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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 49]

भोपाल, शुक्रवार, दिनांक 6 दिसम्बर 2019—अग्रहायण 15, शक 1941

भाग ४

विषय-सूची

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|----------------------------|-------------------------------|----------------------------------|
| (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 6 दिसम्बर 2019

क्र. आर-224-सीसी-2019-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 (1) के अनुक्रम में, आई.ई.एस. निजी विश्वविद्यालय, भोपाल के प्रथम अध्यादेश क्र. 01 से 80 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.

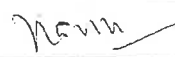
प्रथम अध्यादेश क्र. 01 से 80

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

ORDINANCE No. 1.**PROPOSED FACULTIES AND DEPARTMENTS OF
IES UNIVERSITY BHOPAL MADHYA PRADESH**

The University shall have the faculties mentioned in column (2) departments mentioned in column (3) and programs/courses are in the column (4) of the following table:

S. No.	Faculty	Department	Name of the programme
1	2	3	4
1	Faculty of Engineering & Technology	1. Department of Chemical Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		2. Department of Civil Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		3. Department of Computer Science and Information Technology Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		4. Department of Electronics and Communication Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		5. Department of Mechanical & Automobile Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		6. Department of Electrical and Instrumentation Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		7. Department of Fire and Safety Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		8. Department of Industrial & Production Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		9. Department of Mechatronics Engineering	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D

		10. Textile Technology	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
		11. Food Technology	Diploma/B.Tech/M.Tech/Integrated Dual Degree/ Ph.D
2	Faculty of Architecture, Planning & Design	Department of Architecture & Planning	Diploma /B.Arch./ B. Des./B.I.D /B. Plan /M. Plan. /M.I.D./ M. Des./M. Arch /Ph.D in Architecture
3	Faculty of Science	Department of Pure & Applied Sciences	<p>B.Sc. Physics, Chemistry, Mathematics, Statistics, Zoology and Botany , Bio informatics, Electronics, Chemistry and Applied Chemistry, Physics and Applied Physics, Mathematics and Applied Mathematics</p> <p>M.Sc. Applied Physics, Nuclear Physics, Applied Chemistry , Applied Mathematics, Zoology, Botany, Statistics, Climate Science and Policy, Environmental Studies and Resource Management, Geoinformatics, M. Phil. Physics/Chemistry/ Mathematics/ Statistics, Zoology, Botany</p> <p>Ph. D</p>
		Department of Earth Sciences	<p>M.Sc. Earth Science/Geology/Remote Sensing</p> <p>M. Phil. Earth Sciences</p> <p>Ph.D.</p>
		Department of Life Sciences and Biological Science	<p>B.Sc. B. Sc- forensic Science/ B.Sc.-Microbiology, Biochemistry B. Sc Biotechnology/ B. Sc (Hons.)- Biotechnology/ Biochemistry/ Environmental Science/</p> <p>M.Sc. M.Sc.-Biotechnology, M.Sc. Microbiology, Biochemistry. Environmental Science M.Sc.-Forensic Science, M. Phil.:-Forensic Science, Biotechnology, Environmental Science, Biochemistry, Microbiology</p> <p>Ph.D.</p>
4	Faculty of Computer	Department of Information	BCA, 

	Application & Information Technology	Technology	B.Sc. Information Technology, MCA, M.Sc. Computer Science/Information Technology, Ph.D.
5	Faculty of Management Studies	Department of Business Management	<p>BBA, BBA (Hons.)- Strategic, Finance, Accounting MBA, Administrative Management/Advertising and Public Relation/Agri Business Management/ /Entrepreneurship/ /Business Administration/Business Economics/Business Studies/Communication and Media Technology/ /Environment/Finance Management/Finance Marketing/ Finance Marketing and Human Resource Management/Foreign Trade/ HumanResource Development and Management/Industrial Management/ Information Technology International Business/Logistics and Supply Chain Management/Marketing and Finance/ Marketing and Sales Management/Marketing Management/Mass Communication/Media Management/Personnel Administration/ Personnel Management and Human Resource Development/Retail Management/Rural Management/ Rural Planning and Management/Supply Chain Management (SCM)/Tourism Management</p> <p>PG- Diploma- Advertising Communication/ Agri Business Management/Banking and Financial Services/Banking and Insurance Service/ Big Data Analytics/ Biotechnology/Business Administration/ Business Design/Business Economics/ Business Entrepreneurship/Commercial and Computer Practice Communications/Corporate Social Responsibility Development Studies/ E-Business/Energy Management/ Environment Management/ Executive Marketing/Fashion Retail Management/Finance/ Foreign Trade/Forestry Management/Global Business/Global Management/Healthcare and</p>

			<p>Hospital Management/Human Resource and International Business/Human Resource Management/Industrial Management/Industrial Safety and Environmental Management/Information Communication Technology in Securities Market/Information Technology/Information Technology and Management/Information Technology and Marketing/Infrastructure Management/Insurance and Risk Management/Insurance Business Management/International Business/Marketing/Marketing and Finance /Marketing and Sales Management/ Mass Communication/Media and Entertainment/Media Management/ /Personal Management and Human Resource Management/Pharma and Healthcare Management/ Project Management/Public Financial Management/ Research and Business Analytics/Retail and Fast Moving Consumer Goods/Retail Management/Retail Marketing/Rural Management/Rural Planning and Management/Sustainable Development Practices/Sustainability Management/ Telecom/Telecom and Information Technology/Telecom and Marketing/Telecom Management/Tourism and Cargo/Tourism and Leisure/Tourism and Travel/Tourism Management/Travel and Tourism/Master of Management Studies (MMS)</p> <p>M. Phil, Management Ph.D.</p>
		<p>Department of Hotel Management</p>	<p>Diploma- Food & Beverage Service, Bakery & Confectionery, Front Office Operation, housekeeping Operation, Diploma in Hotel Management/Food Production/Housekeeping/Food & Beverage Service,</p> <p>Degree- B.Sc- Hospitality & Hotel Administration (Vegetarian Cuisine), Bachelor of Hotel Mgmt & Catering Technology, B. Sc- Hospitality & Hotel Administration BBA HM</p> <p>M.H.M.C.T</p>

			Ph.D.
6	Faculty of Commerce	Department of Commerce & Finance	B. Com (Hons.) B. Com., Foreign trade Practices & sales management, Commerce, Banking & Finance, Taxation, Economics, Advertising Sales Promotion & Sales management M. Com M. Phil. Ph. D,
7	Faculty of Journalism and Mass Communication	Department of Communications	BA (Journalism & Mass Communication) BSc (Multimedia) MA (Journalism and Mass Communication) M.A. (J) (Journalism) M.A. (Mass Communication) M.A. (Advertising & Public Relations) M.Sc. (Electronic Media/ Film Production/ New Media) M. Phil. (Journalism, & Mass Communication) Ph.D.
8	Faculty of Design & Fashion Technology	Department of Design & Fashion Technology	Bachelor of Design (B.Des.), Bachelor of Interior Design (B.I.D.) Master of Design (M.Des.) Master of Interior Design (M.I.D.) M.Phil. P.hD
9	Faculty of Law	Department of Law	Diploma in Labour Laws and Labour Welfare, Diploma in Intellectual Property Laws, Diploma in Arbitration, Conciliation and Alternative Dispute Resolution System, B. Sc LLB, B.A.LL.B B.Com. LL.B B.B.A. LL.B, B. Sc LLB (Hons), B.A.LL.B (Hons), B.Com. LL.B (Hons) B.B.A. LL.B (Hons), LL.B. (3 Years Programme), LLM Corporate & IP LAW, Cyber Law & Cyber Security, Criminal Law & Criminal Justice, Corporate Law, International Law and Development, Intellectual Property Law, Environment and Natural Resources Law/ Infrastructure and Business Law, M. Phil. Ph.D.

10	Faculty of Arts	Department of Economics	B.A (Economics) BA(Hons) (Economics) M.A. Economics M. Phil Economics Ph. D
		Department of Behavioral and Applied Sciences	B.A. (Hons) Applied Psychology M.A, Applied Psychology M. Phil. Psychology Ph.D.
		Department of Social Science	Bachelor of Social Work (BSW) B.A. (Hons) Sociology/Anthropology M.A. Sociology/Anthropology Master of Social Work (MSW) M. Phil. Sociology/Anthropology Ph.D. B.A. (Hons) History M.A. History M.A. (Education) M. Phil. History Ph.D. B.A. (Hons) Geography M.A. Geography M. Phil. Geography Ph.D. B.A. (Hons) Political Science M.A. Political Science, M. Phil. Political Science, Ph.D. B.A (Hons) Philosophy M.A. Philosophy. M. Phil. Philosophy Ph.D.
		Department of Arts and Allied	BPA (Music) MPA (Music)
		Department of Language	B.A. (Hons) English/Sanskrit/Hindi M.A. English/Sanskrit/Hindi M. Phil. English/Sanskrit/Hindi Ph.D. English/Sanskrit/Hindi B.A. (Hons) French/German/Spanish/Japanese/Chinese M.A. French/German/Spanish/Japanese/Chinese Ph.D. French/German/Spanish/Japanese/Chinese
11	Faculty of Education	Department of Education	D.El. Ed. B.Ed, B.El.Ed. M.Ed M. Phil Ph. D

			Integrated Course- B.A.B.Ed., B.Sc.B.Ed , B.Ed. M.Ed,
		Department of Physical Education	D.P.Ed BPES MPES B.P.Ed. M.P.Ed. M. Phil. (Physical Education) Ph. D.
		Department of library Science	B. Lib , M. Lib., PhD
12	Faculty of Agriculture Science Engineering and Technology	Department of Agriculture Sciences	B.Sc. (Hons) Agriculture B. Sc. (Hons.), Horticulture B. Sc. Ag.(Hons) Sericulture B. Sc. Ag.(Hons) Food, Nutrition and Dietetics B. Tech (Agriculture Engineering) B.Tech (Dairy Technology) B.Tech (Food Technology) M. Sc. Ag. (Agricultural Economics) M. Sc. Ag. (Agricultural Extension &Communication) M.Sc. Ag. (Agrometeorology) M. Sc.Ag. (Agronomy) M. Sc.Ag. (Entomology) M. Sc.Ag. (Genetics & Plant Breeding) M. Sc.Ag. (Seed Science & Technology) M. Sc.Ag. (Nematology) M. Sc. Ag. (Plant Pathology) M.Sc. Ag. (Soil Science and Agriculture Chemistry) M. Sc.Ag. Horticulture (Fruit Science) M. Sc.Ag. Horticulture (Vegetable Science) M. Sc.Ag. Horticulture (Floriculture & Landscaping) M. Sc.Ag.(Food Science & Technology) M. Tech (Agriculture Engineering) M.Tech (Dairy Technology) M.Tech (Food Technology) Ph. D
		Department of Forestry	B. Sc. Ag.(Hons) Forestry M.Sc. Forestry (Silviculture and Agro forestry), M.Sc. Forestry (Forest Biology and Tree Improvement), M.Sc. Forestry (Forest Products and Utilization), M.Sc. Forestry (Natural Resource Management),

			M.Sc. Forestry (Wildlife Sciences) Ph.D.
13	Faculty of Medical and allied health Sciences	Department of Nursing	B. Sc (N) M. Sc (N)/P .B. B. Sc(N)/ANM/GNM/Ph.D.
		Department of Para Medical & Sciences	Diploma X-Ray (Technician / Radiographer) Diploma ECG Technician Diploma Laboratory Technician Diploma in Dialysis Technician BMLT DMLT PB Diploma in Ortho.& Rehabilitation (N) PB Diploma in Neonatal Nursing PB Diploma in Operation Room (N) Optometry Physiotherapy Diploma in Pathology Diploma in Human Nutrition Diploma in Optometrist refraction Diploma in Optometrist contact Lenses Diploma in Ophthalmic Assistant Diploma in Clinical Biochemistry Diploma in Microbiology Diploma in Naturopathy Diploma in Anesthesia Technician Diploma in Respiratory Technician Diploma in Hospital Medical Record Science
		Department of Allied Health Science	Bachelor of Degree Allied Health Sciences 1. Bachelor of Optometry (B. Optom.) 2. Bachelor of Occupational therapy (B.O.T.) 3. Bachelor of Science (Trauma Care Management)
14	Faculty of Ayush	Department of Ayurveda & Community	Diploma in Sanitary Inspector /Public Health Inspector Bachelor of Ayurvedic Medicine and Surgery(BAMS) MD (Ayurveda) Ph.D.
		Department of Homoeopathy	Bachelor of Homeopathic Medicine and Surgery (BHMS) MD (Hons.) Electro Homeopathy Ph.D.
		Department of Naturopathy	BNYS, M.Sc. Naturopathy and Yoga, Diploma in Naturopathy, Diploma in yogic sciences, Yogic Science
15	Faculty of Pharmacy	Department of Pharmacy	D. Pharmacy, B. Pharmacy, M. Pharmacy-

			Pharmaceutics, Pharmaceutical management, Industrial Pharmacy, Pharmaceutical Analysis, Pharmaceutical Biotechnology, Pharmaceutical Chemistry, Pharmaceutical Quality Assurance, Pharmaceutical Technology, Pharmacognosy, Pharmacology, Pharmacy Practice, Phytopharmacy & Phytomedicine, Regulatory Affairs Ph. D
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Specialization as per decision of academic council and appropriate relevant statutory body

Some of the Departments may not offer all the courses. Further, new Departments/institutes and relevant courses developed and may be established after the approval of the Academic Council, and other relevant bodies of the University and approval of the Statutory bodies/Governing bodies and Regulatory commission, wherever and whatever applicable. The scheme/syllabus/curriculum of the course/program, minimum teaching hours, examination, evaluation schemes, passing marks and award of divisions etc. shall be decided by the various competitive bodies of the University.

16. List of Vocational / Diploma Course through Proposed for IES University, Bhopal (will be of 03/06/12 months depending upon requirement of/prescribed norms of the certificate)

Sr.No.	Diploma	Eligibility
1	Accounting & Auditing	12 th pass(Any Stream)
2	Air Hostess/Flight Purser	12 th pass (Any Stream)
3	Airline and Travel Management	Graduate Degree or 12 th /equivalent with three year diploma
4	Airline Cabin Crew	12 th pass (Any Stream)
5	Analytical Chemistry	B.Sc. with Chemistry
6	Audio Visual Production	12 th pass (Any Stream)
7	Auto CAD	Diploma in Engineering/Graduate in any Subject
8	Aviation& Hospitality Management	12 th pass (Any Stream)
9	Banking	12 th pass with Commerce/Mathematics
10	Banking & Finance	12 th pass with Commerce/Mathematics
11	Biotechnology	12 th pass with Biology/Mathematics
12	Broadcast Journalism	12 th pass (Any Stream)
13	Business and Commercial Law	LLB or equivalent
14	C Programming	10 th pass
15	C++ Programming	10 th pass
16	Cabin Crew Services & Hospitality Management	12 th pass (Any Stream)
17	Client Server technology(CCST)	10 th pass

18	Communication Design	12 th pass (Any Stream)
19	Communicative & Competitive Skills	12 th pass (Any Stream)
20	Communicative English	12 th pass (Any Stream)
21	Computation Mathematics	12 th pass with Mathematics
22	Computer Application	10 th pass
23	Computer Hardware & Networking	12 th pass (Any Stream)
24	Computer Network(CCN)	10 th pass
25	Computerized Fashion Designing (CCFD)	10 th pass
26	Computerized Financial Accounting	10 th pass
27	Corporate, Law	LLB or equivalent
28	Cyber Law	LLB or equivalent
29	Computer Programming	10 th pass
30	Diesel Engine Repairing	10 th pass
31	Diploma in International Trade and Finance	LLB or equivalent
32	Diploma in Jewellery & Accessories Design	12 th pass (Any Stream)
33	Dowsing	12 th pass (Any Stream)
34	Desk Top Publishing (CDTP)	10 th pass
35	DTP with Computerized Design Development in Textile Printing	10 th pass
36	Early childhood education	10 th pass
37	Electrical Technician	12 th pass (Any Stream)
38	Electronic Equipment Maintenance	12 th pass (Any Stream)
39	Environment, Energy, and Natural Resources Law	LLB or equivalent
40	Event Management	12 th pass (Any Stream)
41	Export Procedure & Documentation	12 th pass with Commerce
42	Export Procedure & Documentation	12 th pass with Commerce
43	Fashion Design	12 th pass (Any Stream)
44	Financial Accounting (DFA)	12 th pass (Any Stream)
45	Fitness Management	B. P. Ed. or equivalent
46	Footwear Design	12 th pass (Any Stream)
47	Furniture Design	12 th pass (Any Stream)
48	Game Design	12 th pass (Any Stream)
49	Hi-Tech Welding Technology	10 th pass
50	Horticulture	10 th pass
51	Hospitality Management	10 th pass
52	Hospitality Management	10 th Pass
53	Hotel Management	12 th pass (Any Stream)
54	Hotel management & Catering Technology	12 th pass (Any Stream)
55	Diploma in Film Making & Acting	12 th pass (Any Stream)
56	Housekeeping	12 th pass (Any Stream)
57	Human Resource Management	12 th pass (Any Stream)

