total classes held in each theory/lab/seminar/dissertation etc. This requirement shall be fulfilled separately for each subject of study. A deficiency up to 10% may be condoned by the Chairman of the Department. A further condonation of 5% in attendance may be allowed in severe/compassionate circumstances by the Vice-Chancellor. However it may not be treated as a matter of right by the students. (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester, he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)

**11.0 STANDARD OF PASSING / DIVISION**

The course shall be awarded divisions in accordance with the total aggregate marks secured by them in all the semester examinations taken together.

First Division with Distinction	:	75% and above
First Division	:	60% and above but less than 75%
Second Division	:	50% and above but less than 60%
Pass Division	:	40% and above but less than 50%

Candidates who have not passed the examination in the first attempt along with the batch in which they were admitted are not eligible for getting rank certificates, medals

**12.0 GENERAL**

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

**13.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 14.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 40, of 2018**  
**BACHELOR OF LAW (LLB)**  
**(03 Years degree Course)**

This Ordinance shall be applicable to candidates admitted to LLB. The ordinance is subject to change in accordance with the Directives and Regulations issued by the Apex body (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and University from time to time. LLB shall be of three years duration spread over six semesters of approximately six months each. LLB (3 Years Degree Course) shall be whole time (day) Institute and the candidates will be full time regular students.

**1. Eligibility criteria for Admission**

- a) An Applicant who has graduated in any discipline of knowledge from a university established by an Act of parliament or by a state legislature or an equivalent Institution recognized a Deemed to be University or foreign university recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence may apply for a LLB (3YDC) Course leading to conferment of LL.B. degree on successful completion of the regular program conducted by a university whose degree in law is recognized by the BCI for the purpose of enrollment.

Provided that applicants who have obtained 10+2 higher secondary pass certificate or first degree certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the three years LL.B. Course.

**Explanation:** The applicants who have obtained 10+2 or graduation/ Post Graduation through open university system directly without having any qualifying for prosecuting such studies are not eligible for admission in the law course.

- b) The qualifying examination for candidates in law shall have minimum percentage of marks not below 45% of the total marks in case of general category, 42% for OBC category and 40% of the total marks in case of SC/ST applicants to be obtained for the qualifying examination.
- c) The maximum age for seeking admission in to a stream of three year LL.B. (3YDC) courses in law as prescribed by Bar Council of India time to time.
- d) Number of seats may be fixed/ decided by the Bar Council of India time to time.



- e) The Govt. Employees dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.
- f) Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled.

**2. Duration of Course**

Bachelor of Law (LLB) course shall be a three year degree course (3 Y.D.C.) spread over six semester and shall be of three years duration.

- a) There shall be at least 90 days of teaching in every semester. Bachelor of Law (LLB) is 3 Years Degree course, spread over six semesters of approximately six months each.
- b) A Candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/ semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right to continue in the higher semester on the basis of his/her provisional admission.
- c) The maximum duration of the course shall be Five years. However, one mercy attempt can be granted to student by the Vice Chancellor, which should be not more than one year on satisfactory reasons.

**3. Selection Procedure**

The admission to the course conducted by UTD shall be through written/oral entrance examination or as prescribed/decided by the university from time to time.

**4. Reservation**

Reservation to SC/ST/OBC and other shall be as per BCI & MP government reservation policy.

**5. Fee structure**

- a) All the fee categories including program fee and the examination fee shall be determined by the university and reviewed by the MP Private Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.
- b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.

- c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice-chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.
- 6. Teaching Schedule and pattern**  
Teaching schedule and pattern will be as per prescribed by Bar Council of India, & UGC norms.
- 7. Scheme of examination**  
Scheme of examination shall be as prescribed by BCI and University from time to time.
- 8. Conditions of passing**  
If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s). He/She would allowed to keep the term and would be promoted to the next semester or year as per rules. Such a student may appear his back papers with his next Semester/year exams after depositing the required fees for his failed subjects.
- 9. Examination**  
**9.1 There shall be the following three examination for the Degree of Bachelor of law, via:-**
- a) LL.B. (Part-I) Examination 1<sup>st</sup> & 2<sup>nd</sup> Semester
  - b) LL.B. (Part-II) Examination 3<sup>rd</sup> & 4<sup>th</sup> Semester
  - c) LL.B. (Part-III) Examination 5<sup>th</sup> & 6<sup>th</sup> Semester
- 10. Attendance**  
Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study including moot court tutorial and practical training course provided that in exception cases for reasons to be recorded the vice chancellor may condone short of attendance required by the rule.
- 11. Rules for promotion to the next semester and higher class of 3 year degree course:**
- a) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that Semester Examination.
  - b) A candidate shall be allowed to carry a particular semester if he has acquired minimum passing marks in all the papers of that semester and has failed in aggregate by reason thereof such a candidate shall be allowed to reappear in semester

examination in any number of papers of his choice in which he has acquired minimum passing marks in that semester in order to pass in aggregate in such semester examination but shall not be allowed to reappear in any paper in which he has already acquired passing marks, that is 50% or more marks.

**b) (i) From odd semesters to even semester**

A Candidate who has appeared in the odd semester (theory and practical examination) of any particular year shall be promoted to an even semester of that year i.e. from I to II from III to IV and from V to VI semester) irrespective of failing in any number of theories and practical examination of that semester.

**b) (ii) From even to odd Semester**

A candidate shall be entitled to carry a back log of papers for his promotion from even to odd semester of next academic sessions as under-

a) A back log of two papers (Theory and practical) for his promotion from second semester of LL.B. 1st year to third semester of LL.B. 11nd year.

b) A back log of four paper (theory and Practical) inclusive a back log of two papers of LL.B. 1st Year) for his promotion from IVth Semester of LL.B. 11nd year to Vth Semester of LL.B. Third year.

b) (iii) The examination of odd semester shall be held with the odd Semester and the examination of even Semester shall take place with the even Semester.

b) (iv) Subject to the general rule of promotion from odd semester to even semester a candidate shall become ex-student of LL.B. First year LL.B. 11nd year and LL.B. 111rd year as under:-

- Ex student in LLB 1st year – If he carries a backlog of three or more papers in 1st and / or IVth Semester of LL.B. 1st year.

-Ex Student in LL.B. 11nd year-If he carries a back log of three or more papers in third and / or forth Semester. Of LL.B. Second year.

-Ex Student in LL.B. 111 year – If he carries a backlog of any paper (theory and/or practical) in fifth and six semester of LL.B. Third year.

b) (v) Attempt for regular and Ex candidate:-

-A candidate carrying a backlog of one or two papers in LL.B. first year as a regular candidate of the time of examination of six semester of LL.B. third/final/year shall be deemed to be an ex student on and after declaration of his result of the said examination the maximum limit of six year from the

date of his/initial/ original admission in First Semester LL.B. First year of any academic year.

-A candidate carrying a backlog of four or less than four papers inclusive of a back log of one or two papers of LLB) first year in LL.B. second year as a regular student of the time of examination of sixth semester of LL.B. third/final year shall also be deemed to be an Ex- student and after declaration of his result of the said examination (till the passes the same within the maximum limit of six years from the date of his initial /original/admission in first semester of LL.B. First year of any academic year.

-A Deemed Ex-candidate carrying a backlog of any papers inclusive of backlog of any papers of LL.B. first year and / or LL.B. Second year and/or an ex-candidate carrying a backlog of any papers of LL.B. the papers with in the minimum limit of six year from the date of his /her initial/original admission in first semester of LL.B. First year of any academic year

-If the candidates fails to pass the backlog of papers within six years he/she shall cease to be a deemed ex-student and has to take new admission as a regular candidate of LL.B. First year according to the rules applicable for the time being inforce.

-A Candidate if fails in aggregate in any semester and carrying any semester by reason thereof in LL.B. First year, LL.B. Second year and /or LLB Third Year or after the declaration of his result of six semester of LL.B. third/ Final year shall also be deemed to be an ex-student He/she shall be entitled to pass the backlog of semester for passing in aggregate within the maximum limit of six year from the DTE of his initial/original admission. If first semester of LL.B. First year of any academic year if he fails to pass the backlog of the semester by passing in aggregate, he/she shall cease to be a deemed ex-student and shall be regulated to take new admission as a regular candidate in LL.B. First year according to the rules applicable for the time being in force.

A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university for any purpose whatever.

- d) The subjects and papers for each year of LL.B. shall be prescribed by the Faculty of Law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration.
- e) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidates for the LL.B. degree will be assigned at the end of Final Year Examination on the basis of the aggregate. The total marks obtained by him at the LL.B. First Year, Second year and Final Year Examination i.e. all Six Semesters as under.
- (f)
  - (i) First Division will be 60 percent or above of the aggregate marks.
  - (ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).
  - (iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL.B. degree course in First Division with distinction.
- (g)
  - (i) For each paper there shall be lecture classes for at least 6 hours per week. Candidates appearing for the LL.B. Examination shall have the option of answering questions through the medium of Hindi. (Devanagari Script) or English.
  - (ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace 3 marks for passing aggregate.

## 12. Medium of Instruction

- (a) The medium of instruction and examination shall be English/Hindi throughout the course of study.
- (b) Subjects to be studied in different semesters of LL.B. (3Years) shall be as per the schemes, approved by Board of Studies of the University with the guidelines prescribed by BCI.

## 13. General Conditions

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor is competent to take a decision. The decision of the Vice-Chancellor shall be final.

## 14.0 Legal Jurisdiction:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**ORDINANCE No. 41, of 2018****(INTEGRATED COURSE)****BALLB ( FIVE YEARS INTEGRATED COURSE)**

This Ordinance shall be applicable to candidates admitted to Bachelor of Arts and Bachelor of Laws (B.A.LL.B.) (Integrated Course). The ordinance is subject to change in accordance with the directives and regulations issued by the (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.

**1. Preamble**

The Degree of Bachelor of laws B.A.LL.B. Integrated course shall comprise a course of study spread over a period of five academic years and the, Candidates will be full time regular students. Integrated Degree course in Law means double course comprising the bachelor degree in arts prosecuted simultaneously with the degree course in law (in an integrated manner as designed by the university from time to time for a continuous period of not less than five years. The five year course shall comprise two part i.e. I which will be a two year course programme of pre-law study and part II-which will be a three year programme for professional training in law.

**2. Duration of the Programme**

- a) The duration of the programme is 5 academic years which spread over 10 semesters with the University Examination at the end of each Semester. Each Academic Year shall be divided into two semesters. An examination for each of the semester shall be held twice in a year at such places and on such dated as may be fixed by the University.
- b) A candidate may provisionally continue to attend next higher year/semester, even if result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right to continue in the higher semester on the basis of his/her provisional admission.

**3. Eligibility criteria for admission**

- a) At the time of joining the course of B.A.LL.B. The person concerned has to pass on examination 10+2 course or equivalent from a recognized university of India or outside or from a senior secondary board or equivalent, constituted or recognized by the union or by state government or from any equivalent institution from a foreign

country recognized by the government of that country for the purpose of issue of qualifying certificate in successful completion of the course, may apply for and be admitted in to the program of the university to obtain the integrated degree in law with a degree in any other subject as the first degree from the university whose such a degree in law is recognized by the Bar Council of India for the purpose of enrollment.

Provided that applicants who have obtained 10+2 Higher Secondary pass certificate or First Degree certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the integrated five years course.

**Explanation:** The applicants who have obtained 10+2 or graduation/ Post Graduation through open university system directly without having any qualifying for prosecuting such studies are not eligible for admission in the law course.

- b) As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year B.A.LL.B. Course.
- c) The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.
- d) The Eligibility for admission to the first year of B.A.LL.B. bachelor course shall be as prescribed by the bar council of India (BCI).
- e) Number of seats may be fixed/decided by the Bar Council of India time to time.
- f) The government employees dismissed from government service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will be not be eligible for admission.
- g) Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled.

#### 4. Eligibility for the Degree

- (a) A Candidate shall be eligible for the degree of Bachelor of Law (BALLB) when he has undergone the prescribed course of study for a period of not less than five years in the university and has passed the requisite examination in all the subjects.

- (b) The student, successfully completing first three years of BALLB will be awarded BA (LAW) degree approval by the university this degree will be equivalent to other graduation degree of the university such degree shall not entitle the student to enroll as an advocate.

**(5) Selection Procedure**

The admission to the course conducted by the university shall be through written/oral entrance examination or as prescribed/decided by the university from time to time.

**(6) Reservation**

Reservation to SC/ST/OBC and other shall be as per M.P. government reservation policy.

**(7) Fee Structure**

- a) All the fee categories including program fee and the examination fee shall be determined by the university and reviewed MP Private University Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.
- b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.
- c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.

- (8) Teaching Schedule and pattern decided by the university As per BCI/ UGC Norms accordingly.**

**(9) Scheme of examination**

Scheme of examination shall be as prescribed by BCI and the University from time to time.

**(10) Conditions of passing**

If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s). He/ She would be allowed to keep the term and would be promoted to the next semester of year as per rules. Such a student may appear his back papers with his next semester / year exams after deposition the required fees for his failed subjects.

**(11) Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study including moot court tutorial and practical training course provided



that in exception cases for reasons to be recorded the vice chancellor may condone short of attendance required by the rule.

**Rules for promotion to the next semester and higher class of B.A.L.L.B. (5y DC)**

- a) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- b) A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully cleared the first and second semester examinations.
- c) A candidate shall not be admitted in to seventh or higher semester classes unless he/she fully cleared the third and fourth semester examinations.
- d) A candidate shall not be admitted in the ninth or higher semester classes unless he/she fully cleared the fifth and sixth semester examinations.
- e) No candidate shall be declared to have cleared the final BALLB examination unless he/she has cleared the previous semester. The result of the candidate who have cleared the tenth and final BALLB semester but not previous semesters shall be withheld. He/she shall be deemed to have passed the final BALLB examinations in the year in which he/she fully clears all the previous semester examination.
- f) The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- g) A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university for any purpose whatever.
- h) The subjects and papers for each year of BALLB shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (Theory Paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities scheduled by the department such as presentation group discussion moot court, mock trial etc along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- i) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidate for the BALLB degree will be assigned at the end of final year examination on the basis of the aggregate. The total marks obtained by him at the BALLB first to final year examinations i.e. all ten ~~semesters~~ as under.

- (I) The maximum duration of the course shall be Eight years. However, one mercy attempt can be granted to student by the Vice Chancellor, which should be not more than one year on satisfactory reasons.
- j) (i) First Division will be 60 percent or above of the aggregate marks.  
(ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).  
(iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the BALLB degree course in first division with distinction.
- k) (i) For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the BALLB examination shall have the option of answering questions though the medium of Hindi, (Devnagri Script) or English.  
(ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace  
(ii) 3 marks for passing aggregate.
- (13) Course component for BALLB integrated five year course**  
In BALLB one major subject with two minor, besides, English is compulsory subject. Student are expected to learn at least and foreign or Indian Language. These shall be 6 papers in major and three papers each in minor and in language. The University follow the curriculum Development committee report of UGC in designing the course and stipulate the standard.
- (14) Medium of Instruction (For Teaching and Examination)**  
(a) The medium of instruction for teaching and examination shall be English, Hindi throughout the course of study.  
(b) The subjects to be studied in different semesters of B.A.LL.B. shall be as per the schemes, approved by Board of Studies of the University.
- (15) Legal Jurisdiction**  
All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
- (16) Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor is competent to take a decision. The decision of the Vice Chancellor shall be final.**

**ORDINANCE No. 42, of 2018**  
**BACHLOR OF BUSINESS ADMINISTRATION AND BACHELOR OF LAWS**  
**(B.B.A.LL.B.)**  
**( FIVE YEARS INTEGRATED COURSE)**

This Ordinance shall be applicable to candidate admitted to B.B.A.LL.B. (Integrated Course). The ordinance is subject to change in accordance with the Directives and Regulations issued by the Apex body (BCI), UGC, Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.

**1. Preamble**

The Degree of Bachelor of laws B.B.A.LL.B. Integrated course shall comprise a course of study spread over a period of Five Academic years and the. Candidates will be full time regular students. Integrated Degree course in Law means double course comprising the bachelor degree in Business Administration prosecuted simultaneously with the degree course in law in an integrated manner as designed by the university from time to time for a continuous period of not less than five years. The five year B.B.A.LL.B. Course shall comprise two parts i.e. Part I- which will be two year core programme of pre law study and Part II- which will be a three year programme for professional training in law.

**2. Duration of the Programme**

- a) The duration of the programme is 5 academic years which spread over 10 semesters with the University Examination at the end of each Semester. Each Academic Year shall be divided into two semesters. An examination for each of the semester shall be held twice in a year at such places and on such dated as may be fixed by the University.
- b) A candidate may provisionally continue to attend next higher year/semester , even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right to continue in the higher semester on the basis of his/her provisional admission.

**3. Eligibility criteria for admission in BBA.LL.B. (5YDC)**

- a) At the time of joining the course of B.B.A.LL.B. The person concerned has to pass on examination 10+2 course or equivalent from a recognized university of India or outside or from a senior secondary board or equivalent, constituted or recognized by the union or by state government or from any equivalent institution from a foreign

country recognized by the government of that country for the purpose of issue of qualifying certificate in successful completion of the course, may apply for and be admitted in to the program of the university to obtain the integrated degree in law with a degree in any other subject as the first degree from the university whose such a degree in law is recognized by the Bar Council of India for the purpose of enrollment.

Provided that applicants who have obtained 10+2 Higher Secondary pass certificate or First Degree certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the integrated five years course.

**Explanation:** The applicants who have obtained 10+2 or graduation/ Post Graduation through open university system directly without having any qualifying for prosecuting such studies are not eligible for admission in the law course.

- b) As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year B.B.A.LL.B. Course.
- c) The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.
- d) The Eligibility for admission to the first year of B.B.A.LL.B. bachelor course shall be as prescribed by the Bar Council of India (BCI).
- e) Number of seats may be fixed/decided by the Bar Council of India time to time.
- f) The government employees dismissed from government service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will be not be eligible for admission.
- g) Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled.

#### 4. Eligibility for the Degree

- (a) A Candidate shall be eligible for the degree of Bachelor of Law BBA.LL.B. when he has undergone the prescribed course of study for a period of not less than five years in the university and has passed the requisite examination in all the subjects.
- (b) The student, successfully completing first three years of BBA.LL.B. will be awarded B.B.A. (LAW) degree approval by the university this degree will be equivalent to other

graduation degree of the university such degree shall not entitle the student to enroll as an advocate.

**5. Selection Procedure**

The admission to the course conducted by university UTD shall be through written/oral entrance examination or as prescribed/decided by the university from time to time.

**6. Reservation**

Reservation to SC/ST/OBC and others shall be as per M.P. government reservation policy.

**7. Fee Structure**

- a) All the fee categories including program fee and the examination fee shall be determined by the university and reviewed MP Niji Vishwavidyalaya Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.
- b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.
- c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.

**8. Teaching Schedule and pattern**

Decided by the university As per BCI /UGC norms accordingly.

**9. Scheme of examination**

Scheme of examination shall be as prescribed by BCI and the University from time to time.

**10. Conditions of passing**

If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s). He/ She would be allowed to keep the term and would be promoted to the next semester or year as per rules. Such a student may appear his back papers with his next Semester/year exams after depositing the required fees for his failed subjects.

**11. Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study including moot court tutorial and practical training course provided that in exceptional cases for reasons to be recorded the Vice Chancellor may condone short of attendance required by the rule.

**12. Rules for promotion to the next semester and higher class of B.B.A.LL.B. (SYDC)**

- a) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- b) A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully cleared the first and second semester examinations.
- c) A candidate shall not be admitted in to seventh or higher semester classes unless he/she fully cleared the third and fourth semester examinations.
- d) A candidate shall not be admitted in the ninth or higher semester classes unless he/she fully cleared the fifth and sixth semester examinations.
- e) No candidate shall be declared to have cleared the final B.B.A.LL.B examination unless he/she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.B.A.LL.B semester but not previous semesters shall be withheld. He/she shall be deemed to have passed the final B.B.A.LL.B examinations in the year in which he/she fully clears all the previous semester examination.
- f) The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- g) A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university for any purpose whatever.
- h) The subjects and papers for each year of B.B.A.LL.B shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (Theory Paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities scheduled by the department such as presentation group discussion moot court, mock trial etc along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- i) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidate for the B.B.A.LL.B degree will be assigned at the end of final year examination on the basis of the aggregate. The total marks obtained by him at the B.B.A.LL.B first to final year examinations i.e. all ten semesters as under.

- (l) The maximum duration of the course shall be Eight years. However, one mercy attempt can be granted to student by the Vice Chancellor, which should be not more than one year on satisfactory reasons.
- j) (i) First Division will be 60 percent or above of the aggregate marks.  
(ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).  
(iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the B.B.A.LL.B degree course in first division with distinction.
- k) (i) For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.B.A.LL.B examination shall have the option of answering questions though the medium of Hindi, (Devnagri Script) or English.  
(ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace  
(ii) 3 marks for passing aggregate.
13. **Course component for integrated B.B.A.LL.B. (5YDC) Course**  
In B.B.A.LL.B. Major and minor subjects or compulsory and optional subjects/papers may be taken from the following papers/subjects such as Business communication, Business Mathematics quantitative Analysis. Business statistics, Business environment, Accounts and Finance Management theory and practice. Human Resource Management and marketing management. Language Policy shall remain same. However one can take English as major or minor, where there is a system of major and minor, with other management subjects. The university follow the UGC/AICTE module in designing the course stipulate the standard.
14. **Medium of Instruction (For Teaching and Examination)**  
(a) The medium of instruction for teaching and examination shall be English/ Hindi throughout the course of study.  
(b) The subjects to be studied in different semesters of B.B.A.LL.B. shall be as per the schemes, approved by Board of Studies of the University.
15. **LEGAL JURISDICTION:**  
All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
16. Notwithstanding anything stated in. this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor is competent to take a decision. The decision of the Vice Chancellor shall be final.

**ORDINANCE No. 43, of 2018****BACHELOR OF COMMERCE AND BACHELOR OF LAWS (B.Com. LL.B.)  
( FIVE YEARS INTEGRATED COURSE)**

This Ordinance shall be applicable to candidates admitted to B.Com.LL.B. (Integrated Course). The ordinance is subject to change in accordance with the Directives and Regulations issued by the Apex body (BCI), Department of Higher Education of MP, Central Government, M.P.P.U.R.C. and this University from time to time.

**1. Preamble**

The Degree of Bachelor of laws B.Com.LL.B. Integrated course shall comprise a course of study spread over a period of Five Academic years and the. Candidates will be full time regular students. The five years course shall comprise two parts i.e. part I- which will be a two year course programme of pre law study and part II-which will be a three year programme for professional training in law.

**2. Duration of the Programme**

- a) The Duration of the programme is 5 academic year which spread over 10 semesters with the University Examination at the end of each Semester. Each Academic Year shall be divided into two semesters. An examination for each of the semester shall be held twice in a year at such places and on such dates as may be fixed by the University.
- b) A candidate may provisionally continue to attend next higher/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right to continue in the higher semester on the basis of his/her provisional admission.

**3. Eligibility criteria for admission (B.Com. LL.B.)**

- a) At the time of joining the course of B.Com.LL.B. The person concerned has to pass on examination 10+2 course or equivalent from a recognized university of India or outside or from a senior secondary board or equivalent, constituted or recognized by the union or by state government or from any equivalent institution from a foreign country recognized by the government of that country for the purpose of issue of qualifying certificate in successful completion of the course, may apply for and be admitted in to the program of the university to obtain the integrated degree in law



with a degree in any other subject as the first degree from the university whose such a degree in law is recognized by the Bar Council of India for the purpose of enrollment.

Provided that applicants who have obtained 10+2 Higher Secondary pass certificate or First Degree certificate after prosecuting studies in distance or correspondence method shall also be considered as eligible for admission in the integrated five years course.

**Explanation:** The applicants who have obtained 10+2 or graduation/ Post Graduation through open university system directly without having any qualifying for prosecuting such studies are not eligible for admission in the law course.

- b) As per stipulation of the Bar Council of India the minimum percentage of marks not below 45% of the total marks in case of general category applicants, 42% for OBC category and 40% of the total marks in case of SC/ST applicants, to be obtained in the qualifying examinations, such as 10+2 examination in case of Integrated Five Year B.Com.LL.B. Course.
- c) The maximum age for seeking admission into a stream of integrated Bachelor of law degree program as prescribed by Bar Council of India time to time.
- d) The Eligibility for admission to the first year of B.Com.LL.B. bachelor course shall be as prescribed by the bar council of India (BCI).
- e) Number of seats may be fixed/decided by the Bar Council of India time to time.
- f) The government employees dismissed from government service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will be not be eligible for admission.
- g) Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled.

#### 4. Eligibility for the Degree

- (a) A Candidate shall be eligible for the degree of Bachelor of Law (B.COM.LL.B) when he has undergone the prescribed course of study for a period of not less than five years in the university and has passed the requisite examination in all the subjects.
- (b) The student, successfully completing first three years of B.COM.LL.B will be awarded B.COM. (LAW) degree approval by the university this degree will be equivalent to other graduation degree of the university such degree shall not entitle the student to enroll as an advocate.

**5. Selection Procedure**

The admission to the course conducted by the university shall be through written/oral entrance examination or as prescribed/decided by the university from time to time.

**6. Reservation**

Reservation to SC/ST/OBC and others shall be as per M.P. government reservation policy.

**7. Fee structure**

- a) All the fee categories including program fee and the examination fee shall be determined by the university and reviewed the MP Private University Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.
- b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.
- c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice chancellor may permit an extension in the last date of payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.

**8. Teaching Schedule and pattern decided by the university As per BCI /UGC norms accordingly.****9. Scheme of examination**

Scheme of examination shall be as prescribed by BCI and the University from time to time.

**10. Conditions of passing**

If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s). He/ She would be allowed to keep the term and would be promoted to the next semester or year as per rules. Such a student may appear his back papers with his next Semester/year exams after depositing the required fees for his failed subjects.

**11. Attendance**

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study including moot court, tutorials and practical training course provided that in exceptional cases for reasons to be recorded, the vice chancellor may condone short of attendance required by the rule.

**12. Rules for promotion to the next semester and higher class of (3YDC) (B.COM. LL.B.) (5YDC)**

- a) The minimum passing marks in each, paper shall be 40 marks and passing marks in aggregate shall be 50 percent of that semester examination.
- b) A candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully cleared the first and second semester examinations.
- c) A candidate shall not be admitted in to seventh or higher semester classes unless he/she fully cleared the third and fourth semester examinations.
- d) A candidate shall not be admitted in the ninth or higher semester classes unless he/she fully cleared the fifth and sixth semester examinations.
- e) No candidate shall be declared to have cleared the final B.COM.LL.B examination unless he/she has cleared the previous semester. The result of the candidate who have cleared the tenth and final B.COM.LL.B semester but not previous semesters shall be withheld. He/she shall be deemed to have passed the final B.COM.LL.B examinations in the year in which he/she fully clears all the previous semester examination.
- f) The examination of the odd semester shall be held with the odd semester and the examination of even semester shall take place with the even semester.
- g) A candidate shall not be permitted to appear/reappear in any examination or any paper in which he has been declared pass by the university for any purpose whatever.
- h) The subjects and papers for each year of B.COM.LL.B shall be prescribed by the faculty of law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration. In each theory paper the allocation of marks shall be 80% on external assessment (Theory Paper) and 20% on internal assessment. The internal assessment for each subject shall be based on activities scheduled by the department such as presentation group discussion moot court, mock trial etc along with regular attendance in library and class lectures. The marks for internal assessment shall be finalized by the department.
- i) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidate for the B.COM.LL.B degree will be assigned at the end of final year examination on the basis of the aggregate. The total marks obtained by

him at the B.COM.LL.B first to final year examinations i.e. all ten semesters as under.

- (I) The maximum duration of the course shall be Eight years. However, one mercy attempt can be granted to student by the Vice Chancellor, which should be not more than one year on satisfactory reasons.
- j)
  - (i) First Division will be 60 percent or above of the aggregate marks.
  - (ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).
  - (iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the B.COM.LL.B degree course in first division with distinction.
- k)
  - (i) For each paper there shall be lecture classed for at least 6 hours per week. Candidates appearing for the B.COM.LL.B examination shall have the option of answering questions though the medium of Hindi, (Devnagri Script) or English.
  - (ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace (ii) 3 marks for passing aggregate.

**13. Course Component for B.COM.LL.B. Integrated (5 YDC Course)**

In B.Com.LL.B. Major and Minor Courses are to be selected from the list of subjects like accounts, Advanced Accounting, Secretarial practice, Business Administration Managing Accounting. Audit Practice etc. The University follow the curriculum development committee report of UGC in designing the course and stipulate the standard.

**14. Medium of Instruction (For Teaching and Examination)**

- a) The medium of instruction for teaching and examination shall be English/Hindi throughout the course of study.
- b) The subjects to be studied in different semesters of B.Com.LL.B. shall be as per the schemes, approved by Board of Studies of the University.

**15. Legal Jurisdiction**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

16. Notwithstanding anything stated in this ordinance, for any unforeseen issues arising, and not covered by this ordinance, or in the event of differences of interpretation, the Vice-Chancellor is competent to take a decision. The decision of the Vice Chancellor shall be final.

**ORDINANCE No. 44, of 2018****Master of Law (LL.M.) (02 Years Course)**

This Ordinance shall be applicable to candidates admitted to Master of Law (LL.M.). The ordinance is subject to change in accordance with the Directives and Regulations issued by the UGC, Department of Higher Education of M.P., Central Government, M.P.P.U.R.C. and this University from time to time.

**1. Preamble**

The LL.M. (Master of Law) is an internationally recognized postgraduate law degree. Law students and professionals pursue the LL.M. course to gain expertise in a specialized field of law.

**2. Duration of Course**

- (a) There shall be at least 90 days of teaching in every semester.
- (b) Duration: The Program for LL.M. Degree shall be two years duration, namely LL.M.(Previous) year (I & II semester) and LL.M. (Final) (III & IV semester).
- (c) A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- (d) The maximum duration of the course shall be Three year. However, one mercy attempt can be granted to student by Vice Chancellor which should be not more than one year on satisfactory reasons.

**3. Eligibility Criteria for Admissions**

- (a) Admission to LL.M. program shall be provided as per Ordinance
- (b) The candidates seeking admission to the LL.M. degree must have passed LL.B. (3Y DC or BALLB 5Y DC) Examination of the University or other equivalent examination of any recognized University. The admission shall be made in order of Merit/ and as per Government Rules and/or University Rules applicable to the course.
- (c) Admission to the LL.M. Degree Course of study shall be open to those candidates who has passed the three year LL.B. degree examination of this university or such examination of any other university or institution after Graduation under 10+2+03

Year Examination on the basis of the aggregate. The total marks obtained by him at the LL.M. First Year and Second year Examination i.e. all four Semesters as under.

- (c) (i) First Division will be 60 percent or above of the aggregate marks.
  - (ii) Second Division will be 50 percent or above (but less than 60 percent of the aggregate marks).
  - (iii) Candidates who obtain 75 percent or more marks in aggregate shall be declared to have passed the LL.M. degree course in First Division with distinction.
  - (d) (i) For each paper there shall be lecture classes for at least 6 hours per week. Candidates appearing for the LL.M. Examination shall have the option of answering questions through the medium of Hindi. (Devanagri Script) or English.
  - (ii) VC grace mark as per rules can be awarded: (i) 1 marks for division grace (ii) 3 marks for passing aggregate.
- (12) A candidate who has been declared unsuccessful in an examination on his/her option reappeal in subsequent examination as an ex-student without being required to attend regular course of study for the same semester subject to the condition that such a candidate shall abide by and be governed by the provisions of the ordinance rules and regulations applicable time to time.
- (13) Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.
- (14) Medium of Instruction (For Teaching and Examination)
- (a) The medium of instructing for teaching and examination shall be English/Hindi throughout the course of study.
  - (b) The subjects to be studied in different semesters of LL.M. shall be as per the schemes, approved by Board of Studies of the University.
- (15) Legal Jurisdiction
- All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
- (16) Notwithstanding, anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor is competent to take a decision. The decision of the Vice-Chancellor shall be final.

- b) Registrar shall notify the quantum of fees payable and schedule of registration before the start of each semester.
- c) A fee, once paid, and if a student has started attending the classes, is not refundable in any case except for the caution money. In some case of genuine hardship, the vice chancellor may permit an extension in the last date payment of fees however, all the students shall be required to pay the prescribed fee before the start of examination.

**8. Teaching Schedule and pattern**

As per prescribed by the University and UGC norms accordingly.

**9. Scheme of examination**

Scheme of examination shall be as prescribed by Apex Body/ university from time to time.

**10. Rules for Promotion**

- (a) A backlog of two papers in first semester for his promotion from second semester of LL.M. first year to third semester of LL.M. second year.
- (b) A backlog of two papers in second semester for his promotion from third semester of LL.M. second year to fourth semester of LL.M. second year.
- (c) The examination of odd semester shall be held with the odd semester and the examination of even semester will take place with the even semester the backlog of the papers shall be completed in the related semester of that year.
- (d) A candidate shall be treated as an ex-student in particular semester if the candidate has secured less than 40 marks in one more papers of that semester, or if has failed in aggregate in that semester securing 40 or more marks in all the papers of the concerned semester examination.
- (e) The Ex-student shall not be permitted to appear in any semester examination in which he has secured 50 marks or more for any purpose whatever.

**11. Successful examinees of the LL.M. Part II Third Semester examination shall be placed in a division on the basis of the total marks obtained by them in four semester examinations taken together as follow:-**

- a) The subjects and papers for each year of LL.M. shall be prescribed by the Faculty of Law on the recommendations of the Board of Studies. Unless otherwise provided each paper will carry 100 marks and will be of 3 hours duration.
- b) The minimum passing marks in each year's examination shall be 50 percent in the aggregate of all the papers and 40 percent marks in each individual paper. Division to successful candidates for the LL.M. degree will be assigned at the end of Final

pattern, or five year Law degree course under 10+02+05 pattern is recognized by the university as equivalent for the purpose of LL.M. degree course.

The qualifying examination for LL.M. shall have minimum percentage of marks not below than 55% of the total marks in general category and 50% of the total marks in case of SC & ST applicant.

If the university organized entrance test the minimum percentage of marks not below than 50% of the total marks in general category and 45% of the total marks in case of SC & ST applicant.

**4. Selection Procedure**

The admission to the course conducted by UTD shall be through written/oral entrance examination /merit or as prescribed/decided by the university from time to time.

5. (I) The University shall decide the number of seats for University Teaching Department of Law with the approval of MPPURC.
- (II) Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures in each subject of the course of study including project / dissertation / practical training course provided that in exceptional cases for reasons to be recorded the vice chancellor may condone short of attendance required by the rule.
- (III) LL.M. Degree Course is a full time Course. Hence an admitted student to the LL.M. Degree Course is not permitted to take admission in any other degree course.
- (IV) A candidate who wants to appear in LL.M. Final Examination of the University and who has passed LLM previous year examination from any other university shall require to clear the remaining papers and group of papers of this university.
- (V) In each paper the allocation of the marks shall be 100 marks.
- (VI) In order to be successful at semester examination a candidate must secure at least 40% in each paper and 50% of aggregate of grand total.

**6. Reservation**

Reservation to SC/ST and others shall be as per M.P. government reservation policy.

**7. Fee structure**

- a) All the fee categories including program fee and the examination fee shall be determined by the University and reviewed by the MP Private Regulatory Commission from time to time, and shall be payable by the students at the beginning of each semester.



**ORDINANCE No. 45, of 2018****BACHELOR IN JOURNALISM AND MASS COMMUNICATION****1.0 ELIGIBILITY FOR ADMISSION:**

Graduate possessing second class or at least 45% marks in any faculty of any statutory University.

**2.0 DURATION:**

1 Year's (Two Semesters).

**3.0 MODE OF INSTRUCTION**

The mode of instruction is given in English and Hindi.

**4.0 SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed by the Academic Council from time to time in due course.

**5.0 PASS PERCENTAGE AND DIVISION**

The final result will be declared on the basis of the combined marks obtained in the first and second semester. The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- First Division : 60% or more marks.
- Second Division : Greater than or equal to 50% but less than 60% marks.
- Third Division : Greater than or equal to 40% but less than 50% marks.

**6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0** Not with understanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 46, of 2018****MASTER IN JOURNALISM AND MASS COMMUNICATION****1.0 ELIGIBILITY FOR ADMISSION:**

Graduates in Journalism and Mass Communication or equivalent qualification, possessing second class or at least 45% marks from any statutory University. Reservation for SC/ST/ Other Category students as per M.P. Govt. rules.

**2.0 DURATION:**

1 Years (Two Semesters).

**3.0 MODE OF INSTRUCTION**

The mode of instruction is given in English and Hindi.

**4.0 SCHEME OF EXAMINATION:**

The scope of studies in different papers shall be such as is prescribed by the Academic Council from time to time in due course.

**5.0 PASS PERCENTAGE AND DIVISION**

The final result will be declared on the basis of the combined marks obtained in the first and second semester. The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- First Division : 60% or more marks.
- Second Division : Greater than or equal to 50% but less than 60% marks.
- Third Division : Greater than or equal to 40% but less than 50% marks.

**6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0** Not with understanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 47, of 2018****DEGREE IN BACHELOR OF LIBRARY AND INFORMATION SCIENCE****1.0 OBJECTIVES:-**

- 1.1 To impart essential know - how of modern library practices with a view to developing basic expertise in modern Library Management.
- 1.2 To inculcate a sense of responsibility and awareness of professional belonging.
- 1.3 To impart an understanding and an appreciation of the role of libraries in the society, in other words, to impart knowledge about their social purpose.

**2.0 DURATION OF THE COURSE**

This course shall be of one year's (Two Semester) duration.

**3.0 ELIGIBILITY FOR ADMISSION**

For admission to B.Lib. & Inf. Sc. course the minimum requirements are Bachelor's degree from a recognized University, with minimum 45% marks in aggregate. For SC/ST Candidates 5% relaxation provided in aggregate marks as per rules of M.P. Govt.

**4.0 MODE OF INSTRUCTION**

The mode of instruction is given in English and Hindi.

**5.0 SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed by the Academic Council from time to time in due course.

**6.0 PASS PERCENTAGE AND DIVISION**

The final result will be declared on the basis of the combined marks obtained in the first and second semester. The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- i. First Division : 60% or more marks.
- ii. Second Division: Greater than or equal to 50% but less than 60% marks.
- iii. Third Division : Greater than or equal to 40% but less than 50% marks.

**7.0 ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION**

- i. Candidates securing less than 36% marks in individual theory paper and 40 % in practical will be treated as failed. They can reappear at the subsequent examination in the papers concerned.
- ii. A candidate declared eligible for supplementary shall be required to clear the same in next subsequent attempt. Any attempt unavailed of shall lapse automatically and after expiry of this period he will be deemed to have failed in the examination.
- iii. An ex-student candidate seeking permission for readmission to a subsequent examination shall submit his/her application on prescribed form to the Registrar of University.

**8.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 9.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 48, of 2018****MASTER OF LIBRARY AND INFORMATION SCIENCE****1.0 OBJECTIVES**

- 1.1** To acquaint the students with the organisation and development of the Universe of knowledge and with the Research Organisations and Research Methodology.
- 1.2** To give the students specialised knowledge in respect of the kind of reading materials and different types of Libraries.
- 1.3** To make the students proficient in Advanced Library techniques/Methodology of Documentation and Advance Management of select types of Libraries.

**2.0 DURATION OF THE COURSE**

This course shall be of one year's (Two Semester) duration.

**3.0 ELIGIBILITY FOR ADMISSION**

For admission to M.Lib. & Inf. Sc. course the minimum requirements are:

- i) Bachelor's degree, followed by
- ii) B.Lib. Degree or P.G. Diploma in Lib. & Information Science from a recognised University.

**4.0 SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed by the Academic Council of University.

**5.0 MODE OF INSTRUCTION**

The mode of instruction is English and Hindi.

**6.0 PASS PERCENTAGE AND DIVISION**

Division shall be awarded to the successful candidates on the aggregate marks obtained by him in first and second semester accordance with the following scale, viz.

First Division	:	60% and above
Second Division	:	50% but less than 60%
Third Division	:	40 % Less than 50 %

#### 7.0 ELIGIBILITY FOR SUPPLEMENTARY EXAMINATION

- i) Candidates securing less than 36% marks in individual theory papers and 40% in practical will be treated as failed. They can reappear at the subsequent examination in the papers concerned.
- ii) A candidate declared eligible for supplementary shall be required to clear the same in next subsequent attempt. Any attempt unavailed of shall lapse automatically and after expiry of this period he will be deemed to have failed in the examination.
- iii) An ex-student candidate seeking permission for readmission to a subsequent examination shall submit his/her application on prescribed form to the Registrar of University.

#### 8.0 LEGAL JURISDICTION:

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 9.0 Notwithstanding anything stated for any unforeseen issues arising, and not covered 'by this Ordinance, or in the event differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 49, of 2018****HOMOEOPATHY (DEGREE COURSE) B.H.M.S.**

This ordinance is framed as per Regulation of Central Council of Homoeopathy. This ordinance shall be applicable to candidate admitted for Homoeopathy (Degree Course) B.H.M.S.