58	Human Rights	Graduate (Any Stream)
59	Import-Export Management	12 th pass (Any Stream)
60	Industrial Safety	10 th pass
61	Industrial Safety & ISO 14000 Series	10 th pass
62	Interior Design	12 th pass (Any Stream)
63	Inverter & UPS Repairing	10 th pass
64	Java Programming (CJP)	12 th pass (Any Stream)
65	Laptop Repairing (CLR)	12 th pass (Any Stream)
66	Library Automation	12 th pass (Any Stream)
67	Life Style Product Design	12 th pass (Any Stream)
68	Motor & Transformer Winding	10 th pass
69	Ms Office (CMO)	10 th pass
70	Multipurpose Computer Technician	10 th pass
71	Multipurpose Electronic Technician	10 th pass
72	Media, Law and Technology	LLB or equivalent
73	Mobile & Telephone Instrument	10 th pass
74	Mobile & Telephony	10 th pass
75	Mobile and Telephone Instruments and repairing(DMTIR)	10 th pass
76	Mobile Application	12 th pass (Any Stream)
77	Nursery Development and Nursery Management & Environmental Protection	10 th pass
78	Nursery teaching	10 th pass
79	Object Oriented Programming Language	10 th pass
80	Office Automation & Internet	10 th pass
81	Personal Secretary ship	10 th pass
82	Photography / Journalism	12 th pass (Any Stream)
83	Personal Secretary ship	10 th Pass
84	Primary teaching	12 th pass (Any Stream)
85	Radio and TV Technician(CRTT)	12 th pass (Any Stream)
86	Radio Jockey	12 th pass (Any Stream)
87	Refrigeration and Air-Conditioning	12 th pass (Any Stream)
88	Retail Management	12 th pass (Any Stream)
89	Stereo & CD Player repairing	12 th pass (Any Stream)
90	Security Guards Management	12 th pass (Any Stream)
91	Software Testing	12 th pass (Any Stream)
92	Spoken English	12 th pass (Any Stream)
93	Sports Journalism	B. P. Ed. or equivalent
94	Sports Management	B. P. Ed. or equivalent
95	Statistical quality Control	12 th pass (Any Stream)
96	Stenography(Hindi/English)	10 th pass
97	Swar Science	12 th pass (Any Stream)
98	Tax Law	LLB or equivalent
99	Taxation	12 th pass (Any Stream)

100	Television Video Production	12 th pass (Any Stream)
101	Tourism Management	12 th pass (Any Stream)
102	Tribal Lawyer	LLB or equivalent
103	Urban development & Enhancement	12 th pass (Any Stream)
104	Video Jockey	12 th pass (Any Stream)
105	Web & Graphic Design	12 th pass (Any Stream)
106	Web Design	10 th pass
107	Web Design, Animation & Advertisement	12 th pass (Any Stream)
108	Web Designing	10 th pass
109	Word Processing (Hindi/English)	10 th pass
110	Yoga Education	10 th pass

*The University may also introduce other programs of DVoc/BVoc timely as per the norms and regulations of governing bodies or regulatory authorities.

17. Constituent Institutions.

For all purposes, the sustenance and development of the constituent institutions shall be a responsibility of the University. In fulfilling its 'responsibility, the IES University Bhopal Madhya Pradesh, shall:

- Recruit and develop faculty of the constituent institutions.
- Invest in the development of the institutions.
- Encourage revenue generation in the institutions.
- Formulate the institution budget and manage its finances.
- Provide good governance to the institution.

18. The following shall be objects of declaring a college as constituent colleges/institute.

- To provide the desired Quality/Academic and administrative leadership for further expansion of the institution.
- To create a desired environment and develop a framework to pursue a path of excellence in higher education.
- To lay a firm and everlasting foundation for growth of quality education in the institution.
- To develop the institution as a model for Curriculum Innovation and Examination Reforms development of professional and moral values in the faculty, students and the staff.
- To foster the growth of well informed knowledgeable and talented manpower to work in knowledge technology driven systems and enterprises.
- To facilitate synergic partnership with the industries of the state and the country for further qualitative growth.
- For transforming education into a vibrant and dynamic system.
- To foster research culture and promote industrial consultancy.

ORDINANCE NO.2

ADMISSION OF STUDENTS

Admissions to the courses which are offered by the University will be done on the basis of recommendation made by the competent authority of the university in accordance with the guidelines of regularity authorities. Provision of **conducting "IES common admission test- ICAT" (hereafter referred to as ICAT)/counseling** by the university shall be open to all the candidates who are eligible (fulfill the eligibility as per criterion). The admission procedure will be completed as per University guidelines based on Govt. Directives before the commencement of the academic session or the last date of the admission decided by the Academic Council/Regulatory Bodies. However, the Ph.D. admissions shall exclusively be governed as per the Ordinance for Ph.D.

2.1. Preamble

- a. "Qualifying Examination" means an examination the passing of which makes a student a eligible for admission to a particular year in a course of study leading to Bachelor's or Post Graduate Degree or Diploma or other program offered by the University.
- b. "Equivalent Examination" means an examination which has been conducted by:
 - i. Any recognized Board of Secondary Education; or
 - ii. Any Indian university incorporated by any law in force at present, and recognized by Regulatory Bodies i.e UGC/AICTE/PCI/INC/ICAR/ etc and approved by IES University as equivalent to its corresponding examination.
 - iii. Any foreign University / Board examination that have been recognized by Association of Indian Universities as equivalent to 10+2 stage qualification or Bachelor Degree Program as per the case may be as per UGC norms.

2.2 Admission of students to Pharmacy, Medical, AYUSH, Nursing, Agriculture and Other related courses where admission are subjective as per the regulations of respective councils or Govt./Regulatory agencies.

- a. The admission procedure as prescribed, if any, by the AICTE/PCI/UGC/INC/ICAR, Govt. of Madhya Pradesh, and other Regulatory State & Central bodies for professional & technical courses, will be followed.

2.3. Admission Procedure

2.3.1 The Admission Cell of the University will be responsible for facilitating admissions to the various programmes offered by the University either through ICAT or through counseling.

2.3.2 The date of ICAT/Counseling shall be declared/published on the University's official website along with the last date of submitting the duly filled in Admission Application Forms.

2.3.3 A candidate desirous of applying may:

- a. Download the Admission Application Form from the University's official website and submit the same with a Demand Draft of prescribed fee drawn in favor of IES University Payable at Bhopal.
- b. Fill in and submit Application Form online along with prescribed fee

- c. Buy in person on payment of prescribed fee from the Admission Cell of the IES University Bhopal.
- 2.3.4. A candidate who fulfills the eligibility criteria for seeking admission to a Department/Institute shall, submit the duly filled in Admission Application Form on or before the last date prescribed for the same.
- 2.3.5. Non-Resident Indian candidates shall also be eligible for admission to various programmes, under the directives of the IES University and the Government of Madhya Pradesh, provided they satisfy the eligibility criteria as per income tax section no 161-C.
- 2.3.6. After scrutiny, if the candidate is found to meet the eligibility criteria prescribed by the University, he/she shall be called to appear for the ICAT/ Counseling.
- 2.3.7. The University shall follow the admission process as prescribed by the norms set by it depending on the programme for which ICAT/counseling is to be conducted.
- 2.3.8. The University shall follow the following admission process for all courses:
 - a. The University will issue the admission notification on the University's website/ newspapers/ notice board of the University.
 - b. The candidates provisionally selected for admission will be informed directly of their admission by the Admission Cell. The results of the ICAT/counseling may be uploaded on university website/notice board of the University.
 - c. The candidate whose results of the qualifying examination are awaited can also apply and they will be granted admission provisionally. Such candidates however must produce the previous year's mark sheet, department/college certificate as a proof of the required eligibility criteria at the time of admission. The mark sheet and certificate of the qualifying examination shall be produced before the due date declared by the University, failing which provisional admission may be cancelled.
 - d. If a candidate admitted provisionally under para (c) above fails to secure the minimum marks required to fulfill the eligibility criteria of the programme the provisional admission granted to him/her shall be cancelled.
 - e. The Admission Application Form may be rejected on any of the following grounds:
 - (i) If the candidate does not fulfill the eligibility criteria for the particular programme he/she has applied, for;
 - (ii) If the candidate has been debarred on grounds of indiscipline from any College/University/Educational institution;
 - (iii) If the Admission Application Form is not accompanied by the prescribed fee or Demand Draft or Transaction ID and Receipt Number (in case of online transition).
 - (iv) If the Admission Application Form is not filled in properly and signed by the candidate.
 - (v) In case the supporting documents (as applicable) are not enclosed.
 - (vi) If there is a criminal law suit pending against him/her in a court of law.
 - f. The candidates may download the Admit Card for the ICAT from the website of the University using the Application Form Number and Password or directly collect from the admission shall.

- g. A complete list of the students admitted in various programmes shall be submitted in soft/hard copies to the Madhya Pradesh Regulatory Commission within 15 days of completion of admission procedure for the particular academic session of the University.
 - h. The fees as approved by Fee Regulatory Body /Commission for each course shall be decided by the Board of the Management of the University and the number of seats in each course will be as decided by the University from time to time.
 - i. The admission rules as framed by the University from time to time shall be applicable for all admissions and all decisions taken by the University regarding this shall be final.
 - j. The reservation of the seats and relaxation in percentage in minimum of marks where ever prescribed in respect of students belonging to scheduled castes, scheduled tribes and other categories shall be as decided by Central/State Govt. from time to time.
- 2.3.9. The successful candidate will submit the following documents (in original (for verification only) along with a set of self certified copies) to the University at the time of the registration. The Admission Application Form shall, among others be accompanied by a copy of:
- a. Class X marks sheet (As a proof of Date of Birth) , Marks sheets: Class XII (for undergraduate programmes), graduation mark sheet (for post graduate programmes) and Post Graduation mark sheet (for Ph. D. programmes)
 - b. Transfer Certificate or Department or Institution leaving certificate signed by the Head of the Institution, last attended by the candidate;
 - c. Migration Certificate from the Secretary or Registrar of the board or University from which he/she has passed his/her qualifying examination..
- 2.3.10. a. Enrolment/registration number will be assigned to the students by the University after verification and submission of all the necessary documents/fees.
- b. No candidate shall be provided admission to any Department/ Institution of the University for pursuing a course of undergraduate study unless he/she has passed final examination held under the Madhya Pradesh Madhyamik Shikshan abhiniym, 1965 (23 of 1965), (i.e. any recognized Board of Secondary education) or examination declared equivalent to such examination by the Recognized Board/ Regulatory Body.
 - c. No candidate migrating from any other, University/Board shall be admitted to any programme in the University unless he/she has passed the examination which has been declared by the University as equivalent to the qualifying examination for admission to the programme applied for by the candidate.
- 2.3.11. a. No candidate who has passed a part of any degree of Post-Graduate examination from another University shall be admitted to subsequent higher class for such examination in any Department/Institute of the University only with the approval of the Chairperson, Admission Committee.
- b. No candidate, who is under sentence of expulsion or rustication from any other University or an educational institution affiliated to that

- University, shall be admitted to any course of study in a Department/Institute maintained by the University during the period for which the sentence is in operation.
- 2.3.12. a. Admission of students to various Department/ Institutes of the University will be done as per the admission cycle declared by the Chairperson, Admission Committee. The Vice-Chancellor may make changes to the admission cycle as deemed necessary.
- b. Candidate applying after the last date of admission to the various programmes offered by the University due to the exigencies like transfer of their Parent/Guardians or due to any other genuine reason, may be granted admission by conduct of 'Special Counseling' subject to availability of seats in various programmes and following the procedure.
- 2.3.13. A complete list of all students admitted to various programmes of the University shall be forwarded by the Admission Cell to the Registrar after the last student has been admitted to the University 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.
- 2.3.14. A candidate shall be enrolled as a student of the Department/Institute of the University as soon as he/she has paid the prescribed fees, registers himself/herself as a student and has submitted all academic documents as state above as point no 2.3.9 (a) and the details have been verified by the admission cell.
- 2.3.15. A candidate seeking admission a programme after the commencement of the session shall be required to pay tuition fee in full.
- 2.3.16. In case a student wants to change the branch/course he/she wants to pursue he/she may submit an application for the same. The Head of the Institution/Department may forward the Application for Change of Branch by the student to the Director-Admissions, who may process the application further as per admission rules.
- 2.3.17. a. A student seeking transfer of admission from one department to another under the jurisdiction of this University shall not be required to pay such installments of tuition fees that the student has already paid at the institution from which he/she is seeking transfer. Such student, however, shall comply with the eligibility criteria for admission to the branch/programme offered by the Institution he/she is seeking transfer to.
- b. Such admission(s) shall however, be subject to the Admission Rules and Regulations of the University.
- 2.3.18. a. A student who is enrolled in the University may apply for a change, correction or alteration in his/her own name or surname to the Registrar/Head of the Institution/ Department with a fee prescribed by the University along with an affidavit as well as proof/certificate giving reasons for change in name.
- b. The Registrar, if he/she is satisfied with the reasonableness of the request, may pass order for change or correction of the name of the student.
- c. The application for change or correction in the name shall be made through the Head of the Institution/Department where the student is studying and will be supported by an affidavit.

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- d. The fee deposited by the candidate shall not be refunded in any case, even if his/her application is rejected.
- 2.3.19. Every student in the University shall at all times display good behavior show diligence in studies, maintain decorum and dignity, take adequate interest in co-curricular activities and observe all rules of discipline of the Department and University of which he/she is a student.
- 2.3.20. Notwithstanding anything stated in this Ordinance, for any unforeseen, issues arising and not covered by this Ordinance, or in the event of differences in interpretation of clauses therein, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Head of the Institutions/Departments. The decision of the Vice-Chancellor shall be final.
- 2.4 **The Admission Committee**
The Head of Institute in consultation with the Head of the Departments shall appoint an admission committees duly approved by the Vice-Chancellor, for facilitating the admissions in under graduate and post graduate courses, offered by the Institute.
- Roles and Responsibilities of the Committee**
- a. Formulation of detailed guidelines to be followed for the admission process.
 - b. Selection of the candidates for admission to the various programs in accordance with the approved procedure.
 - c. Approval of the final list of the candidates selected for the various courses/program.

ORDINANCE NO. 3

REGISTRATIONS OF STUDENT AND THEIR ADMISSION TO THE COURSES OF STUDY AND TEACHING METHODOLOGY

- 3.1 For registration/enrollment 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 directly to the University or by post or online. The registration form will be forwarded by the head of the Institute to the Registrar of the University. Any student(resident of India or living Abroad) seeking admission in the University can access the website of IES University. Mode of instruction of teaching of such student shall be as per UGC guidelines/decided by the Academic Council of the University.
- 3.2 On receipt of the registration form at the University Institute the candidates will be allotted a temporary registration number.
- 3.3 The application form will be subject to verification by the University and after due verification, the candidates will be given a permanent registration number.

- 3.4 The validity of the registration of student for different course will be as under-

S. No.	Name of Courses	Maximum Validity period (year)
1	Certificate course	2
2	One year Diploma course	2
3	Two year Degree and Masters Degree course	4
4	Three Year Degree Course	5
5	Four year Degree Course	6
6	Five Year Integrated Degree Course	7

Note: On sufficient and satisfactory reason one mercy attempt can be granted to the students by VC (should not be more than one year)

- 3.5 Each academic year shall be divided into two independent semesters of 6 months each. However, some of the courses may be conducted with annual system as the academic schedule. The teaching and examination system will follow the regulation specifically meant for such courses.
- 3.6 Teaching Days each department/constituent units enrolling students 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)
- Teaching methods of all the courses shall include one or more methods of teaching form- Class Room Teaching, Assignments, Lab Work, Seminar, Project Work Summer Training, Field Work, Presentation, Group Discussion, etc.
 - 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, Webcasting, Podcasting, Online chatting with teachers, Online Discussion forums, etc.

ORDINANCE NO. 4**PART—I****EXAMINATION GENERAL****DEFINITIONS & ACRONYMS**

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.

4.1. Definitions.

- 4.1.1 **"Academic Year"** is the period of nearly 12 months and is notified in the academic calendar, devoted to completion of requirements specified in the Scheme of Teaching and the related examinations. Each academic year may be divided into two independent semesters of six months each for courses where semester based system is in vogue.
- 4.1.2 **"Attested"** means signed and verified by self.
- 4.1.3 **"Annual Grade Point Average (AGPA)"** means the Annual Grade Point Average under Annual Examination System.
- 4.1.4 **"Answer Book"** means the document containing the answer or answers as given by a Candidate during examination to the question or questions contained in the question paper meant for the said examination.
- 4.1.5 **"Audit Course"** shall mean a course without credit opted by a student out of Course Units for which the student is awarded grades and does not earn credits.
- 4.1.6 **"Board of Examiners"** means the Board constituted with the approval of the Vice-Chancellor (VC) for the conduct of practical examinations, workshops, Viva-voce examination and evaluation of student performance at the departments and constituent Units of the university
- 4.1.7 **"Board of Management"** means the Board constituted with the approval of Chancellor to manage and administrate the revenue and property of the University and to conduct all administrative affairs of the University.
- 4.1.8 **"Board of Studies"** means the Board constituted with the approval of Vice-Chancellor to update and revise the syllabus of different courses/programmes running in various faculties. It shall also review and update with subjects to be introduced by the university as and when required.
- 4.1.9 **"Candidate"**
- a. **"Regular Candidate"**, means a person who is undergoing a regular course of study in an Institute/ Department of the University and seeks admission to an examination of the University.
 - b. **"Ex-Student Candidate"**, means a person who was admitted to an examination as a regular candidate in a previous academic year 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 same examination.

- c. **"Failed Candidate"**, means a student who could not get minimum marks to clear a subject in an examination.

- 4.1.10 **Controller of Examination (CoE)**: The CoE shall be a whole time officer of the University. All arrangements for the conduct of examination to be held by the University shall be made by CoE in accordance with directions of Academic Council/VC.
- 4.1.11 **"Course Unit"** is a component of an Academic Programme for which details of syllabus and required number of contact hours per week are specified.
- 4.1.12 **"Course Code"** shall mean curricular component identified by a designated code number normally consisting of a string of alphanumeric characters
- 4.1.13 **"Course Credits"** shall mean an integer number indicating the weightage assigned to a Course Unit, Project, Research work or any other academic component, on the basis of contact hours per week on all learning activities.
- 4.1.14 **"CGPA"** shall mean the Cumulative Grade Point Average of a student
- 4.1.15 **"Term Examinations"** means an examination conducted by the IES University Bhopal at the end of Year/ Semester as prescribed in Scheme of Evaluation of a programme.
- 4.1.16 **"Enrolment"**, means the period for which a candidate's registration is valid.
- 4.1.17 **"Examination Centre"** means any Institution or teaching department of the University, or part thereof, fixed by the University for the purpose of holding its examinations and shall include the entire premises attached there to.
- 4.1.18 **"Examination Committee"** means the Committee constituted by the Academic Council to coordinate activities relating to conduct of examinations and devise detailed procedures for an efficient; transparent and fair evaluation system of students.
- 4.1.19 **"External Examiner"** shall mean a person who is not an employ of the IES University Bhopal or its Constituent Units and is appointed as Examiner.
- 4.1.20 **"Examination Sub Committee"** shall mean a Sub—Committee constituted by the University to work under Examination Committee
- 4.1.21 **"IES Common Admission Test (ICAT)"** shall mean the Common Admission Test conducted by the IES University Madhya Pradesh for admission to academic programmes of the University.
- 4.1.22 **"Internal Examiner"** shall mean an examiner detailed to conduct practical exam, viva-voce, workshop practice, seminars etc. including a

paper setter and evaluator who is a teacher of the University and its Constituent Units.

- 4.1.23 **"Invigilator"** means a person who assists the Superintendent of the Examination Centre in conducting and supervising the examination at a centre.
- 4.1.24 **"Maximum Registration Period"** shall mean the maximum period specified in the Scheme of Teaching and evaluation for a degree, diploma and certificate programme for which a candidate May be registered.
- 4.1.25 **"Minimum Registration Period"** shall mean the minimum period specified in the Scheme of Teaching and Evaluation for a degree, diploma and certificate programme for which a candidate may be registered.
- 4.1.26 **"Moderation Committee"** shall mean the committee appointed by the University to moderate question papers/grades/marks awarded by the valuers in different course units at a given level of a curriculum
- 4.1.27 **"Ordinances"** shall mean the Ordinances of IES University Bhopal.
- 4.1.28 **"PG Diploma"** shall mean the Post graduate diploma in areas approved by the Board of Management.
- 4.1.29 **"Question Paper"** means a document containing the question(s) to be administered at an examination to be answered by a candidate.
- 4.1.30 **"Scheme of Teaching and Examination"** shall mean the scheme of teaching and examination for a programme as approved by the Academic Council
- 4.1.31 **"Scrutinizer"** means a person engaged to check the compilation of the result by comparison of award lists and the result sheets prepared by the office.
- 4.1.32 **"Semester System"** means a modus operandi of teaching / leaning / evaluation of student performance in an academic programme of the University and its Constituent Units in two segments in an Academic Year.
- 4.1.33 **"SGPA"** shall mean Semester Grade Point Average.
- 4.1.34 **"Statutes"** shall mean the statutes of IES University Bhopal.
- 4.1.35 **"Superintendent of Examination Centre"** means a person designated by the VC of IES University Bhopal to conduct and supervise its examinations held or to be held at a centre. Additionally Assistant Superintendent may be designated by CoE for the centre.
- 4.1.36 **"Tabulator"** means a person specially engaged for tabulating the result from award lists and the result sheets prepared by the Office.
- 4.1.37 **"Teaching Experience"** denotes teaching experience in the subject in an Institution recognized by the IES University Bhopal.
- 4.1.38 **"Year"** Means the Academic Year.

Notes:

- Definitions specified in the Act, the Statutes and the Ordinances shall apply unless the context requires otherwise.
- "He" and "She" imply "He/She" and "His/ Her" respectively.
- Wherever Annual System is followed, AGPA shall be assessed in the same manner as SGPA and regulations for promotion etc. will apply accordingly.

4.139 Acronyms

ICAT	IES Common Admission Test
AGPA	Annual Grade Point Average
IESU Bhopal	IES University Bhopal
CGPA	Cumulative Grade Point Average
CoE	Controller of Examinations
DRC	Departmental Research Committee
ESE	End Semester Examinations
'F' Grade	Fail Grade
HOD	Head of Department
HOI	Head of Institution
PG Course	Post Graduate Course
Pro VC	Pro Vice-Chancellor
S Grade	Satisfactory Grade
SGPA	Semester Grade Point Average
SRC	Student Research Council
U Grade	Unsatisfactory Grade
UG Course	Undergraduate Course
URC	University Research Council
VC	Vice-Chancellor

PART- II

ADMISSION OF VARIOUS CATEGORIES OF STUDENTS TO THE UNIVERSITY EXAMINATION

4.2. Admissions:

General Conditions

- 4.2.1 No candidate shall be permitted to appear in the University examination unless he/she is duly registered/enrolled with the University and has paid all dues.
- 4.2.2 Filled up examination forms of all the candidates with the complete examination fees shall be forwarded by the Head of Institution (HOI) or Head of Department (HOD) so as to reach the designated centre on or before the last date prescribed by the University. It will be the responsibility of the HOI/HOD to see that the candidate possesses minimum qualifications for appearing in the examination has fulfilled attendance norms, and is of good conduct.
- 4.2.3 Controller of Examinations (CoE) of the University or the HOI can detain a student from appearing in an examination if he/she has not paid full dues of the University or does not return the Institution property and article(s) or if the conduct of the students has been unsatisfactory between the time of submission of his/her application form to the Registrar for admission to the examination and the date of commencement of the examination.
- 4.2.4 In case of each application, the HOI/ HOD shall certify that the candidate:
 - a. Possesses the minimum qualification for appearing at the examination to which he seeks admission.
 - b. He/she has displayed good conduct.
- 4.2.5 The Head of the Institute/Department shall send list of eligible candidates for examination to the CoE as per examination schedule declared by the University.
- 4.2.6 No regular candidate shall be allowed to take the end semester/annual examination unless one has:
 - a. Attended at least 75% of lectures/practical's delivered. However, the VC can condone the attendance up to 15% on reasonable grounds.
 - b. Paid all the due fees and:
 - (i) Obtained "No Dues" certificates from the concerned Department /institution.
 - (ii) Submitted the Project Report, Job Internship Certificate, as notified by the Director/HOD/HOI received 'in-plant training' as prescribed by the HOD/ HOI.

4.2.7 Admission of Regular Candidate:

No regular candidate shall be admitted to an examination of the University unless he/she:

- a. Has been enrolled as a student in the Department of Studies or Institutes in accordance with the provisions of the Ordinance.
- b. 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.

4.2.8 A regular candidate migrating from another University or Board of Secondary Education should submit 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 from time to time.

4.2.9. Where a candidate opts 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.

4.2.10 Admission of Ex-Student Candidate

- a. An Ex-student shall submit his/her examination form in prescribed format on or before the last date notified by the University to the concerned HOI/HOD who will forward it to the designated centre after verification.
- b. An Ex-student shall opt for the subjects or optional papers which he/she had previously opted as a regular student unless on account of a change in the scheme of examination, the subject/paper opted by him/her earlier cease to be a part of the scheme of the examination or syllabus for the examination and he/she is permitted by the University to opt for instead, a different subject or paper.
- c. An Ex-student will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force in the University, at the time of examination.

4.2.11 Every Ex-student shall appear at the examination centre at which the regular candidates from the institution in which he/she had pursued a regular course of study shall be appearing, provided that the Registrar/CoE in action may, for sufficient reasons, require or allow a candidate to change his/her examination/centre.

4.2.12 No ex-student candidate shall be admitted to an examination of the University unless he/she submits with his/her application for appearing in the examination:

- a. The statement of marks (in original) obtained by him/her at the said examination issued by the University together with an attested copy thereof.
- b. A certificate from the HOD/HOI of the Institute last attended by him/her showing the year the roll number and the examination to which he/she was admitted as a regular candidate but could not appear therein.

4.2.13. An ex-student candidate for an examination shall submit an application form forwarded through the forwarding officer i.e. the HOD/HOI where he/she has pursued a regular course of study on or before the last date notified by IES University, Bhopal and who should specify therein:

- a. Whether he/she is an enrolled candidate for the examination.
- b. The subject paper or subjects/papers in which he/she desires to present him/her for the examination.

4.2.14. An ex-student candidate must submit his/her application:

- a. with the evidence of having been admitted to the examination earlier as required in paragraph 4.2.10 b.
- b. with his/her latest passport size photograph duly attested by the forwarding officer.
- c. with the evidence of payment of fee prescribed for the examination.

4.2.15. Supplementary Examinations

- a. For the final year students, supplementary examinations for those who have not secured passing grades, or were debarred/detained from appearing in any examination and they made up the deficiency in attendance as per provisions of these Regulations, will normally be held along with the examinations of the next batch.
- b. The eligibility of a student for appearing in the supplementary examination shall be verified by the HOD's of Constituent Unit and a list of eligible students containing the details of course unit in which the students are recommended for appearing in the supplementary examination shall be forwarded to the COE.

PART – III

GENERAL CONDITIONS

- 4.3.1 No candidate shall appear in more than one Bachelor degree examination or for the Master's degree in one and the same academic year.
- 4.3.2 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 concerned Chairman, Board of Studies and Dean of the Faculty may be admitted with the permission of Vice-Chancellor to the next higher examination of the University for the degree provided the course opted by the candidate at such other University is equivalent to the course of the University for the corresponding examination.
- 4.3.3 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.
- 4.3.4 An application for admission to an examination received 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 provided it is earlier than the fifteen days before the commencement of examination.
- 4.3.5 Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University, the Vice-Chancellor may, in special cases (so it would be a great hardship to the candidate if his/her 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.
- 4.3.6 The University shall issue an admission card in favor of a candidate, if: -
- a. The application of the candidate is complete in all respect and in order in accordance with the provisions applicable to him/her.
 - b. The candidate is eligible for admission to the examination, and the fees as prescribed have been paid by the candidate.

Note:

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 theory examination.

- 4.3.7 The admission card issued in favor 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 although the candidate was not eligible to appear in the examination.
 - b. Any of the particulars given or documents submitted by the candidate in or along with the application for enrollment admission to any department/constituent unit's examination is found to be false or

incorrect.

Note:

In case if the applicant loses or destroys admission card by mistake, the Registrar may on the recommendation of HOD/HOIs/Superintendent Exams, grant permission to issue a duplicate admission card on payment of fees prescribed by the University. Such card shall show in a prominent place the word "Duplicate".

- 4.3.8 A candidate shall not be allowed to enter in the Examination hall unless he/she produces the Admission Card before the Superintendent of the Examination Centre or the invigilator.
- 4.3.9 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and shall obey his/her instructions.
- 4.3.10 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.
- 4.3.11 A candidate whose result has been declared may apply to the Registrar for re-totaling/reevaluation of any of his/her answer books in the prescribed form within 30 days of the declaration of his/her result. Provided that no candidate shall be allowed to have the answer books of more than two papers revalued. However no re-totaling/revaluation shall be allowed in case of practical's, field work, seasonal work, tests and thesis submitted in lieu of paper at the examination.
 - a. Such application must be accompanied by fees as prescribed by the University.
 - b. The result of the re-totaling/revaluation shall be communicated to the candidate.
- 4.3.12 A candidate who has passed any final degree examination may, after the declaration of his/her 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 the University.
- 4.3.13 A 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 not be granted a Migration Certificate during the period for which the sentence is in operation.
- 4.3.14 Duplicate copies of the following certificates shall be granted on payment of the fee prescribed by the University, viz:-
 - a. Marks list
 - b. Migration Certificate.
 - c. Degree 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 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 a real need for a duplicate.

4.3.15 The names of first ten successful candidates in each final examination who obtain first division shall be declared in order of merit, as per provisions of concerned ordinance..

4.3.16 Forms in Hard Copy

- a. Students shall fill up all details clearly with blue/black ink and sign. The HOI/HOD or an officer nominated by him shall verify the eligibility of the student.
- b. Examination form duly signed by HOI/HOD along with proof of fees paid (in original) shall be forwarded to CoE.
- c. CoE or an officer authorized by him/her shall verify and authenticate eligibility of the student to appear in the course units, thereafter examination admit card portion be detached and forwarded to Institution/ Department for handing over to the students.

4.3.17 Passed out student may request for deduction of examination fees from academic security deposit as per procedure in vogue. Students shall fill up the under taking and submit it to finance department for their documentation. Only after authentication by finance department on undertaking, HOI/HOD or officer nominated by him/her shall sign on examination form and submit to CoE.

4.3.18 Examination Superintendents/ Invigilator/ Supervisory staff at examination centers shall ensure that no student is permitted to write any examination paper without Admit Card.

4.3.19 If a student loses examination admit card before completion of examinations, he/she may apply to the CoE through his/her HOI/HOD, He/she will be required to pay fees as approved by the Finance Committee for issue of duplicate examination admit card.

PART - IV

COMMITTEES & APPOINTMENTS

4.4. Committee

4.4.1 Examination Committee

4.4.1.1 **General:** There shall be an Examination Committee at the University level constituted by the Academic Council.

4.4.1.2 **Composition:** The composition of the Examination Committee shall be as under:

- | | |
|---|--------------------|
| a. Pro-VC/ Dean of Faculty/ Dean Academics | - Chairperson. |
| b. Deans of Faculties/Heads of Constituent Units (not exceeding eight) nominated by the VC. | - Members |
| c. CoE | - Member Secretary |

Note:-

- Tenure of the Examination Committee shall be of two years.
- Two third members are a must to form the quorum of the meeting.
- There will be at least one meeting of the Examination committee in each semester.
- All decisions of the Examination Committee shall be placed before the Academic Council for concurrence.

4.4.1.3 Functions:

The functions of the Examination Committee shall be as follows:

- a. To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of student's performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examination.
- b. Supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- c. To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- d. To make recommendations to the Academic Council for the improvement of the examination system.
- e. To appoint such number of sub-committee as it may feel appropriate and may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
- g. To consider and recommend the rates of remuneration for the examiners, superintendents of examination centre's and other staff engaged on examination duty, tabulators and collators etc. associated with the examination duty.
- h. To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting up of question paper etc., along with specific recommendations of the Examination sub-committee of Departments/Constituent units and to recommend for consideration of the VC the action to be taken against any examiner/paper-setter/moderator in cases of mistakes/omissions/negligence/leakage in paper setting/ moderation/evaluation etc.
- i. To investigate the cases of understandable divergence in the results of any Course Unit. The Examination Committee for this purpose may itself scrutinize the answer books-or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the VC such action as it may deem fit, such as debarring the examiner/evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books, etc.

- j. To handle any issue related to the disciplinary control of students during examinations. It includes uses of unfair means, misbehavior, misconduct or disorderly conduct of examination.

4.4.2 Examination Sub-Committee

4.4.2.1 **Constitution:** Each Department/Constituent Unit will constitute an Examination Sub-Committee to oversee the examinations at the concerned Department/Constituent Unit. The composition of the sub-committee shall be as under:

- | | | | |
|----|--|---|-------------|
| a. | Head of Department/Constituent Unit | - | Chairperson |
| b. | Two senior faculty members of the Department/Constituent Units | - | Members |

Note:

- Tenure of the Examination Sub Committee shall be of two years.
- Two third members are a must to form the quorum of the meeting.
- There will be at least one meeting of the Examination sub-committee in each semester.
- All decisions of the Examination sub-committee shall be placed before the Examination Committee for concurrence.

4.4.2.2 **Functions of Examination Sub-Committee:** The Examination Sub-Committee shall have the following major functions:

- a. Prepare tentative examination schedule and submit the same to the CoE for approval and notification.
- b. Prepare panels of paper setters, examiners, evaluators and submit the same to the CoE for approval by the VC and also suggest names of external experts for, moderation of question papers.
- c. Make arrangement for printing of question papers for internal class tests and other components of internal assessment.
- d. Keep the Question Papers received from the CoE in safe custody and keep proper record of the used and unused question paper.
- e. Arrange printing of Answer Books on standard format provided by the University and maintain record of used and unused answer books.
- f. Scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.

- g. Ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.
- h. Make all necessary arrangements for conduct of examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.
- i. Appoint amanuensis for, visually handicapped and differently abled students who are unable to write with their own hands.
- j. Appoint Invigilators (minimum two in a room) and the supporting staff as per the requirement and supervise their functioning.
- k. Ensure smooth conduct of Examinations.
- l. Report immediately, cases of use of unfair means by the students in the examination if any, to the CoE for consideration by the Examination Committee of the University.
- m. Arrange spot evaluation of answer books from the Evaluators approved by the VC, if desired by the University.