**ELIGIBILITY FOR ADMISSION:****Aims & Objective****1.0 Aims**

To heal and comfort the suffering humanity with compassion and respect; and to be recognized as a global leader in Homoeopathic Medical Education and Research

**2.0 Objective**

- To be a centre of excellence in Homoeopathic Medical Education and research.
- To be progressive in providing holistic health care services to all.
- To be a pioneer in reaching out to the underprivileged
- To inculcate moral values in the students to guide them in the service of the suffering humanity
- To be a pioneer in providing quality patient care and best medical education, responsive to society's needs through Homoeopathy.

**3.0 Duration of Course**

The duration of Course shall five & Half year including internship & the maximum duration shall be 8 years

**4.0 Eligibility Criteria for admission**

- 4.1 For admission to BHMS course, only those candidates are eligible who have passed the 12<sup>th</sup> Exam of 10+2 system (qualifying examination) with Physics, Chemistry and Biology subjects separately and has secured not less than 50% aggregate marks for unreserved

category and not less than 40% aggregate marks for reserved category. Candidate of all categories and classes are required to have passed ENGLISH subject in the qualifying examination of 10+2 system.

OR

Have passed an equivalent or higher examination with Physics, Chemistry and Biology from any other recognized Board or University recognized by Department of School Education, Government of Madhya Pradesh. For foreign nationals seeking admission, their eligibility shall be considered on the thesis of equivalent certificate issued to them by the concerned Board / University and approved by the Ministry of External Affairs, Government of India. Candidate of all categories and classes are required to have passed ENGLISH subject in qualifying equivalent examination. No candidate shall be allowed to be admitted in Homeopathy institutions until the candidate has completed or shall complete the age of 17 years and not more than 25 years on or before 31<sup>st</sup> December of the year of examination with relaxation of 5 years for the candidates belonging to SC/ST/OBC category and persons entitled for reservation under the Rights of Persons with Disabilities Act, 2016.

4.2 The relaxation for Scheduled Caste/Scheduled Tribe OBC/Physical handicapped the relaxation in eligibility marks shall be as per rules of State/Central Govt. and Regulatory Body i.e. Central Council of Homoeopathy.

4.3 All facility are provide as per rule of M.P. State Govt. /Central Govt. /Regulatory body.

## 5.0 CRITERIA FOR SELECTION:

Students for BHMS Course shall be admitted as decided by Board of Management of the University which should be as per directive/guideline of Regulatory body

5.1 Students for BHMS course shall be selected strictly on the basis of their academic merit and on the basis of merit as determined by the competitive entrance examination conducted by Sardar Patel University, Balaghat / any other designated agency approved and authorized by the Sardar Patel University, Balaghat or as decided by Regulatory Body i.e. Central Council of Homoeopathy.

5.2 Admission to the program is based on entrance exams National Eligibility Entrance Test (NEET) or any process adopted by M.P. State Govt. /Central Govt. /Regulatory body.

5.3 The minimum percentage of marks for eligibility for admission to BHMS Courses shall be 50% for general category candidates and 40% for the candidates belonging to Scheduled Castes and Scheduled Tribes, obtained in Entrance examination.



5.4 Filled up on the basis of national/state level test as decided by University. The remaining Students for BHMS course shall be selected strictly on the basis of their academic MERIT and on the basis of merit as determined by the competitive entrance examination conducted by Sardar Patel University, Balaghat (M.P.) / any other designated agency approved and authorized by the Sardar Patel University, Balaghat (M.P. or as decided by Statutory Body. In case of merit list of competitive entrance examination is exhausted and seats are still available, the remaining vacant seats are shall be vacant seats shall be filled up on the basis of marks obtained in the qualifying examination on the merit basis at college level.

5.5 The candidates for admission to BHMS Course shall be selected on the basis of Admission selection process decided by statutory body. The fees for each course shall be decided by Board of Management of University. The Number of seats in each course will be as per approval of Central Council of Homoeopathy.

#### 6.0 ATTENDANCE

6.1 A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the Subject taken together in an Academic year.

#### 7.0 CURRICULUM OF THE PROGRAMME

7.1 Curriculum of the B.H.M.S. courses, theory and practical's shall be as approved by the Academic Council as per guidelines of Regulatory body

#### 8.0 (A) MINIMUM TEACHING HOURS, EXAMINATION & EVALUATION, CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

8.1 Any undergraduate may be admitted to the First B.H.M.S. examination provided that he has regularly attended, the following courses of instruction in the subjects of the examination, theoretical and practical for not less than one year in the college / institution to the satisfaction of the Principal / Director / Principal of the institution.

8.2 A candidate securing 75% or above marks in any of the subjects shall be declared to receive honors in that subjects provided he has passed the examination in the first attempt.

8.3 In order to pass the B.H. M.S. Examination a candidate must pass in all subjects of the examination

Pass marks in all subjects both homoeopathic and allied medical subjects shall be 50% in each part (written, oral with practical).

- 8.4 For appearing in Second B.H.M.S. Exam, the candidate should have passed the First B.H.M.S. examination at least one year previously; and for third B.H.M.S. Exam, he has passed the second B.H.M.S. examination at least one year previously. The Third B.H.M.S. examination shall be held at the end of 3 years of B.H.M.S. course or at the end of 36 month of admission to First B.H.M.S.
- 8.5 The Fourth B.H.M.S. Examination shall be held at the end of 54th month of admission to First B.H.M.S.

NOTE: -Any changes if notified through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

#### 9.0 RESULTS AND READMISSION TO EXAMINATION

- 9.1 Controller of Examination will ensure that the results of the examination are published in time so that the students who successfully complete the B.H.M.S. Examinations can complete the course in 5 1/2 years after admission.
- 9.2 Candidates who have passed in one or more subjects need not appear in that subject or those subjects again in the subsequent examinations if the candidate passes the whole examination within four chances including the original examination.
- 9.3 Facility to keep term: Notwithstanding with the foregoing regulations, the students shall be allowed the facility to keep term on the following conditions:
- 9.3.1 The candidate must pass the Second B.H.M.S. Examination at least one term (6 months) before he is allowed to appear in the Third B.H.M.S. Examination.
- 9.3.2 The candidate must pass the Third B.H.M.S. Examination at least one term (6 months) before he is allowed to appear in the Fourth B.H.M.S. Examination.
- 9.3.3 No candidate shall be given more than 4 chances to appear in First B.H.M.S. Examination in the same subject.
- 9.4 A candidate who appears at Second or Third B.H.M.S. Examinations, but fails to pass in the subject or subjects, he may be admitted to the next examination in the subject or subjects. However candidates shall be allowed to keep term as provided in above.
- 9.5 Special classes, seminars, demonstrations, practical, tutorials etc. shall be arranged for the repeaters in the subject in which they have failed before they are allowed to appear at the next examination, in which attendance shall be Compulsory.

- 9.6 If a candidate fails to pass in all the subjects within four chances in examinations, he shall be required to prosecute a further course of studying all the subjects and in all parts for one year to the satisfaction of the head of the college and appearing for examination in all the subjects.

Provided that if a student appearing for the Fourth B.H.M.S. examination has only one subject to pass at the end of prescribed chances, he shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special chance.

- 9.7 The examining body may under exceptional circumstances, partially or wholly cancel any examination conducted by it under intimation to the Central Council of Homoeopathy and arrange for conducting re-examination in those subjects within a period of thirty days from the date of such cancellation.
- 9.8 Grace marks may be awarded to the students at the discretion of the University/ examining body on exceptional circumstances.

#### 10.0 INTERNSHIP

- 10.1 Training in pediatric department to understand pediatric problems and their management through Homoeopathy.
- 10.2 In the department of skin he should be exposed to various skin lesions and their diagnosis including allergy, leprosy, Leukoderma etc., and their management through Homoeopathy.
- 10.3 He should be exposed to various community based health activities, health programmes, their implementations and organizational set up. He should also be involved in motivational programmes, health education nutrition, M.C.H., Family welfare and other activities, Control of communicable diseases like tuberculosis, leprosy and sexually transmitted disease.
- 10.4 Medico-Legal: Acquaintance with issue of various medical certificates like leave certificate on the ground of sickness, fitness certificate, death certificate, birth certificate, medical examination, court procedures in police cases like deaths by unnatural cause, accident etc. preservation of viscera in poisoning cases, postmortem, various Drugs Acts, Homoeopathic Pharmacopoeias, Homoeopathy Central Council Act, various State Homoeopathic Acts, Act of professional conduct and ethics.
- 10.5 Drug Proving:

In case of degree level internee, it shall be compulsory to take part in Drug Proving Programme and the Internee shall prove at least one drug during the period of internship.

- 10.6 Each student during the compulsory internship training shall be allotted specific assignment for doing his/her original work in an objective manner. The assignment to be given shall be. Decided mutually by the concerned students and the college authorities. Such assignments will be evaluated by a team of 3 experts (relevant to subject) appointed by the College/ institution with consent of University concerned. The College authority will also ensure avoidance of duplication of work.

**10.7 Maintenance of Records**

Each internee shall have to maintain a detailed record of at least 25 acute cases and 15 chronic cases treated with homoeopathic medicine during his training in the medical department. Each internee shall have to maintain a detailed record of at least 10 delivery cases attended by him in the Department of Obstetrics and 15 surgical cases assisted by him in the Department of Surgery. During this period internee shall also have to carry out any selective assignment on any subject given to him by the physician In-charge.

**10.8 Attendance**

Minimum attendance of each internee shall not be less than 80%.

- 10.9 Each candidate shall be required to undergo compulsory rotating internship of one year, after passing the final B.H.M.S. Examinations, to the satisfaction of the Principal of the Homoeopathic College. Thereafter only, the candidate shall be eligible for the award of Degree of Homoeopathic Medicine and Surgery (B.H.M.S.) by the University.

10.9.1 All parts of the internship training shall be undertaken at the hospital attached to the College, and, in cases where such hospital cannot accommodate all of its students for internship then such candidates/ students shall be informed in writing by the college and it shall be the responsibility of the College to ensure that each of such students is put on internship training in a Homoeopathic Hospital or dispensary run by Government or local bodies.

10.9.2 To enable the State Board/ Council of Homoeopathy to grant provisional registration of minimum of one year to each candidate to undertake the internship, the University concerned shall issue a provisional passed certificate on passing the final B.H.M.S. Examination to each successful candidate.

Provided that in the event of shortage, or unsatisfactory work, the period of compulsory internship and the provisional registration shall be accordingly extended by the State Board/ Council.

- 10.9.3 Full registration shall only be given by the State Boards if the B.H.M.S. degree awarded by the University concerned is a recognized medical qualification as per Section 13(1) of the Act, and Board shall award registration to such candidates who produce certificate of completion or compulsory rotation internship of not less than one year duration from the Principal of College where one has been a bonafide student which shall also declare that the candidate is eligible.
- 10.9.4 The internee students shall not prescribe the treatment including medicines and each of them shall work under the direct supervision of Head of Department concerned and/or a Resident Medical Officer. No intern student shall issue any medico-legal document under his/her signatures.
- 10.9.5 Each candidate shall complete the internship training at the maximum within a period of 24 months after passing the final year examination.
- 10.10 The internship training shall be regulated by the Principal in consultation with concerned Heads of Departments and R.M.O. as under:-
- 10.10.1 Each internee student shall be asked to maintain a record of work which is to be constantly monitored by the Head of concerned Department and/or Resident Medical Officer under whom the internee is posted. The scrutiny of record shall be done in an objective way to update the knowledge, skill and aptitude of internee.
- 10.10.2 The stress during the internship training shall be on case taking, evaluation of symptoms, nosological and miasmatic diagnostic analysis, repertorisation and management of sick people based on principles of Homoeopathy. Weekly seminars shall be conducted where interns in rotation are given, a chance to present their cases for discussion, and, concerned teachers/ R.M.O. shall assess performance of each of interns.
- 10.10.3 Rotation of intern-students shall be as under:
- 10.10.3.1 Practice of Medicine- 8 months wherein internee will be rotated in each Psychology, Respiratory, Gastro-intestinal, Endocrinology, Skin and V.D., Locomotor, Cardiology, Paediatrics sections.

- 10.10.3.2 Surgery - 1 month
- 10.10.3.3 Obstetrics & Gynaecology - 2 months (1 month each (including Reproductive & child health care))
- 10.10.3.4 Community medicine (including PHC/ CHC) -1 month
- 10.10.4 Each intern shall be exposed to clinicopathology work to acquire skill in taking samples and doing routine blood-examination, blood smear for parasites, sputum examination, urine and stool examination. Students shall be trained to correlate laboratory findings with diagnosis and management of sick people.
- 10.10.5 Each intern shall be given opportunities to learn the diagnostic techniques like x-rays, Ultrasonography, E.C.G., Spirometer and other forthcoming techniques and co-relate their findings with diagnosis and management of cases.
- 10.10.6 Each intern student shall be given adequate knowledge about issuing of medico-legal certificates including medical and fitness certificates, death certificates, birth certificates, court producers and all of such legislation's be discussed which were taught in curriculum of Forensic Medicine.
- 10.10.7 Each intern shall maintain records of 40 actual and 25 chronic cases complete in all manner including follow up in Practice of Medicine, record of 5 antenatal check-up and 3 delivery cases attended by him/ her in Department of Obstetrics and 3 cases of Gynecology, records of 5 surgical cases assisted by him (and demonstrational knowledge of dressings) in Surgery department, and records of knowledge gained in Primary Health Centers, Community Health Centers, various health programmers.
- 10.10.8 It shall be compulsory for each intern-student to prove at least one drug during the Period of internship.
- 10.10.9 Each intern shall be given a liberty to choose an elective assignment on any subject, and complete out-put shall be furnished in writing by the intern in respect of selective assignment to the Principal of the College within internship duration.
- 10.10.10 Each intern shall be posted on duty in such a manner that each of them attend at least 15 days in O.P.D. and 15 days in I.P.D. at least in each month

(except for duty in Community Medicine) and attend the other parts of duty including self-preparation in Library.

10.10.11 Each intern-student shall be made to learn importance of maintaining statistics and records, intern-student shall also be familiarized with research-methodology.

10.10.12 Each internee shall have not less than 80% of attendance during the internship training.

10.10.13 Each internee shall be on duty of at least 6 hrs. per day during the compulsory internship training.

#### 11.0 AWARD OF DEGREE

A student shall be awarded a degree if:

11.1 If he has successfully passed the final B.H.M.S. examination, held at the end of 4 1/2 years and completed one year of compulsory rotatory internship after passing the final examination, as prescribed.

11.2 There are no dues outstanding in his/her name to the University/ Institution: and

11.3 No disciplinary action is pending against him/her

12.0 The Fees of this Course shall be as decided by the Board of Management of the University and after the approval of M.P. Private University Regulatory Commission.

13.0 The medium of Instruction and Examination shall be English.

14.0 The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

15.0 However, in clause 10 it is subject to the provision that any changes if notified Through Regulation by the Central Council for Homoeopathy, the provision of the above clause shall be modified to the extent.

#### 16.0 Legal Jurisdiction

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

17.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice – Chancellor shall be final.

**ORDINANCE No. 50, of 2018****BACHELOR OF SCIENCE (FASHION DESIGN)****1.0 OBJECTIVES:**

The Bachelor of Science (Fashion Design) Degree Programme shall be of three years of Study. The first, second and third year will be identified as B.Sc. (Fashion Design) first, second & third year respectively (Total Six Semesters).

**2.0 ELIGIBILITY**

A candidate who has passed 12th class under 10+2 pattern in any discipline or any other equivalent examination of any recognised Board or University shall be eligible for admission.

**3.0 DURATION OF PROGRAMME:**

The duration of the B.Sc. (Fashion Design) degree programme will be of three years and six semesters.

**3.0 MODE OF INSTRUCTION**

The mode of instruction is given in English and Hindi.

**4.0 SCHEME OF EXAMINATION**

The scope of studies in different papers shall be such as is prescribed by the Academic Council of University from time to time in due course.

**5.0 PASS PERCENTAGE AND DIVISION**

The final result will be declared on the basis of the combined marks obtained in the first, second and third year (Aggregate marks obtained in all Six Semesters). The student secure less than 40% marks in final result will be declared as a fail and the successful candidates will be classified as follows:

- First Division : 60% or more marks.
- Second Division : Greater than or equal to 50% but less than 60% marks.
- Third Division : Greater than or equal to 40% but less than 50% marks.



**6.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 7.0 Not with understanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 51, of 2018**  
**DIPLOMA IN FASHION DESIGNING**

- 1.0 The diploma in Fashion Designing (DFD) shall be a full time one year programme of teaching and learning for women only. Programme of teaching and learning for DFD shall be a self-financing programme.
- 2.0 Only those candidate shall be eligible to apply for admission to the course who have secured 45% marks at the Intermediate examination under 10+2 pattern. The mode of entrance to the Diploma Course shall be through an Admission Test, conducted by the University or by merit of qualifying marks. The nature and scope and other necessary details of the admission test and rules of admission shall be such as may be decided and notified by the University from time to time. Reservations and other relaxations shall be as per UGC guidelines and State Government norms wherever applicable. There shall not be any relaxation in the course fee.
- 3.0 The scheme of examination and studies in various subjects for DFD programme will be as prescribed by the DFD Academic Programme Committee and approved by the Academic Council or its Standing Committee from time to time.
- 4.0 The Academic Programme Committee of the DFD shall consist of the Vice-Chancellor as the Chairman, two subject experts nominated by the Vice-Chancellor, Head of the Computer Science Department of the University and the Professor in Charge DFD as Member-Secretary. English/Hindi shall be the medium of the test instruction and the examinations.
- 5.0 The Syllabus of DFD Programme designed by Board of Studies of Sardar Patel University Balaghat (M.P.).
- 6.0 In order to pass the DFD programme a candidate must obtain a minimum of 50% in each sessional, 36% mar of aggregate in theory and 40% in each practical. Candidate obtaining

60% and above in aggregate shall be declared as passed in first division. Those obtaining between 48% and 59% in aggregate shall be declared as passed in second division. Those who fail in one subject only will be given a certificate of course participation.

**7.0** All the candidates will have to submit a Designer's Profile Report as part of Fashion Designing Project and a Marketing Research Report as part of Marketing Management Project. The candidates will have to appear in viva-voce tests as part of Fashion Designing and Marketing Management Projects. As per the University norm.

**8.0** A minimum of 75% of the attendance for lectures and practicals in the department/programme shall be necessary to be eligible to appear in the final examination.

**9.0** Matters not provided for in this ordinance shall be governed by the orders passed by the Vice-Chancellor on a reference made to him/her by the Administrative Council of the course constituted under the provisions of the Sardar Patel University Balaghat.

**10.0 ADMISSION PROCESSES:**

Admissions are done at institutional level According to merit and the reservation rules are followed as per Norms of the Government.

**11.0 CANCELLATION OF ADMISSION:**

In case of Producing false documents and non payment of the fees, the admission will be cancelled.

**12.0 FEES:**

To be decided by University.

**13.0 ATTENDANCE:**

Has attended not less than 75% of the total classes held in each theory/lab/seminar/dissertation etc. This requirement shall be fulfilled separately for each subject of study. A deficiency up to 10% may be condoned by the Chairman of the Department. A further condonation of 5% in attendance may be allowed in severe/compassionate circumstances by the Vice-Chancellor. However it may not be treated as a matter of right by the students. (In case a student fails to fulfill the necessary requirement of the

attendance in any subject(s) in any semester, he/ she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)

#### **14.0 STANDARD OF PASSING / DIVISION:**

Candidates who have passed all the examination of DFTD the course shall be awarded divisions in accordance with the total aggregate marks secured by them in all the semester examinations taken together.

First Division with Distinction	:	75% and above
First Division	:	60% and above but less than 75%
Second Division	:	50% and above but less than 60%
Pass Division	:	40% and above but less than 50%

#### **15.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 16.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 52, of 2018**  
**BASIC B.Sc. (NURSING) 4 YEAR DEGREE COURSE**

**1.0 AIMS & OBJECTIVES**

**1.1 AIMS**

The aims of the undergraduate nursing program are to:

- 1.1.1 Prepare graduates to assume responsibilities as professional, competent nurses and midwives in providing primitive, preventive, curative, and rehabilitative service.
- 1.1.2 Prepare nurse, who can make independent decisions in nursing situations, protect the right of and facilitate individuals and groups in pursuit of health, function in the hospital, community-nursing services, and conduct research studies in the areas of nursing practice. They are also expected to assume the role of teacher, supervisor, and manager in a clinical/public health setting.
- 1.1.3 **OBJECTIVES**  
On completion of the four year B.Sc. Nursing program the graduate will be able to:
- 1.1.4 Apply knowledge from physical, biological and behavioral sciences, medicine including alternative systems and nursing in providing nursing care to individuals, families and communities.
- 1.1.5 Demonstrate understanding of life style and other factors, which affect health of individuals and groups.
- 1.1.6 Provide nursing care based on steps of nursing process in collaboration with the individuals and groups.
- 1.1.7 Demonstrate critical thinking skill in making decisions in all situations in order to provide quality care.
- 1.1.8 Utilize the latest trends and technology in providing health care.
- 1.1.9 Provide primitive preventive and restorative health services in line with the national health policies and programmes.
- 1.1.10 Practice within the framework of code of ethics and professional conduct, and acceptable standards of practice within the legal boundaries.

- 1.1.11 Communicate effectively with individuals and groups, and members of the health team in order to promote effective interpersonal relationships and teamwork.
- 1.1.12 Demonstrate skills in teaching to individuals and groups in clinical/community health settings.
- 1.1.13 Participate effectively as members of the health team in health care delivery system.
- 1.1.14 Demonstrate leadership and managerial skills in clinical/community health settings.
- 1.1.15 Conduct need based research studies in various settings utilize the research findings to improve the quality of care.
- 1.1.16 Demonstrate awareness, interest, and contribute towards advancement of self and of the profession.

## 2.0 COURSE STRUCTURE:-

The degree in Nursing of four years course shall be designated as Basic Bachelor of Science in nursing in Short Basic B.Sc. (Nursing)

- 2.1 The duration of B.Sc. (N) course shall extend over a period of four years consisting named below:

- i. Basic B.Sc. (N) First Year
- ii. Basic B.Sc. (N) Second Year
- iii. Basic B.Sc. (N) Third Year
- iv. Basic B.Sc. (N) Fourth Year including internship.

## 3.0 ACADEMIC QUALIFICATION FOR ADMISSION

- 3.1 Admission to the B.Sc. (N) course shall be made in accordance to the Norms of Indian Nursing Council.

- 3.2 The minimum educational requirement shall be the passing of Higher Secondary School Certificate Examination (10+2) with PCBE

OR

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

OR

An equivalent with 12 years schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks (PCBE).

OR

Students appearing in 10+2 examination in Science conducted by National Institute of Open School with 45% marks with PCB

OR

10+2 class passed with Science (PCB) & English Core/English Elective with aggregate of 45% marks from recognized board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board.

#### 4.0 CRITERIA FOR SELECTION

- 4.1 The candidate who fulfill the aforesaid academic qualification for admission
- 4.2 The minimum age shall be 17 years completed on or before Dec 31<sup>st</sup> of the year of Admission.
- 4.3 The admission in B.Sc. (N) 1<sup>st</sup> year shall be based on the merit in the common entrance test or qualifying examination.
- 4.4 Candidate shall be medically fit.

#### 5.0 COURSE DURATION

- 5.1 The duration of B.Sc. (Nursing) course shall be four years including internship.
- 5.2 The duration of each academic year of B.Sc. (Nursing) I, II, III, IV years shall be not less than 10 month.
- 5.3 The maximum period to complete the course successfully should not exceed 8 years from the date of admission.

#### 6.0 COURSE COMMENCEMENT

- 6.1 The commencement of B.Sc. (N) 1<sup>st</sup> year shall start during the period of ~~July/August~~ <sup>October</sup> of every year as per INC Norms.
- 6.2 Vacation shall be granted to the student as per Indian Nursing Council guideline.
- 6.3 The subject to be studied in different academic year of B.Sc. (N) shall be as per scheme given as in subsequent sequence.

#### 7.0 SYLLABUS:

Syllabus of the course of B.Sc. (N) will be as per guidelines of Indian Nursing Council and as approved by the Board of Studies/Academic Council.

**8.0 SCHEME OF EXAMINATION:-**

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

**B.Sc (N) First Year**

Subject		Assessment			
Paper No	Theory	Hours	Internal	External	Total
1	Anatomy & Physiology	3	25	75	100
2	Nutrition & Biochemistry	3	25	75	100
3	Nursing Foundation	3	25	75	100
4	Psychology	3	25	75	100
5	Microbiology	3	25	75	100
6	English	3	25	75	100
7	Introduction to Computers	-	25	75	100
Practical No.	Practical and Viva Vice				
-1	Nursing Foundations	-	100	100	200

**B.Sc. (N) Second Year**

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
8	Sociology	3	25	75	100
9	Medical Surgical Nursing (Adult including geriatrics)-I	3	25	75	100
10	Pharmacology, Pathology & Genetics	3	25	75	100
11	Community Health Nursing-I	3	25	75	100
12	Communication and Educational Technology	3	25	75	100
Practical No.	Practical and Viva Vice				
2	Medical- surgical Nursing (Adult including geriatrics)-I		100	100	200



**8.0 SCHEME OF EXAMINATION:-**

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

**B.Sc (N) First Year**

Subject		Assessment			
Paper No	Theory	Hours	Internal	External	Total
1	Anatomy & Physiology	3	25	75	100
2	Nutrition & Biochemistry	3	25	75	100
3	Nursing Foundation	3	25	75	100
4	Psychology	3	25	75	100
5	Microbiology	3	25	75	100
6	English	3	25	75	100
7	Introduction to Computers	-	25	75	100
Practical No.	Practical and Viva Vice				
1	Nursing Foundations	-	100	100	200

**B.Sc. (N) Second Year**

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
8	Sociology	3	25	75	100
9	Medical Surgical Nursing (Adult including geriatrics)-I	3	25	75	100
10	Pharmacology, Pathology & Genetics	3	25	75	100
11	Community Health Nursing-I	3	25	75	100
12	Communication and Educational Technology	3	25	75	100
Practical No.	Practical and Viva Vice				
2	Medical- surgical Nursing (Adult including geriatrics)-I		100	100	200

**B.Sc. (N) Third Year**

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
13	Medical Surgical Nursing (Adult including geriatrics)-II	3	25	75	100
14	Child Health Nursing	3	25	75	100
15	Mental Health Nursing	3	25	75	100
Practical No.	Practical and Viva Vice				
3	Medical – Surgical Nursing (Adult including geriatrics)-I I		50	50	100
4	Child Health Nursing		50	50	100
5	Mental Health Nursing		50	50	100

**B.Sc. (N) Fourt Year**

Subject		Assessment			
Paper No.	Theory	Hours	Internal	External	Total
16	Midwifery and Obstetrical Nursing	3	25	75	100
17	Community Health Nursing-II	3	25	75	100
18	Nursing Research & Statistics	3	25	75	100
19	Management and Nursing	3	25	75	100
Practical No.	Practical and Viva Vice				
6	Midwifery and Obstetrical Nursing		50	50	100
7	Community Health Nursing		50	50	100

**8.2 UNIVERSITY EXAMINATION**

8.2.1 There shall be one Annual University Examination at the end of each academic year.

8.2.2 There shall be provision for supplementary examination.

8.2.3 The University examination for theory subject shall be out of 75 marks.

8.2.4 The University Examination marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing –I (Practical and viva voce paper II) shall be out of 100 marks.

- 8.2.5 The University Examination marks for Medical Surgical Nursing –II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V), Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and Community Health Nursing (practical and viva voce paper VII) shall be out of 50 Marks.
- 8.2.6 Anatomy and physiology –Question paper will consist of Section A Anatomy of 37 marks and Section B physiology should be of 38 marks.
- 8.2.7 Nutrition and Biochemisty- Question paper will consist of Section A Nutrition of 45 marks and Section B Biochemistry of 30 Marks.
- 8.2.8 Pharmacology, Pathology and Genetics : Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics With 12 marks
- 8.2.9 Nursing Research & Statistics- Nursing Research Should be of 50 Marks and Statistics of 25 Marks.
- 8.2.10 Minimum pass marks shall be 40 % for English only.
- 8.2.11 Theory and Practical exams for Introduction to Computer will be conducted as Collage exam and marks to be sent to University for inclusion in the marks sheet.
- 8.2.12 Maximum number of candidate for practical examination should not exceed 20 per day.
- 8.2.13 All practical examinations must be held in the respective clinical areas.
- 8.2.14 Fourth year final examination to be held only after completion of internship.
- 8.3 INTERNAL EXAMINATION:-**
- 8.3.1 The assessment of academic growth of the student shall be done on the basis of three term examination and one Pre University Examination for theory and practical subjects.
- 8.3.2 The internal assessment marks for the theory subjects shall be out of 25 marks.
- 8.3.3 The internal assessment marks for the practical subjects shall be awarded on the basis of evaluation of performance of the student in the specific area/ field.
- 8.3.4 The internal assessment marks for Nursing Foundation (Practical & viva voce Paper I) & Medical Surgical Nursing-I (Practical and viva voce paper II) shall be out of 100 marks.
- 8.3.5 The internal assessment marks for medical Surgical Nursing (Adult including geriatrics)-II (Practical and viva voce paper III), Child Health Nursing (Practical and viva voce paper IV), Mental Health Nursing (Practical and viva voce paper V),  
n / Midwifery and Obstetrical Nursing (Practical and viva voce paper VI) and

Community Health Nursing (practical ns viva voce paper VII) shall be out of 50 Marks.

**SUPPLEMENTARY EXAMINATION:-**

- 8.4.1 There will be only one mid-session Supplementary Examination held by the University ordinarily held in the month of September/October, However those who fail in supplementary exam they will appear in main exam.
- 8.4.2 The first year students will have to clear all first year subjects in a maximum limit of 4 attempts, after which they will not be allowed to continue their Basic B.Sc. (N) Course if, candidate fails in 4<sup>th</sup> attempt of 1<sup>st</sup> year.
- 8.4.3 Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1<sup>st</sup> year subjects.
- 8.4.4 If a first year candidate fails in midsession supplementary papers, candidates will be given an opportunity to appear in the main examination of 2<sup>nd</sup> year provisionally along with the backlog of last year subjects.
- 8.4.5 If a candidate fails in backlog subjects of the 1<sup>st</sup> year, the result of 2<sup>nd</sup> year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat her backlog subjects of 1<sup>st</sup> year in next midsession supplementary examination.
- 8.4.6 A candidate, who appears in 2<sup>nd</sup> year main examination and fails in any of the subjects will be permitted to appear in midsession supplementary examination and there after provisionally along with failed 2<sup>nd</sup> year subject, but if any candidates fails in 2<sup>nd</sup> year subject the candidates 3<sup>rd</sup> year result will be automatically cancelled. The same ruling will apply for the IV<sup>th</sup> year students also.
- 8.4.7 Only failed subjects will have to be repeated in midsession supplementary or Supplementary Examination with the main annual examination.
- 8.4.8 The marks obtained by the candidate in the subjects passed in Supplementary Examination or additional attempts shall be taken into account as pass in the examination.

**9.0 CRITERIA FOR PASSING**

- 9.1 A Candidate has to pass in theory and practical exam separately in each of the paper.
- 9.2 A Candidate failing in more than two subjects will not be promoted to the next academic year.
- 9.3 Minimum pass marks shall be 50% in each of the theory and practical papers separately.
- 9.4 Minimum pass marks shall be 45% for Introduction to Computer.
- 9.5 If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
- 9.6 Maximum number of attempts permitted for each paper shall be three including first attempt.

**10.0 DIVISION & MERIT:-**

- 10.1 Distinction :- 75% and above in any subject (First attempt only).
- 10.2 First Division :- 60% and above in the aggregate of marks in all main subject.
- 10.3 Second Division :- Less than 60% in the aggregate of marks in all main subjects.
- 10.4 Pass Class :- Shall be awarded to the candidate passing with supplementary or more than one attempt.

**11.0 ATTENDANCE:-**

- 11.1 A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory in each subject for appearing for examination.
- 11.2 A candidate must have 100% attendance in each of the practical area before award of degree.

**12.0 APPOINTMENT OF EXAMINER / QUESTION PAPER SETTER:-**

The appointment of examiner for the theory and practical examination shall be based on following rules.

- 12.1 Question paper setter/moderator/head evaluator shall be Professor, Associate professor or Lecturer with an experience of minimum 3 year teaching experience working in any nursing institute conducting nursing course can be appointed.

**12.2 PRACTICAL EXAMINER:-**

12.2.1 One internal and one external examiner should jointly conduct practical examination for each student.

12.2.2 An examiner should be a lecturer or above in a college of nursing with M.Sc (N) in concerned subject and minimum of 3 years of teaching experience. To be an examiner for Nursing Foundations course faculty having M.Sc (N) with any specialty shall be considered.

**13.0 REVALUATION /RE-TOTALING:-**

13.1 Revaluation and re-totaling of marks is permitted for theory papers only. The University, on receipt of application within the stipulated time and remittance of a prescribed fee, shall permit a recounting of marks and/or revaluation for the subjects(s) applied.

13.2 The result after revaluation/re-totaling shall be declared as per prevailing revaluation/re-totaling rules and regulation of the Sardar Patel University, Balaghat, Madhya Pradesh.

**14.0 CANCELLATION OF ADMISSION**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of Institution, if;

14.1 Candidate is not found qualified as per INC/State Government norms and guidelines or the eligibility criteria prescribed by the University.

**OR**

14.2 Candidate is not able to complete the course within the stipulated time as prescribed in ordinance no. 5.3. **OR**

14.3 Candidate is found involved in serious breach of discipline in the Institution or in the University campus.

**15.0 SCHEME OF STUDIES:-**

The subject to study in different academic year of B.Sc. (N) shall be as per the scheme given in subsequent sections.

**(a) ANNUAL SCHEDULE OF STUDIES :-**

1. Weeks available per year	= 52 weeks
2. Vacation	= 8 weeks
3. Gazetted holidays	= 3 weeks
4. Examination (Including preparatory)	= 4 weeks
5. Available weeks	= 37 weeks /

6. Hours per week	= 40 Hours
7. Practical	= 30 hours per wk (5x6=30)
8. Theory	= 10 hours per wk (2x5=10)
9. Internship	= 48 hours per wk (8x6=48)
10. Hours Available per academic year	=1480 (37wk x 40 hours)

## (b) DISTRIBUTION OF HOURS

## FIRST YEAR :-

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
English	60		
Anatomy	60		
Physiology	60		
Nutrition	60		
Biochemistry	30		
Nursing Foundations	265+200	450	
Psychology	60		
Microbiology	60		
Introd. to Computer	60		
**Hindi/Regional	30		
language Library			
work/Self Study Co-			
curricular Activities			50
Total Hours			50
Total hours =1480 Hrs.	930	450	100
** (Optional)			

## SECOND YEAR:-

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Sociology	60		
2-Pharmacology	45		
3-Pathology	30		
4-Genetics	15		
5-Medical Surgical	210	720	
Nursing I (Adult			
including Geriatrics)			
6-Community Health	90	135	
Nursing-I			

7Comm. And Edu.	60+30		
8-Library Work/self Study			50
9-Co-curricular activities			35
	540	855	85
Total hours=1480 hrs			

**THIRD YEAR**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Medical-Surgical Nursing-II(Adult including Geriatrics)	120	270	
2-Child Health Nursing	90	270	
3-Mental Health Nursing	90	270	
4-Midwifery and Obstetrical Nursing	90	180	
5-Library work/self Study			50
6-Co-curricular activities			50
Total Hours	390	990	100

**FOURTH YEAR:-**

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
1-Midwifery and Obstetrical Nursing		180	
2-Community Health Nursing-II	90	135	
3-Nursing Research & Statistics	45		
4-Management of Nursing Services	60+30		
	225	315	
Total Hours			
Total hours=540 hrs			

Note: - Project Work to be Carried Out during Internship



**INTERNSHIP (INTEGRATED PRACTICE) Practical Hrs. 30 Hrs. /WK**

Subject	Theory	Practical	In weeks
Midwifery and Obstetrical Nursing	-	240	5
Community Health Nursing -II	-	195	4
Medical Surgical Nursing (Adult and Geriatric)	-	430	9
Child Health Nursing	-	145	3
Mental Health Nursing	-	95	2
Research Project	-	45	1
<b>Total Hours</b>	-	<b>1150</b>	<b>24</b>

**Total hours = 1690 hrs**

**Note:-**

1. Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
2. Internship should be carried out as 8 hours per day @ 48 hours per week.
3. Students during internship will be supervised by nursing teacher.
4. Fourth year final examination to be held only after completing internship.

**16.0 REGISTRATION**

After Successful completion of the said course as per the rules & regulation, registration is provided by State Nursing Council.

- 17.0** The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**18.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 19.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 53, of 2018****GENERAL NURSING & MIDWIFERY (GNM) PROGRAMME****1.0. DURATION OF THE COURSE:**

- i. The duration of the course shall be three and half years with Internship.
- ii. Maximum period to complete the course successfully should not exceed 06 years from the date of admission.

**2.0 ADMISSION TO THE COURSE:**

Admission to the GNM course shall be made in accordance to the Norms of Indian Nursing Council.

**3.0 ADMISSION SCHEDULE AND RECEIPT OF FEES:**

The admission schedule including last date for the receipt of admission forms and fees shall be fixed by the University from time to time.

**4.0 ELIGIBILITY FOR ADMISSION:**

The eligibility criteria for admission shall be as under:

- i. Minimum age for admission will be 17 years.
- ii. Minimum education:
  - a. 10+2 class passed preferably Science (PCB) & English with aggregate of 40% marks
  - b. 10+2 in Arts (Mathematics, Biotechnology, Economics, Political Science, History, Geography, Business Studies, Accountancy, Home Science, Sociology, Psychology, Philosophy) and English Elective or Health care Science- Vocational stream ONLY, passing out from recognized Board under AISSCE/CBSE/ICSE/SSCE/HSCE or other equivalent Board.
  - c. 10+2 vocational ANM under CBSE Board or other equivalent board from the school and recognized by Indian Nursing Council.
  - d. Registered as ANM with State Nursing Registration Council.
- iii. Student shall be medically fit.
- iv. Students qualified in 10+2 Arts or Science examination, or Health care Science- Vocational stream only conducted by National Institute of Open School.

- v. Student shall be admitted once in a year.

**5.0 CRITERIA FOR SELECTION:**

- 5.1 The candidate who fulfill the aforesaid academic qualification for admission.
- 5.2 Admission shall be based on merit of qualifying examination.
- 5.3 Candidate shall be medically fit
- 5.4 There shall be no upper age limit-for admission for trained Registered nurses.

**6.0 COURSE COMMENCEMENT:**

- 6.1 The commencement of first year GNM shall start during the period of <sup>October</sup> ~~July/August~~ of every year.
- 6.2 Vacation shall be granted to the student as per Indian Nursing Council guideline.
- 6.3 The subject to be studied in different academic year of GNM shall be as per scheme given as in subsequent section.

**7.0 SYLLABUS:**

Syllabus of the course of GNM will be as per guidelines of Indian Nursing Council and as approved by the Board of Studies/Academic Council.

**8.0 CLINICAL POSTINGS:**

Clinical postings will be according to master rotation plan in different clinical areas of hospital & community.

**9.0 EXAMINATIONS:**

- 9.1 The examinations shall be held as per Scheme of Examinations as approved by the Board of Studies/Academic Council of the University. The medium of instruction and examination shall be English/ Hindi throughout the course of study.
- 9.1.1 There shall be one annual University Examination at the end of each academic year in the month of June/July.
- 9.1.2 The external Examination for practical subject shall be as per the scheme of Examination
- 9.1.3 A minimum of 50% marks in theory and practical is required to clear the Examination.
- 9.1.4 A Candidate has to secure minimum of 33% in English (qualify examination). The obtained marks shall be not be added in grand total.
- 9.1.5 Maximum number of students for practical examination should not exceed beyond 15-20 per day.
- 9.1.6 All practical examinations must be held in the respective clinical areas.
- 9.1.7 The duration of theory examinations shall be Three hours.

9.1.8 If a candidate fails in any number of subjects in main examination, he/she will be considered as supplementary candidate in subsequent examination.

## 9.2 SUPPLEMENTARY EXAMINATION:

There will be only one mid-session Supplementary Examination by the University generally held in the month of September / October of each year. However those who clear the supplementary exam will appear in the main exam.

## 9.3 INTERNAL EXAMINATION:

9.3.1 The assessment of academic growth of the students shall be done continuously and on day to day basis.

9.3.2 Internal assessment marks shall be on the basis of two term examination and one pre-university examination, class tests, theory and practical assignment and clinical performance.

9.3.3 The internal assessment marks for the theory subjects shall be out of 25 marks.

9.3.4 The internal assessment marks for the practical shall be out of 50 marks.

9.3.5 A candidate has to secure minimum of 50% marks in internal examination for qualifying/appearing in the external examination.

9.3.6 In case a candidate fails in any subjects there shall be provision of improvement in internal assessment marks and those marks will be considered in subsequent examinations.

## 10.0 CRITERIA FOR PASSING:

10.1 A Candidate has to pass in theory and practical exam separately in each subject.

10.2 Minimum passing marks shall be 50% in each of the theory (i.e. internal assessment and university examination taken together) and practical (i.e. internal assessment and university examination taken together) papers separately.