4.4.3. Moderation committee for Moderation of Question Papers & Results

4.4.3.1 **Composition:** Moderation committee/board shall be constituted by the VC as under for one or more courses:

- a. Dean/Head of Department/Constituent Units -

Chairperson

- b. Senior most Professor/senior most teacher and teaching faculty of the discipline concerned. - Member
- c. Two experts in the discipline Specialization - Member
(One shall be external)
- d. CoE - Member Secretary

Note:-

- At least three members shall constitute the quorum for meetings.
- Tenure of the Moderation committee/board shall be two years,

4.4.3.2 **Functions:** The functions of the Moderation Board shall be:

- a. To ensure that question papers prepared are strictly in accordance with the course contents and the instructions, if any.
- b. To remove ambiguity if any, in the language of questions.
- c. To moderate/reframe the questions so as to give opportunities to students of varying abilities.

- d. To ensure proper coverage of course contents and indicate weightage of marks for each question or part/parts thereof, time prescribed and to correct errors, if any.
- e. For moderation of results the committee shall scrutinize the statistics of results prepared by the CoE and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
- f. The committee shall bring to the notice of the VC lapses or omissions on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in cases where the result is unbalanced.

4.4.4. Moderation:

- 4.4.4.1 The provision of moderation of marks up to maximum of 5 marks in any one subject per semester on approval by the VC shall be permissible in borderline cases for upgrading "P" Grade to "C" Grade, for improvement of SGPA, CGPA and also the division.
- 4.4.4.2 Considering the time requirement for moderation of large number of programmes and students, on approval from the VC, where five marks are to be awarded in borderline cases, the results may be moderated by CoE and put up to the Moderation Committee.
- 4.4.4.3 The recommendations of the Moderation Committee shall be placed before the VC for approval.
- 4.4.4.4 The Vice-Chancellor may award five 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 in grand total. 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.

4.4.5. Appointments

4.4.5.1 Controller of Examination (CoE)

- a. **General:** The CoE shall be a whole time officer of the University. All arrangements for the conduct of examination to be held by the University shall be made by CoE in accordance with directions of Academic Council/VC.

b. **Functions:**

The CoE shall be performing the following functions:

- i. He/She shall be responsible to publish programme for the conduct of examination specifying the dates of all related activities with respect to conduct of examinations for all courses. Subject to the superintendence of the Examination Committee, and Examination Sub-Committees, he/she shall conduct all the examinations of the University and shall make all other arrangements thereby and be responsible for the due execution of all processes connected therewith.
- ii. He/She shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he/she shall not, by virtue of this sub-section, be entitled to vote. He/She shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.
- iii. He/She shall be responsible for the due custody of the records pertaining to-evaluation, examinations and related activities.
- iv. He/She shall collect information from the Departments/Constituent Units of the University as may be necessary for the discharge of his duties.
- v. He/She shall also perform such other duties as may be prescribed in the guidelines on conduct of examinations and evaluation of student's performance from time to time by the Board of Management or Academic Council or other authorities of the University.
- vi. When he/she, for any reason, is unable to act or the office of the CoE falls vacant, all the duties of the office shall be performed by such person as may be appointed by the VC, until the CoE resumes his/her duties or the vacancy is filled.

4.4.5.2 Examination Superintendent:

The VC shall in consultation with the HOI/HOD and CoE appoint Examination Superintendent and Assistant Examination Superintendent (if any required), for the examination centre of their respective Institution or smooth conduct of examinations. The Exam Superintendent/Assistant Exam Superintendent will function under the guidance of CoE and shall be responsible for the following duties/tasks:

- a. The Superintendent shall be fully conversant with Examination Regulations of the University. He/She can take guidance of CoE as and when required.
- b. The Superintendent shall be personally responsible for the safe custody of question papers and answer books collected/received from CoE. He/She shall render the complete account of used/unused question papers and answer books.
- c. The Superintendent shall detail invigilators and supervise their work in conduct of examinations strictly as per regulations:
- d. The Superintendent shall send the daily report of conduct of examinations, number of students attended the exams, absentees any information related to conduct of examinations and report all cases of Unfair Means (UFM) to CoE.
- e. The Superintendent shall whenever necessary send a confidential report to CoE about the conduct of examinations mentioning therein the performance of the Invigilators and conduct of the examinees.
- f. The Superintendent shall have the power to expel an examinee from examination on any of the following grounds:
 - (i) The examinee has created nuisance or serious disturbance at the examination centre.
 - (ii) The examinee shows seriously aggressive attitude towards an invigilator or a member of staff entrusted with the examination work.
- g. Unless otherwise directed only staff preferably faculty members and staff from the respective Institute shall be appointed as Invigilators.
- h. The Superintendent shall ensure on every day of exam that all examinees are in possession of their I-Card and Admit Card and signatures of all students are taken on the relevant form.

PART-V

APPOINTMENTS OF PAPER SETTERS

4.5. Appointment of Setters, Examiners & Evaluators

- 4.5.1 On the recommendations of the examination sub-committee, the HODs/HOIs of constituent units/department shall forward to the CoE the panels of internal and external paper setters, examiners for practical examinations, viva-voce examinations, workshop, etc, evaluators of answer books, head examiners, etc.
- 4.5.2 The CoE shall prepare a consolidated panel of paper setters, examiners, evaluators, moderators, head examiners on the basis of names received from the examination sub-committees of the departments/constituent units. He/she may at his/her discretion add or delete the name(s) from the panel recommended by the examination sub-committee.
- 4.5.3 The VC on the recommendations of the CoE shall approve the panel of paper setters, examiners, evaluators, head examiners, moderators ordinarily, from amongst persons recommended by the CoE. He/she may, however, appoint a person whose name is not included in the panel recommended by the CoE, if he is satisfied that the person in question possesses the minimum qualifications and experiences as prescribed in this ordinance.
- 4.5.4 The appointment of paper setter/examiner for practical/viva-voce and evaluators of answer books and head examiners etc shall be made as per the provision of this ordinance as given in the table.
- 4.5.5 Ordinarily at least three paper-setters shall be appointed for every subject.
- 4.5.6 No one who is a paper-setter at any post graduation examination shall be appointed as an external viva-voce examiner at the examination.
- 4.5.7 **Qualification:** The qualifications of the paper-setter/examiners/evaluators shall be as follows:

S. No.	Examination	Qualifications
a.	All PG examinations other than Law.	PhD with experience of teaching the subject at the post graduate level for at least five years; or Experience of teaching the subjects at the under graduate level for at least seven years
b.	LLM	PhD/Master's or higher degree in law and teaching experience at LLM level for at least five years; or Experience as High Court Judge for 7 years. or Standing of at least ten years at the Bar.
c.	Degree examinations in. all	PhD with experience of teaching the subject at PG/UG level for at least 5 years.

	faculties other than Engineering Technology, Pharmacy, Law and Medicine.	or Master's Degree or equivalent qualifications in concerned subject with Experience of teaching the subject at PG/UG level for at least 7 years.
d.	Degree examinations in all faculties of Engineering & Technology.	Master's degree or equivalent qualification in the concerned subject with minimum five years of teaching or research experience. or Teaching experience at Under Graduate/ Post Graduate level and or Professional experience of at least seven years in relevant field.
e.	Degree examination in the faculty of Medicine.	PG degree or equivalent in the concerned subject with minimum five years of teaching or research experience. or Teaching experience in the concerned subject at the UG degree level for at least seven years.
f.	LLB and Integrated programmes.	Teaching experience of LLB/LLM classes for at least five years. or Judicial experience as District Judge for at least five years. or Standing Council at Bar for at least five years.
g.	Degree in Architecture/ Planning & Design	Master's Degree with five years teaching experience in the relevant area
h.	Post Graduate Diploma in Business Administration and equivalent.	Master's degree with at least five years teaching experience at the degree level or Post Graduate classes in the relevant subject.
I	Diploma examinations in all faculties other than those in Medicine and Post Graduate Diploma examination in Business Administration.	Teaching experience of at least five years of Degree or Diploma or above classes in the relevant subject.
j	Diploma examination in the faculty of	A Doctor's/Master's/Bachelor degree or a Post Graduate Diploma from a recognized University or equivalent qualification in the subject and at

	Medicine/Pharmacy/ Nursing.	least-five years teaching experience in the subject in any University or College recognized by the Medical Council of India/ Pharmacy Council of India/ Indian Nursing Council
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- 4.5.8 A viva-voce examination prescribed in a programme shall be conducted by a board of two examiners of whom one shall be an external examiner and the other internal examiner.
- 4.5.9 In case of practical and viva-voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Assistant Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical, and viva-voce examination at the under graduate programmes, the external examiner shall be a teacher of the subject with not less than five years experience of teaching the subject at post graduate level.
- 4.5.10 The internal examiners in case of practical examination both at the UG and PG degree levels shall be appointed from amongst 'the teachers of the University and its Constituent Units, whose candidates are to be examined on the recommendation of the examination sub-committee.
- 4.5.11 No external examiner shall ordinarily be made to examine more- than, two practical exams. The conditions may be relaxed for valid reason by CoE.
- 4.5.12 In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 120 students.
- 4.5.13 In case of written examinations an examiner shall not ordinarily evaluate more than 250 scripts.
- 4.5.14 Any person, who has acted as an examiner paper-setter for three consecutive years shall ordinarily not be eligible for re-appointment until a period of one year has elapsed between the year in which he last acted as an examiner and the year in which he is re-appointed.
- Such gap will not be necessary in: case of internal examiners if the number of available eligible examiners in the subject concerned is less than the number of internal examiners required.
 - On the recommendations of the Examination Committee, a specialist or expert may be continued for two more years after the expiry of the three years period without a gap.
- 4.5.15 An examiner may be discontinued any time even before the expiry of the three year period if in the opinion of the CoE his work is found to be unsatisfactory.
- 4.5.16 An examiner's work shall be deemed to be unsatisfactory due to any of the following reasons:
- Mistakes of such a nature are found in his/her work in the course of checking and scrutiny that affect the result.
 - He/She is found to have delayed the work without good cause.
 - He/She has an adverse report from the Head Examiner.

- d. In the opinion of the Examination Committee/CoE or any authority of the University, there are reasonable doubts about his integrity or suspicion that he is accessible to examinees or their relations.
- e. If there is serious complaints against his or her paper e.g. that the paper was much above or below the standard or contained questions outside the prescribed course or the breach of any such condition.

4.5.17 The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiner/evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.

4.5.18 In the case of programmers where thesis is permissible in lieu of a paper or a project, there shall be a board of two examiners for evaluation of the thesis/project. The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently, If the evaluation of these two examiners differs by 20%, the project report/thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.

4.5.19 No person shall act as a paper-setter or examiner/moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. However, this provision shall not debar a person from acting as an examiner for practical examination at a centre other than that at which his/her relation is appearing.

4.5.20 No person shall act as tabulator for any examination, if any of his/her relations is appearing or has appeared at that examination.

PART—VI

ATTENDANCE

4.6. Attendance

4.6.1 **Important Aspects:** The important points emphasized upon are as follows:

- a. Students are expected to have 100% attendance in all course units.
- b. Relaxation of maximum 25% may be allowed to cater for sickness or other valid reasons beyond the control of the students.
- c. A student whose attendance is less than 75%, whatever may be the reason for shortfall, will not be permitted to appear in the end semester examination (ESE).
- d. Under extreme special circumstances, in rarest of cases the VC may relax the applicant for the ESE up to 15 % of lesser attendance as per specified at the para 4.6.1 c provided that there are sufficient reasons with documentary proof and the cases are duly recommended by HOD/HOIs/Dean of the Faculty.
- e. Every teaching faculty member handling a class will take attendance till the last day of the class. The percentage of attendance up to this day will be calculated and forwarded to Examination Department by the HOI/HOD for issue of Admit Cards.
- f. If a student is continuously absent for a period of fifteen days without permission a notice will be sent to the student and to his/her parents/guardian.
- g. If a student remains absent continuously for 30 days without permission, his/her name will be struck off. Such a student may apply for re-admission. The HOI/HOD will examine his/her performance in all semesters and back log of papers and forward recommendations to the VC's office to decide as to whether he should be given re-admission or not. Based on the recommendations, decision for re-admission and the semester in which re-admission is to be given will be taken. The student granted re-admission will be required to pay the prescribed readmission fee and will be governed by Academic Regulations given above. The attendance will be calculated as per the decision taken at the time of granting re-admission.

4.6.2 Action in Cases of Shortfall of Attendance

- a. A student, whose attendance is below 75%, unless condoned by the VC will not be permitted to appear in the ESE and will be awarded 'Ab/DE/F' grade in that paper.
- b. 'Ab/DE/F' grade students (debarred due to shortage of attendance or fail in a course unit) are required to reappear in the

examination of the course unit along-with the end semester examination in the next corresponding semester (i.e. even with even and odd with odd) i.e. 'Ab/DE/F' grade student of 3rd semester may reappear in that course unit in the 5th semester.

- c. Ab/DE/F' Grade students will have to apply to the HOI/HOD for re-appearing within the first week of the commencement of the corresponding semester. The HOI/HOD will assign guided self study courses & assignments under the faculty for the concerned subjects, of which, regular assessment records will be put up by the faculty to the HOI/HOD. The HOI/HOD will forward the recommendations to the VC (through CoE) for grant of permission to re-appear in that course unit. Only on grant of permission by the VC, a student will be allowed to re-appear.

4.6.3. Computation of Attendance

- a. Attendance at lectures, tutorials, practical's, clinical, sessions, if any, held during the academic session shall be counted.
- b. Attendance at NCC/NSS Camp/IES Cadet Corps/IES Military Training Camp/Seminars/Workshops organized by other Institutions/Universities as approved by the University or any such other training organized by the University during the session shall be taken as full attendance at lectures/practical/tutorials on each such day of camp/training and the days of journey to such camp/training (excluding the period of holiday/vacations).
- c. Participation as a member of the 'University/Constituent Unit team in any Inter-University competition games & sports and/or other extracurricular activities shall be taken as full attendance on the days of such competition and the days of journey for participating therein.
- d. Participation as member of a recognized/approved team in any Competition shall be taken as full attendance; the period will also include the days of actual coaching, competition and the days of journey for participating therein.
- e. In determining the exact number of minimum requisite attendance in lectures, tutorials, seminars, moots, practical's, session's etc. fraction shall be ignored.
- f. For re-admission of a student whose name was struck off from the rolls due to continuous absence from the classes without information, attendance in lectures, tutorials, practical etc. in that semester/year, prior to re-admission shall be counted.

PART — VII

EXAMINATION FEES

4.7. Examination Fees

- 4.7.1 The examination fees, if any, approved by the Finance Committee shall be payable by the students of Departments/Constituent Units for various examinations.
- 4.7.2 A student, who due to sickness or otherwise is unable to present himself at an examination, shall not be entitled to receive a refund of his/her fee. However the VC, if he/she is satisfied about the genuineness or merit of it may order for adjustment of fee towards the immediate next examination.
- 4.7.3 Application for such adjustment from a candidate shall be accompanied by a Medical Certificate of illness, if applicable, not later than ten days from the date of commencement of the examination at which the candidate was to appear. Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned above if he/she changes the department or his/her course unit in case of any examination.
- 4.7.4 Examination fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after a deduction of a sum as specified by the University. Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his/her guardian or successor.
- 4.7.5 The entire fees paid by a candidate, whose application for appearing at an examination rejected on account of producing fraudulent documents or giving false particulars, or are debarred/detained from taking examination due to shortage of attendance or shall stand forfeited.
- 4.7.6 **Refund of Examination Fee**
- 4.7.6.1 Examination fee, if any, once paid shall not be refunded or transferred to a subsequent examination even if the candidate fails to present himself/herself for the examination, except in the following cases:
- a. If the name of the candidate has been submitted by the HOD/Constituent Unit but later on his/her attendance is found to be short of the required percentage and his/her name has been withdrawn at least 10 days before the commencement of examination, 90% of the fee so deposited will be refunded.

- b. If a student is declared pass in the subject(s) and on rechecking resulted into correction in result (even enrolment is allotted), 90% of the fee deposited meant for examination shall be refunded.
- c. If the student expires before appearing in the examination, 100% of the fee shall be refunded to the legal heirs.

4.7.6.2 The claim for refund of any fee, if admissible under this ordinance, must be made within one year after the fee is deposited. No claim shall be entertained thereafter.

PART —VIII

CONDUCT OF EXAMINATIONS

4.8. Conduct of Examinations

- 4.8.1 The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma and certificates, as per the prescribed schemes of teaching & examinations and syllabi as approved by the Academic Council.
- 4.8.2 The Academic Council may allow any other category of candidates to take the university examination for any specified academic programme subject to fulfillment of conditions as laid down by the Academic council from time to time:
- 4.8.3 The last date for receipt of examination forms/fees and the schedule of end semester examinations including practical will be notified by CoE through the Departments/Constituent Units.
- 4.8.4 A student may not be admitted into the examination hall, if he/she fails to present to the examination centre Superintendent/Invigilator of the examination his/her admit card or fails to satisfy the officer that it will be produced within reasonable time.
- 4.8.5 The centre Superintendent shall have the power to call upon any student appearing in the examination to give specimen signatures for the purpose of identification.
- 4.8.6 Permission to appear/reappear at a University examination may be withdrawn before or during the course of the examination which, in the, opinion of the VC, justifies the student's expulsion.
- 4.8.7 A student who is undergoing restrictions at the time of submitting the application form or during the period of examination or was expelled during the academic year just, preceding the date of examination at which he/she intends to appear shall not be permitted to appear in the examination.