10.3 A candidate has to secure minimum of 33% in qualifying subject (English) for passing.

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

10.5 A Candidate failing in any number of subjects will be promoted to the next year but the duration of completion shall not exceed then 6 years.

10.6 Grace marks up to a maximum of 5 marks may be awarded to students who have fail in two Subjects but passed in all other subjects.

## 11.0 DIVISION & MERIT

- Distinction : 75% and above in any subject (First attempt only)
- First Division : 60% and above in the aggregate of marks of all main subject.

- Second Division : 50% and above but less than 60% in the aggregate of Marks of all main subjects.
- Pass : Shall be awarded to the candidate passing with Supplementary or more than one attempt

**12.0 SETTING OF QUESTION PAPERS:**

The examiner(s) will set the question papers as per criteria laid down in the Scheme of Examinations as approved by the Board of Studies/Academic Council of the University.

**13.0 ELIGIBILITY TO APPEAR IN THE EXAMINATIONS:**

The following regular students shall be eligible to appear in the examination:

- i. The student should bear a good moral character.
- ii. The student must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical of the each subject for appearing in the examination.
- iii. The student must have 100% attendance in each of the practical areas before award of Diploma in GNM.
- iv. The student must secure at least 50% marks of the total marks fixed for internal assessment in Each subject, separately.

**14.0 REGISTRATION**

After Successful completion of the said course as per the rules & regulation, registration is provided by State Nursing Council.

- 15.0** The Reservation to SC/ST/OBC/PWD candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**16.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 17.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 54, of 2018****DIPLOMA IN PHARMACY (D. PHARM) 2 YEAR DIPLOMA COURSE**

This ordinance shall be applicable to candidate admitted for Diploma in Pharmacy (D. Pharm) as per rule 91 of pharmacy council of India.

**1.0 ELIGIBILITY FOR ADMISSION-**

Pass in any of the following examinations with Physics, Chemistry and Biology or Mathematics with 35%

- Intermediate examination in Science;
- The first year of the three year degree course in Science,
- 10+2 examination (academic stream) in Science;
- Pre-degree examination;
- Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examination.

Provided that there shall be reservation of seats for Scheduled Caste and Scheduled Tribes candidates in accordance with the instructions issued by the Central Govt. /State Govts./Union Territory Admns. as the case may be from time to time.

**2.0 DURTION OF THE COURSE-**

With each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months. The duration of the curses shall be for two academic years.

**3.0 ADMISSION OF CANDIDATES –**

The diploma in pharmacy part-I shall be made in order of merit on previous qualify exam or by 'pre-pharmacy test' conducted in accordance with the scheme of examinations and syllabus laid-down by the university.

**4.0 FEES**

As per statue no.25

**5.0 COURSE OF STUDY**

The course of study for Diploma in Pharmacy Part-I and Diploma in Pharmacy Part-II shall include the subjects as given in the Tables I & II below. The number of hour devoted to each subject for its teaching in Theory and Practical, shall not be less than that noted against it in columns 2 and 3 of the Tables below:-

**TABLE-I**  
**Diploma in Pharmacy (Part- I)**

Subject	No. of hours of theory	No. of hours of Practical
Pharmaceutics-I	75	100
Pharmaceutical Chemistry-I	75	75
Pharmacognosy	75	75
Biochemistry & Clinical Pathology	50	75
Human Anatomy & Physiology	75	50
Health Education & Community Pharmacy	50	-
	400 +	375 = 775

TABLE-II

## Diploma in Pharmacy (Part-II)

Subject	No. of hours of Theory	No. of hours of Practical
Pharmaceutics-II	75	100
Pharmaceutical Chemistry-II	100	75
Pharmacology & Toxicology	75	50
Pharmaceutical Jurisprudence	50	-
Drug Store and Business Management	75	-
Hospital and Clinical Pharmacy	75	50
	450	+275 = 725

**6.0 PRACTICAL TRAINING:**

Board / university or other examination body or any other course accepted as being by the pharmacy council of India, a candidate shall be eligible to undergo practical training in one or more the following institutions namely:

Hospital / dispensaries run by central state government /Municipal corporations / central government health scheme and employee's state insurance scheme. A pharmacy, chemist and druggist licensed under the drugs and cosmetics rules of state/ govt. of India.

**7.0 MODE OF EXAMINATIONS:**

- (a) Each theory and practical examination in the subject mentioned shall be of three hours duration. A candidate who fails in theory or practical examination shall reappear in such theory or practical paper(s) as the case may be. Practical examination shall also consist of viva (oral) examination.

**(b) Award of Sessional marks and maintenance of records:-**

A regular record of both theory and practical class work and examination conducted in an institution imparting training for diploma in pharmacy part-I and diploma in pharmacy part-II courses, shall be maintained for each student in the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as Sessional.

There shall be at least three periodic Sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of



calculating Sessional marks.

The sectionals marks in the practical shall be allotted on the following basis:

Actual performance in the Sessional examination 10

Day to day assessment in the practical class work 10

**(c) Minimum marks for passing the examination:**

A student shall not be declared to have passed diploma in pharmacy examination unless he/she secures at least 40% marks in each of the subject separately in theory examination, including Sessional marks and at least 40% marks in each of the practical examination including Sessional marks. The candidates securing 60% marks or above in aggregate in all subject in a single attempt at the diploma in pharmacy (part -I) or diploma in pharmacy (part-II) examination shall be declared to have passed in the first class the diploma in pharmacy (part-I) of diploma in pharmacy (part-II) examination, as the case may be. Candidates securing 75% marks or above in any subject or subjects provided he /she passes in all subjects in single attempts, will be given distinction in that subjects(s).

**(d) Eligibility for promotion to diploma in pharmacy (pt. II):**

All candidates who have appeared for all the subjects and passed the diploma in pharmacy part-I class. However failure in more than two subjects (each Theory paper or practical examination shall be considered as a subject) shall debar him/her from promotion to the diploma in pharmacy part-II class. Such candidates shall be examined in the failing subjects only at subsequent.

**(e) Improvement of Sessional marks:**

candidates who wish to improve sessional marks can do so by appearing in two additional sessional during the next year academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day to day assessment in the practical class, cannot be improved unless he/she attends regular course of study again.

**(f) Certificate of passing examination for diploma in pharmacy (part-II):**

certificate of having passes the examination for the diploma in pharmacy part-II shall be granted by the examining Authority to a successful student.

**(g) Certificate of diploma in pharmacy:**

A certificate of diploma in pharmacy shall be granted by the examining Authority to successful candidate on producing certificate of having passed the diploma in pharmacy part-I and part-II and satisfactory completion of practical training for the diploma in pharmacy (part-III).

- (h)** The chairman and at least one expert member of examining committee of the examining Authority concerned with appointment of examiner and conduct, of pharmacy examination should be persons possessing pharmacy Qualifications.

**8.0 REGARDING EXAMINATION ATTENDANCE**

As per Ordinance No.4 of the university for this purpose.

- 9.0** The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 11.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice –Chancellor shall be final.

**ORDINANCE No. 55, of 2018****BACHELOR OF PHARMACY (4 YEAR DEGREE COURSE)**

This ordinance shall be applicable to candidate admitted for Bachelor of Pharmacy (B.Pharm.) degree and shall be governed by rules & guidelines of pharmacy council of India.

1.0 The first degree in Pharmacy of four-year (Eight semesters) course, hereinafter called 4-YDC, shall be designated as Bachelor of Pharmacy (B.Pharm.) degree.

**2.0 · ADMISSION**

2.1 The minimum qualification for admission to the first year B.Pharm. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics/ Biology securing minimum 45% marks ( 5% will be relaxed for SC/ ST/ other categories) conducted by M.P. Board of secondary Education or an equivalent examination from a recognized Board/ University.

2.2 Any other qualification approved by the Pharmacy Council of India as equivalent to any of the above examinations. Provided that a student should complete the age of 17 years on or before 31st December of the year of admission to the course.

2.3 Provided that there shall be reservation of seats for the students belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes in accordance with the instructions issued by the Central Government/State Government/Union Territory Administration as the case may be from time to time.

**2.4 B. Pharm lateral entry (to second year/third semester) –**

a pass in D. Pharm course from an institution approved by the Pharmacy Council of India under section 12 of the Pharmacy Act. Minimum qualification for direct admission to second year of B. Pharm. Shall be 45% marks in Diploma in Pharmacy from any institution approved by the Pharmacy Council of India (PCI) and as per prevalent norms of government of Madhya Pradesh. Justification- B.Sc. student cannot admit directly into B.Pharm. II year.

2.5 Non-Resident Indian (NRI) candidates shall also be eligible for admission to B.Pharm. in accordance with directives to the Government of Madhya Pradesh, provided by the satisfy the criterion of clause 2.1.

2.6 The admission to Pharmacy course shall be governed by the rules of the Technical Education and Training Department, Government of Madhya Pradesh, Bhopal and/ or any other competent authority of State government of Madhya Pradesh.

2.7 The admission procedure will be as per decision of Board of Management of University.

2.8 The fees of the course shall be decided by board management & under of seats will be as per statute 25.

### **3.0 EXAMINATIONS-PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES DIVISION AND CONDONATION OF DEFICIENCIES.**

As per Ordinance No 4.

#### **3.1 EXAMINATION. –**

1. There shall be an examination at the end of each academic year/semester of B.Pharm.
2. Each examination may be held twice every year namely regular and supplementary examination.
3. The examinations shall be having written and practical (including oral nature) carrying maximum marks for each part as may be prescribed by the Pharmacy Council of India from time to time.

#### **3.2 ELIGIBILITY FOR APPEARING EXAMINATION:-**

Only such students who produce certificate from the Head of the Institution in which he or she has undergone the course of study by attending not less than 80% of the classes held both in theory and practicals separately in each subject shall be eligible for appearing at examination.

#### **3.4 MODE OF EXAMINATIONS:-**

- (1) Theory examination shall be of three hours and practical examination shall be of four hours duration.
- (2) A candidate who fails in theory or practical examination of a subject shall re-appear in theory or practical as the case may be.

- (3) Practical examination shall also consist of a viva –voce (Oral) examination.

### 3.5 AWARD OF SESSIONAL MARKS AND MAINTENANCE OF RECORDS:-

- (1) A regular record of both theory and practical class work and examinations conducted in an institution imparting training for B. Pharm course, shall be maintained for each student in the institution and 25 marks for each theory and 25 marks for each practical subject shall be allotted as sessional marks.
- (2) There shall be at least three periodic sessional examinations during each academic year and the highest aggregate of any two performances shall form the basis of calculating sessional marks.
- (3) The sessional marks in practicals shall be allotted on the following basis:-
  - (i) Actual performance in the sessional examination (15 marks);
  - (ii) Day to day assessment in the practical class work, promptness, viva-voce, record maintenance, etc. (10 marks).

### 3.6 MINIMUM MARKS FOR PASSING EXAMINATION:-

A student shall not be declared to have passed examination unless he or she secures at least 50% marks in each of the subjects separately in the theory and practical examinations, including sessional marks. The students securing 60% marks or above in aggregate in all subjects in a single attempt at B. Pharm shall be declared to have passed in the First Class. Students securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he / she passes in all the subjects in a single attempt.

### 3.7 ELIGIBILITY FOR THE PROMOTION TO THE NEXT YEAR. –

All the students who have appeared for all the subjects and passed the First year Annual Examination are Eligible for promotion to the second year and so on. However, failure in more than two subjects shall debar him /her from promotion to the next year classes.

### 3.8 APPROVAL OF EXAMINATIONS:-

Examinations mentioned in as per Ordinance No 5. shall be held by the examining authority which shall be approved by the Pharmacy Council of India under sub-section (2) of section 12 of the Pharmacy Act, 1948. Such approval shall be granted only if the

examining authority concerned fulfills the conditions as specified in as per PCI to these regulations.

### **3.9 CERTIFICATE OF PASSING EXAMINATION:-**

Every student who has passed the examinations for the B. Pharm shall be granted a certificate by the examining authority.

### **4.0 DURATION OF COURSE**

- 4.1 The course of study for B.Pharm shall extend over a period of eight semesters (four academic years) and six semesters (three academic years) for lateral entry students. The curricula and syllabi for the program shall be prescribed from time to time by Pharmacy Council of India, New Delhi.
- 4.2 A candidate may provisionally continue to attend next higher year, even if, the result of Qualifying year/ semester has not been declared. However, subsequently if he / she is not able to clear qualifying semester examination, the Candidate cannot claim any right on the, basis of his/ her provisional admission.
- 4.3 The maximum duration of the course shall be eight years. However, for one mercy attempt can be granted by Vice Chancellor which should be not more than one year on satisfactory reasons.

### **5.0 EDUCATIONAL TOUR, PROJET WORK AND PROFESSIONAL TRAINING**

#### **5.1 EDUCATIONAL STUDY TOUR**

For B.Pharm VI semester students an educational study tour to visit important manufacturing organization 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 "Grade point-F" however there shall not be any restriction of minimum pass grade in the Educational Tour.

## 5.2 PROJECT WORK

For B.Pharm VIII semester students a project work shall be compulsory. The project shall be undertaken in any of the areas of pharmaceutical Science. The project shall be made under the supervision and guidance of faculty members(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 supervision and one external examiner.

## 5.3 PROFESSIONAL TRAINING

**5.3.1** The student is required to undergo practical training of 150 hrs either in (A) Pharmacy Practice (Hospital/Community pharmacy) or (B) Pharmaceutical and allied Industries spread over a period of not less than one month during the course of study in B.Pharm VII Sem.

**5.3.2** The viva-voce examination based on the industrial training shall be carried out by board of examiners consisting of:

- |                                    |          |
|------------------------------------|----------|
| I. Head/Principal of the institute | Chairman |
| II. The external examiner          | Member   |
| III. The internal examiner         | Member   |

The marks shall be awarded by the board of Examiners.

## 6.0 MERIT LIST

Final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Pharm. Degree, On the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing, at least first division and passing all semesters in single attempts.

## 7.0 ATTENDENCE

As per Ordinance 3.

**8.0 MEDIUM OF INSTRUCTION AND EXAMINATION**

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

**8.2** The subject to be studied in different semester of bachelor of Pharmacy shall be as per the schemes, approved by board of studies of Sardar Patel University, Balaghat.

**9.0** The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

**11.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice –Chancellor shall be final.



**ORDINANCE No. 56, of 2018****MASTER OF PHARMACY (2 YEAR POST GRADUATE DEGREE COURSE)**

This ordinance is framed as per the norms / guidelines / rules laid down by PCI shall be applicable to candidate admitted for two year master of pharmacy degree course

1.0 The post graduate degree in pharmacy of two year duration shall be designated as M.Pharm.

**2.0 ADMISSION**

- 2.1 Every applicant for admission to first semester of M.Pharm. Shall have passed B.Pharm. Or equivalent examination approved by AICTE/PCI with at least 55% marks in aggregate. Candidates belonging to SC/ST/other categories will get 5% relaxation in qualifying marks.
- 2.2 Applicants possessing valid GPAT score is given preference over to those candidates who do not possess GPAT score.
- 2.3 For sponsored candidates the minimum qualification shall be B. Pharm. With 50% marks and at least two years of experience for sponsored candidates.
- 2.4 The admissions to M.Pharm. Course shall be governed by the rules of the technical Education department of govt. Of Madhya Pradesh, Bhopal and/or any other competent authorized by the state government of Madhya Pradesh for this purpose.
- 2.5 The fees shall be as per decision of board of management of the university as per statute 25.

**3.0 EXAMINATIONS –**

**PROMOTION TO HIGHER SEMESTER AWARD OF CREDITS AND GRADES,  
DIVISION AND CONDONATION OF DEFICIENCIES**

As per ordinance No.4

3.1 The examination for M.Pharm shall be held in accordance with the provisions

contained in these regulations. The examinations shall be organised on the basis of grading or marking system to evaluate and certify candidate's level of knowledge, skill and competence at the end of the training.

**a) FOR M.PHARM (Part-I)**

- i) There shall be an examination for M.Pharm (Part-I) at the end of calendar year. The first examination shall be the annual examination and the second examination shall be supplementary examination.
- ii) The examinations shall be of written and practical (including oral).

**b) FOR M.PHARM (Part-II)**

For M.Pharm (Part-II) the examination shall be an evaluation of dissertation and viva voce at the end of 12 months (one year) after the commencement of M.Pharm (Part-II) course.

**3.2 ELIGIBILITY FOR APPEARING AT EXAMINATION. -**

**3.2.1** Only such students who produce certificate from the Head of the Institution in which he has undergone the M.Pharm (Part-I), in proof of his having regularly and satisfactorily undergone the course of study by attending not less than 80% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at examination. Similarly a candidate who has put in a minimum of 80% of attendance in M.Pharm (Part-II) shall only be eligible to submit the dissertation.

**3.2.2** A student pursuing M.Pharm programme shall study in the concerned department of the institution for the entire period as a full time student. The student is not permitted to work in any laboratory/college/industry/pharmacy etc., while studying M.Pharm Programme except as a part of training programme.

**3.2.3** Each academic session shall be taken as a unit for the purpose of calculating attendance.

**3.2.4** Every student shall attend symposia, seminars, conferences, journal review meetings and lectures during each year as prescribed by the department/college/university and not absent himself without prior permission.

**3.2.5** Any student who fails to complete the course in the manner stated above shall not be permitted to appear for the University examinations.

### 3.3 SCHEME OF EXAMINATIONS –

#### 3.3.1) MODE OF EXAMINATION

- i) Theory examination shall be of three hours and practical examination shall be of six hours duration.
- ii) A student who fails in theory or practical examination of a subject shall re-appear both in theory and practical of the same subject.
- iii) Practical examination shall also consist of a viva –voce (Oral) examination.
- iv) The maximum number of candidates to be examined in clinical / practical and Oral on any day shall not exceed fifteen for M.Pharm examinations.
- v) M.Pharm examinations, in any subject shall consist of Thesis, Theory Papers, and Practical and Oral examinations.

#### 3.3.2) SESSIONAL EXAMINATIONS

- i) There shall be atleast two periodic sessional examinations in each subject of specialization conducted at regular intervals at the end of the first term and second term respectively both in theory and in practical which include seminars.
- ii) The highest aggregate of any two performances shall form the basis of calculating sessional marks.
- iii) The sessional marks shall be awarded out of a maximum of 50 in theory and practical as follows:

#### THEORY

Written Test: 30 marks (average of two)

Seminar: 20 marks

Total: 50 marks

#### PRACTICALS

Practicals Test: 30 marks (average of two)

Lab. Work (Record): 20 marks

Total: 50 marks

- 3.4 A regular record of both theory and practical class work and examinations conducted in an institution imparting training for M.Pharm Programme shall be maintained.

### 3.5 IMPROVEMENT OF SESSIONAL MARKS -

Students who wish to improve sessional marks can do so, by appearing in two additional Sessional examinations during the next academic year. The average score of the two examinations shall be the basis for improved sessional marks in theory. The sessional marks of practicals shall be improved by appearing in additional practical examinations. Marks awarded to a student for day to day assessment in the practical class cannot be improved unless he attends a regular course of study again.

### 3.6 UNIVERSITY EXAMINATION M.PHARM (Part- I)

- (i) There shall be two university examinations annually (Annual & Supplementary).
- (ii) Each theory paper shall be of 3 hours duration carrying 100 marks each.
- (iii) Each practical paper shall be of 6 hours duration carrying 100 marks each.

#### **THEORY**

- (i) There shall be four theory papers.
- (ii) The theory examinations shall be held sufficiently earlier than the Practical examination so that the answer books can be assessed and evaluated before the start of Practical and Oral examination.

#### **PRACTICAL AND ORAL EXAMINATION**

- (i) Practical examination shall be conducted to test the knowledge and competence of the candidates for making valid and relevant observations based on the experimental/Laboratory studies and his ability to perform such studies as are relevant to his subject.
- (ii) The Oral examination shall be thorough and shall aim at assessing the candidate's knowledge and competence about the subject, investigative procedures, technique and other aspects of the specialty, which form a part of the examination.

## THESIS

1. Every candidate shall carry out work on an assigned research project under the guidance of a recognized Postgraduate Teacher, the result of which shall be written up and submitted in the form of a Thesis.
2. Work for writing the Thesis is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, acquaintance with the latest advances in medical science and the manner of identifying and consulting available literature. Thesis shall be submitted at least two months before the theoretical and practical examination.
3. The Thesis shall be examined by a minimum of two examiners; one internal and one external examiner.

### 3.7 MINIMUM MARKS FOR PASSING EXAMINATION

- (i) A student shall not be declared to have passed M.Pharm examination unless he secures at least 50% marks in each of the subject separately in the theory examinations, including sessional marks and at least 50% marks in each of the practical examinations including sessional marks.
- (ii) The students securing 60% marks or above in aggregate in all subjects in a single attempt at the M.Pharm examination shall be declared to have passed in first class.
- (iii) Students securing 75% marks or above in any subject or subjects shall be declared to have passed with distinction in the subject or those subjects provided he passes in all the subjects in a single attempt.

### 3.8 ELIGIBILITY FOR PROMOTION TO M.PHARM (PART-II)

- (i) All students who have appeared for all the subjects and passed the first year annual examination are eligible for promotion to the second year.
- (ii) The student failing in subjects of M.Pharm (Part-I) examination shall be permitted to register for M.Pharm (Part-II) programme. However, such students shall not be permitted to ~~submit the dissertation~~ unless he

completes the M.Pharm (Part-I) examination and passes both in theory and practical at a time together.

### **3.9 APPROVAL OF EXAMINATIONS. –**

Examinations mentioned in as per ordinance No.5 shall be held by the examining authority which shall be approved by the Pharmacy Council of India under sub-section (2) of Section 12 of the Pharmacy Act, 1948. Such approval shall be granted only if the examining authority concerned fulfills the conditions as specified in as per ordinance No.5 to these regulations.

### **3.10 CERTIFICATE OF PASSING EXAMINATION. –**

Every student who has passed the examinations for the M.Pharm (Master of Pharmacy) programme shall be granted a degree certificate by the Examining Authority.

### **3.11 EXAMINERS**

- (a) All the Postgraduate Examiners shall be recognised Postgraduate Teachers holding postgraduate qualifications in the subject concerned.
- (b) For all Postgraduate Examinations, the minimum number of examiners shall be two, out of which at least one shall be External Examiner, who shall be invited from other recognised Examining Authority from outside the Jurisdiction of the Examining Authority.
- (c) The examining authorities may follow the guidelines regarding appointment of examiners as per university Norms.

### **4.0 READMISSION**

- 4.1 A candidate who has discontinued the course any semester may, on the recommendation of the director / principal of the college, be permitted to take re-admission to the course at the beginning of the semester concerned in a subsequent year, provided that the duration of course for such readmitted candidate shall be counted from the date of his / her first admission.

**5.0 DURATION OF COURSE**

5.1 One hour of conduct in lecture (L)/tutorial (T) and six hours conduct in practical (p) per week shall be equal to one credit as allotted in the respective schemes.

5.2 The maximum duration of the course shall be five years. However, for one mercy attempt can be granted to the student by the vice chancellor which should be not more than one year on satisfactory reason.

**6.0 MERIT LIST**

6.1 In the notification declaring the results of the final semester examination for the degree of M.Pharm the names of the first five candidates in order of merit shall be notified by the university, securing at least first division and passing all semester examination in single attempt.

**7.0 ATTENDENCE**

As per Ordinance 3.

**8.0 MEDIUM OF INSTRUCTION AND EXAMINATION :**

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

8.2 The study to be studies in different semester of M.Phram shall be as per schemes Approved by board of studies of the university

9.0 The Reservation to SC/ST/other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**10.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

11.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor shall be final.

**ORDINANCE No. 57, of 2018****PARAMEDICAL DIPLOMA AND CERTIFICATE COURSE****1.0 AIMS:**

To provide skill oriented training to the students and thus to provide skilled technicians who will be able to work in various Paramedical sectors.

**2.0 OBJECTIVES:**

2.1 To impart adequate theoretical and practical knowledge required for the paramedical technician.

2.2 To enable the student to perform various routine paramedical techniques and practices.

This ordinance shall be applicable for two years paramedical Diploma Courses and one year paramedical Certificate Courses:

2.3 The first Paramedical Diploma of Two years course, Here in after called 2-YDC, shall be designed as Diploma in Paramedical in respective Branch.

2.4 The ordinance shall be applicable:

**LIST OF PARAMEDICAL DIPLOMA COURSE**

- ❖ Diploma in Dialysis Technician
- ❖ Diploma in O.T. Technology
- ❖ Diploma in X-Ray Radiographers
- ❖ Diploma in Medical Laboratory (DMLT)
- ❖ Diploma in Paramedical Ophthalmic Assistant
- ❖ Diploma in Cath -Lab Technician
- ❖ Diploma in Optometric –Refraction
- ❖ Diploma Anesthesia Technician
- ❖ Diploma in Sanitary Inspector
- ❖ Diploma in Medical Record Science
- ❖ Diploma in Clinical Biochemistry
- ❖ Diploma in Ayurveda Compounder
- ❖ Diploma in Sanitary and Health Inspector
- ❖ D.Pharm (Ayurved)
- ❖ Diploma in Human Nutrition



**LIST OF PARAMEDICAL CERTIFICATE COURSE**

- ❖ Certificate in Yoga
- ❖ Certificate in Naturopathy
- ❖ Certificate in Operation Theatre Technician
- ❖ Certificate in E.C.G. Technician
- ❖ Certificate in Health Inspector
- ❖ Certificate in Panchkaram Technician
- ❖ Certificate in Unani Compounder
- ❖ Certificate in O.T. Technician
- ❖ Certificate in Ultra Sound Technician
- ❖ Certificate in X-Ray Technician
- ❖ Certificate in Human Nutrition
- ❖ Certificate in Hospital Record Science
- ❖ Certificate in Audiologist Technician
- ❖ Certificate in Anesthesia Technician
- ❖ Certificate in Respiratory Technician
- ❖ Certificate in C.T.M.R.I Technician
- ❖ Certificate in Angiography Technician
- ❖ Certificate in Blood Transfusion Technician

**3.0 ACADEMIC QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

- 3.1 Minimum qualification for admission to the paramedical Certificate course shall be the Qualifying Higher Secondary School Certificate Examination, (10+2) with Science Physics, Chemistry, Biology and Mathematics from M.P. Board of Secondary Education or 12\* standard 2 years P.U.C or equivalent examination from a recognized Board/University.
- 3.2 For SC/ST/Other Category Candidate, The seat will be reserved as per provision of M.P. Govt. Norms as amended time to time. Other norms laid down by State Council of Paramedical course shall also be followed.
- 3.3 The Candidate should have completed minimum of 17 years of age on / before 31<sup>st</sup> December of the concerned academic session.
- 3.4 Selection Criteria: The admission in Paramedical Diploma program First Year shall be based on the merit of the qualifying examination.

**OR**

Common Entrance Test (GET), conducted by the University/ any designated agency.

- 3.5 On admission, every candidate shall have to get fitness certificate, for physical fitness.

**4.0 NUMBER OF SEATS:**

Number of seats shall be as per course approval by competent Authority.

**5.0 FEE STRUCTURE:**

5.1 The Fees for each courses shall be decided by Board of Management of University as approved by regulatory commission/competent authority.

**6.0 CURRICULUM AND SYLLABUS:**

The curriculum and syllabi will be framed by concerned Board of studies which duly approved by academic counsel in accordance with the guidelines issued.

**7.0 COMMENCEMENT OF COURSES:**

7.1 The course shall be commencing from the month of August/ September of every academic year.

7.2 The subjects to be studied in the academic year of the Paramedical Diploma programs shall be as per the scheme, approved by Academic Council of the University.

**8.0 EXAMINATION:**

8.1 The medium of Instruction shall be English and Hindi throughout the course.

8.2 University Examination; Theory & Practical:

8.2.1 There shall be University examination, at the end of the academic year.

8.2.2 The Main Examination shall be held on yearly basis for all the two years respectively.

8.2.3 There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination in October/ November. The succeeding examination shall be held within 6 months.

8.2.4 University examination shall consist of Theory in all the subjects. There shall be Practical examinations for practical subjects.

8.2.5 Theory and Practical examination shall be considered as separate heads/ subjects for passing.

8.2.6 Scheme of the Examinations shall be as per the Scheme, approved by Academic Council of the University

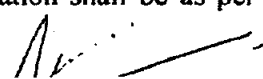
8.3 Written Examination

8.3.1 Written Examination shall be of 3 Hours

8.3.2 Each theory paper shall carry marks.

8.4 Appointment of Examiners/ Question Paper Setters

8.4.1 The appointment of examiner for the University Examination shall be as per ordinance No. 4 based on Following



**8.5 Criteria for passing to pass a subject in the University examination:**

- 8.5.1** A candidate shall have to obtain separately 50% marks in written exam plus internal assessment plus viva voce and 50% marks in practical exam of final examinations in order to declare pass.
- 8.5.2** A candidate failing either in Theory or Practical part shall be declared as failed in the subject and such candidate/ candidates shall appear for the subject in next examination.
- 8.5.3** A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination. University examination. The merit list shall include the first ten candidates securing at least First Division and passing all the appeared subjects in annual examination in first attempt.

**8.6 Internal Examination**

- 8.6.1** Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.
- 8.6.2** The Internal assessment examinations shall be conducted for Theory subjects. 40% of internal assessment marks shall be allotted from best of two internal: examinations. 40% shall be on the basis of Day to Day Assessment based on Attendance, Seminars, Assignments, Symposiums, Clinical Postings, Ethical Practices/ Skills, etc. Remaining 20% weightage shall be for extracurricular activities & conduct of student at academic & clinical environment.
- 8.6.3** Best marks out of two internal examinations shall be considered for inclusion in the University examination
- 8.6.4** The Internal assessment marks shall be computed to determine the passing criteria in the University examination; the marks shall be added to the written exam.

**8.7 Division and Merit List ;**

- 8.7.1** The Division shall be awarded after Annual University Examination in each academic year and shall be based on the aggregate marks obtained by the candidates at his/ her successful attempt in Annual University Examination.

There shall be Divisions as follows:

Distinction: 75% and above of grand total marks in First attempt First Division:  $\geq 60\%$  and  $< 75\%$  of grand total marks in First attempt. Second Division:  $\geq 50\%$  and  $< 60\%$  of grand total marks in First attempt. Distinction in individual subject:  $\geq 75\%$  marks in individual subject shall be indicated exclusively in the mark sheet provided First attempt.

- 8.7.2** The merit shall be declared by the University after the final year University examination, on the basis of the Aggregate marks of all academic years.

**9.0 GRACE MARKS:**

- 9.1 Award of Grace Marks shall be considered in Theory examinations, up to two subjects only when a student is likely to pass the whole examination with the help of Grace Marks.
- 9.2 Grace marks shall not exceed a Maximum of 5 marks under any circumstances in an examination.
- 9.3 The grace marks shall not be added to the aggregate of subject/ examination.
- 9.4 The Grace marks shall not be awarded in Dissertation/Practical examination.

**10.0 ATTENDANCE:**

- 10.1 Candidates appearing as regular student for any annual examination are required to attend a minimum of 75% of the total Theory and the practical classes held separately in each subject of the course of the study.
- 10.2 The total lectures and practical shall be conducted as per the scheme and the syllabus.

**11.0 CANCELLATION OF ADMISSION:**

- 11.1 The admission of a student at any stage of study shall be cancelled by the Vice-Chancellor based on recommendation of Head of the Institution, if:
- 11.1.1 He/ she is not found qualified as per Rehabilitation Council of India/ M.P. Paramedical Council norms and guidelines or the eligibility criteria prescribed by the university.

OR

- 11.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.

OR

- 11.1.3 He/ She is found involved in serious breach of discipline.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 13.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after Obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 58, of 2018****BACHELOR OF SCIENCE IN MEDICAL LABORATORY TECHNOLOGY  
(BMLT)****1.0 AIMS AND OBJECTIVES:****1.1 AIMS:**

1.1.1 To provide skilled professionals with an overview of various medical Laboratory procedures who will be able to work in a variety of laboratory settings.

1.1.2 To provide students with an overview of various medical laboratory procedures.

**1.2 OBJECTIVES:**

1.2.1 To impart adequate theoretical and practical knowledge in basic Medical Laboratory Sciences.

1.2.2 To perform routine and special laboratory investigations.

1.2.3 To introduce quality control system in laboratory.

**2.0 COURSE STRUCTURE**

2.1 The Degree in Medical Laboratory Technology of 3 years (Three academic years) course here in after called 3 year degree course shall be designated as Bachelor of Medical Laboratory Technology, in short BMLT.

**3.0 DURATION:**

3 YEAR

**4.0 ACADEMIC QUALIFICATION: & SELECTION CRITERIA FOR ADMISSION:**

4.1 Admission to the First year-in B.Sc. in Medical Laboratory Technology degree course shall be 10+2 system of education in science group or equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 40% marks.

- 4.2 Vocational Subjects like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry in Substitution for Biology shall be also considered for eligibility.
- 4.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the; academic session concerned.
- 4.4 Selection Criteria: The admission in B.Sc. MLT- First Year shall be based on the merit of the qualifying examination.

**OR**

Common Entrance Test (CET), conducted by the University/ any designated agency.

- 4.5 On admission, every candidate shall have to get fitness certificate from Hospital, for physical fitness.

**5.0 ADMISSION PROCESSES:**

Admissions are done at institutional level According to merit and the reservation rules are followed as per Norms of the Regulatory Authority.

**6.0 CANCELLATION OF ADMISSION:**

- 6.1 The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

- 6.1.1 He/ She is not found qualified as per MP Paramedical Council norms and guidelines or the eligibility criteria prescribed by the University.

- 6.1.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to. Secure admission.

- 6.1.3 He/ She is found involved in serious breach of discipline in the institution. or in the University campus.

**7.0 FEE STRUCTURE**

- 7.1 The Fees for each course shall be decided by Board of Management of University as approved by regulatory commission/ competent authority

**8.0 DIVISION:**

The result will be decided & follow

1. Pass/Qualifying mark 50 %
2. II Division 50 %- 59 %
3. I Division 60% -74 %
4. Distinction 75% and above of grand total marks in first attempt

**9.0 MODE OF EXAMINATION:**

As per ordinance no. 4.

**10.0 CURRICULUM & SYLLABUS:**

The Curriculum and Syllabus will be framed by Board of Management of University as approved by Academic Council accordance with the issued by concerning regulatory authority i.e. M.P. Paramedical Council.

**11.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 12.0** Not with understanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 59, of 2018**  
**MASTER OF MEDICAL LABORATORY TECHNOLOGY MMLT**  
**REGULATIONS GOVERNING M.Sc. MLT COURSE**

**1.0 AIMS:**

Paramedical Courses are those courses after qualifying them the candidate is able to perform as a paramedical Technician like medical courses ,paramedical courses are also having the importance ,because these technicians also have to help working in case of on Medical diagnose & treatment types of diseases.

**2.0 DURATION: (2 Year P.G. Degree)**

**3.0 ELIGIBILITY CRITERIA FOR ADMISSION**

3.1 The students who have passed B.Sc. MLT Course from recognized Institutions are eligible for this course.

3.2 Students who have passed B.Sc. MLT course from other Universities considered equivalent by Paramedical council of India are eligible for this course.

3.3 Candidates passing B.Sc. MLT through Correspondence course shall not be eligible

Eligibility certificate: No candidate shall be admitted for the postgraduate degree course unless the candidate has obtained and produced the eligibility certificate issued by the university. The candidate has to make the application to the university with the following documents along with the prescribed fee.

- Pass / degree certificate issued by the university.
- Marks cards of all the university examinations passed.
- Migration certificate.
- Certificate of conduct.
- Proof of SC/ST or category I as the case may be

Candidates should obtain the eligibility certificate before the last date for admission as notified by the university.

A candidate who has been admitted to post-graduate course should register his/her name in the university within a month of admission after paying the registration fee.



**4.0 ADMISSION PROCESSES:**

Admissions are done at institutional level According to merit and the reservation rules are followed as per Norms of the Government.

**5.0 CANCELLATION OF ADMISSION:**

In case of Producing false documents and non payment of the fees, the admission will be cancelled.

**6.0 FEE STRUCTURE**

6.1 The Fees for each courses shall be decided by Board of Management of University as approved by regulatory commission/competent authority.

**7.0 ATTENDANCE**

Every candidate should have attended at least 80% of the total number of classes conducted in an academic year from the date of commencement of the term to the last working day as notified by university in each of the subjects prescribed for that year separately in theory and practical .Only such candidates are eligible to appear for the university examinations in their first attempt. Special classes conducted for any purpose shall not be considered for the calculation of percentage of attendance for eligibility.

A candidate lacking in prescribed percentage of attendance in any one or more subjects either in Theory or Practical in the first appearance will not be eligible to appear for the University Examination either in one or more subjects.

**8.0 DIVISION = THE RESULT WILL BE DECIDED & FOLLOW:**

- |                          |  |
|--------------------------|--|
| 1. Pass/ Qualifying mark | 50 %   |
| 2. II Division           | 50 %- 59 %   |
| 3. I Division            | 60% -74 %  |
| 4. Distinction           | 75 % and above of grand total marks in first attempt |

**9.0 MODE OF EXAMINATION:-**

As per ordinance no. 4.

**10.0 MEDIUM OF INSTRUCTION:**

English is the medium of instruction for the subjects of study as well as for the examination.

**11.0 CURRICULUM AND SYLLABUS:**

- 11.1 The curriculum and syllabus will be framed by Board of Management of University as approved by Academic council accordance with the guidelines issued by concerning Regulatory Authority i.e. M.P. Paramedical Council.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 13.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 60, of 2018****BACHELOR OF PHYSIOTHERAPY (BPT) OCCUPATIONAL THERAPY COURSE****1.0 AIM AND OBJECTIVES:****1.1 AIM :**

Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Para-clinical and clinical medical subjects. Proficiency in the diagnosis and skills of basic physiotherapy procedures and the techniques with adequate theoretical basis and rationale of allied sciences. To detect and evaluate the anatomical, pathophysiological impairments, resulting in dysfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively. To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists. To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.

**1.2 OBJECTIVES**

The Objective of the course which is complementary to medicine shall be to allow the students.

- (a) To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- (b) To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- (c) To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- (d) To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- (e) To impart competency in Physiotherapeutic measure of specific choice to wards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care setting.
- (f) To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referral s and / or primary

clients.

- (g) To endorse physiotherapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- (h) To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- (i) To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.
- (j) To teach every aspect of National policies on health and devote himself / herself to its practical implementation.

## **2.0 DURATION OF COURSES:**

- 2.1 The Degree in Physiotherapy of 4½ years (Four academic years and Six months internship) course here in after called 4½ year degree course shall be designated as Bachelor of Physiotherapy, in short BPT.

## **3.0 ADMISSION QUALIFICATION & SELECTION CRITERIA FOR ADMSSION:**

- 3.1 Admission to the First year in Bachelor of Physiotherapy degree course shall be 10+2 system of education in science group of equivalent examination with Chemistry, Physics & Biology, as main subjects conducted by a recognized Board/Council/ University with minimum of 50% of marks. However for SC/ST/OBC candidates the percentage will be relaxed to 45%.
- 3.2 Vocational Subject like Bio-technology, MLT, Fisheries, Dietetics, Live Stock and Poultry etc. in substitution for Biology shall be also considered for Eligibility.
- 3.3 The candidate should have completed minimum of 17 years of age on/before 31<sup>st</sup> December of the academic session concerned.

## **4.0 ADMISSION PROCESSES:**

- 4.1 The admission in BPT-First Year shall be based on the merit of the qualifying examination.
- 4.2 Common Entrance Test (CET), conducted by the University/ any designated agency.
- 4.3 On admission, every candidate shall have to get fitness certificate from Medical Officer for physical fitness.

## **5.0 CANCELLATION OF ADMISSION:**

The admission of a student at any stage of study shall be cancelled by the Vice Chancellor based on recommendation of Head of the Institution, if:

- 5.1 He/ she is not qualified as per MP Paramedical Council norms and guidelines or the

eligibility criteria prescribed by the University.

- 5.2 He/ she is found to have produced false/ forged documents or found to have used unfair means to secure admission.
- 5.3 He/ She is found involved in serious breach of discipline in the Institution or in the University campus.
- 5.4 In case of Producing false documents and non payment of the fees, the admission will be cancelled.

#### 6.0 COMMENCEMENT OF COURSE:

The course shall be commencing from the month of August of every academic year.

#### 7.0 FEES STRUCTURE:

The Fees for each courses shall be decided by Board of Management of University as approved by regulatory commission/ competent authority.

#### 8.0 ATTENDANCE:

- 8.1 Candidates appearing as regular student for any annual examination are required to attend 75% of the total lecturer's delivered and of the practical classes held separately in each subject of the course of the study.
- 8.2 The total lectures and practical shall be conducted as per scheme and syllabus given in subsequent section.

#### 9.0 MODE OF EXAMINATION:

A. Examination will be conducted b the university, to which the college is affiliated as follows:

- (a) 1<sup>st</sup> year at the end of the 1<sup>st</sup> year
- (b) 2nd year at the end of the 2nd year
- (c) 3<sup>rd</sup> year at the end of the 3<sup>rd</sup> year]
- (d) B.P.T Final Examination at the off the 4<sup>th</sup> year.