- 4.8.8 Detailed guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, examination centre. Superintendents, invigilators other member of staff engaged in examination duty shall be approved by the VC.
- 4.8.9 The Examination Centre shall be advised through guidelines to take all steps for proper conduct of examinations such as, proper supervision and invigilation, effective security cordoning off etc. taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations. Guidelines for conduct of examinations will be issued by CoE from time to time.
- 4.8.10 Amanuensis shall be provided on request made by the student to the HOI/HOD or Constituent Unit on the recommendations of examination Sub-Committee well in advance duly supported by a Medical Certificate from authorized Medical Officer under the following cases:
- a. Candidates having impairment of movement in arms and hands who can read independently but have problem in writing.
 - b. Locomotors impaired and Cerebral Palsy students.
 - c. Sudden illness rendering the candidate unable to write.
 - d. An accident involving injury rendering the candidate unable to write.
- 4.8.11 The amanuensis must be a student of at least one grade lower level of education than that of the candidate.
- 4.8.12 The examination sub-committee shall select suitable amanuensis from an institution as far as possible and forward to the CoE, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- 4.8.13 A separate room for such differently abled candidate and one separate invigilator to supervise his examination shall be provided.
- 4.8.14 The amanuensis shall be paid an honorarium as prescribed by the University from time to time.
- 4.8.15 No extra fee shall be charged from the student for providing the facility of Amanuensis.
- 4.8.16 For a written examination of duration of one hour, twenty minutes extra time shall be provided, similarly, for written examination involving more than one, or less than one hour extra time shall be worked out on the basis of twenty minutes per one hour, criteria.

PART- IX

DISCIPLINE

4.9 Disciplinary Control of Students in Relation to University Examinations

4.9.1 The candidates during examinations shall be under the disciplinary control of the examination centre Superintendent, who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or University observer or representative or the invigilators at the centre, he may be expelled from the examination for that session. The examination centre Superintendent shall immediately report the facts of such a case with full, details of evidence to the CoE who will refer the matter to the Examination Discipline Committee. The said committee will make recommendations for disciplinary action as it may deem fit, to the VC.

4.9.2 The students shall maintain proper discipline and orderly conduct during the examinations; they shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

4.9.3 Acts of Disorderly Conduct in the Examination

Acts of disorderly conduct during practical/oral examination shall include the following:

- a. Misbehavior in the examination hall with the centre Superintendent, invigilator on duty, examiner conducting a practical/oral examination, members of flying squads, observers, representatives of the University, any other staff working at the examination centre, with any other candidate, in or around the examination centre or create threat to life of the Examination staff, observers, members of flying squads etc. before, during or after the examination hour.
- b. Intentionally tearing off the answer book(s) or a part thereof or a continuation sheet or any other specific response sheet used in the examination.
- c. Causing damage to laboratory equipments, books in library and other properties. Besides facing disciplinary action the student including in such activities will be required to pay ten times the cost of damaged/broken equipment.
- d. Disturbing/disrupting or instigating others to disturb/disrupt the examination.
- e. Instigating others to leave the examination room.
- f. Carrying any weapons into the examination centre.
- g. Non-surrender of previous grade sheets as required.
- h. Any other act of omission or commission not specified above and as determined, by the Academic Council.

4.9.4 Acts of Unfair Means

The following shall be deemed to be the act of unfair means:

- a. Talking to another candidate or any person, inside or outside the examination hall, during the examination without due permission of a member of the supervisory staff.
- b. Leaving the examination hall without handing over the answer book and or continuation sheet, if any, or any other specifically designed response sheet to the invigilator or supervisor concerned or centre superintendent or the concerned authorized officer of the University deputed to the examination centre, and taking away, tearing off or otherwise disposing off the same or any part thereof.
- c. Writing matter connected with or relating to a question or solving a question on anything (such as piece of paper or cloth, scribbling pad), other than the answer book, the continuation sheet, any other response sheet specifically provided by the University to the candidate.
- d. Writing or sketching abusive or obscene expressions on the answer book or the continuation sheet or any other response sheet.
- e. Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- f. Making appeal to the examiner/evaluator soliciting favor through the answer book or through any other mode.
- g. Possession by a candidate or having access to books, notes, paper or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part the question paper.
- h. Concealing, destroying, disfiguring swallowing running away with, causing disappearance of or attempting to do any of these things in. respect of any book, notes, paper or other material or device, used or attempted to be used by a student for assistance or help in answering a question or a part thereof.
- i. Passing on or attempting to pass on, during the examination hours, a copy of a question paper, or a part thereof, or solution to a question paper or a part thereof, to any other candidate or to any person.
- j. Smuggling into the examination hall and or receiving/attempting to receive an answer book or a continuation sheet, or any other form of response sheet or a solution to question paper or to a part thereof or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or

continuation sheet or any other response sheet during or after the examination with or without the help of or in connivance with any person connected with the examination, or through any other agency, whatsoever.

- k. Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him/her to leak out the question paper or any part, thereof, or stealing/procuring the question paper from any source before the examination or to enhance marks, or favorably evaluate, or to change, the award in favour of the candidate.
- l. Any attempt by a candidate or by any person on his/her behalf to influence, or interfere with, directly or indirectly, the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before during or after the examination. Provided that without prejudice to the generality of the provision of the clause, this would include any such person who:
 - (i) Abuses, insults, intimidate, assault any member of the supervisory or inspecting staff, or threaten to do so.
 - (ii) Abuses, insults, intimidate, assault any other candidate or threaten to do so, shall be deemed to have interfered with or influenced the discharge of the duties of the supervisory and the inspecting staff.
- m. Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these thing or facilitating or rendering, any assistance to any other candidate to do any of these things.
- n. Arranging to impersonate for any person, whosoever he/she may be, or for himself/herself or impersonating for other candidate at the examination.
- o. Forging a document or using a forged document knowing it to be forged in any manner relating to the examination.
- p. Any other act of omission or commission declared by the Academic Council/Board of Management to be unfair means in respect of any or all the examinations:

PART — X

REPORTING AND DISCIPLINARY PROCEEDING FOR UNFAIR MEANS

4.10.1 Reporting of Cases of Unfair Means, Misbehavior Misconduct or Disorderly-Conduct of Examinations

- a. A candidate who is suspected to have used unfair means or misbehaved or commits any of the acts mentioned in Para 4.9.4 above during the course of the examinations is expected to give a statement about the facts of the incident. He shall, however, not be forced to give a statement, but the fact of his having refused to make a statement shall be recorded by the invigilator and the centre superintendent which shall be witnessed in writing by two other members of the supervisory staff on duty at the time of occurrence of the incident.
- b. A candidate detected or suspected of using unfair means in the examination may be permitted to answer the question paper, on a separate answer book in the remaining duration of the examination. The answer book in which the use of unfair means is suspected shall be seized by the invigilator or centre superintendent, who shall send both the answer books to the Controller of Examinations with his report. This will not affect the concerned candidate appearing in the rest of the examinations.
- c. All the cases relating to disorderly conduct of examinations, misbehavior/misconduct of students and their use of unfair means in the examinations and mass copying shall be reported by the concerned invigilator through the centre superintendent/examination sub-committee or by the examiner, paper-setter, evaluator, moderator, tabulator or the person connected with the University examinations as the case may be, with all the relevant material. The CoE shall place before the Examination Discipline Committee all those cases, for consideration and decision in each individual case. The committee shall recommend penalties if any.

4.10.2 Disciplinary Proceedings

- a. The CoE or any person authorized by him/her in this behalf shall communicate to the candidate, in respect of whom a report has been received pursuant to para 4.9.1, the precise nature of allegations against him/her and shall require him/her to furnish his written explanation within a stipulated period under intimation to the Head of Department/Constituent Unit.
- b. On receipt of the explanation from the candidate through the HOI/HOD or on the expiry of the period stipulated for submitting explanation, if no explanation is received from the

candidate, the CoE shall submit the case before the Examination Discipline Committee for consideration and make recommendations to the VC.

- c. After considering all the material on record including the explanation, if any, submitted by the candidate, the Examination Discipline Committee, if satisfied that the candidate is guilty of the-use of dishonest or unfair means or disorderly conduct in the examination, will take a decision in each case and recommend to the VC the punishment that may be imposed on the candidate according to the nature of the offence.
- d. Ordinarily, all decisions shall be taken by the Examination Discipline Committee by simple majority, If the members are equally divided, the case shall be referred to the VC, whose decision shall be final.
- e. All Decisions of the Examination Discipline Committee as approved by the VC shall be communicated to the student through the HOI/HOD by the CoE.
- f. Notwithstanding anything contained expressly or impliedly in these Regulations, the VC, may on being satisfied after such an enquiry as he may deem fit for the contingencies as given below may withdraw retrospectively, prior to the publication of the final results of a student in a course, the permission granted to such candidate to pursue that course or to appear at a University examination in relation thereto:
 - i. The student was ineligible for admission to the course but was wrongly admitted.
 - ii. The student was ineligible to take the examination on account of shortage of attendance but was permitted to do so by some mistake or some other unavoidable reason.
 - iii. A discrepancy was found in the attendance, record on account of which the candidate who had taken the examination was in fact ineligible.
 - iv. A discrepancy was discovered in the award of marks etc which rendered that result of the student liable to be cancelled to his/her disadvantage.
 - v. Provided, that no such action shall be taken by the VC without giving an opportunity to the concerned student to show cause against the proposed action and provided further that such action shall require the confirmation of the Academic Council.
 - vi. If a student is found guilty of having impersonated for any candidate not otherwise covered by these provisions or of having got the answer book written by anyone

outside the examination hall and his/her answer book is smuggled into the examination hall for his/her benefit, or of having managed otherwise to replace the answer book or its any page of the candidate after the examination disciplinary proceedings shall be instituted against the student and the candidate in the manner prescribed.

4.10.3 Mass Scale wowing of Use of Unfair Means

- a. If the invigilator in charge is satisfied that 33% or more students were involved in using unfair means or copying in a particular examination hall, it shall be deigned to be a case of mass copying. A report to this effect shall be sent to the CoE by the Superintendent of the examination centre without any delay and on the day of the occurrence, if possible, each ease where use of unfair means in the examination is suspected or discovered with full details of the evidence in support thereof and the statement of the candidate(s) concerned, if any, on the prescribed form supplied by the University for the purpose.
- b. Where the evaluator/examiner is satisfied that 33% or more 'of the answer: books evaluated by him have identical response in a particular examination, it shall be deemed to be a case of mass copying and detailed report to this effect with documentary evidence shall be prepared by the concerned evaluator/examiner and sent to the CoE separately in a sealed cover. The answer books of copying cases shall be separately sealed before transmission to the CoE.
- c. If the VC is satisfied that there has been a mass scale copying or use of unfair, means at a particular centre(s), he may cancel the examination of all the candidates concerned and order re-examination.

4.10.4 Penalties

- a. The Examination Committee may recommend penalties as under:

S. No.	Ordinance No 4, Sub-Para 4.9.1 & 4.9.4, Acts of Students	Penalties to be recommended by Examination Committee
1.	Sub Para 4.9.1	The entire examinations of the candidate in respect of which he/she is found to have committed an act of disorderly conduct during conduct of examinations be cancelled.

2.	Sub Para 4.9.4 (a) & (b)	The examination for the session or course unit in respect of which a candidate is found to have used unfair means be cancelled.
3.	Sub Para 4.9.4 (c), (d), (e) & (f)	The examination for the session or course unit or the entire examination of a candidate in respect of which he/she is found to have used unfair means be cancelled.
4.	Sub Para 4.9.4 (g) (h), (i), (j), (k), (l), (m), (n), (o) & (p)	The entire examination of the candidate in respect of which he is found to have used unfair means be cancelled and he/she shall further be disqualified from appearing at any University examination for a period to be specified by the committee.

- b. A candidate against whom an enquiry is pending about his allegedly having resorted to the use of dishonest or unfair means, or disorderly conduct in the examination or against, whom action is initiated under the provisions of the preceding clause shall, if he/she takes or has taken any subsequent examination, be deemed to have been only provisionally admitted to that subsequent examination that subsequent examination will stand cancelled and his/her result hereof shall not be declared if on account of the punishment imposed on him/her as result of the said enquiry or action, he/she would not have been entitled to take that examination but for his/her provisional admission thereto.

4.10.5 Appeals and Review

- a. A student, on whom an punishment has been imposed, may within 7 days from the date of the receipt of the communication in that behalf may make a representation to the VC for review of his/her case. The VC, if he/she deems it necessary may refer it back to Examination Committee for review. The recommendations of the Examination Committee on the appeal shall be placed before the VC, who will thereupon review the case, and pass such orders as he may consider fit or refer it to the Academic Council for advice.
- b. In the case of a candidate who has been expelled from the University in terms of provisions of these Regulations, the Academic Council on the recommendation of the VC, on the expiry of three years or such period as specified after such expulsion exempt a candidate from further operation of the punishment awarded.

- c. If within four months of the publication of the results, it is brought to the notice of the CoE that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his/her result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his/her result, he/she shall be given another opportunity to show cause against the proposed punishment and his/her explanation, if any, shall be considered by the Academic Council.

PART - XI EVALUATION

4.11. Course Evaluation

- 4.11.1 The course structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Annual System for specified programmes.
- 4.11.2 In addition to end term examinations, student shall be evaluated for his academic performance in a course through case discussions, presentations, analysis, practical's home work assignments, term papers, projects, field work, seminars, quizzes, class tests or any other mode as may be prescribed in the syllabi. The basic structure of each course shall be prescribed by the Board of Studies and approved by the Academic Council.
- 4.11.3 Each course shall have a number of credits assigned to it depending upon the academic load of the course which shall be assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/or self study. The credits for the project and the dissertation shall be based on the quantum of work expected.

Component of Evaluation	Frequency	Code	Weightage (%)
Case Discussion/Presentations/Analysis	1-3	C	25% *(Consequently 5+3+5+4+4+4)
Home Assignment	1-3	H	
Project	1	P	
Seminar	1-2	S	
Viva-Voce	1-2	V	
Quiz/Class Test(s)	1-3	Q/ CT	
Attendance	100%	A	5%
End Semester Examination	1	EE	70%
Total			100%

- 4.11.4 Depending upon the nature of the programme, the components of internal assessment may vary. However, the above suggestive table indicates the distribution of marks for various components in a semester.

Notes:

- The above components for continuous evaluation, in addition to the class test(s), attendance and their weightage shall be selected so as to have a combined weightage of 30 marks.
- The total number of components for continuous evaluation, including class test(s) and attendance should be 4-5.
- The above components may be modified as per the norms of particular program, recommended by affiliating agencies or Governing Authority.

4.11.5 The distribution of weightage for each internal assessment component shall be decided by the concerned Board of Studies and approved by the Academic Council. Change in the weightage of the internal assessment and ESE, if required, will be carried out on approval of the Board of Management.

4.11.6 The project and dissertation shall be evaluated by examiners through seminar(s)/presentation(s)/report submission(s) and the viva-voce examination.

4.11.7 Audit Course

- a. A student who registers for course(s) shall be eligible to take examinations provided the attendance requirement of the course unit is duly certified by the Head of Department/Constituent Unit to have been met.
- b. The audit course(s) shall be shown in the final Grade sheets/Marks sheets under a distinct head of "Audit Course(s)". However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purpose of declaration of results.

PART — XII

ASSESSMENT SYSTEM

4.12. Grading System

4.12.1 The level of students academic performance as the aggregate of continuous evaluation and end term examination shall be reflected by letter grades on a seven point scale as per UGC norms according to the connotation as per Table-A.

TABLE – A*

LETTER GRADE	QUALITATIVE MEANING	GRADE POINT ATTACHED
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass Class	4
F	Fail	0
Ab	Absent	0

* In the courses like Pharmacy and related, the letter grade will be used as per the guidelines from PCI or as per directives of central agencies for particular courses.

4.12.2 Guidelines

General guidelines for award of grades are as follows:

- a. Evaluation of different components of a course unit for each student shall be initially done in numerical marks.
- b. The marks of different components viz. Internal Continuous Assessment of course work, practical etc. and end term examinations shall be assigned relative weightage as prescribed in curriculum and scheme of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades on a 10 point scale.
- c. A normal class with a range of scores should be graded by a convenient Method and should usually produce a fairly normal distribution of grades.
- d. Grading will be done on raw score awarded by the evaluator in internal continuous assessment as well as in end term examination.
- e. The minimum percentage of marks for award of an O Grade will not be, normally less than 80%.

- f. For award of C grade, the minimum percentage of marks shall not usually be less than 45% in the case of Under Graduate, Post Graduate and Integrated level programmes or as specified by the Academic Council.
- g. The results, if considered necessary, shall be moderated by a duly constituted Results moderation committee.
- h. The procedure for evaluation and award of grades for Project/Training/Seminar/Comprehensive viva-voce shall be or decided by the Board of Studies.

4.12.3 Conversion of Numerical Marks into Letter Grades

- a. In order to arrive at the letter grades based on relative grading, the total marks in a particular course for all the students in the class of more than 30 students shall be tabulated in a descending order list (equivalently a histogram). The performance of the class shall be analyzed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the grades C and P- bands usually indicate the average mark.
- b. If the marks obtained by the student of a class of more than 30 students are close to perfectly distribution curve, the marks awarded to a student in a course unit shall be transformed into normal distribution curve by using statistical Method in accordance with Table B to ensure the uniformity in spread of scores regardless of the nature of curricular areas.