Examination shall be with Theory and Practical. A candidate will be permitted to appear for the University examination in the subject only if.

- a. He secures not less than 75% of attendance in theory and Practical in each subject.
- b. He earns a Progress Certificate from the Head of the Institution of Having satisfactory completed the course of study prescribed in the subject as required by the regulations and his conduct has been satisfactory.
- B. Students may carry over two subjects from one year to the following year and must pass in the failed subject before appearing in the next year exam.
- C. Students may carry two subjects from 2<sup>nd</sup> year to 3<sup>rd</sup> year and must pass in failed subject before appearing in 3<sup>rd</sup> year annual exam.



- D. Students may carry two subjects from 3<sup>rd</sup> year to 4<sup>th</sup> year and must pass in failed subjects before appearing in the 4<sup>th</sup> year exam.
- E. There will be two examinations in a year with an interval of four to six months between the two examinations.

#### **10.0 INTERNAL ASSESSMENT**

- A. It shall be based on day-to-day assessment (see note). Evaluation of student assignment, preparation for seminar, clinical case presentation etc.
- B. Regular periodical examination shall be conducted through the course. The question of number of examination is left to the institution.
- C. Day-to-Day records should be given importance during internal assessment.
- D. Weightage for the internal assessment shall be 20% of the total marks in each subject.

#### **Note:**

Internal assessment shall relate to different ways in which students participation in learning process during semesters is evaluated, some examples are as follows:

- (a) Preparation of subjects for student's seminar.
- (b) Preparation of a clinical case for discussion.
- (c) Clinical case study/problem solving exercise.
- (d) Participation in project for health care in the community (planning stage to evaluation)
- (e) Proficiency in carrying out a practical or a skill in small research project.
- (f) Multiple-choice question (MCQ) tests after completion of a system/teaching.
- (g) Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as home work/Vacation work.

#### **11.0 MEDIUM OF INSTRUCTION:**

The medium of Instruction and Examination shall be in English.

#### **12.0 CURRICULUM & SYLLABUS:**

It will be framed by Board of Management of Sardar Patel University as approved by Academic Council in accordance with the guideline used by concerning regulatory authority i.e. M.P. Paramedical Council.

#### **13.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 14.0 Not with understanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE NO. 61, of 2018****M.P.T. (MASTER OF PHYSIOTHERAPY)  
SPORT/ ORTHOPEDICS/ NEUROLOGY/ CARDIOTHORACIC/OBSTETRICS &  
GYNECOLOGY BRANCHES)****1.0 AIMS AND OBJECTIVES:****1.1 AIMS:**

Acquisition of adequate theoretical and the practical knowledge and foundation in the basic Pre-clinical, Para-clinical and clinical medical subjects. Proficiency in the diagnosis and skills of basic physiotherapy procedures and the techniques with adequate theoretical basis and rationale of allied sciences. To detect and evaluate the anatomical, pathophysiological impairments, resulting in disfunction of various age groups & occupation; as well as epidemiological features in the population & arrive at approach to the medical system and surgical intervention regimens & accordingly plan & implement specific Physiotherapeutic measures effectively. To practice Professional Autonomy & Ethical principles with referral as well as first contact clients in conformity with ethical code for Physiotherapists. To practice Moral and Ethical values and Evidence Based Practices with regard to Physiotherapy.

**1.2 OBJECTIVES:**

The Objective of the course which is complementary to medicine shall be to allow the students.

- a) To acquire adequate theoretical & practical knowledge in the basic medical subjects.
- b) To impart Electrotherapy & Therapeutic Exercise procedures with adequate theoretical & practical base.
- c) To enable the student to acquire skills in the evaluation & diagnosis of the physical problems presented by the patients.
- d) To build up a learning process that shall include living experience, problem oriented approach, case studies & community health care activities.
- e) To impart competency in Physiotherapeutic measure of specific choice towards Preventive, Curative, Symptomatic & Restorative or Rehabilitative goals in a variety of health care setting.



- f) To develop professional autonomy through independent physical diagnosis and prescription as a physiotherapist for all physiotherapy related referrals and/or primary clients.
- g) To endorse physiotherapeutic moral and ethical codes as per international standards and to emphasis on the conduct of professional practice for patient's welfare as the primary responsibility.
- h) To develop confidence in clinical, teaching and administrative assignments and continue to seek further knowledge in the fields of physiotherapy.
- i) To introduce the students to the fundamentals of Biostatistics & Physiotherapy Research activities.
- j) To teach every aspect of National policies on health and devote himself / herself to its practical implementation.

k)

## **2.0 DURATION OF THE COURSES: (2 Year P.G. Degree)**

The duration of master of physiotherapy course shall be extended over a period of two continuous years on a full time basis. Any break in the career, power of extension of the course and the fixation of the term shall be vested with the University.

I year :	MPT Part-II	0-12 months
II year:	MPT Part-II	13-24 months

## **3.0 ELIGIBILITY FOR ADMISSION:**

Candidates who have passed B.Sc. (PT) or BPT degree from institutions where the mode of study is a full time program, with minimum 3½ years/ 4 ½ years duration from this university or any other university in India or abroad as equivalent with not less than 50% of marks in aggregate and have completed 6 months of compulsory rotating internship in Physiotherapy Colleges. Candidates who have passed BPT through correspondence or Distance Education program are not eligible.

**OR**

Candidates who have passed BPT through Bridge Course or through Lateral Entry after completing their Diploma in Physiotherapy from institutions where the mode of study is a full time program from this university or any other university in India or abroad as equivalent with not less than 50% of marks in aggregate and have completed 6 months of compulsory rotating. Internship in Physiotherapy Colleges recognized by



University are eligible. Candidates who have passed BPT through correspondence or Distance Education program are not eligible.

#### **4.0 OBTAINING ELIGIBILITY CERTIFICATE**

The candidate has to make the application to the university with the following documents along with the prescribed fee.

- (1) B.P.T. or B.Sc. (PT) provisional/degree certificate issued by the respective university.
- (2) Marks cards of all the university examinations passed
- (3) Completion of internship certificate.
- (4) Proof of SC/ST or category-I as the case may be. Candidate should obtain the eligibility certificate before the last date for admission as notified by the university.

A candidate who has been admitted to postgraduate course should register his/her name in the university within a month of admission after paying the registration fee.

#### **5.0 INTAKE OF STUDENTS:**

The intake of students to the course shall be in accordance with the ordinance in this behalf. The guide student ration should be 1:5.

#### **6.0 ADMISSION PROCESSES:**

Admissions are done at institutional level According to merit and the reservation rules are followed as per Norms of the Government.

#### **7.0 CANCELLATION OF ADMISSION:**

In case of Producing false documents and non payment of the fees, the admission will be cancelled.

#### **8.0 FEE STRUCTURE:**

- 8.1 The Fees for each courses shall be decided by Board of Management of University as approved by regulatory commission / competent authority/As guided by Paramedical Council.

#### **9.0 ATTENDANCE:**

A candidate is required to attend a minimum of 80% of training and of the total classes conducted during each academic year of the MPT ~~course~~. Provided further, leave of any

kind shall not be counted as part of academic term without prejudice to minimum 80% of training period every year. Any student who fails to complete the course in this manner shall not be permitted to appear the University Examinations. A candidate who does not satisfy the requirement of attendance even in one subject or more will not be permitted to appear for University Examination. He / She will be required to make up the deficit in attendance to become eligible to take subsequent examination.

**10.0 MODE OF EXAMINATION:**

As per ordinance no. 4.

**11.0 CURRICULUM & SYLLABUS:**

The Curriculum Syllabus will be framed by Board of Management of University as approved by Academic Council Accordance with the guidelines issued by conncoring Regulatory Authority i.e. M.P. Paramedical council.

**12.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

12.0 Not with understanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/ advice of a committee consisting of any or all the director of the schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 62, of 2018****ORDINANCE FOR DIPLOMA IN YOGA SCIENCE****1.0 COURSE DURATION:**

The Duration of the Course for Diploma in Yoga Science shall be one Academic year (Two semesters).

**2.0 ELIGIBILITY:**

The minimum qualifications for admission to the course shall be:

A Candidate possessing a 10+2 in any Stream from a recognized Board in India or any equivalent Degree with minimum of 45% marks. The minimum eligibility condition of the 45% marks in the qualifying examination can be relaxed by 5% in case who have won position in Yoga at the Inter-university / Nations levels for Madhya Pradesh domicile.

**3.0 PROGRAMME MODE: Regular****4.0 SELECTION CRITERIA:**

Selection will be made strictly on the basis of merit score and other weight ages as per University rules approved from time to time.

4.1 A candidate having compartment in qualifying examination shall not be allowed admission in Diploma in Yoga Science even provisionally.

4.2 Maximum marks obtained in 10+2 examination shall be counted for preparing merit list for admission to Diploma in Yoga Science.

**5.0 EXAMINATION:**

The Examination shall be held twice a year ordinarily in the month of Nov/Dec and May/June on the dates fixed by the Vice-Chancellor. The dates fixed under this clause shall be notified by the Controller of Examination.

The Examination shall be open to a regular student who:

5.1 Has been on the rolls of the Department/College during the academic year preceding the examination;

5.2 Has attended not less than 75% of lectures in theory and in practical's

6.0 A candidate who has completed the prescribed course of instructions in the Department/College but does not appear in paper(s) or having appeared fails, may be

allowed on the recommendation of the HOD/Principle to appear/reappear in the concerned paper(s) as the case may be, in the next regular examination when such examination is held, without attending the classes.

- 7.0 The candidate will have to clear the entire exam for successful completion of yoga programme and has to pass the supplementary exam within three year of admission.
- 8.0 The Minimum number of marks required to pass the examination shall be 35% in each theory paper, 40% in each practical and 40% in the aggregate.
- 9.0 The amount of examination fee to be paid by a candidate shall be as per University rules.
- 10.0 The Medium of instructions and writing in examinations shall be English/Hindi.
- 11.0 After the termination of the examination, Registrar/COE shall notify the results of examination.
- 12.0 Each candidate after passing the examination shall be graded as under into three divisions on the basis of aggregate marks obtained in the examination:
- 12.1 Those who obtains 75% or more marks : Distinction
- 12.2 Those who obtain 60% or more marks : First division
- 12.3 Those who obtain 50% or more marks but less than 60% marks: Second division
- 12.4 Those who obtain less than 50% marks but more than 40% marks: Third Division
- 13.0 There will be no provision for improvement of marks/Division. However, grace marks will be allowed as per rules of the University.
- 14.0 **LEGAL JURISDICTION:**  
All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
- 15.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion /advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 63, of 2018****ORDINANCE FOR P G DIPLOMA IN YOGA SCIENCE****1.0 COURSE DURATION:**

The Duration of the Course for PG Diploma in Yoga Science shall be one Academic year  
(Two semesters)

**2.0 ELIGIBILITY:**

The minimum qualifications for admission to the course shall be:

- 2.1 A Candidate possessing a graduate or postgraduate Degree in any Stream from a recognized University in India or any equivalent Degree with minimum of 45% marks.
- 2.2 In case of two or more candidates securing equal percentage of marks, preference will be given to that candidate who is having Yoga at under-graduate level; if more than one candidates is having Yoga at UG level with equal percentage then in that case the candidate senior in age will be considered higher in merit.
- 2.3 Bachelor of Physical Education (B.P.E) 3 years degree course/ B.Sc(Physical Education, Health Education and Sports) D.P.Ed. one year after graduation with at least 45% marks in aggregate.
- 2.4 The last date for application for admission on prescribed form and fee shall be fixed by the Vice-Chancellor from time to time.

Note: The minimum eligibility condition of the 45% marks in the qualifying examination can be relaxed by 5% in case who have won position in Yoga at the Inter-university / Nations levels for Madhya Pradesh domicile.

**3.0 PROGRAMME MODE: Regular****4.0 SELECTION CRITERIA:**

Selection will be made strictly on the basis of merit score and other weight ages as per University rules approved from time to time.

- 4.1 A candidate having compartment in qualifying examination shall not be allowed admission in P.G Diploma in Yoga Science even provisionally.

4.2 Maximum marks obtained in graduation or post-graduation examination shall be counted for preparing merit list for admission to P.G Diploma in Yoga Science.

**5.0 EXAMINATION:**

The Examination shall be held twice a year ordinarily in the month of Nov/Dec and April/May on the dates fixed by the Vice-Chancellor. The dates fixed under this clause shall be notified by the Controller of Examination.

The Examination shall be open to a regular student who:

5.1 Has been on the rolls of the Department/College during the academic year preceding the examination;

5.2 Has attended not less than 75% of lectures in theory and in practical's.

6.0 A candidate who has completed the prescribed course of instructions in the Department/College but does not appear in paper(s) or having appeared fails, may be allowed on the recommendation of the HOD/Principle to appear/reappear in the concerned paper(s) as the case may be, in the next regular examination when such examination is held, without attending the classes.

7.0 The candidate will have to clear the entire exam for successful completion of yoga programme and has to pass the supplementary exam within three year of admission.

8.0 The Minimum number of marks required to pass the examination shall be 35% in each theory paper, 40% in each practical and 40% in the aggregate.

9.0 The amount of examination fee to be paid by a candidate shall be as per University rules.

10.0 The Medium of instructions and writing in examinations shall be English/Hindi.

11.0 After the termination of the examination, Registrar/COE shall notify the results of examination.

12.0 Each candidate after passing the examination shall be graded as under into three divisions on the basis of aggregate marks obtained in the examination:

12.1 Those who obtains 75% or more marks : Distinction

- 12.2 Those who obtain 60% or more marks : First division
- 12.3 Those who obtain 50% or more marks but less than 60% marks: Second division
- 12.4 Those who obtain less than 50% marks but more than 40% marks: Third Division
- 13.0 There will be no provision for improvement of marks/Division. However, grace marks will be allowed as per rules of the University.

**14.0 LEGAL JURISDICTION:**

All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.

- 14.0 Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining if necessary, the opinion /advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

**ORDINANCE No. 64, of 2018****DOCTOR OF PHILOSOPHY (Ph.D)****(Ordinance as per UGC Regulation 2016)**

The ordinance shall be called "Ordinance" governing doctoral degree. The ordinance will be governed on such rules & regulations as per approval from board of management of the university framed in accordance of regulation/ norms laid by UGC from time to time.

**1.0 ELIGIBILITY FOR ENROLMENT FOR DOCTOR OF PHILOSOPHY (Ph.D.)**

- 1.1** A candidate for enrollment for the degree of philosophy must, at the time of application, hold master's degree with at least 55% marks or an equivalent grade of University/ deemed university or any other university incorporated by any law for the time being in force and recognized by the university (5% marks will be relaxed for SC/ST/ OBC/PWD category candidates).
- 1.2** A candidate shall ordinarily be permitted to work for Ph.D. degree in the subject in which he/she has obtained his/her master's or bachelor degree in Engineering/ Technology/Applied Sciences or other streams. 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 masters or bachelor degree in engineering/ Technology/Applied Sciences or other streams, shall be decided by the Academic council.
- 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 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-supervisor.



- (v) Certificate of qualifying the UGC/CSIR/DST/National or state level fellowship/ NET/GATE/GPATISLET, if any
- (vi) Letter granting teacher 's following, if any
- (vii) Address Contact number, mobile number, email- id & other contact details.

### 3.0 AVAILABILITY OF SEATS:

Depending upon availability of Supervisor/Co-supervisor the number of seat shall be decided, provided that

- (i) A supervisor shall not have at a time, more than 08 Ph.D. scholars as supervisor in case of a professor, 06 Ph.D. Scholars as supervisor in case of Associate Professor/Reader and 04 Ph.D. Scholars as supervisor in case of Assistant Professor, in any University. 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.

### 4.0 ADMISSION PROCEDURE:

4.1 The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:

- (i) To prepare panel of name of papers setters in various subject and submit them to the University.
  - (ii) To arrange for entrance test.
  - (iii) To arrange for interview.
  - (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
  - (v) To resolve problems, if any.
- a. Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/GATE/GPAT SLET/NET/M.Phil. Shall be admitted directly without the entrance test.
  - b. Candidate who has been awarded teachers fellowship by statutory bodies for during Ph.D. degree shall also be admitted directly without the entrance test.
  - c. All other candidates will be selected through entrance test.

### 5.0 STRUCTURE OF TEST:

Entrance test will be conducted on following:

During - Two Hour

Question Paper

## Part 1 Research methodology

## Part 2 Related Subjects

**6.0 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 (board of studies) to be nominated by the vice chancellor.
- (iv) One of the recognize supervisors in university teaching department in the subject to be nominated by the vice Chancellor.
- (v) 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 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 University Teaching Department as member.

(2) The interview shall be conducting in the University Teaching Department.

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

- (i) Candidate who have qualified UGC/CSIR/DST/National or state level Candidates who have been granted teacher fellowship by a statement body.
- (ii) Candidate who have been guaranteed teacher following by a statement body.
- (iii) Candidate according to merit list of the entrance examination.

(4) At the time of interview, the candidate are expected to discuss are expected to discuss their research interest/area, choice of supervisor and co-supervisor (if any)

For the candidates belonging to category as mentioned in Para 6(3) 1&2 , 100% weight shall be on the interview for the candidates mentioned in para 6(3) (111) the weight as of the interview marks shall be 40% where as 40% weight as shall be given to the return entrance exam. Conducted as per Para 5 and remaining 20% weight as shall be given to aggregate of qualifying P.G examination.

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

a. The candidate in category:

- (i) Of sub Para 6(3) above shall be admitted first, secondary the candidates in category .

- (ii) Shall be admitted in that order in thesis categories if there are more than one candidate having equal marks than merit shall be decide according to the percentage of marks a the qualifying PG examination
- b. As possible the allotment board shall allot the preformed place of research work and the perform supervisor and co- supervisor if any shall also approve the purpose title of the these however, the candidate may change tile of his/her thesis, after prior approved by research degree committed (RDC), the candidate may however, be allowed to take another chance for allotment in next admission processed if he does not want to change preferences in the first instant.
- (6) The admission process must be complete by the last date for admissions decide by the University for the Course.
- (7) A merit list shall be prepared on the basic of entrance test an interview as mentioned in PARA 6(4) and shall be declare as the result for the entrance examination by register.

#### 7.0 FEES:

Registration fee for Ph.D. program is to be paid to the university at the prevalent rates as announced by the university from time to time. The total program fee must be pain before submission of Ph.D. thesis.

#### 8.0 Course Work

- (a) After having been admitted, each PhD. student shall undertake course work in the subject as per guideline of UGC of a minimum period of six months i.e. one semester. The course shall include curriculum on research methodology it may also involve reviewing of published researched in the relevant field.
- (b) **Evaluation-**
  - (i) The course work shall carry does credit (1 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) A candidate shall be declared to have successful completed the course, if he/she has successfully passed semester examinations with minimum 65% or equivalent grade as mentioned above. Minimum 6 credits to be earned during the coursework for successful completion.

**9.0 RESEARCH CENTRE:**

A candidate may pursue his research work Ph.D. degree in the university Teaching Department in the subject concerned.

OR

Research Centre i.e an organization of National or International repute (NIIT/IIT other academic institutions of national importance/Research. Organization of Government/ repute corporate establishment with established R&D Laboratories etc.), recognized as a research Centre by the Academic Council: Provided that a M.O.U. shall have to sign between the University& the Institute / Organization.

- (a) After the M.O.U., the candidates may also be allowed by RDC to pursue research work at and industry of international repute involved in research and development activities in the subject and having sufficient R&D infrastructure for conducting research, which must be Government of India approved R&D infrastructure for conducting research, which must be Government on India approved R&D Centre and shall be recognized for this purpose by the BOM of the University.
- (b) A candidate permitted to work such Industry as stated in above para, having MOU with the University, shall be required to take at least one supervisor/co-supervisor from the industry such supervisor/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 or repute established by Central Government and after MOU signed by the University with such establishment.
- (d) A candidate permitted to work in such Research Establishment, stated in above para, shall also be required to take at least one supervisor/co-supervisor from the establishment. Such supervisor/ co-supervisor should be scientist/Director of the R&D Center not below the rank of Associate professor of the university.

**10.0 SUPERVISOR/CO-SUPERVISOR:**

- (a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:
- (a) The professor in the University who has obtained a doctorate in the subject and has published at least five research papers on the concerned subject in peer reviewed standard journals of repute.

OR

- (b) An Associate Professor or Reader in the University who has obtained a doctorate degree in the subject and has published at least five research paper on the concerned subject in standard journals of repute.

OR

An Assistant Professor in the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard journals of repute and has at least three year teaching experience with PhD

OR

A director/ 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 or retired and who has published at list five papers in peer reviewed standard journals of repute.

- (a) Provided further that a person who is himself registered for PhD degree of the University shall not be eligible to act as supervisor or member of any committee mentioned in this Ordinance.
- (b) A person who wants to get himself/herself recognized as a supervisor/co-supervisor shall apply in the prescribed Performa, duly forwarded by Head/Principle/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

#### 11.0 RDC:

1. After successful completion of Pre PhD course work, the candidate shall be eligible to submit a synopsis (as per Appendix 1.) of his proposed research work along with the title of these (finally decided by candidate) duly forward by the supervisor 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 of the page.
2. The candidate shall be required to make an oral presentation of the proposal work before the research Degree Committee (RDC) consisting of the following members:-
  - (i) Vice Chancellor of his nominee- chairman.
  - (ii) Dean of the school concerned.
  - (iii) Chairman board of studies of the subject in the school.
  - (iv) (iv) Head of one professor of the university teaching department all in the case of non-availability of professor one associate professor of the university teaching department if the subject.
  - (v) One external subject expert of the rank of university professor to be appointed by the

vice chancellor ordinary out of a panel of a 5 expert given by the dean of the school concerned external expert and to other members shell from the quorum.

**NOTE:**

- a. On the request of the supervisor vice chancellor may permit him to be present and the observed during the oral presentation of his candidate.
- b. No. T.A. and D.A shall be payable to candidate and supervision for attending the Recharge Degree Committee meeting. The meeting of research Degree Committee (RDC) shall be held in the University office twice 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 if list for approved supervisors/co-supervisors, along with their specialization as per provision of this ordinance. This list shall be available with the registrar.
3. After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor (if any), and place of research work, the candidate shall be registered for PhD/degree from the date on which the candidate had deposited the registration fee and other fees mentioned in para 7 of this Ordinance, at time of admission and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the registration and sum 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) to the university.
4. If the RDC makes any change only in the title of thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC if self. The letter of registration shall be issued mentioning the approved title.
5. 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 month time. The dean of the School shall examine the revised synopsis, he will approve the same. The letter of registration shall then be issued by the registrar.
6. If the RDC decides that major revision is required in the synopsis and/ or the oral presentation was also found to be unsatisfactory, the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and ~~reappear~~ reappear at the next meeting

of the RDC.

7. 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 case, only the caution money deposited by the candidate shall be refunded.

#### 12.0 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 month after successfully completion of course works at the research centre and not later five calendar year from the date of registration. In case a candidate does not submitted his/her thesis within five calendar year, from e date of registration and does not apply for extension in time, his/her registration shall and automatically cancelled.

Provided that the period for submission of thesis can be extended by one year by the Kulpati. If the candidate applies for extension at least one month before the expire of registration period together with a fee as prescribed by the University. In case candidate does not submit his/her thesis within the extended period his/her registration shall stand automatically cancelled.

Provide also that after the expiry of five years from the date of registration the Kulpati may permit a candidate to get registration on the same topic on payment of a re-registration fees as prescribed by the university the condition of minimum period of 24 month and attendance shall not apply to such re-registered candidate for summation 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 canceled after 9 years from the date of original registration. After this period if a candidate desire to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

- (b) A teacher candidate with five 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.

#### 13.0 CHANGE OF SUPERVISOR:

Only under special circumstance, the candidate may be allowed to change the supervisor the vice chancellor on the recommendation of the committee constituted by the vice chancellor for the purpose. No change in the topic of research will be permitted due to change of supervisor.

**14.0 SIX MONTHLY REPORT:**

The university shall obtain every six month a record of attendance, progress report of the work of research scholar from his supervisor as per appendix for which shall be scrutinized by the dean of the school. Those candidates who fail to deposited fees, the vice chancellor on the recommendation of the dean of t he Facility may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

**15.0 SUMMARY OF THESIS AND APPOINTMENT OF EXAMINER:**

- a. The candidate shall submit 10 copies of the summary of the thesis together with a list of research papers published of accepted publication in the peer reviewed standard journals of repute as approved the university from time to time though his her supervisor to the register about 3 months prior to the anticipated date of submission of thesis.
- b. The supervisor shall submit to the register in a sealed cover a panel of at least 6 name of examiner actively engaged in the concerned area of research not below the bank of associate professor of a university. Teaching department for college professor, from outside the jurisdiction of this univcrsity. At least half of the name should be from outside the state another panel of the list 6 examiner, actively engaged in the concerned area of research and not below the rank of associate professor of a university. From outside the jurisdiction of this university shall be submitted by chairman board of studies examination comities of the concern department in which the candidate is perusing Ph.D.
- c. In case the candidate related to the supervisor then the first panel of examiner shall the obtained from Head University teaching department of the subject concerned of a senior professor nominate by vice chancellor.
- d. The vice chancellor shall appoint to examiners out of two aforesaid panel submitted by the supervisor and examination committee respectively. The consent of examiner shall be obtained by sending them the summary and list of publication.

**NOTE:** The summary shall be send by post airmail/ email.

**16.0 PRE SUBMISSION DEFENSE COMMITTEE:**

- (i) Prior submission of thesis, the candidate shall prepare a draft thesis and shall submit it in soft and hard copy in the prescribed format of the university.
- (ii) However prior to the submission of draft Ph.D. thesis and PSDC the candidate published at list two research paper in the peer reviewed standard journals of repute, as approved by the UGC (University Grant Commission) in which the candidate is the sole author or one of the co-authors, 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.

- (iii) The candidate shall make a Pre-submission Defense, base 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 Performa given in Appendix 5.

#### 17.0 SUBMISSION OF THESIS:

1. After getting an approval from PSDC as mentioned in Para 15, the candidate can finalize his/her thesis.
  2. The finalized thesis shall be typed set on a computer using standard software like MS word or Latex. It shall then be type written only on one side of pages. It may then be photocopied (Only 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) Thesis should be forwarded by head of the Department.
    - (b) The thesis must be accompanied by a declaration form 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-supervisor, 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 send to the two examiners already Consented
- (ii) The thesis to be accepted for the award of the Ph.D. degree must comply of 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 fact. 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.
- (iii) The examiners shall categorically recommend in the prescribed Performa (Appendix 07) acceptance, revision or rejection of the thesis. He shall also give detailed comments on the points spend 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 vice-voce. Examination
- (iv) (a) The examiner's 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 thesis or such other date as may be extended by the Vice Chancellor and appoint another Examiners from the panels of 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 panels of Examiners as constituted at par 15 (b) by the Vice chancellor, without the reports of earlier Examiner, the third Examiner shall be asked to give his/her opinion and his opinion shall be final.
- d. Incase 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 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 14(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 Studies/ institution/ Chairman Board of studies of the subject concerned to act as Vice-voce examiner, in place of the Supervisor.
- e. The Supervisor/Head of the concerned 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 Vice Chancellor to conduct the viva-voce examination. The same shall then contact the external examiner and fix up a date Provided that in special circumstances, Kulapati may appoint alternate viva-voce examiner from the panel of examiner, if both the external examiners are not in a position to conduct the viva-voce examination.

- f. The viva-voce examiner shall be conducted at the concerned 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 to confidential cove.
- g. The candidate shall present the work embodied in the thesis before the board of examiners, members of faculty research scholars and other interested person 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 question and the candidate shall replay only those question which are permitted by the external examiner.
- h. In case the viva-voce examination is not satisfactory, the candidate shall reappear for 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 Same examiner/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.
- v. If the examiner 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.
- vi. 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 candidate.
- vii. 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/she carried out the work.
- viii. The resubmitted three copies of the thesis must make clear mention that 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 the candidate is asked to revise the thesis under clause 17 iv.c and one of the examiners recommends again for revision of the revised thesis and the other accept the thesis shall 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 17 iv.d of the Ordinance).

- ix. In case a candidate is asked to further revise the thesis by the third examiner, as per provisions laid down under Para 17 iv.c, above thesis shall stand rejected. Second time revision is not permitted in any case and if so, the thesis shall automatically stand rejected.
- x. Note – Whether a candidate has incorporated the minor revision/s suggested by the examiner/s shall be evaluated by Dean of the School. Only after his satisfactory report, the viva-voce of the candidate shall be fixed.

**19.0 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).

**20.0 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 approved for award of the Ph.D. degree of the University.

**21.0 AWARD OF Ph.D.:**

After the successful viva-voce, the Vice Chancellor shall have powers to issues Notifications for the award 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 Department 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 soft copy of the Ph.D. thesis to UGC within a period of thirty days for hosting thesis in NET accessible all University/Institution.

**22.0 REPORTS OF EXAMINERS:**

After the declaration of the results the successful candidates may be provided the copies of reports 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.

**23.0 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 requirement , as laid down in this Ordinance.

- 24.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance , or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining , if necessary , the opinion/advise of a Committee consisting of any or all the Directors of the Departments/Institution/Schools. The decision of the Vice-Chancellor shall be final.
- 25.0** The Reservation to SC/ST/Other category shall be applicable as per the norms of the State Government of Madhya Pradesh.

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

- 1 Title of the thesis
- 2 Introduction : Giving purpose of research (in about 200 word)
- 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 Reference in standard format.
- 8 List of published papers of the candidate.

Signature of the Supervisor  
Candidate

Signature of the

Date.....

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 .....

(Center).....

Approved by Research Degree Committee. I have put in more than 200 days of attendance with supervisor at the center

I further declare that to the best of my knowledge the thesis does not contain my 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 Shr./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 200 days with me. To the best of my knowledge and belief the thesis:

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

Signature of the Co-Supervisor  
Supervisor

Date : .....

Signature of the

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) .....
6. 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: .....  
.....

Place : .....  
where the

(signature of head of institution

Ph.D.degree)

Candidate was registered for

Signature of the Supervisor

Address: .....

Date: .....  
.....

Place: .....  
.....



## Appendix - 5

## FORWARDING LETTER OF HEAD OF INSTITUTION

The Ph.D thesis entitled .....

.....

..... Submitted by Shri/Smt./Ku. ....

is forwarded to the university in six copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Name ..... Seal .....

Date: .....

Place: .....

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

Signature of the Supervisor Date:

Date: .....

Address .....

Place: .....

## Appendix-6

## EXAMINERS REPORTS ON Ph.D. THESIS

Title of thesis .....

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

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

1. Thesis is recommended for them ..... Award of Ph.D. degree. Yes/ No

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 revisions should also be covered in the category and suitable remarks detailing minor revisions 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 : .....

(Signature of the Examiner)

Place : .....

Full Name & Address .....

#### Appendix-7

#### PROVISIONAL CERTIFICATE REGARDING AWARD OF Ph.D. DEGREE

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 title of Ph.D. thesis 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, 2016".

Registrar

Date: .....

**ORDINANCE No. 65, of 2018**  
**MASTER OF PHILOSOPHY (M. Phil)**

The Ordinance shall be applicable for the Candidate admitted in MASTER OF PHILOSOPHY (M. Phil) degree.

**1.0 ELIGIBILITY FOR ADMISSION:**

1.1 A candidate for enrollment for the Master of Philosophy must, at the time of application, hold master's degree with at least 55% marks or an equivalent grade of University/ deemed university or any other university incorporated by any law for the time being in force and recognized by the university (5% marks will be relaxed for SC/ST/ OBC/PWD category candidates).

1.2 A candidate shall ordinarily be permitted to work for Master of Philosophy in the subject in which he/she has obtained his/her master's or bachelor degree in Engineering/Technology/Applied Sciences or other streams. Provided further that whether a subject is allied or not to the subject in which the candidate has done masters or bachelor degree in engineering/ Technology/ Applied Sciences or other streams, shall be decided by the Academic council.

**2.0 SELECTION OF CANDIDATES:**

The admission shall be made by the University, through an entrance test by the Admission Board following the norms prescribed by the UGC New Delhi. The board will perform the following work:

- (i) To prepare panel of name of papers setters in various subject and submit them to the University.
- (ii) To arrange for entrance test.
- (iii) To arrange for interview.
- (iv) To announce the names of candidates admitted along with the subject, place of research work, name of supervisor and of the thesis.
- (v) To resolve problems, if any.

- (a) Candidate who have qualified the UGC/CSIR/DST/National/State level Fellowship/ GATE/GPAT SLET/NET/ Shall be admitted directly without the entrance test.
- (b) All other candidates will be selected through entrance test.

**3.0 DURATION OF COURSE:**

The course of studies for the degree of Master of Philosophy shall spread over one and half year. (Three Semesters)

**4.0 FEES & INTAKE:**

The fees for each course shall be decided by Board of Management of University the Number of seats in each course will be as per Statute 28:

**5.0 SUBJECT:**

Master of Philosophy Courses shall be started as per the availability of PG courses in the University.

**6.0 EXAMINATION:**

- 6.1 The examination shall be conducted generally by means of internal assessment, three written theory papers, one of which shall be on methodology of research, a practical test, a thesis on research work and a viva voce exam.
- 6.2 The Teaching Department shall organize during the session, adequate numbers of seminars new developments in the subject or interpretation of different research work and its data. It shall also arrange at least three tests on each of the theory papers and award grades best two of which shall be taken into account for purpose of working out the average Internal Assessment.
- 6.3 The scope of studies in different subjects shall be as prescribed by the Academic council on the recommendation of the Boards of Studies and the Faculties concerned from time to time and published by a notification.
- 6.4 The written part of the Examination shall be held as far as possible in March April every year the date of commencement thereof having been notified in advance and at such centers as may be approved by the university. Provided that the first year of Introduction of the course if the teaching start in a later part of a session the examination may be held at such other time, after completion of the course, as approved by the Vice Chancellor from time to time.

- 7.0 The Practical part of the Examination which shall be conducted jointly by a teacher in the Department and two External Examiners appointed for the purpose may be arranged

either before or after the theory examination in accordance with the convenience of the Department concerned.

#### **8.0 RESEARCH /PROJECT WORK:**

**8.1** Every student admitted to the course shall be required to carry out research or project work under the supervision of a teacher in the teaching Department, on a problem assigned to him / her by the Head or die Department with the approval of the Research Degree committee in the subject constituted under the Ordinance of the University.

**8.2** The candidate shall prepare a thesis on the research / project work done by him which must be characterized either by the discovery of facts or by a fresh approach toward the interpretation of facts capable in either case to advance knowledge in the subject.

**8.3** The candidate shall submit three typed printed copies of the thesis through the Department so as to reach the office or the Registrar preceding by at least three weeks the date of commencement of the written examination, together with :

- (i) A declaration signed by him/ her that the thesis embodies the result of his/ her own work.
- (ii) A certificate from the supervisor to the effect that the thesis research conducted being the result of the candidates own work, is on a subject on which similar work has not been previously carried out.

Provided that the Vice-Chancellor may, on the recommendation of the Head of the Department, permit student who could not prosecute the Research / Project in time the period can be extended.

**9.0** A student of University Teaching Department seeking admission to the examination for the degree of Master of Philosophy shall submit his/her application therefore on prescribed form to the office of the Registrar by the date fixed for the purpose, together with a fee as decided by University for the examination and also the following certificates from the Head of the Teaching Department Via:

- i. Good Conduct.
- ii. Fitness to present himself / herself at the examination.
- iii. Having attended the classes as per Ordinance of SARDAR PATEL UNIVERSITY, BALAGHAT (M.P.) Candidates who have not received certificates prescribed of foregoing clause shall not be permitted to appear at the theory examination. All though he/she have appeared to the practical examination

which was conducted by the department before the start of theory examination.

- 10.0** After the copies of the thesis are received, Registrar shall send them to two external examiners for assessment for grade.
- 10.1** The Viva voce test shall be conducted by (i) one external examiners and (ii) the supervisor of the research work, who shall jointly award a grade on the performance of the candidate at the viva voce test.
- 11.0** In order to be successful at the Examination a candidate must obtain :—
- i. Grade not below B in theory papers.
  - ii. Grade not below in B in practical.
  - iii. Grade not below B in the thesis.
  - iv. Grade not below B in the viva voce test.
  - v. In overall grade not below B.
  - vi. Grades, Grade points, grade point averages and overall Grades, wherever necessary, shall be computed in accordance with the provisions of the ordinance of the University relating to Grading and internal Assessment.
- 11.1** A candidate who has appeared at the examination shall be supplied with a Grade Card indicating, inter alias the Grades and Grade points obtained by him/ her in the internal assessment, theory papers, practical, thesis, viva voce and also the overall Grade and Grade point average, under the provisions of Ordinance of the University.
- i. A candidate, who on obtaining a grade below the provision laid down in clause 9 sub clause (a) has been declared to have failed or who after having been admitted to the Examination fails on account of illness or a similar reason, to appear thereto, may reappear at it subsequently, as an ex-student in accordance with the provisions of ordinances and regulation of the University, provided he/she fulfils all such conditions laid down in this and other ordinances as are applicable to him/her from time to time .
  - ii. A candidate who has failed to obtain Grade B separately in the thesis and the viva voce. Test-shall not be permitted to re-appear at the examination as an ex-student.
  - iii. In the case of an ex-student candidate the grades and Grade points obtained by him / her previously in (a) internal Assessment and (ii) thesis shall be, if these were at least the minimum required for a pass, as laid-down in clause 9 above, carried over for the purpose of his/her result at the subsequent examination.
  - iv. An ex-student candidate shall be required to present himself/herself again before (i) a board of Viva voce examiners constituted as per the provisions of Examination.

- 12.0** The Registrar shall publish the results of the examination announcing the successful candidates and the overall grades obtained by them as soon as possible after the Examination is over but not later than the 60th day.
- 13.0** All candidates appearing in examination shall be required to abide by provisions and ordinance of the University and such other ordinance/ directives, if any, as are applicable to them.
- 14.0 LEGAL JURISDICTION:**  
All matters of any dispute shall be limited to Balaghat court only. The University reserves the rights to change configuration, courses, contents, fee structure, scheme of evaluation, time schedule of face to face programme and examination as per need.
- 15.0** Notwithstanding anything stated in this Ordinance, for any unforeseen issues. arising, and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
- 16.0** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.
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**भाग ४ (ग)****प्रारूप नियम****श्रम विभाग**

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 24 जुलाई 2018

क्रमांक: एफ 14-1/2017/ए-16, भारत के संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश के राज्यपाल, एतद्वारा, मध्यप्रदेश स्लेट पेंसिल कर्मकार मण्डल की सेवा के सदस्यों की भर्ती और सेवा शर्तों के विनियमन के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

**नियम****1. संक्षिप्त नाम और प्रारंभ.-**

- (1) इन नियमों का संक्षिप्त नाम मध्यप्रदेश स्लेट पेंसिल कर्मकार (नियुक्ति एवं सेवा की शर्तें) नियम, 2017 है।
- (2) ये मध्यप्रदेश राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।

**2. परिभाषाएं:- इन नियमों में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,-**

- (क) "अधिनियम" से अभिप्रेत है, मध्यप्रदेश स्लेट पेंसिल कर्मकार कल्याण निधि अधिनियम, 1982 (क्रमांक ; 13 सन् 1983) ;
- (ख) "नियुक्ति प्राधिकारी" से अभिप्रेत है, अनुसूची-एक के कॉलम (5) में विहित सेवा से संबंधित प्राधिकारी;
- (ग) "मण्डल" से अभिप्रेत है, अधिनियम की धारा 4 के अधीन गठित मध्यप्रदेश स्लेट पेंसिल कर्मकार कल्याण निधि मण्डल;
- (घ) "समिति" से अभिप्रेत है, नियम 11 के अधीन चयन के प्रयोजन के लिए गठित की गई समिति;
- (ङ) "सरकार" से अभिप्रेत है, मध्यप्रदेश के सरकार;
- (च) "राज्य" से अभिप्रेत है, मध्यप्रदेश राज्य।

**3. विस्तार तथा लागू होना:- मध्यप्रदेश सिविल सेवा (सेवा की सामान्य शर्तें) नियम, 1961 में अन्तर्विष्ट उपबन्धों की व्यापकता पर प्रतिकूल प्रभाव डाले बिना, ये नियम सेवा के प्रत्येक सदस्य पर लागू होंगे।****4. सेवा का गठन.- सेवा में निम्नलिखित व्यक्ति होंगे, अर्थात् :-**

- (1) वे व्यक्ति, जो इन नियमों के प्रारम्भ होने के समय, अनुसूची-एक में यथा विनिर्दिष्ट पदों को मूल रूप से या स्थानापन्न रूप से धारण कर रहे हों;
- (2) वे व्यक्ति, जो इन नियमों के प्रारम्भ होने से पूर्व, सेवा में भर्ती किए गए हों; और
- (3) वे व्यक्ति, जो इन नियमों के उपबन्धों के अनुसार सेवा में भर्ती किए गए हों।



#### 5. वर्गीकरण, वेतनमान आदि.-

- (1) सेवा का वर्गीकरण तथा उससे संलग्न वेतनमान तथा सेवा में सम्मिलित पदों की संख्या, अनुसूची-एक में अन्तर्विष्ट उपबंधों के अनुसार होगी :

परन्तु सरकार, समय-समय पर, सेवा में सम्मिलित पदों की संख्या में या तो स्थायी या अस्थायी आधार पर वृद्धि या कमी कर सकेगी।

- (2) सेवा के सदस्य अंतरविभागीय परिपत्र दिनांक 24.01.2008, 25.09.2008 तथा 30.09.2014 के उपबंधों के अधीन समयमान वेतनमान के हकदार होंगे।

#### 6. भर्ती का तरीका.-

- (1) इन नियमों के प्रारंभ होने के पश्चात्, सेवा में भर्ती निम्नलिखित तरीकों से की जाएगी, अर्थात् :-

- (क) विभिन्न अनुसूचियों में विनिर्दिष्ट पदों के लिए सीधी भर्ती द्वारा, चयन द्वारा या प्रतियोगिता परीक्षा द्वारा, अथवा दोनों द्वारा;
- (ख) अनुसूची-चार के कॉलम (2) में यथा विनिर्दिष्ट सेवा के सदस्यों की पदोन्नति द्वारा;
- (ग) ऐसे व्यक्तियों के स्थानांतरण द्वारा जो ऐसी सेवाओं में ऐसे पदों को मूल रूप से धारण कर रहे हों, जैसे कि इस निमित्त विनिर्दिष्ट किए जाएं।

- (2) उप-नियम (1) के खंड (ख) या खण्ड (ग) के अधीन भर्ती किए गए व्यक्तियों की संख्या, किसी भी समय, अनुसूची-एक में विनिर्दिष्ट पदों की संख्या, अनुसूची-दो में दर्शाए गए प्रतिशतता से अधिक नहीं होगी।

- (3) इन नियमों के उपबन्धों के अध्याधीन रहते हुए, भर्ती की किसी विशिष्ट कालावधि के दौरान भरे जाने के लिए अपेक्षित सेवा में किसी विशिष्ट रिक्ति या रिक्तियों को भरने के प्रयोजन के लिए अपनाया जाने वाला भर्ती का तरीका या तरीके तथा प्रत्येक तरीके द्वारा भर्ती किए जाने वाले व्यक्तियों की संख्या, प्रत्येक अवसर पर, नियुक्ति प्राधिकारी द्वारा (राज्य सरकार के परामर्श से) अवधारित की जाएगी।

- (4) उप-नियम (1) में अन्तर्विष्ट किसी बात के होते हुए, यदि शासन की राय में, सेवा की आवश्यकताओं को देखते हुए, ऐसा करना अनिवार्य हो, तो सामान्य प्रशासन विभाग के पूर्व अनुमोदन के पश्चात्, उक्त उप-नियम में विनिर्दिष्ट सेवा में भर्ती के तरीकों से भिन्न ऐसे अन्य तरीके अपना सकेगा, जो वह इस निमित्त जारी किए गए आदेश द्वारा विहित करे।

7. सेवा में नियुक्ति.- इन नियमों के प्रारंभ होने के पश्चात् सेवा में समस्त नियुक्तियां, नियुक्ति प्राधिकारी द्वारा की जाएंगी और ऐसी कोई भी नियुक्ति नियम 6 में विनिर्दिष्ट भर्ती के तरीकों में से किसी एक तरीके द्वारा चयन करने के पश्चात् ही की जाएगी, अन्यथा नहीं।

8. सीधी भर्ती के लिए पात्रता की शर्तें.- चयन के लिए पात्र होने के क्रम में अभ्यर्थी को निम्नलिखित शर्तें पूरी करनी होंगी, अर्थात्:-

(1) आयु:-

- (क) उसने चयन प्रारंभ होने की तारीख के ठीक आगामी प्रथम जनवरी को, अनुसूची-तीन के कॉलम (3) में यथाविनिर्दिष्ट आयु पूरी कर ली हो, और उक्त अनुसूची के कॉलम (4) में यथाविनिर्दिष्ट आयु पूरी न की हो।
- (ख) अनुसूचित जाति, अनुसूचित जनजाति तथा अन्य पिछड़े वर्गों से संबंधित अभ्यर्थी की दशा में उच्चतर आयु सीमा अधिकतम 5 वर्ष तक शिथिलनीय होगी।
- (ग) मध्यप्रदेश सिविल सेवा (महिलाओं की नियुक्ति के लिए विशेष उपबंध) नियम, 1997 के नियम 4 के उपबंधों के अनुसार महिला अभ्यर्थी की उच्चतर आयु सीमा अधिकतम 10 वर्ष तक शिथिलनीय होगी।
- (घ) उन अभ्यर्थियों के संबंध में, जो मध्यप्रदेश सरकार के कर्मचारी हैं या कर्मचारी रह चुके हैं, उच्चतर आयु सीमा, नीचे विनिर्दिष्ट की गई सीमा तक तथा शर्तों के अध्वधीन रहते हुए शिथिलनीय होगी, अर्थात्:-
- (एक) कोई अभ्यर्थी, जो स्थायी सरकारी सेवक हो, 45 वर्ष से अधिक आयु का नहीं होना चाहिए।
- (दो) कोई अभ्यर्थी, जो अस्थायी रूप से पद धारण करता हो तथा किसी अन्य पद के लिए आवेदन कर रहा हो, 45 वर्ष से अधिक आयु का नहीं होना चाहिए यह रियायत, आकस्मिकता निधि से वेतन पाने वाले कर्मचारियों, कार्यभारित कर्मचारियों तथा परियोजना कार्यान्वयन समिति में कार्यरत कर्मचारियों को भी अनुज्ञेय होगी।
- (तीन) ऐसे अभ्यर्थी, जो छंटनी किया गया सरकारी सेवक हो, अपनी आयु में से उसके द्वारा पूर्व में की गई समस्त अस्थायी सेवा की अधिकतम 7 वर्ष की सीमा तक की कालावधि, भले ही वह कालावधि एक से अधिक बार की गई सेवाओं का योग हो, कम करने के लिए अनुज्ञात किया जाएगा, बशर्ते कि इसके परिणामस्वरूप जो आयु निकले वह उच्चतर आयु सीमा से तीन वर्ष अधिक नहीं हो।

**स्पष्टीकरण:** शब्द "छंटनी किए गए शासकीय सेवक" जो द्योतक है ऐसा व्यक्ति, जो इस राज्य या किसी भी संघटक इकाई की अस्थायी सरकारी सेवा में कम से कम छह मास की कालावधि तक निरन्तर रहा हो तथा जिसे रोजगार कार्यालय में अपना रजिस्ट्रीकरण कराने या शासकीय सेवा में नियुक्ति हेतु अन्यथा, आवेदन करने की तारीख से अधिक से अधिक 3 वर्ष पूर्व स्थापना में कमी किए जाने के कारण छंटनी किया गया हो।

- (चार) कोई अभ्यर्थी जो भूतपूर्व सैनिक है, उसे अपनी आयु में से उसके द्वारा पूर्व में की गई समस्त प्रतिरक्षा सेवा की कालावधि कम करने के लिए अनुज्ञात किया जाएगा, बशर्ते इसके परिणामस्वरूप जो आयु निकले वह उच्चतर आयु सीमा से 3 वर्ष से अधिक न हो।

**स्पष्टीकरण:** पद "भूतपूर्व सैनिक" से द्योतक है, ऐसा व्यक्ति, जो निम्नलिखित प्रवर्गों में से किसी एक प्रवर्ग का हो और जो भारत सरकार के अधीन कम से कम छह मास की कालावधि तक निरन्तर नियोजित रहा है और जिसका किसी भी रोजगार कार्यालयमें अपना रजिस्ट्रीकरण कराने अथवा सरकारी सेवा में नियोजन हेतु अन्यथा आवेदन करने की तारीख से अधिक से अधिक तीन वर्ष पूर्व मितव्ययिता इकाई की सिफारिशों के फलस्वरूप या स्थापना में सामान्य रूप से कमी किए जाने के कारण छंटनी की गई हो या जो अधिशेष घोषित किया गया था:-

- (1) ऐसे भूतपूर्व सैनिक, जिन्हें सेवानिवृत्त रियायतों (मस्टरिंग आउट कन्सेशन) के अधीन निर्मुक्त कर दिया गया हो।
  - (2) ऐसे भूतपूर्व सैनिक, जिन्हें दूसरी बार नामांकित किया गया हो, और जिन्हें
    - (क) अल्पकालीन वचनबंध अवधि पूर्ण हो जाने पर;
    - (ख) नामांकन संबंधी शर्तें पूर्ण हो जाने पर;
 उसे सेवोन्मुक्त कर दिया गया हो;
  - (3) ऐसे कर्मचारी (सैनिक तथा असैनिक) जो संविदा पूरी होने पर सेवोन्मुक्त किए गए हो जिनमें अल्पावधि सेवा में नियमित कमीशन प्राप्त अधिकारी भी सम्मिलित हैं।
  - (4) ऐसे कर्मचारी जिन्हें अवकाश रिक्तियों पर छह मास से अधिक समय तक निरन्तर कार्य करने के पश्चात् सेवोन्मुक्त किया गया है।
  - (5) ऐसे भूतपूर्व सैनिक जिन्हें अशक्त होने के कारण सेवा से अलग किया गया है।
  - (6) ऐसे भूतपूर्व सैनिक, जिन्हें इस आधार पर सेवोन्मुक्त किया गया है कि अब वे दक्ष सैनिक बनने योग्य नहीं हैं।
  - (7) ऐसे भूतपूर्व सैनिक जिन्हें गोली लग जाने के तथा घाव आदि हो जाने के कारण चिकित्सीय आधार पर सेवा से अलग कर दिया हो।
- (ड) विधवा, परित्यक्ता तथा तलाकशुदा महिला अभ्यर्थी के संबंध में उच्चतर आयु सीमा समय-समय पर, जारी शासन के निर्देशों के अनुसार शिथिलनीय होगी।
- (च) ग्रीन कार्ड धारक अभ्यर्थियों के संबंध में उच्चतर आयु सीमा 2 वर्ष शिथिलनीय होगी।

- (छ) आदिम जाति, अनुसूचित जाति एवं अन्य पिछड़ा वर्ग कल्याण विभाग के अन्तर्जातीय विवाह प्रोत्साहन कार्यक्रम के अधीन किसी दम्पति के पुरस्कृत सवर्ण पति/पत्नी के संबंध में उच्चतर आयु-सीमा समय-समय पर, जारी शासन के निर्देशों के अनुसार शिथिलनीय होगी।
- (ज) "विक्रम पुरस्कार" धारक अभ्यर्थियों के संबंध में भी उच्चतर आयु सीमा 5 वर्ष तक शिथिलनीय होगी।
- (झ) ऐसे अभ्यर्थियों के संबंध में जो मध्यप्रदेश राज्य/निगम/मण्डल के कर्मचारी हैं, की भी उच्चतर आयु सीमा 5 वर्ष तक शिथिलनीय होगी।
- (ञ) स्वयं सेवी नगर सैनिकों एवं नॉन-कमीशन्ड अधिकारियों के संबंध में, उनके द्वारा इस प्रकार की गई नगर सेना सेवा की कालावधि की लिए उच्चतर आयु सीमा 5 वर्ष तक शिथिल होगी।
- (ट) ऐसे अभ्यर्थी जो उपर्युक्त खण्ड (घ) के उप खण्ड (एक) तथा (दो) में उल्लिखित आयु संबंधी रियायतों के अधीन चयन हेतु पात्र पाया गया हो, यदि आवेदन प्रस्तुत करने के पश्चात् या तो वे चयन के पूर्व या उसके पश्चात् सेवा से त्याग-पत्र देते तो नियुक्ति के पात्र नहीं होंगे। तथापि यदि आवेदन प्रस्तुत करने के पश्चात् उनकी सेवा या पद से छंटनी की गई हो तो वे नियुक्ति के पात्र बने रहेंगे। किसी अन्य मामले में आयु सीमा शिथिल नहीं की जाएगी।
- (2) विभागीय अभ्यर्थियों को चयन/परीक्षा के लिए उपस्थित होने हेतु अपने नियुक्ति प्राधिकारी से पूर्व अनुज्ञा प्राप्त करनी ही चाहिए।
- (2) शैक्षणिक अर्हताएं:- अभ्यर्थी के पास, अनुसूची-तीन में दर्शाई गई सेवा के लिए विहित शैक्षणिक अर्हताएं होनी चाहिए,-

परन्तु,

- (क) आपवादिक मामलों में, नियुक्ति प्राधिकारी की अनुशंसा पर, यदि अभ्यर्थी कोई व्यावसायिक अर्हता नहीं रखता है किन्तु ऐसी संस्था से उत्तीर्ण है जिसे नियुक्ति प्राधिकारी ऐसी परीक्षा/चयन में उपस्थिति होने के लिए उपयुक्त समझे, सम्मिलित होने के लिए विचार कर सकेगा।
- (ख) नियुक्ति प्राधिकारी के अपने स्वविवेक पर ऐसे अभ्यर्थियों पर विचार कर सकेगा, जो विदेशी विश्वविद्यालय तथा विशेषज्ञता से अर्हता रखते हों, जो इस निमित्त राज्य शासन द्वारा मान्यताप्राप्त है।
- (3) फीस:- अभ्यर्थी को नियुक्ति प्राधिकारी द्वारा विहित की गई फीस का संदाय करना होगा।

#### 9. निरर्हता.-

- (1) अभ्यर्थी की ओर से अपनी अभ्यर्थिता के लिए समर्थन प्राप्त करने हेतु किसी भी साधनों से किया गया कोई भी प्रयास, नियुक्ति प्राधिकारी द्वारा परीक्षा/चयन में बैठने के संबंध में निरर्हता के रूप में माना जाएगा।
- (2) कोई अभ्यर्थी, जिसने विवाह के लिए नियत की गई, न्यूनतम आयु से पूर्व विवाह कर लिया हो, सेवा में नियुक्ति के लिए पात्र नहीं होगा।

- (3) कोई अभ्यर्थी, जिसकी दो से अधिक जीवित संतान हों, जिनमें से एक का जन्म 26 जनवरी, 2001 को या उसके पश्चात् हुआ हो, किसी भी सेवा या पद के लिए पात्र नहीं होगा:

परन्तु कोई भी अभ्यर्थी, जिसकी पहले से एक जीवित संतान है तथा आगामी प्रसव 26 जनवरी, 2001 को या उसके पश्चात् हुआ हो जिसमें दो या दो से अधिक संतान का जन्म होता है, किसी सेवा या पद पर नियुक्ति के लिए निरहित नहीं होगा।

- (4) कोई भी अभ्यर्थी जिसे महिलाओं के विरुद्ध किसी अपराध के लिए सिद्धदोष ठहराया गया हो, सेवा या किसी पद पर नियुक्ति के लिए पात्र नहीं होगा:

परन्तु जहां किसी अभ्यर्थी के विरुद्ध न्यायालय में ऐसा मामला लंबित है, वहां उसकी नियुक्ति का मामला ऐसे आपराधिक प्रकरण में अंतिम विनिश्चय होने तक लंबित रखा जाएगा।

- (5) यदि कोई अभ्यर्थी, जिसकी एक से अधिक पत्नी जीवित है या किसी महिला अभ्यर्थी जिसने ऐसे व्यक्ति से विवाह कर लिया है, जिसकी पहले से ही एक पत्नी जीवित है, ऐसी नियुक्ति/चयन के लिए हकदार नहीं होगा/होगी।

#### 10. अभ्यर्थी की पात्रता के संबंध में नियुक्ति प्राधिकारी का विनिश्चय अंतिम होगा:-

- (1) परीक्षा/चयन में प्रवेश हेतु अभ्यर्थी की पात्रता या अपात्रता के संबंध में नियुक्ति प्राधिकारी का विनिश्चय अंतिम होगा और किसी भी ऐसे अभ्यर्थी को, जिसे नियुक्ति प्राधिकारी द्वारा प्रवेश प्रमाण-पत्र जारी नहीं किया है, नियुक्ति प्राधिकारी द्वारा परीक्षा में उपस्थित होने के लिए अनुज्ञात नहीं किया जाएगा।
- (2) यदि किसी स्तर पर चयनित अभ्यर्थी नियम 9 के अनुसार अंततः निरहंरित पाया जाता है तो उसका चयन तथा नियुक्ति अकृत और शून्य समझी जाएगी।

#### 11. प्रतिबन्धित परीक्षा द्वारा सीधी भर्ती:-

- (1) सेवा में भर्ती के लिए प्रतियोगिता परीक्षा ऐसे अंतरालों से ली जाएगी, जैसा कि नियुक्ति प्राधिकारी (समिति के परामर्श से) समय-समय पर, अवधारित करे।
- (2) मध्यप्रदेश लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े वर्गों के लिए आरक्षण) अधिनियम, 1994 (क्रमांक 21, सन् 1994) के उपबंधों के अनुसार और राज्य सरकार द्वारा, समय-समय पर इस निमित्त जारी आदेशों के अनुसार सीधी भर्ती के लिए उपलब्ध रिक्तियों में, अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े वर्गों के अभ्यर्थियों के लिए पद आरक्षित रखे जाएंगे।
- (3) इस प्रकार आरक्षित रिक्त पदों को भरते समय उन अभ्यर्थियों की, जो अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के सदस्य हैं, नियुक्ति पर विचार उसी क्रम में किया जायेगा, जिस क्रम में उनके नाम, नियम 12 में निर्दिष्ट सूची में आए हों, चाहे अन्य अभ्यर्थियों की तुलना में उनका सापेक्षित स्थान (रैंक) कुछ भी क्यों न हो।
- (4) अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों से संबंधित अभ्यर्थियों को, जिन्हें समिति द्वारा प्रशासन में दक्षता बनाए रखने का सम्यक् ध्यान रखते हुए सेवा में नियुक्ति के लिए उपयुक्त समझा जाए, यथास्थिति अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के अभ्यर्थियों के लिए आरक्षित रिक्तियों पर नियुक्त किया जा सकेगा।

- (5) मध्यप्रदेश सिविल सेवा (महिलाओं की नियुक्ति के लिए विशेष उपबंध) नियम, 1997 के उपबंधों के अनुसार महिला अभ्यर्थियों के लिए मध्यप्रदेश शासन, सामान्य प्रशासन विभाग की अधिसूचना दिनांक 17.11.2015 के अनुसार पदों का तैंतीस प्रतिशत या इस निमित्त समय-समय पर जारी अनुदेशों के अनुसार आरक्षित रखा जाएगा।
- (6) सामान्य प्रशासन विभाग के निर्देशों के अनुसार निशक्त अभ्यर्थियों के लिये विशिष्ट पद पर उपयुक्तता के आधार पर पद आरक्षित रखे जाएंगे।
- (7) ऐसे मामलों में, जहां सीधी भर्ती द्वारा भरे जाने वाले पदों के लिए अनुभव एक आवश्यक शर्त के रूप में अपेक्षित है और यदि नियुक्ति प्राधिकारी की राय में यह पाया जाए कि आरक्षित पदों पर भर्ती के लिए अपेक्षित अनुभव रखने वाले अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के अभ्यर्थी पर्याप्त संख्या में उपलब्ध नहीं हो सकेंगे, वहां नियुक्ति प्राधिकारी, सरकार से परामर्श के पश्चात् अनुभव की ऐसी शर्तों को युक्तियुक्त रूप से शिथिल कर सकेगा।
- (8) यदि अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के अभ्यर्थी, उनके लिए आरक्षित पदों को भरने के लिए पर्याप्त संख्या में उपलब्ध न हो तो ऐसी रिक्तियां, सरकार की पूर्व अनुज्ञा के बिना नहीं भरी जाएंगी। ऐसे पद, जिनके लिए पद आरक्षित है किसी भी रूप में ऐसे पदों को किसी भिन्न प्रवर्ग के व्यक्तियों से भरने के लिए योग्य नहीं होंगे।
- (9) अभ्यर्थी का चयन ऐसे अन्तराल से किया जाएगा, जैसा सरकार द्वारा अवधारित किया जाए।

#### 12. चयन समिति द्वारा सिफारिश किए गए अभ्यर्थियों की सूची.-

- (1) चयन समिति, उन अभ्यर्थियों की योग्यता के क्रम में एक सूची, जो ऐसे स्तर से अर्ह हों, जैसा कि नियुक्ति प्राधिकारी अवधारित करे तथा अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के उन अभ्यर्थियों की सूची, जो यद्यपि उस स्तर से अर्हित नहीं हैं, किंतु जिन्हें प्रशासन में दक्षता बनाए रखने का समुचित ध्यान रखते हुए, समिति द्वारा सेवा में नियुक्ति के लिए उपयुक्त घोषित किया गया है, योग्यता के क्रम में तैयार करेगा। यह सूची सर्व साधारण की जानकारी के लिए भी प्रकाशित की जाएगी।
- (2) इन नियमों तथा मध्यप्रदेश सिविल सेवा (सेवा की सामान्य शर्तें) नियम, 1961 के उपबंधों के अध्याधीन रहते हुए, उपलब्ध रिक्तियों पर, अभ्यर्थियों की नियुक्ति के लिए उसी क्रम में विचार किया जाएगा, जिसमें कि उनके नाम सूची में आए हों।
- (3) सूची में किसी अभ्यर्थी का नाम सम्मिलित किए जाने से ही उसे नियुक्ति का कोई अधिकार तब तक प्राप्त नहीं होता, जब तक कि नियुक्ति प्राधिकारी का, ऐसी जांच करने के पश्चात् जैसी कि वह आवश्यक समझे, यह समाधान नहीं हो जाए कि अभ्यर्थी सेवा में नियुक्ति के लिए सभी प्रकार में उपयुक्त है।
- (4) चयन सूची के जारी किए जाने की तारीख से एक वर्ष की कालावधि के लिए विधिमाम्य होगी।

13. **परिवीक्षा** -सेवा में सीधी भर्ती किए गए प्रत्येक व्यक्ति को 2 वर्ष की कालावधि के लिए परिवीक्षा पर नियुक्त किया जाएगा।

#### 14. पदोन्नति द्वारा नियुक्ति.-

- (1) पदोन्नति के लिए पात्र अभ्यर्थियों का प्रारंभिक चयन करने हेतु अनुसूची-चार में उल्लिखित सदस्यों से मिलकर एक समिति गठित होगी।

- (2) विभागीय पदोन्नति समिति की बैठक ऐसे अंतरालों से होगी, जैसा कि वह ठीक समझे, किन्तु साधारणतः एक वर्ष से अधिक का अंतराल नहीं होगा तथा ऐसी बैठकें वर्ष में दो बार आयोजित की जा सकेंगी।
- (3) अनुसूची-चार में विनिर्दिष्ट पदों पर सेवा के सदस्यों की पदोन्नति सामान्य प्रशासन विभाग द्वारा समय-समय पर, जारी नियमों तथा अनुदेशों के अनुसार होगी।

**15. पदोन्नति के लिए पात्रता संबंधी शर्तें.-**

- (1) विभागीय पदोन्नति समिति उन समस्त व्यक्तियों के मामलों पर विचार करेगी जिसने उस वर्ष की पहली जनवरी को, उस पद पर, जिससे पदोन्नति की जानी है या जिन्हें सरकार द्वारा उनके समतुल्य घोषित किए गए किसी अन्य पद या पदों पर, उतने वर्षों की सेवा (चाहे स्थापन्न रूप में या मूल रूप में) पूर्ण कर ली हो, जैसा कि अनुसूची-चार के कॉलम (4) में विनिर्दिष्ट है और जो विचारण क्षेत्र में हों:

परन्तु किसी कनिष्ठ व्यक्ति को प्रवर श्रेणी/पदोन्नति के लिए केवल उनकी सेवा की निर्धारित अवधि पूरी करने के आधार पर अपने से वरिष्ठ व्यक्ति से पहले वरीयता पर विचार नहीं किया जाएगा।

- (2) पदोन्नति के लिए पात्रता हेतु संगणना की रीति.- सुसंगत वर्ष में, जिसमें विभागीय पदोन्नति समिति आहूत की जाती है, उसके सेवा या पद में आने की तारीख से, जिसमें वह सेवा या पद में आया हों, अर्हकारी सेवा कैलेंडर वर्ष से संगणित की जाएगी।

**16. उपयुक्त अभ्यर्थियों की सूची तैयार करना.-**

- (1) उपयुक्त अभ्यर्थियों की सूची तैयार करने के लिए मापदण्ड सामान्य प्रशासन विभाग द्वारा समय-समय पर जारी नियम/अनुदेशों के अनुसार होंगे। सूची में सम्मिलित व्यक्तियों के नाम अनुसूची-चार के कॉलम (2) में यथा विनिर्दिष्ट सेवा के पदों में ज्येष्ठता के आधार पर क्रम में रखे जाएंगे :

परन्तु किसी ऐसे कनिष्ठ व्यक्ति को, जो विभागीय पदोन्नति समिति की राय में विशेष रूप से योग्य तथा उपयुक्त हो, तुलनात्मक रूप से उसे उच्चतर स्थान दिया जा सकेगा।

- (2) कोई व्यक्ति जिसका नाम चयन सूची में सम्मिलित किया गया हो, किन्तु जिसे चयन सूची की विधिमाम्यता के दौरान पदोन्नत नहीं किया गया हो, केवल उसके पूर्वोत्तर चयन के आधार पर उन व्यक्तियों पर, जिन पर पश्चात्पूर्ति चयन में विचार किया गया था, ज्येष्ठता का कोई दावा नहीं करेगा।

- (3) यदि चयन, पुनर्विलोकन अथवा पुनरीक्षण की प्रक्रिया में यह प्रस्तावित हो कि सेवा के किसी सदस्य का अधिक्रमण किया जाए, तो समिति, प्रस्तावित अधिक्रमण के संबंध में अपने कारणों को लेखबद्ध करेगी।

- (4) इस प्रकार तैयार की गई सूची का प्रत्येक वर्ष पुनर्विलोकन तथा पुनरीक्षण किया जाएगा।

**17. चयन सूची -**

- (1) नियुक्ति प्राधिकारी द्वारा अंतिम रूप से अनुमोदित सूची, अनुसूची-चार के कॉलम (2) में वर्णित किए गए पदों से उक्त अनुसूची के कॉलम (3) में वर्णित किए गए पदों पर सेवा के सदस्यों की पदोन्नति के लिए चयन सूची होगी। जब तक कि वह उचित समझे, सूची अनुमोदित रहेगी।

- (2) यदि नियुक्ति प्राधिकारी, विभागीय पदोन्नति समिति से प्राप्त सूची प्राप्त करने के पश्चात् सूची में कतिपय परिवर्तन करना आवश्यक समझे तो वह इसकी सूचना विभागीय पदोन्नति समिति को देगा तथा उक्त समिति टिप्पणियों या परिवर्तनों पर, यदि कोई हों, विचार करने के पश्चात्, सूची को अंतिम रूप देगी जो उसकी राय में न्यायसंगत हों।
- (3) चयन सूची, जब तक कि नियम 16 के उप-नियम (6) के अधीन उसका पुनर्विलोकन या परीक्षण नहीं किया जाए, साधारणतः एक वर्ष की कालावधि के लिए प्रवृत्त रहेगी, किन्तु उसकी विधिमान्यता उसे तैयार किए जाने की तारीख से 18 मास की कुल कालावधि से अधिक नहीं बढ़ाई जाएगी :

परन्तु चयन सूची में सम्मिलित किसी व्यक्ति के कर्तव्यों के निर्वहन में या कोई गंभीर चूक होने की दशा में, विभागीय पदोन्नति समिति, सूची का पुनर्विलोकन करेगी और ऐसे व्यक्ति का नाम चयन सूची से हटाएगी।

#### 18. चयन सूची से सेवा में नियुक्ति.-

- (1) चयन सूची में सम्मिलित अभ्यर्थियों की सेवा के संवर्ग (काडर) के पदों पर नियुक्ति नियम 16 के उप-नियम (1) के उपबंधों के अनुसार होगी।
- (2) साधारणतः उस व्यक्ति की, जिसका नाम सेवा की चयन सूची में सम्मिलित हो, सेवा में नियुक्ति के पूर्व विभागीय पदोन्नति समिति से परामर्श करना तब तक आवश्यक नहीं होगा जब तक कि चयन सूची में उसका नाम सम्मिलित किए जाने तथा उसकी प्रस्तावित नियुक्ति की तारीख के बीच की अवधि के दौरान उसके कार्य में ऐसी कोई गिरावट न आ गई हो जो नियुक्ति प्राधिकारी की राय में सेवा में नियुक्ति के लिए उसे अनुपयुक्त ठहराती हो।

19. निर्वचन-यदि इन नियमों के निर्वचन के संबंध में कोई प्रश्न उद्भूत होता है तो वह सरकार को निर्दिष्ट किया जाएगा, जिस पर उसका विनिश्चय अंतिम होगा।

20. स्थितिलीकरण.- इन नियमों में दी गई किसी भी बात का यह अर्थ नहीं लगाया जाएगा कि वह ऐसे व्यक्ति के मामले में, जिसे ये नियम लागू होते हों, ऐसी रीति से कार्यवाही करने की राज्यपाल की शक्ति को सीमित या कम करती है, जो उसको उचित और न्यायसंगत प्रतीत होती है:

परन्तु कोई मामला, ऐसी रीति में नहीं निपटाया जाएगा, जोकि इन नियमों में उपबंधित रीति की अपेक्षा उसके लिए कम अनुकूल हो।

21. व्यावृत्ति:- इन नियमों में की कोई भी बात, राज्य सरकार द्वारा, समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के लिए उपबंध किए जाने हेतु अपेक्षित आरक्षण तथा अन्य शर्तों को प्रभावित नहीं करेगी।



**अनुसूची-एक**  
**(नियम 5 देखिए)**

**वर्गीकरण, वेतनमान और सेवा में सम्मिलित पदों की संख्या**

अनुक्रमांक	सेवा में सम्मिलित पदों के नाम	पदों की संख्या	वर्गीकरण	नियुक्ति प्राधिकारी	नियुक्ति हेतु पात्र व्यक्ति	वेतनमान के साथ ग्रेड वेतन
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	सचिव	1	प्रथम-श्रेणी राजपत्रित अधिकारी	राज्य शासन, श्रम विभाग	राज्य शासन द्वारा नियुक्त या श्रम आयुक्त संगठन से कोई अधिकारी जो सहायक आयुक्त की श्रेणी से अनिम्न पद धारण करता हो, प्रतिनियुक्ति द्वारा।	15600-39100+6600 ग्रेड वेतन
2.	लेखा अधिकारी	1	द्वितीय-श्रेणी	-तदैव-	राज्य लेखा सेवा से किसी अधिकारी द्वारा जो लेखा अधिकारी से अनिम्न श्रेणी का हो, प्रतिनियुक्ति द्वारा पद भरा जाएगा।	15600-39100+5400 ग्रेड वेतन
3.	कल्याण पर्यवेक्षक	1	तृतीय-श्रेणी (कार्यपालिक)	-तदैव-	राज्य शासन द्वारा नियुक्त या श्रम आयुक्त संगठन से कोई अधिकारी जो श्रम निरीक्षक की श्रेणी से अनिम्न पद धारण करता हो, प्रतिनियुक्ति द्वारा।	9300-34800+4200 ग्रेड वेतन

(1)	(2)	(3)	(4)	(5)	(6)	(7)
4.	कल्याण निरीक्षक	1	तृतीय-श्रेणी (कार्यपालिक)	मण्डल द्वारा नियुक्त	पद, मण्डल द्वारा लिपिकवर्गीय संवर्ग से वरिष्ठतम कर्मचारी की नियुक्ति द्वारा भरा जाएगा	5200-20200+ 2800 ग्रेड वेतन
5.	शीघ्रलेखक	1	तृतीय-श्रेणी	-तदैव-	सीधी भर्ती	5200-20200+ 2800 ग्रेड वेतन
6.	लेखापाल	1	तृतीय-श्रेणी	-तदैव-	पदोन्नति द्वारा	5200-20200+ 2800 ग्रेड वेतन
7.	सहायक ग्रेड-दो	1	तृतीय-श्रेणी	-तदैव-	पदोन्नति द्वारा	5200-20200+ 2400 ग्रेड वेतन
8.	सहायक ग्रेड-तीन	4	तृतीय-श्रेणी	-तदैव-	सीधी भर्ती पदोन्नति द्वारा	5200-20200+ 1900 ग्रेड वेतन
9.	वाहन चालक	3	तृतीय-श्रेणी	-तदैव-	सीधी भर्ती द्वारा	5200-20200+ 1900 ग्रेड वेतन
10.	भृत्य	4	चतुर्थ-श्रेणी	-तदैव-	-तदैव-	4400-7440+ 1300 ग्रेड वेतन
11.	चौकीदार	1	चतुर्थ-श्रेणी	-तदैव-	-तदैव-	4400-7440+ 1300 ग्रेड वेतन
12.	फर्राश	2	चतुर्थ-श्रेणी	-तदैव-	-तदैव-	4400-7440+ 1300 ग्रेड वेतन
13.	बागवान	3	चतुर्थ-श्रेणी	-तदैव-	-तदैव-	4400-7440+ 1300 ग्रेड वेतन
14.	अंशकालीन सफाई कर्मचारी	1	चतुर्थ-श्रेणी	-तदैव-	-तदैव-	कलक्टर द्वारा नियत की गई नामावली के अनुसार

**अनुसूची-दो**  
(नियम 6(1) (ख) देखिए)

संवर्ग में भरे जाने वाले पदों की प्रतिशतता से भर्ती का तरीका

अनुक्रमांक	सेवा में सम्मिलित पदों के नाम	सीधी भर्ती द्वारा (नियम 6 (1) (क) देखिए)	सेवा के सदस्यों की पदोन्नति द्वारा (नियम 6 (1) (ख) देखिए)	अन्य सेवाओं से सदस्यों के स्थानान्तरण/प्रतिनियुक्ति द्वारा (नियम 6 (1) (ग) देखिए)
(1)	(2)	(3)	(4)	(5)
1.	सचिव	-	-	प्रतिनियुक्ति पर
2.	लेखा अधिकारी	-	-	प्रतिनियुक्ति पर
3.	कल्याण पर्यवेक्षक	-	-	प्रतिनियुक्ति पर
4.	कल्याण निरीक्षक	-	100 प्रतिशत	मण्डल द्वारा नियुक्त
5.	शीघ्रलेखक	100 प्रतिशत	-	-तदैव-
6.	लेखापाल	-	100 प्रतिशत	-तदैव-
7.	सहायक ग्रेड-दो	-	100 प्रतिशत	-तदैव-
8.	सहायक ग्रेड-तीन	75 प्रतिशत	25 प्रतिशत	पदोन्नत पर ऐसे विभागीय चतुर्थ श्रेणी कर्मचारियों से भरे जाएंगे जिन्होंने हायर सेकेण्डरी 10+2 पद्धति से उत्तीर्ण की हो तथा चतुर्थ श्रेणी संवर्ग में पांच वर्षों की सेवा पूर्ण कर ली हो।
9.	वाहन चालक	100 प्रतिशत	-	मंडल द्वारा नियुक्त
10.	भृत्य	100 प्रतिशत	-	-तदैव-
11.	चौकीदार	100 प्रतिशत	-	-तदैव-
12.	फर्राश	100 प्रतिशत	-	-तदैव-
13.	बागवान	100 प्रतिशत	-	-तदैव-
14.	अंशकालीन सफाई कर्मचारी	100 प्रतिशत	-	-तदैव-

## अनुसूची-तीन

(नियम 6(2) (ख) देखिए)

न्यूनतम अर्हता तथा सामान्य आयु सीमा

अनुक्रमांक	पदों के नाम	न्यूनतम आयु-सीमा	अधिकतम आयु-सीमा	शैक्षणिक अर्हता
(1)	(2)	(3)	(4)	(5)
1.	कल्याण निरीक्षक	-	-	लिपिकवर्गीय संवर्ग से पदोन्नति द्वारा
2.	शीघ्रलेखक	18	40	अंग्रेजी शीघ्रलेखक के लिए 100 शब्द प्रति मिनट की गति से तथा 30 शब्द प्रति मिनट की गति से टंकण तथा हिन्दी शीघ्रलेखक के लिए 100 शब्द प्रति मिनट की गति से तथा टंकण में 25 शब्द प्रति मिनट के गति के साथ शीघ्रलेखन में डिप्लोमा के साथ स्नातक होना चाहिए।
3.	लेखापाल	-	-	-
4.	सहायक ग्रेड-टो	-	-	-
5.	सहायक ग्रेड-तीन	18	40	हायर सेकेण्डरी 10+2 एवं सी.पी.सी.टी. उत्तीर्ण
6.	वाहन चालक	18	40	8वीं परीक्षा उत्तीर्ण व भारी तथा हल्के वाहन चालन की अनुज्ञप्ति होनी चाहिए।
7.	भृत्य	18	40	8वीं कक्षा उत्तीर्ण
8.	चौकीदार	18	40	8वीं कक्षा उत्तीर्ण
9.	फर्श	18	40	8वीं कक्षा उत्तीर्ण
10.	बागवान	18	40	8वीं कक्षा उत्तीर्ण
11.	अंशकालीन सफाई कर्मचारी	18	40	8वीं कक्षा उत्तीर्ण

**अनुसूची-चार**  
(नियम 7 तथा 8 देखिए)  
**विभागीय पदोन्नति समिति का स्वरूप**

अनुक्रमांक	उस पद का नाम जिससे पदोन्नति की जानी है	उस पद का नाम जिस पद पदोन्नति की जानी है	कालम (2) में दर्शाए गए पद पर पदोन्नति के लिए न्यूनतम अ के वर्षों की संख्या	विभागीय पदोन्नति समिति
(1)	(2)	(3)	(4)	(5)
1.	लेखापाल/सहायक ग्रेड-दो	कल्याण निरीक्षक	5 वर्ष	1. दो राजपत्रित अधिकारी, जिसमें से एक अनुसूचित जनजाति/ अनुसूचित जाति वर्ग का प्रतिनिधित्व करता हो -सदस्य 2. संचालक मण्डल में से कोई एक सदस्य (अध्यक्ष को छोड़कर) -सदस्य
2.	सहायक ग्रेड-तीन	लेखापाल/सहायक ग्रेड-दो	5 वर्ष	-तदैव-
3.	भृत्य/चौकीदार/बागवान	सहायक ग्रेड-तीन	5 वर्ष	-तदैव-

- टीप:- (1.) यदि कोई सदस्य अनुपस्थित है, तो समिति के शेष सदस्य आगामी कार्य के लिए अग्रसर रहेंगे।
- (2.) यदि अनुसूचित जाति, अनुसूचित जनजाति वर्ग का सदस्य अनुपस्थित है, तो ऐसा सदस्य अन्य विभाग से नामांकित किया जाएगा।

No. F 14-1/2017-A-XVI In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Madhya Pradesh, hereby makes the following rules for regulating the recruitment and conditions of service of the members of the service of the Madhya Pradesh Slate Pencil Karmakar Mandal, namely:-

### **RULES**

1. **Short title and commencement.-** (1) These rules may be called the Madhya Pradesh Slate Pencil Workers (Recruitment and Condition of Service) Rules, 2017.  
(2) They shall come into force from the date of their publication in the Madhya Pradesh Gazette.
2. **Definition.-In these rules, unless the context otherwise requires,-**
  - (a) "Act means the Madhya Pradesh Slate Pencil Karmkar Nidhi Adhiniyam, 1982 (No. 13 of 1983);
  - (b) "Appointing Authority" means the authority related to the service prescribed in column(5) of Schedule - 1;
  - (c) "Board" means the Madhya Pradesh Slate Pencil Workers' Welfare Fund Board constituted under section 4 of the Act;
  - (d) "Committee" means the committee constituted under rule 11 for the purpose of Selection;
  - (e) "Government" means the Government of Madhya Pradesh;
  - (f) "State" means the State of Madhya Pradesh;

3. **Scope and application.-** Without prejudice to the generality of the provisions contained in Madhya Pradesh Civil Services (General Conditions of Service) Rules, 1961, these rules shall apply to every member of the service.

4. **Constitution of Service.-** The services shall consist of the following persons, namely:-

- (1) persons, who at the commencement of these rules are holding the posts substantively or in an officiating capacity as specified in Schedule-1;
- (2) persons recruited to the service before the commencement of these rules; and
- (3) persons recruited to the service in accordance with the provisions of these rules.

5. **Classification, scale of pay etc.-**

- (1) The classification of the services and the scale of pay attached thereto and the number of posts included in the service shall be in accordance with the provisions contained in Schedule-1:

Provided that the Government may, from time to time, add to or reduce, the number of posts included in the service either on a permanent or temporary basis.

- (2) The members of service shall be entitled for time pay scale under the provisions of inter-department circular dated 24.01.2008, 25.09.2008 and 30.09.2014

6. **Method of recruitment.-**

- (1) After commencement of these rules, recruitment to the service shall be made by the following methods, namely:-

- (a) By direct recruitment, by selection or by competitive examination or both for the post specified in various Schedules;

- (b) By promotion of the members of the service as specified in column (2) of Schedule-IV.
  - (c) By transfer of persons holding such posts in substantive capacity in such services as specified in this behalf.
- (2) The number of persons recruited under clause (b) or clause (c) or sub rule (1) shall not, at any time exceed the percentage as shown in Schedule-II of the number of the posts specified in Schedule-I.
- (3) Subject to the provisions of these rules, the method or methods or recruitment to be adopted for the purpose of filling any particular vacancy or vacancies in the service as may be required to be filled during any particular period of recruitment and the number of persons to be recruited by each method, shall be determined on each occasion by the Appointing Authority (in consultation with the State Government.)
- (4) Notwithstanding anything contained in sub-rule (1), if in the opinion of the Government the exigencies of the service so required, he may after approval of the General Administration Department adopt such a method of recruitment to the service other than those specified in the said sub rule, as it may, by order issued in this behalf, prescribed.