TABLE-B

LOWER RANGE OF MARKS	GRADE	UPPER RANGE OF MARKS
	O	$> X^- + 1.5 \sigma$
$X^- + 1.0 \sigma <$	A+	$\leq X^- + 1.5 \sigma$
$X^- + 1.5 \sigma <$	A	$\leq X^- + 1.0 \sigma$
$< X^-$	B+	$\leq X^- + 0.5 \sigma$
$X^- - 0.5 \sigma <$	B	$\leq X^-$
$X^- - 1.0 \sigma <$	C	$\leq X^- - 0.5 \sigma$
$X^- - 1.5 \sigma <$	P	$\leq X^- - 1.0 \sigma$
	F	$\leq X^- - 2.0 \sigma$

Note:-

The mean (X^-) and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending, upon the marks and the mean and the standard deviation as per Table B.

- c. In case of student up to 30 the minimum cut off for various grades shall be assessed as given in Table C.

TABLE-C

Grade	Qualitative Value of Grade	Minimum Percentage of Marks for Letter Grade for PG Programmes	Minimum Percentage of Marks for Letter Grade for UG Programmes	Remarks
O	Outstanding	80	80	Or as specified by the Academic Council from time to time
A+	Excellent	75	70	
A	Very Good	65	60	
B+	Good	60	55	
B	Above Average	52	50	
C	Average	45	45	
P	Pass Class	40	35	
F	Fail	Less than 35*	Less than 30*	
Ab	Absent	0	0	

- d. In case of non credit and Audit Courses which are not reckoned for assessment of SGPA and CGPA, the students shall be awarded "S" Grade for satisfactory performance and "U" Grade for unsatisfactory performance.

4.12.4 The Semester performance of a student will be initiated as "Semester Grade Point Average" (SGPA). The SGPA will be weighted average of Grade Points of all grades received by a student for all the Course units in the semester. The formula for Computing SGPA is as given below:

$$SGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Note:

- Where U_1, U_2, U_3 denote credits associated with courses taken by the Student.
- G_1, G_2, G_3 are the Grade Point of the letter grades awarded in the respective Course.
- An example of these calculations is given below:

I Semester

Course Code	Associated Course Unit Credits	Grade Awarded	Credits Earned	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 101	5	C	5	5	25
CSL 102	4	C	4	5	20
PIP 103	4	A	4	8	32
PHP 104	3	B	3	6	18
MEL 105	4	F	0	0	00
AML 106	4	B	4	6	24
Total	24		16	-	119

Total associated credits in the semester (Total of column 2) = 24

Earned credits in the semester (Total of column 4) = 16

Points secured in this semester (Total of column 6) = 119

Points secured in the semester 119

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits Units in Courses appeared}} = \frac{119}{24} = 4.95$$

CGPA is not applicable in first semester.

II Semester

Course Code	Associated Credits	Grade Awarded	Earned Credits	Grade Point	Point Secured
(1)	(2)	(3)	(4)	(5)	(6)
MAL 201	5	A (+)	5	9	45
EEL 202	5	B (+)	5	7	35
CYL 203	5	C	5	5	25
CYP 204	4	A	4	8	32
MEL 205	4	B	4	6	24
AML 206	5	C	5	5	25
HUL 207	3	F	0	0	00
Total	31		28	40	186

Note:

- A associated Credit Units in the semester (Total of Column 2) = 31
- Earned Credit Units in the semester (Total of Column 4) = 28
- Cumulative Associated Credit Units (In previous semester 24 and current semester 31) = 55 points secured in II semester

(total of column, 6) = 186, cumulative points secured (total of points secured in first semester 119 and in second semester 186) = 305.

$$SGPA = \frac{\text{Points secured in II Semester}}{\text{Credit Units of appeared courses in II Semesters}} = \frac{186}{31} = 6$$

$$CGPA = \frac{\text{Cumulative points secured in, all passed course in I & II Sem}}{\text{Cumulative Associated Credit Units in I & II Semesters}} = \frac{305}{55} = 5.54$$

4.12.5 In the case of Tri-semester or Annual system of evaluation of students performance, Annual Grade Point Average (AGPA) shall be assessed as per above guidelines.

4.12.6 Final grade card will indicate CGPA which shall be calculated as given at Para 4.12.4 above and shall be based only on grade points obtained in courses for which units have been earned.

4.12.7 Conversions from Grade Point Averages to percentages of marks do not have rigor or rationale. However, an approximate and indicative equivalence between CGPA and percentage of marks can be assessed by simple mathematical calculation i.e. CGPA multiplied by 10.

4.12.8. **Passing Criteria**

a. A student who has earned minimum number of credits prescribed for the concerned programme as per structure, curriculum and scheme of examinations shall be declared to have passed the programme of study. Credit units for each programme shall be decided by the Board of Studies of each Institution/Department.

i. The weightage of ESE will be 70% and that of Continuous Internal Assessment will be 30%, except in case of B. Arch, B. Pharmacy, B.Sc Nursing, or any other courses wherein it shall be as per the regulation laid down by respective regulatory authority and Academic Council.

ii. The condition for qualifying separately in continuous internal assessment is not mandatory. However, usually a student will be required to secure minimum 30% marks separately in ESE. Minimum aggregate marks of 35% in UG Courses and 40% in PG Courses are to be considered 'PASS' in each Course Unit, except in case of B. Pharmacy, B.Sc Nursing, or any other courses wherein it shall be as per the regulation laid down by respective regulatory authority and Academic Council. These percentages may be modified by the Academic Council from time to time.

- iii. The internal assessment will be completed within the semester and the result will be forwarded to examination centre before the commencement of the ESE.
- iv. There will be no provision for appearing in any component of Internal Assessment in subsequent semesters. HOI's may conduct make up tests, if required, due to valid reasons; within the same semester.
- v. In Continuous Internal Assessment, five marks are allotted for attendance as under:

Percentage of Attendance (%)	Marks
More than 95%	5
More than 90% and up to 95%	4
More than 85% and up to 90%	3
More than 80% and up to 85%	2
More than 75% and up to 80%	1
Up to 75%	0

Note: - There will be no negative marking for attendance below 75%.

- b. However a student must pass in summer training project dissertation in (wherever prescribed) separately.
- c. Students of both UG and PG programmes should also pass in each term/ semester separately.
- d. Successful completion of a programme by the student can only be attained by securing the minimum specified AGPA/SGPA/CGPA as approved by the Academic Council from time to time.
- e. A student who has reappeared/repeated the examination of course unit(s), the higher marks obtained in the earlier or repeat attempt, shall be taken into consideration for calculating the AGPA, SGPA and CGPA and eligibility for award of a degree.
- f. Student who is promoted to next year by meeting the promotion criteria but is not meeting qualifying passing criteria for award of degree will be placed on academic probation for one year to improve his/her SGPA/CGPA/AGPA.
- g. A student who is not eligible for promotion will have the option to either repeat the Year or withdraw from the programme for which he/she will apply to the HOI. The fee, if

paid for the next semester will be refunded in case of withdrawal or adjusted in case of repeat year:

4.12.9 Promotion

- a. A student will be registered for the next semester/year of a programmed, if he/she has obtained:
 - i. A minimum SGPA/AGPA as specified as the passing criteria.
 - ii. However, a student will be promoted to next year or may be placed under academic probation depending upon his/her CGPA/AGPA/SGPA as laid down. The VC can make a deviation only in special cases.
- b. A student will be registered to the next year of a programme provisionally subject to the fulfillment of conditions as mentioned at Para 4.12.8 above, if the result of previous end term examination has not been declared before commencement of next semester/academic session. If he/she fails to fulfill those requirements, his/her registration will automatically stand cancelled.
- c. A student shall be eligible to carry forward all the courses of I, II and III semesters till the IV semester examinations. However, he/she shall not be eligible to attend the courses of V semester until all the courses of I semester is successfully completed.
- d. If a student fails to secure the minimum specified SGPA/AGPA in any of the semester/year of an academic year, he/she will normally be asked to repeat the year or take an academic break and make up deficiency by re-appearing in the relevant examinations.
- e. In exceptional cases the HOI/HOD may recommend the case of a student to be placed on Academic Probation (for the approval of VC) so that the student will be able to make up deficiency in academic requirements.

4.12.10. Academic Probation

- a. If a student fails to fulfill the promotion criteria as mentioned in Para 4.12.8 (b) then he/she will be placed under academic probation.
- b. The student who does not clear the promotion criteria at the end of the, academic probation will not be eligible for promotion to the subsequent years. He/she will have the option to repeat the year or take an academic break for one year.
- c. A student who takes academic break has to make up through self guided studies assignments for all the previous years and fulfills the passing criteria by reappearing in the course units in which he/she has obtained "F" grade. However the total period to

qualify the course will not exceed. the prescribed N+1 year for 2 year course and N+2 years for 3 years' and above 'courses. It implies that a student of two years course can take one year academic break and a student of 3 years and above courses can take two academic breaks of one year each a student who does not successfully complete and qualify in a course in the prescribed minimum duration may apply for continuation and qualify in the extended period within the prescribed maximum duration.

4.12.11.

Academic Break

- a. On the recommendation of HOI's and for justifiable reasons to be recorded a student can be granted academic break of one year only to the students of two years program and two academic breaks of one year each to students of three years and above program, if approved by the VC under the following circumstances:

- i. The performance of the student is very poor,
- ii. The student has been constantly ill.
- iii. Any other specified valid reasons.

- b. However the total period to qualify the program will not exceed the prescribed N+1 year for two years program and N+2 for three years programme. The student who is granted academic break shall be required to pay only examination fee of those papers in which he/she is reappearing and will reappear as Ex-student.

4.12.12.

Re-appearing/Improvement of Score

4.12.12.1 Re-appearing

- a. A student who has fulfilled the attendance requirements and is eligible to appear in an examination, if fails to appear in examination shall be required to subsequently appear in the examination when scheduled for next batch of students on payment of prescribed fee.
- b. A student who has not fulfilled the minimum attendance requirement in any course unit but shall be allowed to subsequently appear the examination when scheduled for the next batch of students, on payment of prescribed examination fee and fulfillment of such eligibility conditions as prescribed in the regulations.
- c. A student who fails to secure minimum specified grade in a course unit shall be eligible to re-appear/ repeat the examination of such course units with a view to secure minimum qualifying score.
- d. A student who has failed, to secure the required passing SGPA/AGPA, in order to secure a passing SGPA/AGPA has the

- option to repeat the end term examinations also of the concerned semester in which he desires to improve his/her performance, when these examinations are held on normal schedule.
- e. A student who has already been awarded a Degree/Diploma by the University shall not be eligible to re-appear/repeat course unit examinations with a view to improve the overall CGPA.
 - f. A student who has to re-appear/repeat an examination in terms of provisions made above shall be examined as per the syllabus in the scheme of teaching & examination and syllabus as applicable at the time of joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the concerned HOI/HOD so certifies, the examination be held in accordance with the revised syllabus.
 - g. Students who are eligible to re-appear in an examination/repeating the course(s) shall have to apply to the CoE to be allowed to re-appear in an examination or to repeat the course(s) and pay the fees prescribed by the University.
 - h. The Departments/Constituent units may at their discretion arrange for additional teaching for students and repeat the examination of course(s) during the breaks. The modus operandi of such instructions shall be as notified by the Department/Constituent unit. Extra fee shall be charged from such students.
 - i. In case student re-appears/repeats the examination, the higher of the old and new scores will be considered.

4.12.12.2 Improvement of Score

- a. If a student has poor performance in a number of courses in, a particular term, he/she may at their option take an academic break for one year and re-register for both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any or all of the course(s) in the semester(s) and retain the credits already earned by him/her in other course(s).
- b. A student shall be allowed two chances to improve his SGPA/AGPA and CGPA by repeating the semester examinations in the course units of his choice when these examinations are held in normal schedule or in supplementary examination if any when scheduled by paying prescribed examination fees, in such case his/her internal evaluations shall be carried forward the students can alternatively be allowed to do so by repeating the course unit(s) of their choice when they are offered. The higher marks obtained out of such two exams in repeat course unit(s) shall be taken into consideration for

calculating the SGPA/AGPA/CGPA and eligibility, for award of degree.

- c. Improvement in the score of courses completed by a student prior to his/her lateral entry in the University shall not be allowed.

PART-XIII

PAYMENTS/REMUNERATION FOR EXAMINATION WORK

- 4.13.1 The examiners, evaluators, moderators, external experts invited for examination work, centre superintendent, invigilators, observers, member of flying squads, examination staff shall be paid remuneration as recommended by the Finance Committee and approved by the Academic Council/Board of Management from time to time.
- 4.13.2 The rates of remuneration for all purposes for paper-setters/examiners/staff shall be as per decision of Board of Management of the University.
- 4.13.3 The actual freight, postal or courier charges and other expenses incurred by the examiner will be paid by the University.
- 4.13.4 In case of a work for which no remuneration has been prescribed in the University Rules, the same shall be determined by the Vice-Chancellor from time to time.
- 4.13.5 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 HOIs HODs/Deans. The decision of the Vice-Chancellor shall be final.

PART XIV

MISCELLANEOUS ASPECTS

4.14.1. Inspection of Examination Centre

- a. Every examination centre shall be open to inspection by the Chancellor, the VC, Pro-Vice-Chancellor or CoE and such other officers so authorized by the VC or CoE in his/her behalf.
- b. There shall be the observers/flying squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every observer/member of flying squad shall submit inspection report on the same day to the CoE.

4.14.2. Re-Examination/Quashing/Revision of Results

- a. If the VC is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he/she may issue necessary directions to that effect.
- b. Notwithstanding anything contrary to these Regulations, the VC shall have the powers-to:
 - i. Order for holding special examination for any reason.
 - ii. Cancel the paper/entire examination(s) held at a particular examination/all examination centre, if he/she is satisfied that the examination has not been held under proper conditions and make necessary arrangements of affected candidates in the same year or when it deems fit.
- c. The VC shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if: -
 - i. Any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc.) or mistake is found in his/her result.
 - ii. It is found that he/she was not eligible to appear in the examination.
 - iii. There is any other reason which may be determined by the VC.
- c. If in quashing the result, a candidate declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.
- d. The University shall have the powers to revise the result of the candidate(s) in a particular subject(s), if it is satisfied that a mala fide has been shown by the examiner or any other concerned person. In such a case the revision will be and on the recommendations of the examiner/examiners appointed by VC for this purpose.

4.14.3. Loss of Answer Book(s)

- a. If an answer book of a student received by the CoE or the officer authorized in his behalf or by an examiner is lost, the VC shall have the power to decide:
 - i. Whether the student be given in missing paper, the average of marks earned by him/her in other papers as per formula given in the para 4.15.3 b.
 - ii. whether the student is required to appear again in that paper on a date to be fixed by the VC.
- b. The following formula shall be applicable for determining the average of missing paper(s).
 - i. Compulsory paper(s): Average of other compulsory papers
 - ii. Elective paper(s) : Average of other elective papers
 - iii. Practical paper(s) : Average of other practical papers.
- c. In case of loss of Project/Summer Placement Report /Dissertation of student, the student will be required to submit duplicate copy thereof.
- d. In case of a dispute whether answer book(s) of students was/were duly received or not, the decision of the VC shall be final.

4.14.4. Issue of Grade Sheets

- a. In the Grade Sheets, the marks of internal continuous evaluation and end term examination shall be shown separately. The total marks obtained in internal continuous evaluation and end term examination of a course unit shall be converted into letter grades as per Para 4.12.2 of this ordinance. The letter grade so assessed shall also be shown along with its equivalent grade point in the grade sheets. An over-all AGPA/SGPA and CGPA is also shown.
- b. Duplicate grade sheet shall be issued against payment of fee as may be prescribed.

4.14.5. Retotaling/Rechecking/Re-Evaluation of Answer Books/Project Reports and Examination Results

- a. After the publication of the results of the University examinations, if a candidate, whether passed or failed, has strong grounds and belief that some mistake has been made in connection with his results, he/she may apply to the CoE through HOI/HOD on prescribed application form along with attested copy of his/her grade sheet for re-totaling/re-checking or revaluation of his/her answer book in one or more papers as the case may be on payment of prescribed fee within two weeks of the date of declaration of results.

- b. The CoE may accept the application for re-totaling/re-checking or revaluation of answer books up to 15 days from the expiry of the date in exceptional cases.
- c. Whereas, the re-totaling/re-checking does not mean reassessment or re-evaluation of the answer book, the CoE may appoint any Officer to see that:
 - i. There is no mistake in the grand total on the title page of the answer book.
 - ii. The total of various parts of a question has been correctly made at the end of each question.
 - iii. All totals have been correctly brought forward on the title page of the answer book.
 - iv. No portion of any answer has been left un-evaluated.
 - v. Total marks in the answer book tally with the marks sheet.
 - vi. The answer book or any part thereof has not been changed detached.
 - vii. The handwriting of the candidate in supplementary answer sheet tallied with the main answer book.
- d. In the event of detection of any omission or mistake in the script or in the compilation of the result of student, the matter shall be reported to the CoE who will get the omission rectified by referring the answer book to the concerned examiner.
- e. if the re-checking reveals any discrepancy by virtue of which the marks of the student are revised, the record shall be corrected accordingly and revised grade sheet shall be issued after the previous grade sheet is surrendered.
- f. The VC shall also have the powers to affect the recovery of the grade sheet by force through any of the law enforcing agencies.
- g. Where a candidate applies for re-evaluation, the answer book in which re-evaluation is sought will be sent for valuation by CoE to two examiners (other than the one who initially valued it).
- h. The average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks.
- i. 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.

4.14.6. Award of Degrees, Diplomas, Certificates and Other Academic Distinctions

- a. The text and the format of the degree and diploma documents, certificates, citations and other documents of academic distinctions shall be as approved by the Academic Council. The nomenclature of degree, diploma, certificate, etc shall be same as specified by the UGC, AICTE, NCTE, MCI, PCI, INC and such other Statutory Bodies.

- b. The degree, diploma, certificate, citations and other documents relating to other academic distinctions shall be signed by the Registrar and countersigned by the VC. Provisional Certificates shall be signed by the CoE.
- c. A student shall be awarded a degree/diploma, if he/she has registered himself, has undergone the course of studies, completed the project report/dissertation/training report as specified in the curriculum of his/her programme within the stipulated time and secured the minimum grades prescribed for award of the concerned degree/diploma/certificate. There should be no dues outstanding in his/her name to the University/Department/Constituent Unit and no disciplinary action is pending against him.
- d. The Registrar shall place the particulars of all the successful and eligible students for the award of certificate, diploma, or degree before the Academic Council after declaration of results.
- e. Approval accorded by the Academic Council for award of the respective degrees, diplomas, certificates etc shall be placed before the Board of Management for its concurrence. On being concurred by the Board of Management, the degree shall be awarded to the successful candidates at convocation.
- f. In extreme emergency, the degrees, diplomas, certificates shall be awarded to the successful students before the convocation with the approval of the VC and the matter be reported to the Academic Council.

4.14.7. Withholding Conferment of any Degree/Diploma or Award of any Certificate

Notwithstanding anything contained in this ordinance, the Academic Council may, on the recommendations of the VC, withhold for such period as they may deem fit, conferment of any degree/diploma or award of any certificate to any successful candidate at an examination of the University, for reasons, which, in their opinion, justify such withholding e.g. unruly or disorderly conduct or violence on the campus or in a Constituent Unit or conviction for an offence involving violence or moral turpitude.

4.14.8 Withdrawal of Degree/Diplomas and Others Academic Distinctions

- a. If any student has secured admission by falsification of documents or concealment of material facts or conviction for an offence involving violence and moral turpitude or for such other serious offence, the degree/diploma/certificate/other academic distinction awarded to him shall be withdrawn by the University with the approval of the Board of Management.
- b. In order to take action under para-4.14.7 of the Ordinance for the withdrawal of any degree/diploma/certificate/other academic distinction conferred or granted by the University, the Registrar shall frame charges against the person concerned which shall be approved by the

VC. The charge sheet along with the list of witnesses and documents on the basis of which the charges are relied upon shall be communicated by him/her by registered post or by hand. The person concerned shall be required to submit his/her explanation of the charges within a period of fifteen days or such time as may be granted in the notice of the receipt of charges.

- c. If the concerned person fails to submit his/her reply within the stipulated time, the matter shall be placed before the VC for a decision on the basis of facts and documents on record and if the concerned person submits his/her reply to the charges, the same shall be considered by the Board of Management.
- d. Every proposal for the withdrawal of degree shall require prior approval of the Chancellor.

4.14.9. Official Transcripts to Students

The University will issue Official Transcript to a student for seeking admission to pursue higher studies in foreign Universities/Institutions as per the guidelines.

4.14.10 Residual Provisions

- a. The Academic Council may under this ordinance in exceptional cases, may grant exemption from the operation of any of the Regulations governing migration, the courses to be pursued by the students, attendance at lectures or sessions or other work or the examination of candidates and authorize what is proper to be done.
- b. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising or not covered by this Ordinance or in the event of differences of interpretation, the VC may take a decision, with the approval of the representative of the Sponsoring Body.

ORDINANCE NO- 5**Department of Interdisciplinary Sciences/Vocational Education**

Department of Vocational Education shall offer courses which shall be useful to shape the personality, character, values and confidence of students.

5.1 Courses

The Department of Vocational Education shall offer following courses including but not limited to

- a. Communication Skills
- b. Personality Development
- c. Equity and Mutual fund
- d. Financial Management
- e. Leadership Skills
- f. Foreign Languages
- g. Team Building
- h. Career Counseling
- i. Attitude & Aptitude Development
- j. Stress Management
- k. Life Style Management

5.2. Minimum Qualification

Minimum qualification for admission for to various courses shall be prescribed by the University and /or regulatory body in this regard.

5.3. Medium of Instruction

The mediums of instruction shall be English or Hindi.

5.4. Duration of the Program

The duration and registration validity for various courses shall be defined by the University and shall be based on the norms laid down by concerned regulatory bodies.

ORDINANCE NO. 6

CURRICULUM RELATED RULES & REGULATIONS AWARD OF SCHOLARSHIPS, FELLOWSHIPS, STIPENDS, MEDALS, MERIT CERTIFICATES AND PRIZES

- 6.1. IES University, Bhopal will adopt Yearly/Semester Choice based credit System (CBCS). The Curriculum for each Program will be prepared by the Board of Studies of concerned faculty as per the CBCS and approval will be taken from Board of management and will be as per the norms of regulating body of that particular program and will be intimated to M.P. Private University Regulating Authority

6.2. **Measurement of Credits**

Number of credit per subject (Theory, Practical, Tutorial, Project, etc) credits is calculated based on the formula.

$$CR = [L + T + (P/2)]$$

Where

- a. CR=No. of Credits of a subject.
- b. L=No. of Lecture hour per week
- c. P=No. of Practical hour per week
- d. T=No. of Tutorial hour per week

Minimum No. of Credit required to complete the program as per the Choice based Credit System (CBCS).

6.3. **Syllabus Requirement**

- a. **Mandatory Learning: Courses:** These are courses that must be completed by the student at appropriate time.
 - i. **Project Work:** Project work may consist of Major and Mini Project work offered by parent department.
 - ii. **Practical Training:** The student may complete the training before the beginning of the next Semester.
- b. **Course Structure**
 - i. Foundation Course (FC)
 - ii. Departmental Core Courses (DC)
 - iii. Elective Courses (ELE)
 - iv. Program specific electives (PSE) and open electives
 - v. Projects (Mini and Major) 8-12 Credits
 - vi. Mandatory Learning Courses
- c. **Contact Hours and Credits**

The norms for course credits are as follows:

- i. Lectures/Tutorials - One hour per week is assigned one credit
- ii. Practical-02 hour session per week is assigned one-credit

For example, a Theory course with a L-T-P schedule of 2-1-0 will be assigned 3 credits. A laboratory practical course with a L-T-P schedule of 0-0-2 will be assigned 1 credits This university shall give awards with a view to augmenting academic interest and activities among the students. The fellowship, scholarship, medals and stipends will be awarded every year on the basis of results of annual examinations, subjects to the provisions here in.

- 6.4. The University shall award merit based and merit-cum-means scholarships to deserving students seeking admission to various programmes. The amount of scholarships and the percentage of qualification marks shall be decided by the University, prior to commencement of admission and shall be suitably advertised. The scholarship awarded at the time of admission will remain in force for a period of one academic year and the subsequent continuation will be based on the CGPA/AGPA (as per specified by the University in its Regulation) obtained at the semester/annual examination.
- 6.5. In addition, the University may also award Research Scholarships/Fellowships to promote academic excellence among the students. These will be awarded, based on the results of ESE or ICAT, the criteria for which will be fixed by the Board of Management at the beginning of each academic year, subject to provisions herein. The duration and value of the Research Scholarships/Fellowships shall be decided by the Board of Management based on the recommendations of the Academic Council subject to following conditions:-
- a. The fellow/scholar will do whole time research work under an approved guide on subjects approved by the University.
 - b. The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emoluments, salary etc. from any other source during the tenure, of the award nor shall he engage himself in any profession or trade during the period. He/She may, however, undertake teaching assignments of not more than ten hours a week in the institution where he/she is working without accepting any remuneration.
 - c. The leave conditions for the fellows/scholars will be decided by the Board of Management of the University.
 - d. The scholar shall not join any other course or appear in any examination after commencing work under the scholarships.
 - e. Provided that on the recommendation of the guide, the Vice-Chancellor may permit a scholar to join any other course and appear in an examination thereafter.
 - f. Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problem of research without supplanting for a degree.
 - g. Unless permitted by the guide to work for a specified period at some other place the scholar shall be required to attend the institution, where he/she is to work, on all working days.
 - h. If any information submitted by the 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/her an opportunity of being heard.
 - i. If at any time it should appear to the University that progress or conduct of the scholar has not been satisfactory, the scholarship/fellowship may be suspended or withdrawn.
 - j. The scholar/fellow shall be required to pay the fees prescribed by the University.
 - k. If two or more candidates are eligible for the award of scholarship the scholarship shall be divided equally between the candidates concerned.

- l. The scholarship shall be tenable from the 1st of July if the scholarship holder joins the institution within one month of date of opening of the session after the summer vacation and has paid 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 Institutions.
- m. A scholarship holder shall not combine any other course of study with the course for which the award is made.
- n. The payment, of scholarship shall be made only on receipt of Scholar's receipted bills duly countersigned by the Head of the Institutions where he studies. No scholarship shall be drawn for a month, unless the scholarship holder has attended the institution regularly in that month.
- o. The withdrawal of scholarship shall be done in accordance with the procedure that may be laid down by the University;
- p. A scholarship shall be cancelled in the final Year if the Scholarship holder fails to secure at least 70% marks in the previous examination of the concerned Master's Degree of Engineering, Technology, Architecture, Sciences life Sciences, Commerce, Management, Law, Journalism/Mass Communication, Physical Education and Humanities, Medical sciences, Pharmaceutical sciences or other relevant discipline/faculties.
- q. If scholarship holder is unable to appear at the previous examination on account of sickness or another reasonable cause, the scholarship for the month of March and April shall be paid only if the HOI certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond his 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.
- 6.6. A scholarship holder shall at all times be of good behavior and observe all rules of discipline.
- 6.7. A scholarship shall be liable of termination if:
 - a. The scholarship-holder discontinues studies during the middle of a session
 - b. The scholarship holder, after he/she has been given a reasonable opportunity to explain his/her 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/her.
- 6.8. The order of termination by the Board of Management shall be final.
- 6.9. University shall institute medals and prizes through endowment and donations received from individuals and trusts as may be approved by the Board of Management from time to time.
- 6.10. University Gold & Silver medals shall be awarded only on the basis of the results of semester/annual examinations or sport/extra-curricular activities of participants or representing the University or wining inter institution/department sports competitions or winning in inter IES University competitions or any such competitions organized by IES group.

- Merit certificates and other prize may also be awarded to deserving students for academics, sports or extracurricular activities.
- 6.11. Any dispute arising out of the provisions of this Ordinance or any of the matters requiring an interpretation on various decisions shall be referred to the following committee. The committee will send its recommendations to Chancellor for approval. Chancellor has power to approve, or reject the recommendations of the committee.
- The Vice Chancellor - Chairman
 - One Nominated Member of Board of Management
 - One Nominated Member of Chancellor
- 6.12. 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 HOIs/HODs/Deans. The decision of the Vice-Chancellor shall be final.

ORDINANCE NO. 7

DISCIPLINARY ACTIONS AGAINST THE STUDENTS

- 7.1. 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 the institutions of which he/she is a student.
- 7.2. All students pursuing a course of studies at the Departments/Institutes shall observe a code of conduct as may be laid down by the Board of Management and also abide by all rules and regulations of the University framed and notified from time to time.
- 7.3. Any violation of the code of conduct or breach of any rule or regulation of the University by any student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action against him/her.
- 7.4. The following acts, in particular, shall constitute acts of gross indiscipline and any student indulging in any of them shall render himself /herself liable for disciplinary action against him/her.
- Disobeying the teacher or misbehaving in the class.
 - Quarrelling or fighting in any University building or in the campus.
 - Quarrelling or fighting with a University employee or any employ of the University canteen, mess or any other public utility functioning in the campus;
 - Writing of slogans or any material, making of skeletons or figures on any wall or portions of any building within the campus.
 - Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or hurt the teachers officers or employees of the University.

- f. Any other act which the discipline committee (para-8.11 of this ordinance) may determine and Vice-Chancellor may accept as an act of gross indiscipline.
- g. However, all cases of indiscipline within hostel premises shall initially be dealt by the warden concerned. To deal with such incidents the warden shall have all the powers prescribed for the Proctor in this Ordinance. Any act of indiscipline should invariably be reported to the Proctorial Board.
- 7.5. a. When a student has been found guilty of breach of discipline within or outside the premises of University or an institution, or persistent idleness or has been guilty of misconduct, the HOI at which such student is studying, shall inform the Chief Proctor/Registrar/VC. Depending upon the nature/gravity of the offence the HOD/HOI may:
- (i) Suspend such a student from attending classes for not more than two week at a time,
- (ii) Expel such a student from his institution;
- (iii) Disqualify such a student from appearing at the next ensuing examination;
- (iv) Rusticate such a student.
- b. Before inflicting any punishment as aforesaid, the HOI shall give the student concerned an opportunity of personal hearing and record the reasons of inflicting, the punishment in writing.
- c. The HOI 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.
- d. The period during which a student remains suspended for completion of an enquiry shall be reckoned in the calculation of his/her attendance for appearing at an examination provided he is found innocent.
- e. The rustication of a student from an institution shall entail the removal of his name from the register of enrolled students.
- 7.6 Proctorial Board will consist of Chief Proctor as Chairperson, Proctor, and Joint/Assistant Proctor and faculty members as members of the Board and shall be duly constituted by the Vice-Chancellor.
- 7.7 Power and Duties of Chief Proctor: The Chief Proctor shall take action in all matters which are referred to him/her by the Proctor for disciplinary action or by any responsible person or constituted authority of the University. He/She may also take action in matters which come to his knowledge and which in his/her opinion call for disciplinary action.
- 7.8 The Chief Proctor may delegate any of his/her powers to Proctors. In the absence of Chief Proctor the Senior most Proctor shall act as Chief Proctor.
- 7.9 If in the opinion of Chief Proctor, the act of indiscipline requiring action is not of a serious nature, he/she may hold a summary enquiry and shall have powers to impose the penalties,

- 7.10 If in the opinion of Chief Proctor, the breach of discipline is of a serious nature he/she may refer the case for investigation to the Proctorial Board. Chief Proctor, Proctor a joint/Asst Proctor or Proctor and two Joint/Asst Proctors shall constitute quorum for sittings of such investigations.
- 7.11. There shall be a Discipline Committee consisting of the following:
- a. Chief Proctor - Chairman
 - b. Proctor - Secretary
 - c. Dean Student Welfare
 - d. A Professor
 - e. Joint/Assistant Proctor(s)
 - f. Chief Warden and Wardens of the Hostels.
- 7.12. The Discipline Committee shall ordinarily hold meeting once in each semester of the academic year and it shall review general situation regarding discipline in the University and make suggestions in this regard. Any specific cases of-indiscipline may also be referred to the Discipline Committee for giving its opinion regarding the action to be taken.
- 7.13. All punishments awarded to the students shall be recorded in a register to be maintained by the Chief Proctor. The Register shall be a permanent record of the University and shall contain such details as may be prescribed and approved by Board of Management.
- m / 7.14 Certificate regarding character and conduct of students of the Departments/Institutes may be issued to them by the Chief Proctor/Proctor. However, in the case of a student who has been awarded punishment three or more times by the Chief Proctor/Proctors such cases shall be mentioned in the certificates of character and conduct to be issued by the Chief Proctor/Proctor. The Certificate of character and conduct issued by the Chief Proctor/Proctor shall be the only valid certificate of the University in that regard.
- 7.15 If the Proctorial board finds that in any incident of disturbance or breach of peace, certain persons who are not in the rolls of the University are involved or are likely to be involved, the board may send recommendations to the Vice-Chancellor that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Vice-Chancellor a notification shall be sent to the District Magistrate other administrative authorities as the Vice-Chancellor may deem fit. After such a notification has been issued, any person(s) trying to force their entry into the campus, will be, treated as criminal trespass and shall be dealt accordingly.
- 7.16 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 may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HOIs/HODs/Deans. The decision of the Vice-Chancellor shall be final.

ORDINANCE NO. 8

CO-OPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS

- 8.1. The IES University Madhya Pradesh shall be signing MOUs with National and international level Institutes and Universities for Co-operation/Collaboration for higher education/research as per the norms/guidelines as per the UGC/Regulatory Bodies.
- 8.2. 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 HOIs/HODs/Deans. The decision of the Vice-Chancellor shall be final.

ORDINANCE NO. 9

RESIDENCES OF STUDENTS (HOSTEL)

The University Premises has Hostel facility for students. The Condition for providing residence facility is as under-

9.1 General

- a. These rules shall be called the rules for Hostels of the IES University Bhopal, Madhya Pradesh.
- b.. These rules shall be applicable to all the Hostels of the University.