**7. Appointment to the service.-**

All appointments to the service after the commencement of these rules shall be made by the Appointing Authority and no such appointment shall be made except after the selection by one of the methods of recruitment specified in rule 6.

**8. Conditions of eligibility for direct recruitment.-**

In order to be eligible for selection a candidate must satisfy the following conditions, namely:



**(1) Age:**

- (a) He must have attained the age specified in column (3) of Schedule-III and not attained the age specified in column (4) of the said Schedule on the first day of January next following the date of commencement of the selection.
- (b) The upper age limit shall be relaxable up to a maximum of 5 years if a candidate belongs to Scheduled Casted, Scheduled Tribes and Other Backward Classes.
- (c) The upper age limit shall be relaxable upto maximum of 10 years to a woman candidate in accordance with the provisions of rule 4 of the Madhya Pradesh civil Services (Special Provisions for Appointment of Women) Rules, 1997.
- (d) The upper age limit shall also be relaxable in respect of candidates, who are or have been employees of the Government of Madhya Pradesh to the extent and subject to the conditions specified below, namely :-
  - (i) a candidate who is a permanent Government servant shall not be more than 45 years of age;
  - (ii) a candidate holding a post temporarily and applying for another post shall not be more than 45 years of age. This rrelaxation shall also be admissible to the Contingency Paid Employees, Work Charged Employees and employees working in the Project Implementation Committees;

- (iii) a candidate, who is retrenched Government servant, shall be allowed to deduct from his age the period of all temporary service previously rendered by him up to a maximum of 7 years, if it represents more than one spell provided that the resultant age does not exceed the upper age limit by more than three years.

**Explanation:**

The term "retrenchment Government Servant" denotes a person who was in temporary Government service of this State or any of the constituent units for a continuous period of not less than six months and who was discharged because of reduction in establishment not more than 3 years prior to the date his registration at the employment exchange or of application made otherwise for employment in Government service.

- (iv) A candidate, who is an ex-servicemen, shall be allowed to deduct from his age the period of all defence service previously rendered by him provided that the resultant age does not exceed the upper age limit by more than 3 years.

**Explanation:**

The term "Ex-serviceman" denotes a person, who belongs to any of the following categories under the Government of India for a continuous period of not less than six months and who was retrenched or declared surplus as a result of the recommendation of the economy unit due to normal reduction in establishment not more than three years prior to the date his

registration at the employment exchange or of application made otherwise for employment in Government service.

- (1) Ex-servicemen released under mustering out concessions;
- (2) Ex-servicemen enrolled for the second time and discharged on,-

(a) Completion of short term engagement ;

(b) Fulfilling the conditions of enrollment;

- (3) Employees (Military and Civil) discharged on completion of their contract including Short Service Regular Commissioned Officers;

- (4) Employees discharged after working for more than six months continuously against leave vacancies;

- (5) Ex-serviceman invalidated out of service due to disability

- (6) Ex-serviceman discharged on the ground that they are unlikely to become efficient soldiers.

- (7) Ex-serviceman who are medically boarded out on account of gunshot, wounds etc

- (e) In respect of widows, destitute and divorced woman candidate the general upper age limit shall be relaxable as per directions of the government issued from time to time

- (f) The upper age limit in respect of green-card holder candidates shall be relaxable upto 2 years;

- (g) The upper age limit shall also be relaxable as per directions of the Government, issued from time to time in respect of awarded superior caste partner of a couple under the Inter-caste marriage incentive programme of the Tribal, Scheduled Castes and Other Backward Classes Welfare Department.

- (h) The upper age limit shall also be relaxable upto 5 years in respect of the "Vikram Award" holder candidates.
- (i) The upper age limit shall also be relaxable upto 5 years of age in respect of candidates who are employees of Madhya Pradesh State/Corporation/Boards.
- (j) The upper age limit shall be relaxed in case of Voluntary Home Guards and Non-Commissioned Officers of Home Guards for the period of service so rendered by them shall be relaxed upto 5 years.
- (k) Candidates who are found eligible for selection, under the age concessions mentioned in sub-clause (i) and (ii) of clause (d) above shall not be eligible for appointment if after submitting the application they resign from service either before or after the selection. They shall however, continue to be eligible if they are retrenched from the service or post after submitting the application. In no other case these limits be relaxed.
- (3) Departmental candidates must obtain previous permission of their Appointing Authority to appear for the selection/examination.

**(2) Educational Qualifications.-**

Candidate must possess the educational qualifications prescribed for the service as shown in Schedule-III,

Provided,

- (a) in exceptional cases, on the recommendation of Appointing Authority, if the candidate does not have a professional qualification but has passed from such institution which the Appointing Authority may consider deem fit, may be included for appearing such examination/selection.

(b) the Appointing Authority may consider on his own discretion such candidates who are having the qualification from foreign University and specialisation which is recognised by the State Government in this behalf.

**(3) Fees.-**

The candidate must pay fees prescribed by the Appointing Authority.

**(9) Disqualification.-**

(1) Any attempt on the part of the candidate to obtain support for his candidature by any means may be held by the Appointing Authority to disqualify him from appearing in examination/selection.

(2) Any candidate who has married earlier to the minimum age fixed for the marriage shall not be eligible for appointment in the service.

(3) Any candidate, who has more than two living children, one of whom is born on or after 26th January, 2001 shall not be eligible for the service or post:

Provided that no candidate shall be disqualified for appointment to the service or post who has already one living children and next delivery takes place on or after 26th January, 2001, in which two or more than two children are born.

(4) Any candidate, who has been convicted of any offence against woman, shall not be eligible for the service or the post:

Provided that where such cases are pending against any candidate in any court, the matter of his appointment shall be kept pending till final disposal of such criminal case.

(5) If a candidate has more than one living wife or a woman candidate married to a person who has already a living husband shall not be entitled for appointment/selection.

**10. Decision of the Appointing Authority's decision about the eligibility of candidates shall be final.-**

(1) The decision of the Appointing Authority as the eligibility of or otherwise of a candidate for admission to the examination/selection shall be final and candidate to whom a certificate or admission has not been issued by the Authority shall not be allowed to appear in the examination.

(2) If the selected candidate is finally disqualified as per rule 9 at any stage, his selection or appointment shall be deemed to be null and void.

**11. Direct recruitment by Competitive Examination.-**

(1) Competitive examination for recruitment to the service shall be held at such intervals as the Appointing Authority may (in consultation with the Committee), from time to time determine.

(2) The posts shall be kept reserved in available vacancies for direct recruitment for Scheduled Castes, Scheduled Tribes and Other Backward Classes as per the provisions of Madhya Pradesh Lok Sewa (Anusuchit Jatiyon, Anusuchit Janjatiyon Tatha Anya Pichhade Wargon Ke Liye Araskshan) Adhiniyam, 1994 (No. 21 of 1994) and orders issued by the State Government from time to time in this behalf.

(3) In filling the vacancies so reserved, candidates who are members of the Scheduled Castes, Scheduled Tribes and Other Backward Classes shall be considered for appointment in the order in which

their names appear in the list referred to in rule 12 irrespective of their relative rank as compared with other candidates.

(4) Candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Classes declared by the Committee under sub rule (3) to be suitable for appointment to the service with due regard to the maintenance of efficiency of administration may be appointed to the vacancies reserved for the candidates of the Scheduled Castes, Scheduled Tribes and Other Backward Classes, as the case may be.

(5) Thirty three percent of posts shall be kept reserved for women candidates as per provisions of Madhya Pradesh Civil Services ( Special Provisions for Women Candidates) Rules, 1997 and the instructions issued by the General Administration Department vide its notification dated 17.11.2015 and the orders issued from time to time in this behalf.

(6) As per instructions of the General Administration Department, the posts shall be reserved on the basis of utility for physically challenged candidates on specified posts.

(7) In such cases where the experience is required as one of the essential condition for the post of direct recruitment, if in the opinion of the Appointing Authority it is found that sufficient number of candidates of Scheduled Castes, Scheduled Tribes and Other Backward Classes is not available, in such a case after the consultation with the State Government, the Appointing Authority may reasonably relax such condition of experience.

(8) If the Scheduled Castes, Scheduled Tribes and Other Backward Classes candidates are not available in sufficient number against the

posts reserved to fill such vacancies, the remaining vacancies shall not be filled without previous permission of the Government. Such posts shall not be, by any means reserved to be filled up such posts with persons belonging to different classes for which the post was reserved.

(9) The time interval of selection of the candidate shall be such as determined by the Government.

**12. List of Candidates Recommended by the Selection Committee.-**

(1) The Appointing Authority shall prepare a list arranged in the order of merit of the candidates who have qualified by a such standards as the Appointing Authority may determine and the list of candidates belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Classes, who though not qualified by that standard, but are declared by the Committee to be suitable for appointment to the service with due regard to the maintenance of efficiency in administration. The list shall also be published for general information.

(2) Subject to the provisions of these rules and the Madhya Pradesh Civil Service (General Conditions of Service) Rules, 1961, the candidates shall be considered for appointment to the available vacancies in the order in which their names appear in the list.

(3) The inclusion of a candidate's name in the list confers no right to appointment unless the Appointing Authority is satisfied after such enquiry, as may be considered necessary, that the candidate is suitable in all respects of appointment to the service.



(4) The select list shall be valid for a period of one year from the date of its issue.

**13. Probation.-**

Every person directly recruited to the service shall be appointed on probation for a period of 2 years.

**14. Appointment by promotion.-**

(1) A Departmental Promotion Committee consisting of the members mentioned in Schedule-IV for making a preliminary selection for promotion of eligible candidates shall be constituted.

(2) The Departmental Promotion Committee shall meet at such intervals as it thinks fit, but ordinarily not exceeding one year, and such meetings shall be organised twice a year.

(3) For promotion of the members of the service on the post specified in the Schedule IV shall be done in accordance with the rules and in stuetions issue by General Administrative Department from time to time.

**15. Conditions for eligibility for promotion.-**

(1) The Departmental Promotion Committee shall consider the case of all persons, who on the 1<sup>st</sup> day of January of that year had completed such number of the years of service (whether officiating or substantive) on the posts from which promotion is to be made on any other posts declared equivalent, thereto by the Government as specified in column (4) of Schedule-IV and are within the zone of consideration:

Provided that any junior person shall not be considered for time scale/promotion merely on the basis of completion of his term earlier to his senior.

**(2) Method of computation for eligibility for promotion:**

In a relevant year in which Departmental Promotion Committee call upon, the qualifying service shall be computed from the calendar year in which he came into service or cadre from the date of his coming into service or post.

**16. Preparation of the list suitable candidates.-**

(1) The list of suitable candidates shall be prepared according to the rules/instructions issued by the General Administrative Department from time to time. The names of the selected candidates included in the list shall be arranged in an order of service of posts on the basis of seniority as specified in column (2) of Schedule-IV at the time of preparation of such selection list:

Provided that any junior person, who in the opinion of the Departmental Promotion Committee has is specifically qualified and appropriate shall be given a comparatively upper place.

(2) A person whose name is included in the select list but who is not promoted during the validity of the list shall have no claim to seniority over those considered in a subsequent selection merely by the fact of his earlier selection.

(3) If in the process of selection, review or revision, as the case may be, it is proposed to supersede any member of the Service the Departmental Promotion Committee shall record its reasons in writing for the proposed supersession.

(4) The list so proposed shall be reviewed and revised every year.

**17. Select list.-**

- (1) The list as finally approved by the Appointing Authority shall be the select list for promotion of members of service from the posts mentioned in column (2) of Schedule-IV to the posts mentioned in column (3) of the said Schedule approve the list unless it deemed fit.
- (2) If the Appointing Authority after receiving the list from the Departmental Promotion Committee deems it fit to make certain amendment in the list, then he shall give its information to the Departmental Promotion Committee and the said committee after considering remarks or modifications, if any, shall give final shape to the list which in its opinion is just and fair.
- (3) List as finally approved by the Appointing Authority shall be the select list for promotion of the members of the service for the post mentioned in column (2) to the column (3) of the Schedule-IV.
- (4) The select list shall remain in force normally for a period of one year till it is not taken in review or revision under sub-rule (6) of rule 16, but its validity shall not be extended beyond 18 months from the date of its preparations:

Provided that a person included in the selection list is deemed in capable in discharge of duty or in case of serious lapse, the Departmental Promotion Committee shall review the list and shall remove the name of the person from the select list.

**18. Appointment to the service from the select list.-**

- 1- The appointment of the candidate included in the select list to the posts borne on the cadre of the service shall be made as per the provisions of sub-rule (1) of rule 16.

2- It shall not ordinarily be necessary to consult the Departmental Promotion Committee before the appointment of a person, whose name is included in the select list unless during the period intervening between the inclusion of his name in the select list and the date of his proposed appointment there occurs any deterioration in his work which, in the opinion of the Appointing Authority is such as to render him unsuitable for appointment in the service.

**19. Interpretation.-**

If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

**20. Relaxation.-**

Nothing in these rules shall be construed to limit or abridge the powers of the Governor to deal with the case of any person to whom these rules apply in such a manner as may appear to him to be just and equitable:

Provided that the case shall not be dealt with any manner less favourable to him than that is provided in these rules.

**21. Saving.-**

Nothing in these rules shall affect reservations and other conditions required to be provided for the Scheduled Castes, Scheduled Tribes and Other Backward Classes in accordance with the orders issued by the State Government, from time to time.

**Schedule-I**

(See rule 5)

**Classification, Pay Scale and Number of Posts included in the service**

S. No.	Post included in the service	No. of Posts	Classification	Appointing Authority	Eligible person for the appointment	Pay Scale with Grade Pay
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Secretary	1	Class-I Gazetted Officer	State Government, Labour Department	An officer holding the post not below the rank of Assistant Labour Commissioner from the Association of Laour Commissioner or appointed by the State Government, by Deputation	15600-39100+6600 Grade Pay
2.	Accounts officer	1	Class-II	-do-	The post shall be filled up by an officer of State Accounts Services not below the rank of Accounts Officer by deputation	15600-39100+5400 Grade Pay
3.	Welfare Supervisor	1	Class-III (Executive)	-do-	An Officer holding the post not below the rank of Labour Inspector from the Association of Labour Commissioner or appointed by the State Government by Deputation	9300-34800+4200 Grade Pay
4.	Welfare Inspector	1	Class-III (Executive)	The Board shall appoint	The post shall be filled up by appointment of the senior most employee of ministerial cadre by the Board	5200-20200+2800 Grade Pay
5.	Stenographer	1	Class-III	-do-	Direct Recruitment	5200-20200+2800 Grade Pay
6.	Accountant	1	Class-III	-do-	By Promotion	5200-20200+2800 Grade Pay
7.	Assistant Grade-II	1	Class-III	-do-	By Promotion	5200-20200+2400 Grade Pay
8.	Assistant Grade-III	4	Class-III	-do-	By Direct Recruitment/ Promotion	5200-20200+1900 Grade Pay
9.	Driver	3	Class-III	-do-	By Direct Recruitment	5200-20200+1900 Grade Pay
10.	Peon	4	Class-IV	-do-	-do-	4400-7440+1300 Grade Pay
11.	Watchman	1	Class-IV	-do-	-do-	4440-7440+1300 Grade Pay
12.	Farrash	2	Class-IV	-do-	-do-	4400-7440+1300 Grade Pay
13.	Gardner	3	Class-IV	-do-	-do-	4400-7440+1300 Grade Pay
14.	Part time Sweeper	1	Class-IV	-do-	-do-	On the role as fixed by the Collector.

**Schedule-II**

[(See rule 6(1) (b)]

Method of recruitment the percentage of posts to be filled up in the cadre.

S. No.	Post included in the service	By Direct Recruitment [See rule 6 (1) (b)]	By promotion of the members in the service	Transfer/Deputation by the members of other services [See rule 6 (1) (c)]
(1)	(2)	(3)	(4)	(5)
1.	Secretary	-	-	By Deputation
2.	Accounts officer	-	-	By Deputation
3.	Welfare Supervisor	-	-	By Deputation
4.	Welfare Inspector	-	100%	Appointed by the Board
5.	Stenographer	100%	-	-do-
6.	Accountant	-	100%	-do-
7.	Assistant Grade-II	-	100%	-do-
8.	Assistant Grade-III	75%	25%	Promotional posts shall be filled up by such Departmental Class-IV employees who have passed Higher Secondary with 10+2 pattern and have completed Five years of Service in Class-IV cadre
9.	Driver	100%	-	Appointed by the Board
10.	Peon	100%	-	-do-
11.	Watchman	100%	-	-do-
12.	Farrash	100%	-	-do-
13.	Gardner	100%	-	-do-
14.	Part-time Sweeper	100%	-	-do-

**Schedule-III**

[(See rule 6(2) (b)]

Minimum Qualification and General Age Limit

S. No.	Name of the Post	Minimum Age Limit	Maximum Age Limit	Educational Qualification
(1)	(2)	(3)	(4)	(5)
1.	Welfare Supervisor	-	-	Shall be promoted from amongst the ministerial cadre
2.	Stenographer	18	40	Must be a graduate with a diploma in Shorthand with 100 w.p.m. and Typing 30 w.p.m. for
3.	Accountant	-	-	English Stenographer and shorthand 100 w.p.m. and 25 w.p.m. for Hindi stenographer
4.	Assistant Grade-II	-	-	-
5.	Assistant Grade-III	18	40	Higher Secondary 10+2 and must passed CPCT
6.	Driver	18	40	Must have passed 8 <sup>th</sup> Class and possess a Heavy and Light Motor Vehicle License
7.	Peon	18	40	8 <sup>th</sup> Class Passed
8.	Watchman	18	40	8 <sup>th</sup> Class Passed
9.	Farrash	18	40	8 <sup>th</sup> Class Passed
10.	Gardner	18	40	8 <sup>th</sup> Class Passed
11.	Part time Sweeper	18	40	8 <sup>th</sup> Class Passed

**Schedule-IV**

(See rule 7 and 8)

**Structure of Departmental Promotion Committee**

S. No.	Name of the Post from which promotion is to be made	Name of the post to which the promotion is to be made	The minimum number of years of experience of the post as shown in column (2) for promotion	Departmental Promotion Committee
(1)	(2)	(3)	(4)	(5)
1.	Accountant/ Assistant Grade-II	Welfare Inspector	5 Years	1. Two Gazetted Officers out of which one member shall represent Scheduled Castes/Scheduled Tribes Category -Members 2. A Member from amongst the Board of Directors (Except the Chairman) -Member
2.	Assistant Grade-III	Accountant/ Assistant Grade-II	5 Years	-do-
3.	Peon/Watchman/ Gardner	Assistant Grade-III	5 Years	-do-

**Note:-** (1) If any member is absent the rest of the committee shall proceed for the further work.

(2) If the member of Scheduled Castes and Scheduled Tribes is unavailable such member shall be nominated from other department.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,  
भास्कर लाक्षाकार, उपसचिव.

## प्रथम परिनियम उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 8 अगस्त 2018

क्र. आर-202-सी.सी.-2018-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, डॉ. सी. वी. रमन निजी विश्वविद्यालय, खण्डवा के प्रथम परिनियम क्र. 01-34, राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्रमांक-01-34

### STATUTE NUMBER 01

#### SHORT TITLE, SCOPE AND COMMENCEMENT

The "Statutes" means the Statutes of DR. C. V. Raman University, Madhya Pradesh

These Statutes shall come into force with effect from the date of the notification in the state Gazette.

The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapna evam Sanchalan) Adhiniyam 2007 (No. 17 of 2007). If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules will prevail.

Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision and the amended Statutes, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.

### STATUTE NUMBER 02

#### DEFINITIONS

In these Statutes unless the context otherwise requires;

1. "Act" means the Madhya Pradesh Niji Vishwavidyalaya (Sthapna evam Sanchalan) Adhiniyam 2007.
2. All words and expressions used herein and defined in the Act and the Rules shall have the meanings respectively assigned to them in the Act and the Rules.
3. "Academic Council" means the Academic Council of the University as specified in section 24 of the Act;
4. "Annual Report" means the Annual report of the University as referred to in section 37 of the Act;



5. **"Board of Management"** means the Board of Management of the University as constituted under section 23 of the Act;
6. **"Campus"** means the area of the university in which it is established;
7. **"Chancellor"** means the Chancellor of the University appointed under section 16 of the Act;
8. **"The Chief Finance and Accounts Officer"** means the Chief Finance and Accounts Officer of the University appointed under section 19 of the Act;
9. **"Controller of Examinations"** means the Controller of Examinations of the University appointed under section 20 of the Act;
10. **"Constituent College"** means a college or an institution maintained by the University;
11. **"Employee"** means employee appointed by the University; and includes teachers and others staff of the University or of a constituent college;
12. **"Endowment fund"** means the endowment fund of the University established under section 11 of the Act;
13. **"Faculty"** means group of academic departments of similar disciplines;
14. **"Fee"** means collection made by the university from the students for the purpose of any course of study and incidental thereto, in the University;
15. **"General Fund"** means the General fund of the University established under section 12 of the Act;
16. **"Governing Body"** means the Governing Body of the University constituted under section 22 of the Act;
17. **"National Assessment and Accreditation Council"** means National Assessment and Accreditation Council, Bengaluru, an autonomous institution of the University Grants Commission;
18. **"Prescribed"** means prescribed by the Statutes and the rules made under this Act;
19. **"Pro Vice-Chancellor"** means the Pro-Vice-Chancellor of the University appointed under section 20 of the Act;
20. **"Registrar"** means the Registrar of the University appointed under section 16 of the Act;

21. **"Regulatory Body"** means a body established by the Government of India for laying down norms and conditions for ensuring academic standards of higher education, such as University Grants Commission, All India Council for Technical Education, National Council for Teacher Education, Medical Council of India, Bar Council of India, Pharmacy Council of India, National Assessment and Accreditation Council, Indian Nursing Council etc. and includes the Government or any such body constituted by the Government of India or the State Government;
22. **"Rules"** means the rule of the University made under this Act;
23. **"Schedule"** means schedule appended to this Act;
24. **"Sponsoring Body"** in relation to the university means (i) a society registered under Societies Registration Act 1860, or (ii) a public trust registered under Indian Trust Act 1882, or (iii) a society or trust registered under the law of any other State;
25. **"State Government"** means the State Government of Madhya Pradesh;
26. **"Statutes", "Ordinances", and "Regulations"** mean respectively, the Statutes, Ordinances and Regulations of the University made under this Act;
27. **"Student of the university"** means a person enrolled in the university for taking a course of study for a degree, diploma, or other academic distinction duly instituted by the university, including a research degree;
28. **"Teacher"** means a Professor, Associate Professor, Assistant Professor or such other person as may be appointed for imparting instruction or conducting research in the University or in a Constituent College or Institution and includes the Principal of a Constituent College or institution, in conformity with the norms prescribed by the University Grants Commission;
29. **"University Grants Commission"** means the University Grants Commission established under the University Grants Commission Act, 1956;
30. **"University"** means the DR. C. V. RAMAN UNIVERSITY, Khandwa, established under this Act.

31. **"Vice-Chancellor"** means the Vice-Chancellor of the University appointed under section 17 of the Act;
32. **"Visitor"** means the Visitor of the University referred to in section 15 of the Act.

### **STATUTE NUMBER 03**

### **SEAL OF THE UNIVERSITY**

1. The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendment as deemed necessary from time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government. Changes (if any) in the above, shall be communicated to the **State Government** for information and records.

### **STATUTE NUMBER 04**

### **OBJECTS OF THE UNIVERSITY**

Apart from the objectives of the University described in the Act, the University shall also have the following objectives;

1. To disseminate and advance knowledge and skill by providing instructional, research and extension of facilities and in such branches of learning as it may deem fit. The University shall endeavour to provide to students and teachers the necessary atmosphere and facilities for the promotion of:
  - (a) Innovations in education leading to restructuring of courses, new methods of teaching, training, and learning including online learning, blended learning, continuing education and such other modes and integrated and wholesome development of personality;
  - (b) Studies in various disciplines;

- (c) Inter disciplinary studies;
  - (d) National integration, secularism and social equity and International understanding and ethics.
2. To provide instructions, teaching and training in Higher Education and make provisions for research, advancement and dissemination of knowledge.
  3. To create higher levels of intellectual abilities.
  4. To establish state of the art facilities for education and training.
  5. To carry out teaching and research and offer continuing education programmes.
  6. To create centers of excellence for research and development and for sharing knowledge and its application.
  7. To provide education using modern online technology.
  8. To provide consultancy to the industry and public organizations.
  9. To collaborate with other Universities, Research Institutions, Government and Non-Government Organizations towards fulfillment of the University objectives.
  10. To pursue any other objectives as may be approved by the State Government for the University from time to time.
  11. To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council.

#### **STATUTE NUMBER 05**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

1. In accordance with the Act, the Chancellor shall be appointed by the sponsoring body with the prior approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalise the name of the Chancellor. The Secretary or the Chairman of the sponsoring body shall

send the name, alongwith a copy of the biodata of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, the Chancellor shall be appointed by the sponsoring body.

2. The Chancellor shall exercise powers as specified in Section 16 of the Act.
3. In case of an emergency like illness, absence or death of the Chancellor the Vice Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
4. It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
5. The Chancellor shall exercise general control over the affairs of the University.
6. The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the sponsoring body.
7. In a special meeting called for the purpose, the Executive Committee of the sponsoring body may consider a "No Confidence Motion" against the Chancellor and, if passed by two thirds majority, can recommend to the Visitor for the removal of the Chancellor. After approval of the Visitor, the Sponsoring Body shall remove the Chancellor and propose a new name to the Visitor as per clause (1) of this statute.
8. The Chancellor may be writing under his hand addressed to the Sponsoring Body Chairman, resign his office. The Sponsoring Body after due consideration shall forward his resignation through its secretary or chairman to the Visitor and after Visitor's approval, shall accept his resignation and propose a new name to the Visitor as per clause (1) of this statute.

**STATUTE NUMBER 06****APPOINTMENT, TERMS AND CONDITIONS AND  
POWERS OF THE VICE CHANCELLOR**

1. The Vice-Chancellor shall be appointed by the Chancellor from the panel recommended by the selection committee constituted for the purpose.
2. The selection committee referred to in clause(1) above shall consist of the following members, namely :
  - (i) Two eminent academicians nominated by the Sponsoring Body; and
  - (ii) One eminent person nominated by the State Government.
3. The Chancellor shall appoint one of the members of the selection committee as chairman.
4. The selection committee shall submit a panel of at least three eminent academicians for the appointment of Vice-Chancellor :

Provided that if the Chancellor does not approve the recommendation of the selection committee, he may call for fresh recommendation from the selection committee.

5. Notwithstanding anything contained in the foregoing sub-section, the Chancellor may appoint the first Vice-Chancellor for a period of two years to conduct the affairs of the private university.
6. The Vice-Chancellor shall, subject to the provision contained in clause(1) above, hold office for a term of four years according to the provisions of clause (6) of Section 17 of the Act.

Provided that, on the expiry of his term, the Vice Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice Chancellor shall be considered by the Governing Body atleast three months before the expiry of his term, and if approved by the Governing Body,

the proposal shall be sent to the Chancellor for his approval. After Chancellor's approval the Vice Chancellor will be reappointed by the Chancellor for another term. The age limit for the Vice-Chancellor shall be 70 years as per UGC norms.

Provided further that, in case of an emergency like illness, long absence, resignation or death of a Vice Chancellor, the Chancellor shall assign the duties of the Vice Chancellor to a senior Professor of the University. However this period of interim arrangement shall not exceed more than six months.

7. Apart from exercising all such powers as described in Section 17 of the Act, the Vice Chancellor shall also exercise powers prescribed in the different Statutes.
8. The Vice Chancellor shall receive pay and other allowances as decided by the sponsoring body from time to time.
9. The Vice Chancellor shall cause the budget to be made by the Board of Management of University. He may also decide to delegate his powers to other officers of the University.
10. The Vice Chancellor may by writing under his hand addressed to the Chancellor, resign his office.

#### **STATUTE NUMBER 07**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR**

1. The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.

2. The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
3. The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause of the 18(1) Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of :
  - (i) Vice Chancellor - (Chairman)
  - (ii) Nominee of the Chancellor
  - (iii) One expert member approved by the Governing Body
  - (iv) One observer, nominated by the chairman Regulatory Commission.
4. Selection of Registrar :

The University will follow the following procedure for the selection of the Registrar :

  - (i) The University would invite applications for the post through the process of an advertisement in important News papers having wider circulation.
  - (ii) A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
  - (iii) The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given atleast 15 days in advance.
  - (iv) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.



- (v) If a suitable candidate is not found in the first advertisement, subsequent advertisements shall be issued.
5. When the Office of the Registrar falls vacant or when the Registrar is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
6. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing Body whose decision shall be final. Provided that before taking such action of the removal, the Registrar shall be given an opportunity of being heard before the Chancellor.
7. The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
8. The age of retirement of Registrar shall be sixty-five years.
9. Duties of the Registrar shall include:
- (i) Maintaining the records, the common property and any such other property of the University as the Governing Body may decide.
  - (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other committee. The Registrar shall be the Member-secretary but he shall not have a right to vote.
  - (iii) To issue notices conveying the dates of meeting of the university authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body/Board of Management from time to time. He will render desired assistance.

- (iv) The Registrar shall provide the copies of the Agenda of the meeting of the Governing Body, Academic Council, Board of Management, and such other bodies which are formed under the direction of the Vice-Chancellor, and shall record the minutes and send the same to the Vice-Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice Chancellor may desire.
  - (v) He shall discharge all such functions as assigned to him by the Governing Body/Vice-Chancellor of the University.
  - (vi) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, pending inquiry with the approval of the Vice-Chancellor.
  - (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
10. The Registrar may by writing under his hand addressed to the Chairman, resign his office.

#### **STATUTE NUMBER 08**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

1. The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
2. The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
3. The appointment of the CFAO shall be made by the Chancellor on the recommendation of the Sponsoring Body.
4. When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable perform his duties of

the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.

5. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO.
6. The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice Chancellor by giving him one month's notice or one month's salary in lieu of notice, provided that before taking such action of removal, the CFAO shall be given an opportunity of being heard by the chancellor.
7. The CFAO shall receive pay and other allowance as decided by the Governing Body from time to time.
8. The age of retirement of CFAO shall be sixty five years.
9. Duties of the CFAO shall include :
  - (i) The Chief Finance and Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
  - (ii) The Chief Finance and Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
  - (iii) Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
  - (iv) He shall discharge all such functions as assigned to him by the Governing Body/Vice Chancellor of the University.

**STATUTE NUMBER 09****OTHER OFFICERS OF THE UNIVERSITY****1. The following shall be the other Officers of the University:****(i) Pro Vice Chancellor**

The Pro Vice Chancellor shall be an officer of the University and shall be appointed by the Chancellor from amongst the Teachers of the University.

**(ii) Controller of Examination**

The Controller of Examinations shall be a whole time officer of the university and shall be appointed by the Chancellor.

It shall be the duty of the Controller of Examinations:

- (a) to conduct examinations in a disciplined and efficient manner;**
- (b) to arrange for the setting of question papers with strict regards to secrecy;**
- (c) to arrange for the evaluation of answer sheets in accordance with the planned time schedule for results;**
- (d) to constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;**
- (e) to deal with any other matter connected with examinations which may, from time to time be assigned to him by the Vice Chancellor.**

**(iii) Librarian:**

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as laid down in the statutes through the clause for the teachers.

**(iv) Dean Student Welfare (DSW):**

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

- 2 The powers and responsibilities of the Exam Controller, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

#### **STATUTE NUMBER 10**

#### **GOVERNING BODY**

1. Formation and functioning of the Governing Body shall be as laid down under section 22 of the Act.
2. The term of the nominated members of the Governing Body will be of three years.
3. Apart from the powers vested in the Governing Body according to the provisions under Section 22 of the Act, the Governing Body of the University shall have the following powers and duties :
  - (i) To make, review and approve, from time to time, the board policies, plans and procedures and suggest measures for the improvement and development of the University.
  - (ii) To make recommendations on any matter referred to it by the Chancellor.
  - (iii) To make recommendation to the Executive Committee of the Sponsoring Body for the creation of new posts of officers of the University.
  - (v) Such other powers and duties as may be prescribed by the "Executive Committee" of the Sponsoring Body.

**STATUTE NUMBER 11****BOARD OF MANAGEMENT**

1. Formation and Functioning of the Board of Management shall be as laid down under Section 23 of the Act.
2. The term of the nominated members of the Board of Management will be of three years.
3. The Board of Management shall meet once in every two months.
4. Power and Functions of the Board of Management shall be :
  - (i) To prepare financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
  - (ii) To prepare the annual/Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
  - (iii) To follow the Budget for Expenditure as approved by the Governing Body.
  - (iv) To perform any other functions which may be assigned by the Governing Body/Chairman of the Board of Management/Statutes of the University.
  - (v) To recommend to Governing Body for creating the post of other officers of the university.
  - (vi) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management which may be having bearing on the finances of the University.

**STATUTE NUMBER 12****THE ACADEMIC COUNCIL**

1. Formation and Functioning of the Academic Council shall be as laid down under Section 24 of the Act.
2. The Academic Council shall consist of the following members:
  - (i) Vice-Chancellor (Chairman)
  - (ii) All Deans of the Faculty
  - (iii) All the Heads of the Departments.
  - (iv) All the Professors of the University Teaching Department.
  - (v) Two Professors from State/Central Govt. Universities nominated by the Chairman, Regulatory Committee.
  - (vi) Five representatives from amongst the Scientist/ Educationists/ Technologists/ Industries nominated by the Chancellor.
3. The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council and in his absence, any other person nominated by the Chancellor shall preside over the meeting.
4. The Registrar, shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
5. The term of the nominated members of the Academic Council will be three years.
6. One half of the members the Academic Council including the Chairperson shall form the quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days' notice shall be given for all meetings of the Academic Council.
7. Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely,

- (i) To co-opt as members, persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the council in regard to the transaction of the business in relation to which they may be co-opted.
- (ii) The Academic Council shall be the principal academic body of the University and shall, coordinate and exercise general supervision over the academic policies of the University.
- (iii) To promote research and related activities in the University.
- (iv) To make recommendations to the GB on the proposals received from the different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.
- (v) To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.
- (vi) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the SOM or the GB, and to take appropriate action thereon.
- (vii) To make proposals to the GB for allocating departments to the faculties.
- (viii) To make proposal to the GB for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for their award.
- (ix) To recognize persons of eminence in their subject to be associated as research guide in that subject as prescribed in the ordinance.
- (x) To formulate, modify or revise schemes for the organisation and assignment of subjects to the faculties, and to report to Governing Body



as to the expediency of abolition, reconstitution or division of any faculty of the University.

- (xi) To recognize diplomas and degrees of other Universities and institutions and to determine their equivalence.
  - (xii) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
  - (xiii) To consider academic related proposals submitted by the faculties/ departments of the University.:
  - (xiv) To approve the syllabus of the different courses/subjects submitted by the faculties/departments and to arrange for the conduct of examinations according to Ordinances made for the purpose.
  - (xv) To award stipends, scholarships, medals and prizes, and to make awards in accordance with the ordinances and such other conditions as may be attached to the award.
  - (xvi) To publish syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.
  - (xvii) To appoint committee for admission of students in different faculties of the University.
8. To recommend to the GB the rates of remuneration and allowances for the examination work.
9. To delegate such of its powers, as it may deem fit, to the Chairman of the Academic Council.
10. To report or to make recommendations on any matter referred to it by the Chancellor or the Governing Body, as the case may be.
11. The Academic Council shall exercise such other powers and perform such other duties as may be prescribed from time to time.

**STATUTE NUMBER 13****STANDING COMMITTEE**

1. Standing Committee of the University shall be constituted as under:
  - (i) Vice Chancellor (Chairperson)
  - (ii) Registrar
  - (iii) CFAO
  - (iv) Deans of all faculties of the University.
  - (v) Three senior Heads of Departments of the University by rotation (their term being three years).

The Vice Chancellor can invite additional members to the standing committee as and when required.

2. The Registrar shall act as Secretary of the Standing Committee.
3. Meeting of the Standing Committee shall be convened, as and when required, under the directions of the Vice-Chancellor. One-half of the members of the Standing Committee and the Chairman shall constitute the quorum.
4. Notice for the meeting of the Standing Committee along with the agenda will be served to the members at least 3 days in advance of the meeting. However, an emergency meeting of the Standing Committee can be called by the Vice Chancellor, as and when required, with one-hour notice.

**STATUTE NUMBER 14****EXAMINATION COMMITTEE**

1. The Examination Committee of each department shall consist of the following members:
  - (i) Dean of the faculty (Chairman)
  - (ii) Head of the Department

- (iii) Two senior most teachers of the Department (other than the head of the department).
2. The Examination Committee of the Department shall recommend to the Vice-Chancellor through Controller of Examination, the names of Examination Paper Setters, Moderator and Examiner of different subjects. The Vice-Chancellor will have the right to add or delete names in the proposed list and he would approve the final list.

### **STATUTE NUMBER 15**

#### **RESULT COMMITTEE**

The Results Committee for each faculty shall consist of the following:

- |       |                             |   |                  |
|-------|-----------------------------|---|------------------|
| (i)   | Vice Chancellor             | : | Chairman         |
| (ii)  | Dean of the Faculty Concern | : | Member           |
| (iii) | Registrar                   | : | Member Secretary |

1.1 Two members shall form the Quorum,

1.2 The term of the Results Committee shall be one academic year.

1.3 The functions of the Results Committee shall be as follows:

1.3.1 To scrutinize and pass the results of the examinations conducted by the University for publication 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.

1.3.2 To scrutinize complaints against question papers and to take necessary action.

1.3.3 To decide cases of candidates who answered wrong paper.

1.3.4 To decide cases of candidates whose answer books were lost in transit.

- 1.3.5 To decide cases of mistakes made by the paper-setters, Moderators, Examiners, Invigilators, Superintendents of the Examination Centres, Tabulators, Collators, Coordinators and any other person concerned with the examinations whose cases are referred to the Committee.
- 1.3.6 To exercise such other powers as the Board of Management may delegate to it from time to time.

### **STATUTE NUMBER 16**

#### **FACULTIES**

1. The University shall include the following faculties:

- (i) Faculty of Science.
- (ii) Faculty of Education.
- (iii) Faculty of Commerce.
- (iv) Faculty of Management.
- (v) Faculty of Engineering and Technology.
- (vi) Faculty of Computer Science and Information Technology.
- (vii) Faculty of Media Studies.
- (viii) Faculty of Fine Arts and Performing Arts.
- (ix) Faculty of Arts and Humanities and Languages.
- (x) Faculty of Agriculture.
- (xi) Faculty of Law.
- (xii) Faculty of Medical Sciences.

Such other faculties as may be approved by the Governing Body on the recommendation of the Academic Council shall be added from time to time.

2. Each Faculty shall have such departments as may be assigned to it by the Academic Council.

**STATUTE NUMBER 17****DEANS OF FACULTIES**

There shall be a Dean for each Faculty. A Professor within the faculty shall, according to seniority, act as the Dean of the Faculty for a period of three years, Provided that:

1. If there is no Professor, a Reader, according to seniority, shall act as Dean.
2. The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinances and the Regulations relating to the Faculty.
3. The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
4. The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the BOM or the Vice-Chancellor.
5. Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

**STATUTE NUMBER 18****CONSTITUTION OF FACULTIES**

Each Faculty shall consist of the following members, namely:

1. The Dean of the Faculty who shall be the Chairman.
2. The Heads of Departments of Studies in the Faculty.
3. All Professors in the Faculty.
4. One Reader and one Lecturer, by rotation according to seniority, from each Department in Faculty.

**STATUTE NUMBER 19****POWERS OF THE FACULTIES**

1. The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances.
2. The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.

**STATUTE NUMBER 20****BOARD OF STUDIES**

1. There shall be a Board of Studies for each department comprising of:
  - (i) **All the teachers of the concerned department.**
  - (ii) **Two members to be nominated and co-opted by the Department, from outside the University, from academia /Industries.**
2. **The Head of the Department or Senior most faculty member shall be the Chairman of the Board of Studies.**
3. **The term of the Co-opted members of the board of studies shall be three years.**
4. **The Vice Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.**
5. **Detailed syllabus of the different courses of the department shall be prepared by the Board of Studies and be submitted to the Academic Council for its approval and publication.**
6. **Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.**
7. **Board of Studies meeting shall be arranged at least once in a year.**

**STATUTE NUMBER 21****STUDENTS COUNCIL**

1. The students' council will mainly function as a forum for getting feedback on the students' issues and their welfare.
2. The Vice-Chancellor shall appoint on the Students' Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
3. The Vice-Chancellor can also decide to involve other categories of students in the Students' Council depending upon the need of student's participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Students' Council.

**STATUTE NUMBER 22****APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

1. For the teaching positions in the University namely the Professors, Associate Professors and Assistant Professors, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different departments of the University.
2. The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
3. Teaching positions (Professors, Associate Professors, Assistant Professor) shall be advertised in the national daily 1 News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grants Commission (UGC) or any other Regulatory Body.

4. An Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
5. Summary of all the screened applications shall be made available to the Selection Committee at the time of interview.
6. The Selection Committee shall consist of the following members;
  - (i) The Vice-Chancellor (Chairman)
  - (ii) One observer, not connected with the University in any manner, to be nominated by the chairman, Regulatory Commission.
  - (iii) Three subject experts nominated by the Vice Chancellor from a panel of experts approved by the Governing Body.
  - (iv) One observer nominated by the Chancellor.
7. The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons whom it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.
8. After the approval of appointments, as recommended by the Selection Committee, by the Governing Body, appointment letters will be issued by the Registrar.
9. In addition to full-time teachers, the Board of Management/Chancellor may also decide to engage for a fixed period, part-time, contractual and / or assignment based positions, either through direct recruitment or outsourcing. The terms and conditions (such as honorarium, TA/DA: conveyance charges etc.) of such engagements will be decided by the Governing Body of the University, from time to time.



**STATUTE NUMBER 23****CATEGORIES OF THE NON-TEACHING EMPLOYEES**

1. The following types of non-teaching employees will be employed by the University
  - (i) Permanent/Probationary employees
  - (ii) Contractual employees
  - (iii) Casual employees
2. Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
3. Contractual employee means an employee who is appointed on contract for a specified period.
4. Casual Employee means an employee who is engaged on the basis of a Muster Roll.
5. The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations.

**STATUTE NUMBER 24****CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

1. (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice-Chancellor
  - (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act. Shall call a special meeting of the Board of Management to consider the proposal.
  - (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the

proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.

- (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
  - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- 2.
- (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing Body present and voting at the meeting.
  - (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
  - (iii) The Vice-Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
  - (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

#### **STATUTE NUMBER 25**

#### **PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

1. All the Courses in the University will be run on self-finance mode. The following types of fees may be charged from the students:
- (i) Prospectus and Registration form
  - (ii) Admission fees (where applicable)
  - (iii) Tuition fees for the course

- (iv) Examination fees
- (v) Library fees
- (vi) Development/amalgamated fund
- (vii) Laboratory fees
- (viii) Caution money
- (ix) Hostel & Mess fees (Where applicable)
- (x) Identity Card fees
- (xi) General insurance fees
- (xii) Placement fees (Where applicable)

The University can introduce other heads of fees from time to time.

2. In addition, fees for duplicate mark sheets, revaluation, issuance of degree and such others examinations or result related fee may be charged from the students.
3. The components of fee may vary from course to course and shall be decided by the Board of Management for each course.
4. The fee structure of various courses and provision of exemption from tuition fee will be decided by the Board of Management from time to time and will be made available to the students along with the prospectus for the concerning session.
5. The tuition fees for the various courses will be defined in their respective Ordinances and can be changed with the approval of Board of Management.

**STATUTE NUMBER 26****ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS,  
SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

1. The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
2. The Board of Management shall administer all the endowments.
3. The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
4. (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.  
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
5. No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
6. In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
7. Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s)/ordinance(s) belonging to the specific endowment will be given by the Board of Management.

**STATUTE NUMBER 27****CONVOCATION**

1. A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.

2. The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
3. The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice Chancellor shall preside over the convocation function.

### **STATUTE NUMBER 28**

#### **ADMISSION OF STUDENTS**

1. Admission to various courses shall be governed as prescribed in the ordinances framed for the concerned subjects.
2. The University may conduct its own entrance test, if necessary, or may utilize the list of results of such examination/ test conducted by different State/ National/Professional Bodies.
3. The University can also take admission through information or counseling centres or by post or online or by appointing admission coordinators. The University can also collaborate with online portals for admission purpose or referring / forwarding admission enquiries.

### **STATUTE NUMBER 29**

#### **ANNUAL REPORT**

1. The Annual Report of the University shall be prepared by the Board of Management.
2. The Report shall be placed before the Governing Body for approval.
3. A copy of the Annual Report prepared under Sub-section (1) shall be presented to the Visitor and to the Regulatory Commission after approval by the Governing Body.

**STATUTE NUMBER 30****RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

**STATUTE NUMBER 31****ACTION AGAINST TEACHERS**

1. Where there is an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
2. Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the teacher concerned, the Vice Chancellor shall report the matter to Governing Body whose decision will be final.
3. An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

**STATUTE NUMBER 32****ACTION AGAINST NON-TEACHING EMPLOYEES**

1. Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
2. Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.

However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final.

3. An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

### **STATUTE NUMBER 33**

#### **OFF-CAMPUS CENTRE(S), OFF-SHORE CENTRE(S) AND STUDY CENTRE(S)**

1. The University shall set up Off Campus Centre(s), Off Shore Centre(s) and Study Centre(s) as per the provisions of Madhya Pradesh Niji Vishwavidyalaya (Sthapna Evam Sanchalan) Adhiniyam 2007 and University Grants Commission, New Delhi and as per other Regulations notified from time to time.
2. The guidelines for monitoring and control of Off-Campus centre(s), off-shore Centres and Study Centre(s) will be worked out by the Board of Management of the University and shall be detailed in the Ordinances made for the purpose.

### **STATUTE NUMBER 34**

#### **RESIDUAL PROVISION**

In case of any dispute/difference of interpretation of provisions made in the Statutes, the decision of the Chancellor shall be final.

क्र. आर-204-सी.सी.-2018-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में सरदार पटेल निजी विश्वविद्यालय, बालाघाट के प्रथम परिनियम क्र. 01-36 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

~~राजपत्र~~ क्रमांक-01-36

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

### **SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The "Statutes" means the Statutes of Sardar Patel University, Balaghat, Madhya Pradesh, India.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhinium 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.
- (4) Nothing in these Statutes shall be deemed to debar the University from amending the Statutes subsequently according to the provision of Section 27 of the Act, and the amended statues, if any shall be applicable with immediate or retrospective or prospective effect, from such a date as prescribed in the notification.



**STATUTE-02****DEFINITIONS**

In these Statutes unless the context otherwise requires;

- (1) "Act" means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007".
- (2) All words and expressions used herein and defined in the Act and the Rule shall have the meaning respectively assigned to them in the Act and the Rules.
- (3) "Academic Council" means the Academic Council of Sardar Patel University, Balaghat (M.P.)
- (4) "Academic Year" means a period of nearly twelve months, devoted to completion of requirements specified in the scheme and curriculum of the concerned course(s) and apportioned into "terms" as stipulated in the Ordinance.
- (5) "Administrative Officer" means an officer looking after the day-to-day administrative work of Sardar Patel University, Balaghat (M.P.);
- (6) "Below Poverty Line family" means a family whose income is below the poverty line as specified by the State or Central Government, from time to time;
- (7) "Board" means, the Board of Management of the Sardar Patel University Balaghat;
- (8) "Board of Studies" Means the Board of Studies of the University departments / faculties.
- (9) "Chancellor" means Chancellor of Sardar Patel University, Balaghat (M.P.);
- (10) "Chief Finance and Accounts Officer" means the Chief Finance and Accounts Officer of Sardar Patel University, Balaghat (M.P.);
- (11) "Convocation" means the convocation of the University;
- (12) "Course(s)" means prescribed area(s) or course(s) of study or programme(s) and / or any other components(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction as prescribed by UGC norms.
- (13) "Dean" means, Head of an academic Institution;

- (14) **"Decided by the University / University may decide / Decision of the University"** means as decided by the Vice-Chancellor with the approval of the Chancellor.
- (15) **'Department'** means, Department of Studies and includes a Centre of Studies of **Sardar Patel University, Balaghat (M.P.)** in the main campus;
- (16) **"Employee"** means any person working on the payroll of the University.
- (17) **'Endowment Fund'** means endowment fund (An investment fund set up by an institution in which regular withdrawals from the invested capital are used for ongoing operations or other specified purposes, as prescribed in the Adhiniyam 2007) of **Sardar Patel University, Balaghat (M.P.)**;
- (18) **"Executive Committee"** means Executive Committee of the Sponsoring Body.
- (19) **"Faculty"** means Faculty of the University listed in Statute No. – 15
- (20) **'Fee'** means the collection made by **Sardar Patel University, Balaghat (M.P.)** from the students by whatever means it may be called;
- (21) **'Governing Body'** means the Governing Body of the **Sardar Patel University, Balaghat (M.P.)**.
- (22) **'Higher Education'** means study of curriculum or course for knowledge beyond 10+2 level;
- (23) **'Hostel'** means a unit of residence for students of the University maintained or recognized by the University in accordance with the provisions of the Statutes;
- (24) **'Main Campus'** means the main campus of **Sardar Patel University, Balaghat (M.P.)** situated in school of studies as prescribed in Adhiniyam 2007 and where the main office of the University is located;
- (25) **'National Council of Assessment and Accreditation'** means statutory bodies of autonomous institution of the University Grants Commission, situated at Bhopal;
- (26) **'Ordinances'** means Ordinance of **Sardar Patel University, Balaghat (M.P.)**;

- (27) **'Other Backward Classes'** means, the communities, castes and tribes notified by the State Government from time to time;
- (28) **'Pro Vice- Chancellor'** means, Pro Vice-Chancellor of Sardar Patel University, Balaghat (M.P.) listed in Statue No. – 35.
- (29) **'Qualification'** means Degree or Diploma or any other qualification awarded by Sardar Patel University, Balaghat (M.P.);
- (30) **'Registrar'** means the Registrar of Sardar Patel University, Balaghat (M.P.) as listed in Statute No.– 07;
- (31) **'Regulatory Commission'** –means the Madhya Pradesh Private University Regulatory Commission established under the section 36 of the Madhya Pradesh Act, 2007.
- (31) **'Regulatory Council'** - As defined in Section 2(1) (V) of Act 2007 & as amended in 2013.
- (32) **"Regular Education"** means and includes delivering instruction, teaching, learning, education, and related activities directly by the teacher synchronously to students in the classes supported by teaching, learning and related activities on line and advanced technology from the campus to the regular students of the University.
- (32) **"Regulation"** means regulation of the University.
- (33) **"Rules"** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Rules, 2008" as amended time to time.
- (34) **"Scheme and Curriculum"** means and includes nature, duration, pedagogy, syllabus, eligibility and such other related details (by whatever name it may be called) for the concerned course(s) of the University.
- (35) **'Scheduled Caste'** means the Scheduled Castes notified under Article 341 of the Constitution of India.
- (36) **'Scheduled Tribes'** means the Scheduled Tribes notified under Article 342 of the Constitution of India.
- (37) **'School of Studies'** means an institution maintained by Sardar Patel University, Balaghat (M.P.) as a place of higher learning and research' in the campus.

- (38) **'Sponsoring Body'** in relation to **Sardar Patel University, Balaghat (M.P.)** means **VINDHYA SHIKSHA SAMITI, BALAGHAT** and a Registered Society under Madhya Pradesh society Act, 1973.
- (39) **'State Government'** shall mean, the Government of the State of Madhya Pradesh.
- (40) **'Teacher'** means, as per UGC Act, a Professor, Reader, Lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study at **Sardar Patel University, Balaghat (M.P.)**.
- (41) **'The Adhiniyam'** means, the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan ) Adhiniyam , 2007 (Madhya Pradesh Act 17 of 2007) and as amended time to time.
- (42) **'The University'** means a University established or incorporated by or under Sate Act.
- (43) The terms "he", " she", "him", "her" and "his" include the feminine gender also.
- (44) **'UGC'** means **University Grants Commission**, a statutory body of the Government of India through an Act of Parliament for the coordination, determination and maintenance of standards of university education in India, established in November 1956.
- (45) **'Vice-Chancellor'** means the Vice-Chancellor of **Sardar Patel University, Balaghat (M.P.)**.
- (46) **'Visitor's prescribed in the Act 2007'**, means the Visitor of **Sardar Patel University, Balaghat (M.P.)**, i.e. His Excellency, the Governor of the State of Madhya Pradesh.
- (47) Words and expressions used but not defined in the Statutes shall have the meaning assigned to them in the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan ) Adhiniyam , 2007.
- (48) All words and expressions used herein and defined in the statute and the rules shall have the meaning respectively as assigned to them in the statute and rules made under the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam , 2007.

**STATUTE -03****SEAL OF THE UNIVERSITY**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further changed or amendment as deemed necessary for time to time.
- (2) The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary for time to time, and which are not of such nature that are not permitted by the State or the Central Government.

**STATUTE -04****OBJECTS OF THE UNIVERSITY**

Apart from the objectives of the University described in section 3 of the Act, the University shall also have the following objectives;

- (1) To collaborate with other universities, Research Institutions, Government and Non-Government Organization towards fulfillment of the University objectives.
- (2) To provide instructions, teaching and training in higher education, vocational and professional education and make provisions for research, innovation advancement and dissemination of knowledge.
- (3) To create higher levels of intellectual and innovative abilities.
- (4) To establish state of the art facilities for education, training and research.
- (5) To carry out training and research and offer continuing education programmes.
- (6) To create centers of excellence for research and development and for sharing knowledge and its application.
- (7) To provide consultancy to the industry and public organizations.
- (8) To establish new institutions and courses as per the need of the community.
- (9) To award degrees, diplomas, certificates and other academic distinctions on the basis of examinations or any other method of evaluation.
- (10) To maintain standards of the degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC and related Regulatory Bodies or Councils.
- (11) To collaborate with other Universities, Research Institutions Government and Non-Government organizations towards fulfillment of objectives of University.

- (12) To pursue any other objectives as may be approved by the Sponsoring Body VINDHYA SHIKSHA SAMITI, BALAGHAT, (M.P.).
- (13) To ensure that academic distinctions are not lower than those laid down by the All India Statutory Bodies.
- (14) Other objectives as mentioned in the original Daft.

#### **STATUTE - 05**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the section no.16 of the Act 2007, the Chancellor shall be appointed by the sponsoring body for a period of five years with the approval of the Visitor.
- (2) The Chancellor shall exercise powers as specified in Section 16 of the Act 2007.
- (3) The Chancellor shall hold office for a period of five years and shall be eligible for reappointment with the approval of visitor following the procedures laid down above under clause (1) of this statute. Provided that the Chancellor shall notwithstanding the expiring his term, continue to hold his office until either he is reappointed or his successor enter upon his office.
- (4) In case of an emergency like illness, absence or death of the Chancellor, the Vice-Chancellor shall perform his duties till the Chancellor reassumes his office or the new Chancellor is appointed. However, this period will not exceed six months.
- (5) It shall be the duty of the Chancellor to ensure that the Act, the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
- (6) The Chancellor shall exercise general control over the affairs of the University.
- (7) The Chancellor shall be entitled to receive honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- (8) In a special meeting called for the purpose, the Executive Committee of the Sponsoring Body may consider a "No Confidence Motion" against the Chancellor and if passed by two third majorities can recommend to the Visitor for the removal of the Chancellor.
- (9) The Chancellor may resign his office by addressing to the Visitor. The Sponsoring Body Chairman shall forward his resignation to the visitor and after Visitor's approval, shall accept Chancellor's resignation and propose a new name to the visitor as per clause (1) of this statute.

**STATUTE - 06****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF  
THE VICE-CHANCELLOR****APPOINTMENT, TERMS AND CONDITIONS**

- (1) The Vice-Chancellor shall be appointed by the Chancellor as laid down in Section 17 of the act.
- (2) The Vice-Chancellor shall, hold office for a term of four years according to the provisions of clause (a) of Section 17 of the Act. Provided that, on the expiry of his term, the Vice Chancellor shall be eligible for reappointment for one more term. The proposal for reappointment of the Vice Chancellor shall be considered by the governing Body at least three months before the expiry of his term and if approved by the Governing body, the proposal shall be sent to the Chancellor for his approval, after Chancellor's approval the Vice-Chancellor will be reappointed by the Chancellor for another term.
- (3) Apart from exercising all such powers as described in section 17 of the Act, the Vice Chancellor shall also exercise powers prescribed in the different Statutes.
- (4) The emoluments and other conditions of services of the Vice Chancellor at time of appointment shall be such as decided by the Governing Body and as amended from time to time, provided that pay, allowances and other conditions of service, including age, shall be in conformity with that approved by UGC.
- (5) The Vice Chancellor shall cause the budget to be made by the board of Management of the university. He may also decide to delegate his powers to other officers of the University.
- (6) The Vice Chancellor may resign his office by addressing to the Chancellor.

**POWERS AND FUNCTIONS:**

- (1) Shall be head of the Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- (2) The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.
- (3) Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.

- (4) Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new academic and research opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- (5) In order to manage and administer the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- (6) Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Institution /Study Centre on the other.
- (7) Shall regulate the use of the common seal of the University.
- (8) Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc and appoint authorized agents for the same, if deemed necessary.
- (9) Shall have the authority to enter into, vary, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- (10) Shall have the power to create or designate Departments of the University or affiliated colleges or institutions as laid down by the Statutes/Ordinances.
- (11) The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- (12) Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.
- (13) Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- (14) To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- (15) To ensure maintenance of proper accounts of the properties and funds of the University.



- (16) To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- (17) To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- (18) To follow and monitor the budget for expenditure as approved by the Governing Body.
- (19) To recommend to Governing Body for creating the posts of other officers of the University.
- (20) To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- (21) To select a common seal for the University and to provide for its custody and use;
- (22) To arrange for the conduct/defend of litigation by or against the University.
- (23) To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- (24) To recommend, confer honorary degree, title of Professor Emeritus, medals and prizes on the recommendation of the Academic Council;
- (25) To recommend, enact, amend or repeal Statutes
- (26) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by The Adhiniyam, Statutes, Ordinances or the Regulations.

**POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES /ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.

- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

**The Board of Management in the manner hereinafter provided may make the Ordinances.**

- (a) In making the Ordinances, the Board of Management shall consult,
  - i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (b) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (c) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.
- (d) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (e) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- (f) The Board of Management may make Rules consistent with The Adhiniyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
  - (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:

- (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings: and
- (iii) All matters solely concerning such Authority or Board and not provided for by The Adhiniyam, the Statutes, the Ordinances or the Regulations
- (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

#### **MEETINGS AND QUORUM:**

- (a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- (b) The meeting shall be convened under the direction of the Vice- Chancellor.
- (c) Five members shall constitute the quorum.

#### **VACANCIES:**

- (a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.
- (c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

**STATUTE -07****APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE REGISTRAR**

- (1) The registrar will be a key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
- (2) The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice- Chancellor.
- (3) The appointment of the Registrar shall be made by the Governing Body on the recommendation of the expert committee constituted for the purpose. However, the first Registrar shall be appointed by the Sponsoring Body as per clause 18(1) of the Act. The subsequent Registrar, other than the first Registrar, shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
  - (I) Vice- Chancellor - (Chairman)
  - (II) Nominee of the Chancellor
  - (III) Two expert members approved by the Governing Body.
  - (IV) One observer nominated by the chairman, Regulatory Commission.

**Selection of Registrar:**

The University will follow the following procedure for the selection of the Registrar. The University would invite applications for the post through the process of an advertisement in important (minimum two) National level News papers having wider circulation and on the web portal of the University.

- i. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
- ii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- iii. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.  
He shall also make available all such papers, documents and information as the Visitor/Chancellors/Vice -Chancellor may desire.
- (v) He shall discharge all such functions as assigned to him by the Chancellor/Vice -Chancellor of the University.

- (vi) The registrar shall have powers to take disciplinary action against the non-teaching employees working in the University and can suspend them, even if inquiry pending, with the approval of the Vice-Chancellor.
- (vii) An appeal can be made to the Chancellor against any order of the Registrar. The Chancellor will be the final authority to take decision on the appeal.
- (9) The Registrar may resign his office by addressing to the Chancellor.

#### **STATUTE -08**

#### **APPOINTMENT, TERMS AND CONDITIONS AND POWERS OF THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)**

- (1) The Chief Finance and Accounts Officer (CFAO) shall be a key officer of the University responsible for handling accounts and finances of the University.
- (2) The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice-Chancellor.
- (3) The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.

**The committee shall consist of:-**

- (I) Vice-Chancellor - (Chairman)
- (II) Nominee of the Chancellor
- (III) Two expert members approved by the Governing Body.
- (IV) One observer nominated by the chairman, Regulatory Commission.

#### **(4) Selection of CFAO**

**The University will follow the following procedure for the selection of the CFAO.**

- i. The University would invite applications for the post through the process of an advertisement in important (minimum two) National level News papers having wider circulation and on the web portal of the University.
- ii. A summary of the candidates applied for the post shall be prepared by the Committee consisting of three Professors of the University approved by the Governing Body for the purpose.
- iii. The date of meeting of the Selection Committee will be fixed and a notice to this effect shall be given at least 15 days in advance.
- iv. The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.

- v. If a suitable candidate is not found in the first advertisement subsequent advertisements shall be issued.
- (5) When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
- (6) If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing stating the reasons therein for the removal of the CFAO
- (7) The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice.
- (8) The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
- (9) The age of retirement of CFAO shall be sixty five years.
- (10) Duties of the CFAO shall include :
- i. The Chief Finance & Accounts Officer shall be responsible for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting them audited.
  - ii. The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
  - iii. Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
  - iv. He shall discharge all such functions as assigned to him by the Chancellor/Vice-Chancellor of the University.

**STATUTE -02****GOVERNING BODY OF THE UNIVERSITY****1. CONSTITUTION OF GOVERNING BODY**

Constitution and functioning of the Governing Body shall be as laid down under Section 22 of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan ) Adhiniyam , 2007.

(a) The Governing Body of the Sardar Patel University, Balaghat (M.P.) shall consist of the following members, namely:

- (i) The Chancellor;
  - (ii) The Vice-Chancellor;
  - (iii) Three eminent persons nominated by the Sponsoring Body out of whom at least one shall be an eminent educationist;
  - (iv) Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
  - (v) One representative of the State Government not below the rank of Deputy Secretary.
- (b) The Chancellor shall be the Ex-officio chairman of the Governing Body.
- (c) The Registrar will be the Member Secretary of Governing Body.

**2. TENURE:**

The term of a nominated member of the Governing Body shall be three years.

**3. POWERS**

The Governing Body shall be the principal authority of the University and all movable and immovable properties of the university shall vest in the Governing Body and it shall have the following powers, namely:

- (a) The first Statutes of the University shall be made by the Governing Body and shall be submitted to the Regulatory Commission for approval.

- (b) To control functioning of the University by using all such powers as are provided by Act, The Adhiniyam and the Statutes, Ordinances or Regulations made there under;
- (c) To review the decision of other authorities of the University, in case they are not in conformity with the provisions of the Adhiniyam or the Statutes, Ordinances or Regulations made there under;
- (d) To approve the budget and annual report of the University;
- (e) To lay down the policies to be followed by the University;
- (f) To recommend to the Sponsoring Body the liquidation of the University, provided a situation arises when the functioning of the University is not possible; and
- (g) The Governing Body shall, in the interest of the University, have powers to constitute committee/s and nominate members thereto and decide on the terms of reference and other conditions of functions of the committee/s.
- (h) The Governing Body shall have the power to review, if necessary, the acts of other authorities of the University, save where such authorities have acted in accordance with the powers conferred upon these by the Adhiniyam, the Statutes and the Ordinances.
- (i) Such other powers as may be prescribed by the Statutes, as per the provision of the Act 2007 amended time to time.

#### **4. FUNCTIONS:**

The Governing Body shall be:

- (a) The highest policy making body of the University and shall be responsible for the general supervision, direction and control of the work of the University so that the University fulfills its Mission.
- (b) Shall exercise all powers under The Adhiniyam unless otherwise prohibited by the Statutes or Ordinances.
- (c) The final approving authority for all the University Statutes and Ordinances, It shall have the power to reject or send for reconsideration any Statutes or Ordinances received from the Vice-Chancellor, Board of Management. It shall also have the powers to review any Statutes or Ordinances and Regulations on its own.



- (d) may invite expert/s or person/s having special knowledge to obtain information or views on an academic matter of common or special interest to any or all the body and institutions of the University.
- (e) Subject to Act, the Statutes and the Ordinances, the Governing Body may take steps to dispose of matter referred to it by the Sponsoring Body.
- (f) May make policy, direction/ recommendation/s to any Authority of the University.
- (g) May receive complaints and decide on the matter and their disposal.
- (h) Shall consider and, if necessary, take decision/pass resolution on the Annual Report of the University, including the financial accounts and estimates as submitted by the Board of Management.
- (i) Shall direct, supervise and control the endowment fund' as also general fund account and have them audited as per the Adhiniyam.
- (j) Shall periodically review the Broad decisions and programmes of the University and direct/suggest measures to improve and develop the University.
- (k) Shall be the final authority to approve the recommendation of the Board for conferment of honorary degree and other distinctions and awards.
- (l) The Governing Body may order in writing, annul any order, notification, resolution or any proceedings of the University, which, in its opinion, are not in conformity with the provisions of the Adhiniyam, or the Statutes, Ordinances or Regulations:
- (m) Shall frame rules/regulations for the conduct of its business.

#### **MEETINGS AND QUORUM:**

- (a) A meeting of the Governing Body shall ordinarily be called three times in a calendar year.

- (b) Meeting of the Governing Body shall be called under the directions of the Chairperson and in his/her absence by a nominated member from the Chairperson.
- (c) The Chairperson may, on his/her own or on the directions of the Sponsoring Body, call a Special Meeting as and when required in the interest of the University.
- (d) Seven (7) clear days notice shall ordinarily be required for a meeting. The chairperson, may however at his discretion, dispense with this requirement in the interest of the University.
- (e) Five members of the Governing Body shall form the Quorum. Provided that, three members will form the quorum for an adjourned meeting.

#### **6. VACANCIES:**

- (a) Any member of the Governing Body may resign his/her office. The letter of resignation in writing shall be sent to the Chancellor. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- (b) No member of the Governing Body, who is nominated to another Body in his/her capacity as a member of the Body, shall continue to be a member of that Body after his/her removal or the acceptance of his/her resignation.
- (c) A member of the Governing Body of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- (d) Vacancy of a Member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as possible by the Sponsoring Body and the Member so nominated shall be a Member for the un-expired portion of the term.

**STATUTE -10**  
**BOARD OF MANAGEMENT**

**1. CONSTITUTION:**

There shall be a Board of Management of the University, duly constituted under Section 23(1) read with Section 23(3) of the Adhiniyam, 2007. It shall consist of the following:

- a) The Vice-Chancellor, as ex officio Chairperson;
- b) Two representatives nominated by the Sponsoring Body;
- c) Two representatives nominated by the State Government;
- d) Two Principals/Senior most Professors of the Constituent Institutions by rotation;
- e) Two senior most Teachers of University by rotation.
- f) Registrar: Ex-Officio Member Secretary.

**2. TENURE:**

- (a) The Members of the Board of Management, except those who are ex-officio, shall hold office for a period of three (3) years from the date of their nomination.
- (b) The Chairperson of the Board of Management, whose decision in the matter shall be final, shall decide any dispute or question with regard to Membership or Tenure of a Member.
- (c) The Vice-Chancellor will be the ex-officio Chairperson of Board of Management.

**3. POWERS AND FUNCTIONS:**

The Board of Management:

- i. Shall be Principal Executive Body of the University and shall be responsible for the entire management, control and administration of the University.
- ii. The Statutes of the University, other than the first Statutes, shall be made by the Board of Management with the approval of the Governing Body.

- iii. Shall function under the policies laid down by the Governing Body and shall receive and respond to all directions from the Governing Body.
- iv. Shall ensure an integrated approach to key areas such as education policy, planning, resource mobilization and allocation, response to new opportunities, accountability and transparency of functioning in order to achieve the objectives set before the University in a democratic manner.
- v. In order to manage and administer, the functioning of the University in a smooth and efficient manner, the Board of Management shall have the powers to make Statutes, Ordinances and Regulations, either on its own or on the recommendation of any Authority or Officer of the University, subject to the conditions laid down in the Adhiniyam.
- vi. Shall be the appellate authority in case of any question or dispute between a student and an employee on the one hand and any Authority or Officer of the University or Head of an Affiliated College/Institution /Study Centre on the other.
- vii. Shall regulate the use of the common seal of the University.
- viii. Shall control and administer the properties and funds of the University, including, framing of annual financial statement and estimates, annual audit, control/reduce/enhance/transfer budget allocations, borrow or lend funds with the prior approval of the Governing Body, etc. and appoint authorized agents for the same, if deemed necessary.
- ix. Shall have the authority to enter into, carry out and cancel contracts on behalf of the University in the exercise or performance of the powers and duties assigned to it under the Adhiniyam or the Statutes and Ordinances.
- x. Shall have the power to create or designate Departments of the University or affiliated Colleges or institutions as laid down by the Statutes/Ordinances.
- xi. The Board of Management may, on the recommendation of the Academic Council, institute any Professorship, Readership or Lectureship or any teaching post and may abolish it.
- xii. Shall direct the preparation of the Annual Report of the University, along with the audited accounts for the year and the extent of achievement of objectives of the University. Board shall have the power to include any other item in the Report. The Board shall put the Report before the Governing Body as stipulated by Regulations.

- xiii. Shall comply with such directions as may be received from the Chairperson of the Governing Body to hold a meeting and discuss matters as specified.
- xiv. To prescribe remunerations, emoluments, travelling and other allowances etc of examiners / invigilators and other employees appointed for examination related duties.
- xv. To ensure maintenance of proper accounts of the properties and funds of the University;
- xvi. To have financial accounts prepared together with audit report and annual report of the University and to place it before the Governing Body for its perusal, approval and directions.
- xvii. To prepare the annual/supplementary budget of the University and to place it before the Governing Body for its consideration and approval.
- xviii. To follow and monitor the budget for expenditure as approved by the Governing Body.
- xix. To recommend to Governing Body for creating the posts of other officers of the University.
- xx. To make regulations regarding administration and control of the institutes, hostels, libraries, laboratories, museums and other Institutions established or maintained by the University.
- xxi. To select a common seal for the University and to provide for its custody and use;
- xxii. To arrange for the conduct/defend of litigation by or against the University.
- xxiii. To examine and recommend to Governing Body regarding the institute of fellowships, scholarships, studentships, exhibitions, medals and prizes on the recommendations of the Academic Council;
- xxiv. To recommend, confer honorary degree, medals and prizes on the recommendation of the Academic Council;
- xxv. To recommend, enact, amend or repeal Statutes;
- xxvi. To recommend, confer the title of Professor Emeritus on the recommendation of the Academic Council.
- xxvii. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Adhiniyam, Statutes, Ordinances or the Regulations.

**4. POWER TO PROPOSE AND RECOMMEND AMENDMENTS OR REPEAL STATUTES/ORDINANCES/REGULATIONS:**

The Statutes shall be made, amended or repealed by the Board in the manner hereinafter provided.

- (a) The Board of Management may take up for consideration of the draft of a Statute either on its own motion or on a proposal made by the Academic Council, If the Academic Council does not propose the draft, the Board shall obtain the opinion of the Academic Council thereon before considering the same.
- (b) The Board of Management shall obtain the opinion of the Finance Committee in respect of such of the Statutes involving financial implications.
- (c) The Board of Management, if it thinks necessary, may also obtain the opinion of any Officer, Authority or body of the University with regard to the draft Statute before taking it up for consideration.
- (d) Every Statute as approved by the Board of Management shall be placed before the Governing Body for Submission to the Chairperson for assent with its specific recommendations.

The Board of Management in the manner hereinafter provided may make the Ordinances.

- (e) In making the Ordinances, the Board of Management shall consult.
  - i. The Boards of Studies concerned when such Ordinances affect the duties of examiners; and
  - ii. The Academic Council when such Ordinances affect the courses of study, conduct of and the standard of examinations or the conditions of residence of students.
- (f) The Board of Management shall not have power to amend the draft of any Ordinance proposed by the Academic Council but it may reject the proposal or return the draft to the Academic Council for reconsideration, either in whole or in part together with such amendments as the Board may suggest.
- (g) Where the Board of Management has rejected the draft of an Ordinance proposed by the Academic Council, the Academic Council may appeal to the Governing Body.

- (h) The Governing Body may, after obtaining the comments of the Board of Management either reject the appeal or approve the Ordinance as proposed by the Academic Council. Thereupon the Ordinance shall have effect as if made by the Board.
- (i) Every Ordinance once approved by the Board of Management shall be submitted to the Governing Body, within two weeks of making thereof for final approval. The Chancellor, may within four weeks of the receipt of Ordinance, approve the same, or return to the Board of Management along with the comments for review. The decision of the Chancellor shall be final.
- (j) The Board of Management may make Rules consistent with The Adhiniyam, the Statutes, the Ordinances and the Regulations. The rules may provide for:
  - (i) Giving of notice of meeting to the members of each Authority or Board, of the dates of meeting and of the business to be transacted at the meetings and also for keeping a record of the proceedings of meetings:
  - (ii) The procedure to be followed at meetings and the number of members required to form the quorum for meetings:
  - (iii) All matters solely concerning such Authority or Board and not provided for by the Adhiniyam, the Statutes, the Ordinances or the Regulations.
  - (iv) Every Rule made under this section shall come into force on the date it is approved by the Board.

#### **5. MEETINGS AND QUORUM:**

- a) The Board of Management shall meet at least once in every two month. The Vice Chancellor may, in case of urgency, convene a special Meeting.
- b) The meeting shall be convened under the direction of the Vice- Chancellor.
- c) Five members shall constitute the quorum.

#### **6. VACANCIES:**

- a) Any Member of the Board of Management may resign from his office. The letter of resignation in writing shall be sent to the Chairperson of the Board of Management. Such resignation shall take effect immediately on its acceptance and communication to the member concerned.
- b) No member of the Board of Management, who is nominated to another Body in his capacity as a member of the Board shall continue to be a member of that Body or hold the post after the acceptance of his/her resignation.

- c) A member of the Board of Management of the University shall automatically cease to be member on his being convicted by a Court of law for any offence including moral turpitude.
- d) Vacancy of a member arising by reason of death, resignation, and removal or otherwise shall be filled as soon as feasible, and the member so nominated shall be a Member for the un-expired portion of the term.

### **STATUTE -11**

## **FORMATION, POWERS, DUTIES AND ACTIONS OF THE ACADEMIC COUNCIL**

### **1. FORMATION OF ACADEMIC COUNCIL:**

The Academic Council shall be the principal academic body of the University which shall consist of not more than fifteen members and shall, subject to the provision of the section 24 of Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.

The Academic Council shall consist of the following members:

- (a) Chairperson – Vice-Chancellor
- (b) Members – All Deans of Faculty and all Chairpersons of Board of Studies.
- (c) Nominated members – Two teachers above the cadre of Associate Professor / Reader from each constituent Institution and to be nominated by the Vice-Chancellor for a term of Two years.
  - (i) Teacher can be re-nominated for second term continuously.
  - (ii) Teacher cannot be re-nominated for continuous third term; however he/she will become eligible for nomination again after break of one term.
- (d) Controller of Examinations.
- (e) Member Secretary-Registrar.
- (f) One representative nominated by Chairman, Regulatory Commission.
- (g) Three members from among the Principals/Deans/Directors of constituent Institutions to be nominated by Vice-Chancellor in rotation.
- (h) External Members: Two members from other Universities to be nominated by the Vice-Chancellor.
- (i) Student Members: One Under-Graduate and one Post-Graduate Student from amongst the regular students of constituent institutions to be nominated by Vice-Chancellor.
- (j) Chancellor's Nominee: Two members to be nominated by the Chancellor Members who wish to resign the membership shall give in writing an application to the Registrar, who shall forward it with his/her remarks to the Vice-Chancellor for necessary action.



Member who remains absent for three consequent meetings without prior permission and valid reason, shall cease to be member of the Council.

Casual vacancies shall be filled for the remainder period of the term of Member.

**Removal/Disqualification:**

- (i) The person resigns from his/her post in University ceases to be member.
- (ii) On removal or dismissal from his/her post in University.
- (iii) Convicted for any offence including moral turpitude.
- (iv) Nominating Authority may remove a Member who is sick, insane and incapable of discharging duty in the Council.
- (v) Nominating Authority may remove a Member who is found guilty of misconduct, indiscipline and malpractice in the University, or outside.

**2. CONDUCT:**

- (a) The Vice-Chancellor, as the Chairperson, shall preside over the meetings of the Academic Council and in his/her absence, any other person nominated by the Chancellor shall preside over the meeting.
- (b) The Registrar shall be the Member-Secretary of the Academic Council and in the absence of the Registrar, any other person authorized by the Vice-Chancellor shall act as the Secretary.
- (c) One third of the members of the Academic Council including the Chairperson shall form the quorum at a meeting, provided that no quorum shall be necessary for adjourned meetings. Ordinarily fifteen days notice shall be given for all meetings of the Academic Council.
- (d) The term of the nominated members of the Academic Council will be three years.

**3. GENERAL RULES OF THE MEETING OF ACADEMIC COUNCIL:**

- (a) In general, the Academic Council shall meet twice a year (August & February). Vice-Chancellor can requisite the meeting as and when required in addition to regular meetings.
- (b) Academic Council shall meet on requisition of Vice-Chancellor.

- (c) Registrar shall notify the meeting on the orders of Vice- Chancellor.
- (d) Registrar shall send the notification along with the agenda to the members by speed post or by email, 15 days before the date of meeting.
- (e) Approval of the resolutions shall be by simple majority of the Members present.
- (f) Vice- Chancellor is authorized to invite experts as and when required. However such invitee members shall neither is counted to fulfill quorum requirement, nor have voting powers.
- (g) All the decisions of the Academic Council are subject to the final approval of Board of Management of the University.
- (h) Validity of Council meetings: Proceedings of the Council meetings shall not be invalidated.
  - (i) Due to vacancies in Academic Council.
  - (ii) Due to non-receipt of meeting notice by any member or members.
  - (iii) Due to defective nomination of any member.

**6. POWERS, DUTIES AND FUNCTIONS:**

- (a) The Academic Council shall be the Principal Academic Body of the University and shall subject to the provisions of the The Adhiniyam, Statutes, Ordinances and Regulations, exercise the control and general regulation for the maintenance of the standards of instructions, education and examinations of the University.
- (b) As the Authority of the University, shall be the principle body for laying down educational policy and shall subject to the Statutes, Ordinances and Regulations see to the coordination and general superintendence of its implementation.
- (c) To co-opt as members persons having special knowledge or experience in the subject matter of any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.

- (d) To promote research and innovation related activities in the University.
- (e) To make recommendations to the Governing Body on the proposals received from different faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction (like Diplomas or Certificates) or honors of the University.
- (f) Emphasis shall be given for overall development of students to excel in the life not only as a professional but also as a responsible citizen.
- (g) Frame the rules and regulations to control the indiscipline in general and malpractices, unacceptable methods in the examinations or amend with the approval of Board of Management.
- (h) Approve the launching/commencing of new courses of studies.
- (i) Frame the Calendar of Events for the academic year for the various courses.
- (j) Approve the rules of conduct/behaviors and etiquette of the students in the Institutions, the Hostels and in and outside campus.
- (k) Discuss and decide on the matters put up by the respective Boards of Studies.
- (l) To arrange and order annual Inspections by the Local Committees of constituent Institutions to maintain high standards.
- (m) Prescribe the methodology, schemes, and modalities of Internal and University examinations including the internal ones.
- (n) Prescribe the detailed methodology, scheme and allotment of marks for individual subjects in all the courses.
- (o) Discuss and accord approval of schedules of examinations as proposed by the Controller of examinations.
- (p) Discuss and accord approval of methods of reporting malpractice cases, method of enquiry, and the punishments.

- (q) Discuss and decide on all the recommendations of various sub-committees appointed for the specific purposes.
- (r) Appoint various sub committees as and when required for specific purpose / task. The committees shall cease to function after completing the task assigned.
- (s) Constitute including formation of such committees as may be required to deal with special individual cases of indiscipline of employees, students. Indiscipline among the group, un-authorized absence, misbehavior, misappropriation, and thefts will also be looked into by the Council.
- (t) To consider and act on the recommendations of such committees.
- (u) To take up the matters for periodical review of functioning and co-ordination between all the constituent Institutions and/departments and recommend to the Board of Management, the ways and means of improvement.
- (v) To initiate and promote research and related activities in various constituent Institutions and centers.
- (w) To consider other academic or student welfare matters referred to the Academic Council.
- (x) To recognize degrees/diplomas of other Universities/institutions and determine their equivalence.
- (y) To appoint committees for admission of students in different faculties of University.
- (z) To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.
- (aa) To recognize persons of eminence in their subjects to be associated as research guide, in the subject as prescribed in the Ordinance.
- (ab) Academic Council shall ensure that while framing rules, syllabus and curriculum norms of the Regulatory Body i.e. AICTE, MCI, DCI, Pharmacy Council, Indian Nursing Council & Bar Council etc. as laid down from time to time, are adhered to.

**STATUTE-12****1. SHORT TITLE AND COMMENCEMENT:**

- (a) This statute may be called the Sardar Patel University, Balaghat, Madhya Pradesh Finance Committee, statute 2018.
- (b) This shall come into force with effect from the date of publication in the official gazette.

**2. FINANCE COMMITTEE:****(i) CONSTITUTION:**

There shall be a Finance Committee of the University consisting of the following members, namely:

- a. The Vice -Chancellor – Chairperson
- b. The Director Finance – Vice Chairperson
- c. One Member to be nominated by the Chancellor preferably with Chartered Accountant background.
- d. One member to be nominated by Governing Body
- e. One Member to be nominated by board of Management from amongst its members.
- f. One Member to be nominated by the Academic Council from among its Members;
- g. The Registrar;
- h. Chief Finance & Accounts Officer, as Member Secretary;
- i. As per the provision of Act 2007 and as amended time to time.

**(ii) TENURE:**

The terms of office of nominated members, except the ex-officio members, shall be three years. Vacancies shall be filled up in the same manner as the original constitution. In absence of the ex officio Member, the person so assigned to discharge his/her duty shall be the Member and carry out the assigned duties.

**(iii) POWERS AND FUNCTIONS:**

The Finance Committee shall perform the following functions namely:

- (a) Shall vet the annual projections/estimates of income and expenditure including capital expenditure and their assumptions thereto of the university prepared by the board of management; it shall put up to the governing body for its consideration and approval, after incorporating its expert views.
- (b) Shall vet and analyze the annual financial statements and accounts of the university prepared by the Board of Management and its recommendation thereon along with the annual budget, it shall put it up to the Governing Body for its consideration and approval.
- (c) Shall make its recommendations to the Governing Body to accept bequests, and donations of property to the university on such terms as deemed proper.
- (d) Shall recommend mechanism and ways and means to generate and enlarge resources of the university.
- (e) To conduct a scrutiny of accounts of the university, whenever called upon by the board of Management.
- (f) To review the concurrent and the yearly audit reports and make recommendations thereupon;
- (g) To scrutinize all proposals involving expenditure for which no provision is made in the budget or involving expenditure in excess of the amount in the budget including creation, up-gradation or abolition of posts considered superfluous in the university;
- (h) To prepare policy and procedure guidelines for purchase/procurements at the institutions.
- (i) Notwithstanding anything contained in the above sections, the vice- chancellor with the approval of chancellor may in case of urgency and for reasons to be recorded in writing incur, without the approval of the Finance Committee, any expenditure, in any one case for which no provision is made in the budget or which is in excess of the provisions made in the budget;

**Provided that,** such expenditure shall be placed before the finance committee for ratification at its immediate next meeting.

**Provided further that,** if the incurring of expenditure by the Vice- Chancellor is not satisfactory, the finance committee may refer it to the chairperson of the Governing Body, whose decision in the matter shall be final.

- (j) Shall consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (k) Shall advise the Governing Body on any question affecting the finances.
- (l) Shall be responsible for the observance of Regulations relating to the maintenance of accounts and accounting system of the University.

- (m) Where the votes on any subject considered by the Finance committee are equally divided, the Vice- Chancellor shall have the casting vote.
- (n) It will go through Audited Financial Statements, analyze them and give a report to Board of Management and also scrutinize all irregularities and monitor their complete compliance/ rectifications.
- (o) It is empowered to appoint any specific audit including stock audit.

**(iv) MEETINGS & QUORUM:**

- (a) The Finance committee shall meet at least once in three months.
- (b) Four members of the Finance Committee shall form the quorum.

**STATUTE -13**

**1. SHORT TITLE AND COMMENCEMENT:**

- (a) This statute may be called the Sardar Patel University, Balaghat, Madhya Pradesh Standing Committee of University, statute 2018.
- (b) This shall come into force with effect from the date of publication in the official gazette.

**2. CONSTITUTION OF THE STANDING COMMITTEE ON ACADEMIC AFFAIRS**

The Standing Committee on Academic Affairs of the University shall, in addition to the Vice-Chancellor consist of the following persons, namely

**Class I Ex-Officio Members:-**

- (1) The Director of Collegiate Education.
- (2) The Director of Technical Education.
- (3) The Director of Medical Education.
- (4) The Chairman of all Boards for Under-graduate and Post-Graduate courses of studies;  
and
- (5) The Deans of all faculties.

**Class II Other Members:-**

- (a) Two Members elected by different departmental Heads from among themselves in accordance with the system of proportional representation by means of the single transferable vote.
- (b) The Vice-Chancellor shall be the ex-officio Chairman of the Standing committee on Academic Affairs.
- (c) The Members of the Standing Committee on Academic Affairs, other than ex-officio members, shall hold office for a period of three years and such members shall be eligible for election for not more than another period of three years.

Provided that where a member is elected to the Standing Committee on Academic Affairs to a casual vacancy, the period of office held for not less than one year by any such member shall be construed as full period of three years for purpose of this clause.

Provided further that where an elected member of the Standing Committee on Academic Affairs is appointed temporarily to any of the offices by virtue of which he is entitled to be a member of the Standing Committee on Academic Affairs ex-officio, he shall, by notice in writing signed by him and communicated to the Vice-Chancellor within seven days from the date of his taking charge of his appointment choose whether he will continue to be a member of the Standing Committee on Academic Affairs by virtue of his election or whether he will vacate office as such member and become a member ex-officio by virtue of his appointment and the choice shall be conclusive. On failure to make such a choice, he shall be deemed to have vacated his office as an elected member.

- (d) The members of the Standing Committee on Academic Affairs shall not be Entitled to receive any remuneration from the University except such Daily and travelling allowances as may be prescribed:

Provided that nothing contained in this clause shall preclude any member from drawing the normal emoluments to which he is entitled by virtue of the office he holds.

- (e) A member of the Standing Committee on Academic Affairs, other than ex-officio member, may tender resignation of his membership at any time before the term of his office expires. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member, and the resignation shall take effect from the date of its acceptance by the Chancellor.

### 3. **POWERS AND DUTIES**

- (A) Powers of the Standing Committee on Academic Affairs — Subject to the Provisions of the Act, the Standing Committee on Academic Affairs shall have the following powers, namely:-

- (a) To advise the Governing Body on all academic matters;



- (b) To propose regulations regarding special courses of study or division of Subjects in University or Departments of University;
  - (c) To propose regulations regarding courses of study, examinations and the conditions on which students of University Departments shall be admitted to examinations of the University;
  - (d) To advise the Governing Body regarding schemes for the constitution or reconstitution of departments of teaching and research;
  - (e) To advise the Governing Body on the promotion of research in University,
  - (f) To perform any other duty which the Governing Body may by resolution delegate or assign to it and generally to advise the Vice-Chancellor and Syndicate on such matter as may be referred to it.
- (B) The Standing Committee on Academic Affairs may propose to the Syndicate the draft of any statute to be passed by the Syndicate and such draft shall be considered by the Syndicate at its next meeting;

Provided that the Standing Committee on Academic Affairs shall not propose the draft of any statute or of any amendment to a statute relating to matters other than academic affairs.

- (C) The Governing Body may consider the draft proposed by the Standing Committee on Academic Affairs under sub-section (2) and may either pass the draft statute or reject or return with or without amendments to the Standing Committee on Academic Affairs for reconsideration.
- (D) Any member of the Governing Body may propose to the Governing Body the draft of a statute and the Governing Body may either accept or reject the draft, if it relates to a matter not falling within the purview of the Standing Committee on Academic Affairs.
- (E) In case such draft relates to a matter within the purview of the Standing Committee on Academic Affairs, the Syndicate shall refer it for consideration to the Standing Committee on Academic Affairs, which may, either report to the Syndicate that it does not approve the draft or submit the draft to the Syndicate in such form as the Standing

Committee on Academic Affairs may approve and the Governing Body may either pass with or without amendment or reject the draft.

- (F) In making ordinances, the Governing Body shall consult the Boards of Studies when such ordinances affect the appointment and duties of examiners and the Standing Committee on Academic Affairs, and when they affect the conduct or standard of examinations, or the conditions of residence of students.
- (G) The Standing Committee on Academic Affairs may make regulations consistent with the Act, the statutes and the ordinance to carry out the duties assigned to it there under. All such Statutes shall have effect from such date as the Standing Committee on Academic Affairs may direct, but every Statute so made shall be submitted as soon as may be to the Senate for its consideration at its next succeeding meeting.

#### **4. MEETINGS AND PROCEEDINGS**

— There shall be two ordinary meetings of the Standing Committee on Academic Affairs in a year on dates to be fixed by the Vice-Chancellor.

— The Registrar shall under the direction of the Vice-Chancellor, give not less than four week notice of the date of an ordinary meeting.

**Special Meeting of the Standing Committee on Academic Affairs** — The Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Standing Committee on Academic Affairs.

**Chairman of the meeting** — The Vice-Chancellor, if present, shall preside at all meetings of the Standing Committee on Academic Affairs, but if the Vice-Chancellor be not present, the members present shall elect a Chairman from among themselves.

**Quorum** — One-third of the members of the Standing Committee on Academic Affairs, whichever is less, shall be the quorum for a meeting of the Standing Committee on Academic Affairs.

**STATUTE -14****EXAMINATION AND RESULT COMMITTEE**

- (1) The Examination and result committee, which will be valid for three years for each department, shall consist of the following members:
- |  |   |          |
|--|---|----------|
| (i) Dean of Faculty (by Rotation)                | - | Chairman |
| (ii) Head of the Department                      | - | Member   |
| (iii) Two Senior most teachers of the Department |   |          |
| (Other than the head of the department)          | - | Member   |
- (2) Examination committee shall recommend to the Controller of Examination the names of Examination, Paper Setters, Moderator and Examiner of different subject. Vice-Chancellor shall reserve the right to add or delete name of any person in the proposed list.
- (3) Examination and result committee shall approve the results of the concerned department before declaration
- (4) If the committee is not satisfied with the result, It may recommend suitable corrective measures to the Vice -Chancellor and shall implement after due approval from the Vice -Chancellor.

**STATUTE -15****FACULTIES**

- (I) The University shall include the following Faculties:
- (i) Faculty of Science
  - (ii) Faculty of Education
  - (iii) Faculty of Commerce
  - (iv) Faculty of Management & Research
  - (v) Faculty of Engineering and Technology
  - (vi) Faculty of Computer Science & Applications
  - (vii) Faculty of Arts & Social Science
  - (viii) Faculty of Law & Research
  - (ix) Faculty of Homeopathic Medical Science & Research
  - (x) Faculty of Pharmaceutical Science & Research
  - (xi) Faculty of Vocational Studies
  - (xii) Faculty of Architecture & Planning

- (xiii) Faculty of Paramedical Education & Research
- (xiv) Faculty of Library Science & Information Technology
- (xv) Faculty of Medical Science & Research
- (xvi) Faculty of Hotel Management & Catering Technology
- (xvii) Faculty of Hospital Management
- (xviii) Faculty of Ayurveda Science & Research
- (xix) Faculty of Agriculture Science, Technology & Research
- (xx) Faculty of Media & Journalism.
- (xxi) Faculty of Dental Science & Research.
- (xxii) Faculty of Fashion Design & Technology.

Such other Faculties as may be approved by the Governing Body the Academic Council shall be added from time to time.

- (2) Each Faculty shall have such departments as may be assigned by the Council.
- (3) The Faculties will organize under graduate and post graduate Vocational courses.

#### **STATUTE-16**

#### **DEANS OF FACULTIES**

There shall be a Dean for each Faculty. A Professor within the faculty shall, by rotation according to seniority, act as Dean of the Faculty for a period of three years,

Provided that:-

- (1) If there is no Professor, a Reader, by rotation according to seniority, shall act as Dean.
- (2) The Dean shall be the Chairman of the Faculty and shall be responsible for the observance of the Statutes, the Ordinance and the Regulations relating to the Faculty.
- (3) The Dean shall be responsible for overall supervision and control of the organization and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (4) The dean shall exercise such other powers and perform such other functions and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (5) Professor or Reader shall have the option to resign the Deanship at any time during his tenure and also decline the offer of appointment in his turn as Dean of the Faculty.

**STATUTE -17****CONSTITUTION OF FACULTIES**

**Each Faculty shall consist of the following members, namely:**

- (1) The Dean of the Faculty who shall be the Chairman.**
- (2) The Heads of Departments of Studies in the Faculty.**
- (3) All Professors in the Faculty.**
- (4) One Associate Professor and one Assistant Professor, by rotation according to seniority, from each Department in Faculty.**

**STATUTE -18****POWER OF THE FACULTIES**

- (1) The Faculty shall have such powers and shall perform such duties as given in the Ordinances and shall, from time to time, appoint such and so many Boards of Studies in different branches of knowledge as may be prescribed by the Ordinances and Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007.**
- (2) The Faculties shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective spheres of work as may appear to them necessary or on any matter referred to them by the Academic Council.**

**STATUTE -19****BOARD OF STUDIES**

There shall be a Board of Studies for each Faculty. In each faculty, the Board of Studies will be constituted on the basis of number of university examinations or semesters. The Board of Studies will be comprising of:-

- (i) HOD and one representative each from the concerned subjects;
- (ii) Two members to be nominated and co-opted by the Department, from outside the University, from academia/Industries, after approval of Vice-Chancellor from a panel of five persons.
- (iii) One of the members of the Board of Studies as decided by the member of the Board of Studies shall be the Chairman of the Board of Studies.
- (iv) The term of the Chairman shall be three years. The next Chairman shall be elected by the members of Board of Studies.
- (v) The term of the Co-opted members of the board of studies shall be three years.
- (vi) The Vice- Chancellor can constitute a Board of Studies for the subjects to be started by the University as and when required.
- (vii) Detailed syllabus of the different courses of the department shall be prepared by the board of studies and be submitted to the Academic Council for its approval and publication.
- (viii) Contents of the syllabi shall be revised and updated by the Board of Studies from time to time and be submitted to the Academic Council for its approval.
- (ix) Board of Studies shall be arranged at least once a year.

**STATUTE -20****STUDENTS COUNCIL**

- (1) The student council will mainly function as a forum for getting feedback on the student issues and their welfare.
- (2) The Vice-Chancellor shall appoint on the Student Council one student from each Department/Faculty who should be a full time student in the University and had secured the first position in order of merit in the preceding Examination.
- (3) The Vice- Chancellor can also decide to involve other categories of students in the Student Council depending upon the need of student participation for the benefit of the University. SC/ST and girls students will be given adequate representation in the Student Council.

**STATUTE -21****APPOINTMENT OF TEACHERS OF THE UNIVERSITY**

- (1) For the teaching positions in the University namely the Professors, Readers, and Lecturers, the Board of Management may recommend to the Governing Body for filling up the vacancies available in different of the University.
- (2) The Governing Body shall assess the recommendations of the Board of Management and approve filling up of teaching vacancies through an open advertisement and selection process from time to time.
- (3) Teaching positions (Professors, Associate Professor and Assistant Professor) shall be advertised in the national daily / News Papers of wide circulation clearly mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the University Grant Commission (UGC) or any other Regulatory Body.
- (4) A Screening Committee consisting of three members, appointed by the Vice-Chancellor shall screen all the applications and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee at the time of interview.
- (6) The Selection Committee shall consist of the following members;
  - (i) The Vice-Chancellor - Chairman
  - (ii) One observer not connected with the University in any manner, to be nominated by the Chairman, Regulatory Commission.
  - (iii) Three subject expert nominated by the Vice- Chancellor from a panel of five experts approved by the Chancellor.
- (7) The Selection Committee shall recommend to the Governing Body the names, arranged in order of merit, if any, of the persons who it considers suitable for the posts.

Provided that no recommendation shall be made unless at least two subject experts and the Observer under clause (6) mentioned above, are present in the Selection Committee meeting.

- (8) After the approval of Selection Committee's recommendation by the Governing Body, appointment letters will be issued by the Registrar.
- (9) In addition to full-time teachers, the Board of Management / Vice -Chancellor may also decide to engage teachers for a fixed period/ part time / contractual basis.  
The terms and conditions (such as honorarium, TA/DA, conveyance charges etc) of such engagements will be decided by the Governing Body of the university, from time to time.
- (10) Teachers already working (appointed by the sponsoring Body / Institute)
  - (i) Teachers (Professors, Associate Professor and Assistant Professor) who are already working and who are appointed on regular basis, following due procedure in the same institute/colleges, before its notification as university, shall be examined by the screening committee constituted as per the provisions of section (6) of this statute and the Act. 2007.
  - (ii) After examining each case, as per the norms/qualification laid down by the UGC/any other relevant Regulatory body the committee as (i) above, shall observing the conditions mentioned in 7(1) of this statute, submit its recommendations to the Governing Body.
  - (iii) The teachers found suitable for appointment in the university Teaching Department, as screened above, may be absorbed as the regular teachers of the university after approval of Governing Body.



**STATUTE -22****CATEGORIES OF THE NON-TEACHING EMPLOYEES**

- (1) The following types of non-teaching employees will be employed by the University
  - (i) Permanent/Probationary employees
  - (ii) Contractual employees
  - (iii) Casual employees
- (2) Permanent employee means an employee who is appointed against a clear vacancy. The probationary period for such employees will be of two years.
- (3) Contractual employee means an employee who is appointed on contract for a specified period.
- (4) Casual Employee means an employee who is engaged on the basis of a Muster Roll.
- (5) The terms of service conditions of all the above types of employees and arbitration procedures shall be as prescribed by the Regulations

**STATUTE -23****OTHER OFFICERS OF THE UNIVERSITY**

- (I) The following shall be the other Officers of the University:
  - (i) **Controller of Examination:**
    - (a) Controller of Examination will be an officer of the university and shall be appointed by the Vice- Chancellor from amongst the Teachers of the University.
    - (b) When the office of the Controller of Examination is vacant or when the Controller of Examination is, by reason of illness or absence for any other cause, unable to perform the duties of the office, the duties of the office shall be performed by such person as the Vice- Chancellor may appoint for the purpose.
    - (c) The Controller of Examination shall control the conduct of examinations and all other arrangements necessary therefore and execution of all processes connected therewith.
  - (ii) **Librarian:**

The Librarian shall be a full time salaried officer of the University, and his appointment will be made as per University Norms.
  - (iii) **Dean Student Welfare (DSW):**

The Dean Students Welfare shall be an officer of the University and shall be appointed by the Vice-Chancellor from amongst the Teachers of the University.

- (2) The powers and responsibilities of the Controller of Examination, the Librarian and the Dean Student Welfare (DSW) shall be as specified in the Regulations.

### **STATUTE- 24**

#### **CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS**

- (1)
  - (i) Proposal for conferment of an Honorary Degree or Academic Distinction shall be made in writing through the Department by any Faculty Member and Head of the Department will forward it to the Vice -Chancellor.
  - (ii) On receipt of the proposal the Vice-Chancellor, on being satisfied that the proposal is in conformity with the provision of the Act, shall call a special meeting of the Board of Management to consider the proposal.
  - (iii) At such special meeting of the Board of Management the Vice-Chancellor shall call upon the members to indicate their opinion on the proposal by a secret ballot. No speeches or comments shall be permitted on the proposal at such meeting.
  - (iv) The Vice-Chancellor shall ascertain from scrutiny of the ballot papers, if the proposal has the requisite support. If the Vice-Chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal shall be submitted for approval to the next meeting of the Governing Body.
  - (v) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be separately made and considered in respect of a proposed recipient.
- (2)
  - (i) Any such proposal submitted for approval of the Governing Body shall be decided by a secret ballot of the members of the Governing body present and voting at the meeting.
  - (ii) No member of the Governing Body shall be permitted to discuss, comment or make any speech in respect of the proposal at such meeting.
  - (iii) The Vice- Chancellor shall scrutinize the ballot papers in respect of the proposal with the help of tellers if necessary.
  - (iv) On scrutiny, if the proposal is found to have the requisite support the proposal shall be declared to be carried. In the absence of the requisite support the proposal shall be declared to be dropped.

**STATUTE-25****PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- 1) All the courses in the University will be run on self finance mode. The following types of fees may be charged from the students. The charges decided by the Board of Management of University.

- 1) Prospectus / Registration form
- 2) Admission fees (Where applicable)
- 3) Tuition fees for the course
- 4) Examination fees
- 5) Library fees
- 6) Development/amalgamated fund
- 7) Laboratory fees
- 8) Caution money (Refundable)

The University can introduce other heads of fees from time to time.

- 2) In addition, fees for duplicate mark sheets, revaluation, and exam admit card, issuance of degree/migration and such others examinations or result related fee may be charged from the students, as prescribed by the ordinance.
- 3) The components of fee may vary from course to course and shall be decided by the board of management for each course.
- 4) The fees for the courses which need approval of the regulatory bodies like AICTE/ NCTE/ MCI /PCI etc , shall be in conformity with those proposed by the concerned Regulatory Bodies . Fees are these courses decided by AFRC/University.
- 5) The fee structure of various courses and provision of exemption from tuition fee will be decided by the board of management from time to time and will be made available to the students along with the prospectus for the concerning session.
- 6) The tuition fees for the various courses will be defined in their respective ordinances.
- 7) All fee subject to approval of the regulatory commission as per provision of 36(10)(b) of the act 2007.

**STATUTE-26****ADMINISTRATION OF ENDOWMENTS FOR THE AWARD OF FELLOWSHIPS,  
SCHOLARSHIPS, MEDALS AND PRIZES IN THE UNIVERSITY**

- (1) The Board of Management may accept donations for creation of endowment fund for the award of Fellowship, Scholarship, Stipend, Medals and Prizes of the recurring nature.
- (2) The Board of Management shall administer all the endowments.
- (3) The award shall be made out of the Annual Income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
- (4) (i) The Board of Management shall prescribe the conditions of depositing the endowment in a nationalized Bank.  
(ii) The value of endowment necessary for instituting an award shall be prescribed by the Board of Management.
- (5) No endowment shall be accepted in contravention of the award, and effect shall be given to the wishes of the donor as far as possible.
- (6) In case any endowment is accepted by the Board of Management, the Board shall make a Regulation for it, giving such details as the name of the donor, name of endowment, initial value and the purpose of the endowment, etc.
- (7) Approval of awardees of fellowships, scholarships, medals and prizes as per the specific regulation(s) / ordinance(s) belonging to the specific endowment will be given by the Board of Management.

**STATUTE-27****CONVOCATION**

- (1) A Convocation for the award of the Degrees, Diplomas and other Distinction of the University shall normally be held annually in the main campus of the University or at such other place as may be approved by the Governing Body.
- (2) The Academic Council shall frame Regulations relating to the format of the Degree, Diploma documents, Certificates and citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convocations.
- (3) The Visitor and in his absence the chancellor shall preside over the convocation function of the University. In the absence of both, the Vice-Chancellor shall preside over the convocation function.

**STATUTE-28****ADMISSION OF STUDENTS****1. Admissions**

- (a) Admission in the university shall be made strictly on the basis of the merit;
- (b) Merit for admission in the university may be determined—
  - (i) Either on the basis of marks or grade obtained in the qualifying examination and achievement in co-curricular and extra-curricular activities
  - (ii) On the basis of marks or grade obtained in entrance test conducted
    - (a) By constituent institutions/University or
    - (b) By any competent/designated agency or
    - (c) By different State/National/Professional bodies.
    - (d) By an association of colleges/university conducting similar courses or
    - (e) By any agency of state /statutory body of Government of India, such as MCI/DCI/INC/BCI/PCI/NBE/NCTE and/or all concerned Regulatory bodies.
  - (iii) On the basis of group discussion/counseling/interview.

Provided that admission in professional and technical courses shall be made only on the basis of entrance test. The university may conduct its own entrance test or utilize the list of result examination/test conducted by different State/National/Professional bodies, recognized by Govt. of India / UGC/ State Govt.

**Admission Committee**

The admission in the constituent institutions/school of studies/deptts. Will be made by respective heads of institutions duly assisted by the admission committee strictly in accordance with the norms of the applicable statutory bodies and Authorities and as amended from time to time.

**Reservation of seats**

Seats for admission in the university for the students belonging to scheduled castes, scheduled tribes, other backward classes, women, handicapped students, children of defense personnel and other specified categories shall be reserved primarily as per the policy of state government and as prescribed in the Act 2007 and as amended from time to time.

**STATUTE -22****ANNUAL REPORT AND THE BALANCE SHEET**

- (a) The Annual report of the University shall be finalized by the Board of Management which shall include among other matters, the steps taken by the University towards the fulfillment of the objectives.
  - (b) The annual report of the University shall cover the period from the 1<sup>st</sup> of July to the 30<sup>th</sup> of June following and shall be presented before the Board of Management at its annual meeting held after the expiry of the said period.
  - (c) The annual report shall envisage the future expansion of university keeping in view that focus should continue to be in the areas of continuous learning, sharing of knowledge, also investing in building a highly technical and capable resource pool of skilled and professional talent.
1. Copies of the Annual report of the university shall be circulated amongst the members of the Board of Management on or before the 31<sup>st</sup> of December, immediately following the expiry of the period to which it relates or at least fifteen days before the date on which the annual meeting of the board of Management, after the expiry of the said period is held, whichever is earlier.
  2. The Board of management shall, there after send a copy of the annual report to the member secretary and shall ensure that the same is placed before the meeting of Governing Body for approval.
  3. The annual report after the approval by governing Body will be submitted to the sponsoring body.
  4. A copy of Annual report will also be presented to visitor and regulatory commission. As per the provisions of 37(2) of the Act, 2007.
  5. The balance sheet of the university along with the income and expenditure accounts, Duly audited by the Chartered Accountant.
  6. A copy of the annual report and the annual accounts prepared under Sub -section 38(3) Of the Act 2007 are presented to the visitor and the M.P. state university Regulatory Commission after its approval by the governing body.

**STATUTE -30****RESIGNATION**

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

**STATUTE -31****ACTION AGAINST TEACHERS**

Where there is an allegation of misconduct against a teacher, the Vice- Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice- Chancellor may decide course of action including suspension depending on the severity of the misconduct, however, for taking actions to the extent of termination of the teacher concerned, the Vice -chancellor shall report the matter to Governing Body whose decision will be final.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order.

**STATUTE -32****ACTION AGAINST NON-TEACHING EMPLOYEES**

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including suspension depending on the severity of the misconduct.  
However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice- Chancellor whose decision will be final.
- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order.

**STATUTE -33****APPOINTMENT OF EXAMINERS**

1. In this Statute:
  - (i) "Internal Examiner" means:
    - (a) In case of a theory paper, an examiner including a paper setter who is a teacher in a University Teaching Department/School of Studies/Department of the University.
    - (b) In case of practical and viva-voce examination an examiner who is a teacher in the institution whose candidates are being examined at the examination center.
  - (ii) "External examiner" means an examiner other than an internal examiner.
  - (iii) "Co-examiner" means an examiner in a written paper other than the paper- setter.
2. The office of the Registrar / Controller examination shall prepare for every subject an institution wise list of names of persons qualified for appointment as examiners. The list shall be in two parts, the first part containing the names of persons working as teachers in the University Teaching Departments/School of studies/Department the University and the second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely: -
  - (a) The academic qualifications and teaching experience at degree and post graduate levels.
  - (b) The field of specialization.
  - (c) The examination of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned constituted together with names of persons appointed as Examiners in the University during the two preceding years. The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.



5. The Registrar's/Controller of examination's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centers of each practical/Viva-voce examination together with the estimated number of Candidates thereat.
6. The Examination Committee shall, in the light of the provisions of the following paragraph, Recommend :-
  - (i) A panel of three names for the appointment of the paper setter of each written paper.
  - (ii) A list of names of persons for appointment as co-examiners where necessary, the number of names included in the list being at least 50% percent in excess of the number to the appointment.
  - (iii) A list of names of persons for appointment as examiners in each practical/Viva-voce examination, the number of names included in the list being sufficient for the conduct of practical/Viva-voce examination at different center.
7. The Vice-Chancellor shall appoint paper setters, co-examiners, practical/Viva-voce examiners ordinarily from amongst persons recommended by the Examination Committee. He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualification and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualifications of the paper setters and Co-examiners shall be as per norms laid down by the related regulatory bodies viz. UGC, AICTE, NCTE, MCI, DCI, PCI & BCI, etc.

#### **CO-EXAMINERS**

The qualifications shall be same as for paper setters but the minimum teaching/ professional experience required shall be less by two years than that prescribed in case of the paper setter.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department School of Studies /Department the University with at least three years teaching experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

- 9 (1) In case of practical and Viva-voce examinations at the post graduate level, the external examiner shall be a person not below the rank of the Reader.
- (2) In case of Practical and Viva-voce examinations at the first degree level the external examiner shall be teacher of the subject with not less than three years experience of teaching the subject at the degree and / or postgraduate level.
- (3) The internal examiner in case of Viva-voce examination at the postgraduate level shall be the Head of Department in the subject whose regular candidates are to be examined and where the Head of the Department is not available a teacher of that Department shall be the internal examiner.
- (4) The internal examiner in case of practical examination both at the degree and the postgraduate's level shall appointed from amongst the teachers of the Department whose regular candidates are to be examined in the recommendation of the Head of such Department.
- (5) The external examiner at the post graduate level in case of practical/ Viva voce examination shall not be a teacher in a University Teaching Department/School of Studies/Department or this University.
10. (i) 50% of the paper setters at the postgraduate examination and 25% of the paper setters at the first degree examination in any examination in any subject shall be external.
- (ii) Where in any paper more than one examiner is appointed, the paper setter shall be Head examiner. Examiners other than the paper-setter shall be the Co-examiners.
11. (i) No one shall ordinarily be given more than one theory examiner ship (paper setting or Co-examiner ship) In case the Examination committee considers it necessary to recommend more than one examiner ship (one for the first degree examination and one for post graduate examination) in case of any person, it shall specify its reasons for doing so for the consideration for the vice- Chancellor.
- (ii) Ordinarily not more than one paper setter shall be appointed form any one University Teaching Department, School of Studies of College in the same subject at any one examination.

- (iii) No one who is a paper setter at any Postgraduate examination shall be appointed as an external Viva-voce examiner at that examination.
  - (iv) In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 candidates.
  - (v) In case of written examination, an examiner shall not ordinarily value more than 250 scrip and co-examiner shall be appointed if the number of candidates appearing in the paper is more than 300.
  - (vi) While recommending names for examiner ship in faculties where English is not the sole medium of examination the examination Committee shall ensure that the examiners recommend can value the scripts written in Hindi.
  - (vii) The provisions of sub paragraphs (1) and (2) above shall not apply in case of Examinations in the faculties of engineering, Technology, Education, Physical Education, Medicine and Ayurveda.
12. (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment
- (2) An examiner may be discontinued at any time if his work is found unsatisfactory.
- (3) An examiner's work shall be deemed to be unsatisfactory if
- (i) Mistake of such nature is found in his/her work in the course of checking and scrutiny which affect the result or
  - (ii) He or she is found by the governing body to have delayed the work without good cause or
  - (iii) There is an adverse report from the head Examiner; or
  - (iv) In the opinion of the governing body there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and
  - (v) If there is serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) In paper for which there is only one examiner, he shall set the paper and Value the answer books received by him.
- (2) In a paper for which more than one examiner has been appointed, the head examiner shall:-
- (i) Set the paper ;
  - (ii) Forward a memorandum of instruction for the guidance of the co-examiner to secure conformity with list own standard in the valuation of the answer book by his co examiners.
  - (iii) Forward to each co-examiner at least five answer books duly marked by him to serve as models.
  - (iv) Take care to see that model answer book shall, as far as possible, be representative of all grades of candidate, i.e. failure and third, second and first division.
  - (v) Assign duties to the Deputy Head Examiners, if there be any.
  - (vi) Value such number of answer books as may be allotted to him.
  - (vii) Examine the test installments of answer books received from the co-examiner in accordance with the succeeding subpart and convey his approval of the marking or issue such instruction as may be necessary to secure uniform standard in valuation.
  - (viii) Report to the Registrar/Controller of Examinations on the work of the co examiner and state whether he has observed the instructions received from the Head Examiner.
- (3). A deputy head Examiner shall act as a co-examiner in relation to the Head Examiner that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.

- (4). (i) The Head Examiner shall, as soon as he receives answer books may forward to his co-examiners a memorandum of instructions to each co-examiner model scripts as provided for in clause (iii) of subpara (2) above.
- (ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer books allotted to him. He shall send to the Head Examiner first test installments of ten marked answer books for re-examinations. The co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.
- (iii) The Co-examiner shall forward to the Head Examiner a further installment of five answer books.
- (iv) The Co-examiner shall comply with all instructions given to him by the Head Examiner.
- (v) In case the co-examiner does not receive the memorandum of instructions from the Head examiner, he shall remind the Head Examiner under intimation to the Registrar/Controller examinations. If the Head Examiner does not receive the first test installment and subsequent installment of answer books, he shall remind the co-examiner concerned under intimation to the Registrar/Controller examinations.
- (5). Notwithstanding the provision of sub-para (2) to (5) above where the Academic Council so decides, in case of paper where for more than one examiner is required, the paper setter shall draw up and send detailed memorandum of instructions regarding valuation of answer books including solutions of numerical questions along with the question papers set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation committee shall be sent by the university to all examiners in the paper. All examiners shall value the answer books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer books and installments market answer books between the paper setter and other examiners.
- (14) If for any reason an examiner becomes unable to value the answer books or to perform the duties of the head Examiner, after setting the question paper, he shall be entitled to receive

only one half of the amount of fees for paper setting, the balance being payable to the examiner who values the answer books of acts as Head Examiner.

- (15) Provided that if the setter dies before he is able to take up or complete the valuation of answer books, full fee prescribed for paper setting shall be paid to the heirs of such paper setters.
- (16) In case of examinations, where the Ordinances Provided for a second/supplementary examinations the paper setter may be required to set two papers any one of which may be used for the main examinations, the second being used for the second/Supplementary examinations. The paper setter shall be an examiner at both the main and the second/supplementary Examinations. The other examiner ships may go to other qualified teachers who couldn't be provided with theory examiner ships at the Main Examination.
- (17) (1) In any subject, if Viva-voce examination is prescribed, it shall be Conducted by a Board of two examiners of whom one shall be an external examiner and the other internal
- (2) Except in the case of M.Sc (Previous) Examination in Chemistry, there shall be a board consisting of two examiners, one internal and the other an external examiner for conducting the practical examination in each special branch of the subject as the case may be.
- (3) In the case of M.sc (Previous) Examination in Chemistry, the Board shall consist of three examiners, of whom and shall be internal examine and two shall be external examiner. The board shall be so constituted as to represent all the three branches of Chemistry, namely Inorganic, Organic and Physical.
- Note: In case of Viva-voce for LL.M. (Final) there will be two external examiners and one internal examiner.*

- (18) In the case of a subject for M.A, M.Sc., M.Com, & M.P.Ed examinations, where thesis is permissible in lieu of a paper there shall be a board of two examiners for reading the thesis. The maximum numbers of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the valuation of these two

examiners differs by twenty percent, the thesis shall be referred to the third examiner, (other than a teacher of the University) who shall award marks out of half of the maximum marks for the thesis. The aggregate of two of the three awards nearest to each other and to the best advantage of the candidate shall be taken as the correct valuation.

(19) Notwithstanding anything contained in the foregoing paragraph:-

- (a) The examinations in written papers and the practical and oral and clinical are session test, in each subject or group of subject for an examination in the faculty of medicine shall be conducted by a Board of two or four examiners one or two as case may be, of whom shall be external examiner/(s) and the other/(s) internal examiner/(s)
- (b) There shall be a Board consisting of examiners of whom two shall be internal and two external in each of the subject for the M.D. /M.S. examinations for written papers, and the practical oral and clinical tests.
- (c) In the faculty of medicine no person shall ordinarily be appointed as an examiner in any subject unless he has taken at least five years previously a Doctor's or master's Degree or a post graduate diploma of a recognized University or an equivalent qualification, and thereafter has had at least five years teaching experience in the subject in University or an affiliated college of a University recognized by the medical Council of India. In each subject there shall be at least one internal examiner (The Head of Department)
- (d) The internal paper setter for examination in each subject in the faculty of medicine shall be appointed by rotation form amongst the Head of the Departments of the University. If Head of the Department cannot be an examiner, the next senior most teachers in the subject shall be the internal paper setter and examiner.

(20) Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signature of all the members of the board concerned but the report on the working of the examination, the equipment of laboratories and the thesis shall be submitted by external examiner of each board under his signature only.

- (21) In case of an examination for a research degree, Examination Committee shall recommend for each thesis to be examined a panel of at least six names of persons who:
- (a) possess a research in the subject and at least ten years teaching experience at the post graduate level, or
  - (b) Are scholars of repute in the subject.
- (22) (i) No person shall act as paper setter or examiner either in the theory, Viva-voce of practical examination if any of his relations is taking the examination.
- (ii) No person shall act as a moderator or tabulator for any examination if any relations are appearing/has appeared at that examination.

**STATUTE- 34**

**THE PROCTORIAL BOARD**

**(Refer Section 25)**

1. There shall be a Proctorial Board to maintain the discipline amongst the student of the University. It shall consist of the following members:
  - (i) A Professor nominated by Vice-Chancellor (Chairman)
  - (ii) The Chief Proctor (Convenor)
  - (iii) Additional Chief Proctor – 3 Gentleman and 2 Lady Professors
  - (iv) Dean Students Affairs.
  - (v) All Proctor (s)
  - (vi) All Wardens of the Hostels
  - (viii) One of the two students nominated by the Vice- Chancellor from amongst the student members of the Board of Studies.
2. The Proctorial Board shall prepare a Code of Conduct to be followed by the students and shall place it before the Board of Management for its approval.
3. Any violation of the Code of Conduct or breach of any rule or regulation of the University by any student shall be record as indiscipline and shall make the student liable for disciplinary action against him/her.
4. The Chief Proctor and Proctors shall be appointed by the Vice -Chancellor from amongst the teachers of the University; the number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the student in the University.
5. The Chief Proctor and Proctors so appointed by the Vice- Chancellor for the period not exceeding three years.  
Provided than Vice- Chancellor may remove Chief Proctor or the Proctor before the completion of his/her tenure if he/ she fail to discharge the duties well or if his/her activities are prejudicial to the interest of the University.



**6. The Power and duties of Chief Proctor:**

- (i) The Chief Proctor shall get a Proctorial Form filled by students and Keep it for the record in his/her office.
- (ii) He/she will issue Identity Card to each student under his/her seal and signature.
- (iii) He/ She shall be authorized by the University to issue rail and air travel concession orders to the bonafide student of the university.
- (iv) He/ she will place all the matters brought to his/her notice before the Proctorial Board on being approved by the Vice-Chancellor.

**STATUTE -35**

**PRO. VICE- CHANCELLOR**

- (1) Every, Pro. Vice-Chancellor shall be appointed by the Executive Council on the recommendation of the Vice-Chancellor on such terms and conditions as may be laid down in the Ordinances;
- (2) Provided that where the recommendation of the Vice- Chancellor is not accepted by the Executive Council, the matter shall be referred to the Visitor who may either appoint the person recommended by the Vice-Chancellor or ask the Vice- Chancellor to recommend another person to the Executive Council;
- (3) Provided further that the Executive Council may, on the recommendation of the Vice-Chancellor, appoint the senior most Professors to discharge the duties of a Pro Vice Chancellor in addition to his own duties as a Professor.
- (4) The term of office of a Pro Vice-Chancellor shall be such as may be decided by the Executive Council but it shall not in any case exceed five years or until the expiration of the term of office of the Vice- Chancellor whichever is earlier and shall be eligible for reappointment:
- (5) Provided that a Pro Vice -Chancellor shall retire on attaining the age as per UGC norms.
- (6) The emoluments and other terms and conditions of service of a Pro. Vice -Chancellor shall be such as may be prescribe by the Ordinances.
- (7) A Pro Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor in this behalf. He shall also exercise such powers and perform such duties as may be delegated to him by the Vice-Chancellor.
- (8) Where the Vice-Chancellor is the Chairman of any body or committee of the University and he is absent for any reason whatsoever from any meeting of such body or committee, the Pro Vice-Chancellor, and if there are two or more Pro Vice- Chancellors, the senior-most Pro Vice- Chancellor shall preside over such meeting.

- (9) A Pro Vice-Chancellor shall, on being authorized by the Vice-Chancellor in that behalf, be entitled to be present at and to address any meeting of any authority, body or committee of the University but shall not be entitled to vote thereat:
- (10) Provided that if the Pro Vice-Chancellor is a member of such authority, body or committee, such Pro Vice-Chancellor shall have all the rights and privileges of a member thereof.

### **STATUTE -36**

#### **DEAN STUDENT WELFARE**

1. The Dean Student Affairs officer of the university may be appointed for a period of two years by the Board of Management on the recommendation of Vice-Chancellor.
2. The Dean Student Affairs shall be a full time salaried officer.
3. The Qualifications, salary and mode of appointment shall be prescribed by the Board of Management of the university.
4. The Dean Student Affairs shall be governed by the service rules prescribed by the university for the employees of the University.
5. The Dean Student Affairs shall be Advisor cum Treasurer of the University Student Association and the Head of the information Bureau and Employment Bureau of the University.
6. The Dean Student Affairs shall if required by the board of management, Academic Council be present at any meeting of the authority concerned where matters relating to students welfare come up for consideration by the authorities.
7. Subject to the control of Vice -Chancellor and Board of management, the Dean Student Affairs shall:
  - (i) Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
  - (ii) Arrange for employment of student in accordance with plans approved by the Vice-Chancellor and the Board of Management
  - (iii) Assist the students in obtaining scholarships, studentships, etc. by furnishing them the information relation to these.
  - (iv) Communicate with the guardians of the students concerning the welfare of the students.
  - (v) Perform such other duties as may be assigned to him for time to time by the Vice-Chancellor and the Board of management.