9.2 Admission

- a. Application for admission to hostel shall be made on the prescribed form to be obtained from hostel office/office of the Admission Cell on payment of fees, as prescribed. The application form duly filled should reach Admission cell office before the prescribed date.
- b. Incomplete or wrongly filled application forms shall not be considered.
- c. Each applicant for admission shall furnish a character certificate from the Head of the institution last attended, along with application.
- d. After an applicant has been admitted or readmitted he/she may be allotted a bed in a room by the warden.
- e. Old hostellers seeking readmission must also apply for admission ensuring clearance of 'No Dues' of previous year (if any) and then deposit their readmission dues.
- f. No student, who has failed or dropped out in the examination or warned for any disciplinary action shall be readmitted to the hostel except with explicit permission by the Vice-Chancellor.
- g. The parents of the students shall submit a passport size colored photograph of the local guardian duly signed by both (parent and guardian), to the hostel warden at the beginning of the semester/admission to the hostel to enable the hostel warden to identify the person when he/she comes to meet the ward in the hostel, or makes a request for taking the ward home.

- h. No student shall be allowed to reside in any hostel after completion of his/her degree for which he/she was admitted in the event of taking admission in a different course in the University his/her admission in the hostel shall be considered afresh, in such cases.
- i. Initially a bona-fide student may be considered for admission for one year only and incase of unsatisfactory conduct, re-admission in the University shall not be considered.
- j. Hostel rooms shall have to be vacated during vacations for maintenance. In exceptional cases student may be permitted to stay on payment of special charges to be decided by the Hostel Management Committee.
- k. Students shall not be allowed to keep any furniture other than that provided by the hostel in their rooms without prior permission of the warden.
- l. Music systems/Radio/T.V. are not allowed, in the rooms, however it may be permitted with earphone attachment.
- m. Students shall cooperate in keeping the hostels and their surroundings clean by not disposing of garbage and waste materials here and there but in dustbins at designated places.
- n. Hostellers shall be responsible for the security of their own property, they must not leave their room/box unlocked in their absence, luxury items are strongly discouraged and the management is not responsible for security/safety problems arising out of this.
- o. In case of any emergency during the night, the hostellers shall contact the hostel warden for help girls may contact the warden through, the Ayah/Chowkidar of the hostel. Local guardians/parents of girl hosteller shall contact the hostel warden and not the girls directly after 7:00 PM in case of emergency.

9.3 Fees, Rents & Other Charges

- a. Hostellers shall pay yearly rent as prescribed by the University. Late fees shall be charged after the date fixed to deposit the fees notified by the University. A student, if admitted after beginning of the session, shall pay the admission fee and University dues and hostel fee from the commencement of academic year up to and including the fee for the month in which he/she has been admitted (not less than one year).
- b. Every student admitted or readmitted to the hostel shall pay caution money refundable at the time of leaving the hostel (on completion of the course/degree).
- c. In case, the study course is not completed within the stipulated period and the hosteller is required to extend his/her stay in the hostel for completing the course he/she may be allowed to continue his/her stay in the hostel on the recommendations of the course coordinator and concerned warden with payment of hostel fee in multiples of a semester (this facility however may not be provided to the, students who are required to prolong their stay on account of repeat examination).

9.4 Canteen

- a. The facility of mess/canteen shall be provided by, the University on payment basis. Cooking is strictly prohibited in the hostel rooms.
- b. Every hosteller shall be required to pay monthly mess charges in advance as notified by the Hostel Committee.

9.5 Hostel Rooms and Allotment

The following priority shall be fixed for providing accommodation in the University hostel:

- a. Physically Handicapped Students.
- b. SCs/STs/OBC Students.
- c. Undergraduate boys/girls and whose parents are residing in rural areas and students belonging to economically weaker sections of the society shall be given preference over other boys/girls.

Note -

- Students pursuing professional courses that require longer hour practical or fieldwork shall have priority over others.
- Local students (staying within 15 kilometers from the campus), research scholars and married students may not be allowed due to space limitation in the hostel.
- All hostel students residing in the hostel shall be required to submit an undertaking as per proforma as per University Regulations.

9.6 Attendance

- a. Attendance shall be taken in hostel every evening at an appointed time. Absence without prior information to warden, at the time of attendance is an offence. The warden shall strictly deal with any attempt of proxy or wrong entry in the attendance register. The roll call hours will be as follows.
- b. Attendance time for girls 21:30 hours.
- c. Attendance time for boys 22:00 hours.

9.6 Hostel Management & Standing Committees

There shall be Hostel Management Committee and Standing Committee for Hostellers Discipline and a hostel Committee appointed by the Vice-Chancellor for the help of the warden for smooth running of the hostel. The term of the committee shall be one year which may be extended by the Vice-Chancellor for another year.

a. Hostel Management Committee

The Committee shall comprise

- | | | | |
|------|---|---|----------|
| i. | A Dean nominated by the Vice Chancellor | - | Chairman |
| ii. | Director Administration/
Director Hostel | - | Member |
| iii. | Chief Warden and all Wardens | - | Member |
| iv. | One Student's representative from each Hostel | - | Member |

b. Hostel Disciplinary Committee

There shall be a Hostel Disciplinary Committee to deal with student's indiscipline and misconduct defined in this Ordinance.

- i. Director Administration/Director Hostel - Chairman
- ii. One Faculty member nominated by the Vice-Chancellor - Member
- iii. Warden of concerned Hostel - Member

c. Hostel Committee

There shall be a Hostel Committee in every hostel nominated/elected by the warden with the consent of hostellers for smooth running of day-to-day affairs of the hostel. The committee shall consist of the following:

- i. Chief Warden - Chairman
- ii. Hostel Students Representatives one each - Members
For approx 20-25 members
- iii. Hostel Prefects and Associate Prefects for various functions like food, health and extracurricular activities. - Members

9.8 Misconduct & Indiscipline

- a. Gambling of any kind and use of liquor and smoking etc is prohibited in the hostel and campus.
- b. Guests of the opposite sex shall not be entertained in the hostel. The hostellers however may be permitted to meet their relatives at a pre designated place during timings as per rules.
- c. Pornographic literature and exotic posters/displays etc. are not permitted in the hostels.
- d. No hosteller shall be allowed to change the room allotted in the hostel, without prior permission of the warden, the warden may order at any time change of rooms or mutual exchange of rooms without assigning any reasons.
- e. Use of electric heater & iron etc. are not allowed in the hostel. Heavy fine may be imposed for violation of this rule.
- f. Hostellers are strictly prohibited to keep firearms with them pets such as dog etc. are permitted to be kept in the hostel by the hostellers.
- g. In exigencies all hostellers shall vacate their room at given time by the Vice Chancellor/Registrar/Director Administration for any reason whatsoever and hand over the charges of their rooms to the warden failing which warden shall be authorized to break open the locked room. The University shall accept no responsibility, for the private property of the concerned students found in the rooms.
- h. Hostellers shall not give shelter to any outsider. Anyone found guilty on this account shall be severely punished including removal from the hostel.

- i. No meeting shall be held in the hostel premises without the proper permission of the warden.
- j. No notice is allowed to be exhibited on a notice board or circulated to the hostellers unless it has been signed or countersigned by the warden /Registrar/Director Administration/Director Hostel/VC.
- k. Hostellers shall not cause damage or interfere in any manner with the notice board of the hostel. A breach of this rule shall be severely dealt with.

Note: -

- For notification or communication to the hostellers a notice by the warden on the hostel notice board shall be considered adequate.
- Hostellers should watch the notice board regularly and follow general or specific instruction given from time to time.
- For matters common to all, the hostellers and other students, the display shall be on the notice board of the University, no separate notice would be sent to the hostellers.

9.9 Disciplinary Action

- a. Every hosteller shall maintain a high standard of discipline, have respect for the traditions of the University and conduct in a dignified manner within and outside the hostel. They should do nothing, which may cause noise, disturbance or distraction in studies or may be deemed irregular in any way.
- b. The warden shall keep a conduct register exclusively for recording the misconduct of the students along with details of punishment, warnings etc. While the register will have one page for one student for noting misconduct, it should have another page to note down good conducts/acts in the nature of good Samaritan.
- c. Resorting to any form of strike by the hostellers without following the provided channels and procedures shall be deemed as a serious breach of discipline and the student shall ipso facto stand expelled from the hostel/University.
- d. Any indiscipline or misconduct committed by the hosteller or group of hostellers shall be brought to the notice of Hostel Disciplinary Committee for taking appropriate action.
- e. Depending upon the gravity of the misconduct committed by the hosteller, matter can be brought to the notice of the Chief Proctor or Registrar or Vice-Chancellor who may pass order in writing for taking appropriate action.
- f. In case the situation in the hostel deteriorates to a level that requires protection, the Chief Proctor in consultation with DSW/Warden may call the security to get the hostel vacated by the Hostellers. Such action taken, however, shall be brought to the notice of the Registrar/Vice-Chancellor in writing.
- g. Any hosteller found guilty of indiscipline, defiance of orders, rowdy behavior or any other misconduct is liable to be fined up to Rs. 1000/- and/or instant removal or expulsion or rustication from the hostel/University.

- h. No student shall be permitted to appeal against the decision of the warden to any authority other than Hostel Management Committee if the appeal is against the decision of the Hostel Management committee, it should be made to the Vice-Chancellor.
- i. 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 HODs/HOIs/Deans. The decision of the Vice-Chancellor shall be final.

ORDINANCE NO. 10

DOCTOR OF PHILOSOPHY (Ph. D) (Ordinance as per UGC Regulation 2016)

The Ordinance shall be called Ordinance Governing Doctor of Philosophy (Ph.D.) Degree. The ordinance will be governed by rules and regulations as per approval from Board of Management of the University framed in accordance of regulations /norms laid by UGC from time to time. More subjects/specializations may also be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by UGC.

1. **Administration of the Programme**
 - a. Programmes leading to the degree of Doctor of Philosophy will be offered at the Departments/Constituent Units.
 - b. Subject to the general guidance of the Academic Council, research studies in the University leading to the degree of Doctor of Philosophy (Ph.D.) shall be overseen by the University Research Council.
 - c. The Ph.D. Programme shall be organized on full time and part time basis as per the conditions mentioned in the extant Ph.D Regulations of UGC.
2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Academic Year**

There will be normally one academic cycle for this course ever year from July to June comprising two semesters i.e, July to Dec and Jan to June
4. **Classification of Applicants**

An applicant for admission to the Ph.D. Programme shall be classified as per norms of UGC/Regulatory Bodies.

5. Minimum Qualifications for Admission

- a. The required minimum qualification for admission to a Ph.D. Programme shall normally be a Master's Degree in the relevant field with a minimum of 55% marks or equivalent grade B in the UGC 7-point scale. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/ differently-abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991.
- b. For Ph.D. in Law, the applicants should possess a Master's degree in Law or with a minimum of 55% marks or equivalent grade or in law or Degree with a minimum of 55% marks with at least 15 years of legal practice or experience in a judicial/ legal job with published professional work or otherwise proven research interest. These candidates will be treated as Corporate Research Scholar.
- c. If considered necessary, Departmental Research Committee (DRC) may propose other qualifications/ requirements in specific areas, consistent with the norms of UGC, AICTE and other statutory bodies, to URC for its recommendation to the Academic Council for approval.
- d. Relaxation for SC/ST/other as per Govt. of Madhya Pradesh rules.

6. Application and procedure for admission

- a. Applications for admission to the Ph. D. Programme shall be invited by the Department/Constituent Unit in the prescribed form as per guidelines prescribed by the University.
- b. Applications shall be screened by DRC and candidates shall be short listed. If necessary, a screening test shall be conducted by the Department/Constituent Unit for short listing.
- c. Non Resident Indian (NRI), Persons of Indian Origin (PIO) and foreign Nationals may be admitted to the programme in accordance with the policy guidelines laid down by the Government of India.
- d. DRC shall prepare a tentative list of guides depending on the specific areas of research indicated by the short-listed applicants.
- e. DRC shall for each applicant, constitute a Student Research Committee (SRC).
- f. HOD shall invite each selected candidate to submit the synopsis of his proposed research in consultation with a teacher from the tentative list of guides. The synopsis shall be scrutinized by the Student Research Committee.

- g. The HOD after considering the recommendations of the Student Research Committee and the Departmental Research Committee shall recommend to the University for approval of the applicant for registration to the Ph.D. Programme.

7. Admission Procedure

- a. An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of the Entrance Test shall consist of 50% of research Methodology and 50% shall be subject specific. The Entrance Test shall be conducted at the University.
- b. An interview/viva-voce shall be organized by the University, when the candidates are required to discuss their research interest/area through a presentation before Department Research Committee.
- c. The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her Guide/Supervisor/co-supervisor, date of enrolment/registration.

8. Composition of Committees and their Functions

8.1 Departmental Research Committee (DRC)

- a. The composition of the Departmental Research Committee will be as under:
 - (i) The Head of the Department/Constituent Unit Chairperson
 - (ii) Maximum three professors and three other faculty members of the Department by rotation
 - (iii) Maximum three external experts including those from other Departments/Constituent Units, nominated by the Vice-Chancellor provided, however, the total number of internal and external members shall not exceed six.
- b. The functions of DRC shall be as under:
 - (i) Invite and scrutinize applications and make admissions in M. Phil/Ph.D. programmes.
 - (ii) Constitute Student Research Committee for each student.
 - (iii) Perform such functions as are required for operationalization of the research degree programmes subject to the overall supervision and guidance of the University Research Council (URC).
 - (iv) Consider the recommendations of SRC for action as required.
- c. The DRC shall meet as and when necessary.
- d. Fifty percent of the membership shall form the quorum for the meeting.
- e. The tenure of members of the DRC other than the Heads of Departments/Constituent Units shall be two years. A member can be re-nominated for another term.

8.2 University Research Council (URC)

8.2.1 Role

The role of URC is to formulate and lay down policy guidelines for the conduct of M. Phil & Ph.D. programmes and to ensure high standards of research work in such programmes

8.2.2 Composition:

- a. The composition of the University Research Council shall be as follows:

- (i) The VC or his nominee - Chairperson
- (ii) The Pro Vice-Chancellor
- (iii) Four external experts nominated as under -
Members
By the Chancellor – one
By the Vice-Chancellor -one
By the Academic Council - two
- (iv) Three Deans/Heads of Departments/Constituent Units to be nominated by the Vice-Chancellor
- (v) Two teachers of Departments/Constituent Units to be nominated by the Vice-Chancellor.
- (vi) COE Secretary. - Member

- b. The term of office of the members (other than ex-officio members) will be two years from the date of nomination.
- c. The University Research Council shall meet at least once a quarter.
- d. Fifty percent of the total membership shall form the quorum for any meeting.

8.2.3 Functions

Subject to the provisions of the Act and Statutes, the URC shall perform the following functions:

- a. To formulate policies related to and oversee research for Ph.D & M. Phil programmes
- b. To formulate guidelines for registration of students, thesis supervision, programme design and thesis evaluation;

- c. To monitor research indicators for such evaluation.
- d. To review and recommend areas/themes/topics for research;
- e. To consider evaluation reports of Examiners for award of Ph.D & M. Phil.
- f. To consider and approve the recommendations of DRCs including waivers of and exemptions from any of these Regulations.
- g. To prepare the consolidated reports on research efforts of the University.
- h. It may delegate any one of its functions to the concerned DRC and may carry out any other work related to research development and coordination.

8.3 Constitution & Functions of Student Research/Advisory Committee

- a. The Student Research Committee shall comprise guide(s), two other teachers in the related area and HOD as the Chairman.
- b. SRC shall perform the following functions:
 - (i) Invite the candidate for scrutinizing his research proposal to ensure that the proposal is suitable.
 - (ii) Ascertain the availability of facilities required for the proposed research.
 - (iii) Prescribe the Course Units to be taken by the candidate, subject to a minimum of two or in exceptional cases recommend exemption from the requirement with justification.
 - (iv) Recommend to DRC about the suitability or otherwise of the candidate and his/her proposal along with relevant details and documents.
 - (v) Periodically monitor the performance of the work of the candidate and provide advice to candidate, where necessary.
 - (vi) Approve the long abstract of the thesis on its completion and the final title of the thesis.
 - (vii) Recommend the panel of examiners.

9. Registration

- a. The university after considering the recommendations of the HOD, shall approve or otherwise, the registration of the candidates.
- b. The University Registrar/designated authority, will convey the approval for registration of the candidate to the HOI, who will convey the approval of the candidate as per the guidelines issued by the University.
- c. A summary report of the candidates registered for Ph.D. shall be duly sent to the Registrar of the University for Enrolment of the candidate.

10. Registration Period

The date of regular registration of the candidate shall be the date approved by URC and will end on the date of submission of Ph.D. thesis.

11. **Renewal of Registration**

Candidates will be required to renew their registration every Semester by the specified date till the submission of their theses. A Candidate who fails to renew his registration will cease to be a candidate with immediate effect.

12. **Time Period Requirement for submission of the Ph. D. Thesis**

a. **Minimum Time Period**

- (i) The minimum period of requirement for full time/ part-time Ph.D. candidate shall be three years (including course work).

b. **Duration of the Programme:**

4.1 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.

4.3 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.

4.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of Ph.D. for up to 240 days

13. **Re-Registration**

After the expiry of the maximum period of Ph.D. registration, a candidate will be allowed to re-register only if an extension of registration is approved by the Vice-Chancellor.

14. **Residency Period**

The minimum Residency Period for full-time Ph.D is two years from the date of registration. This period, in exceptional circumstances, can be reduced to not less than six months by URC on the recommendations of DRC.

15. **Change of Registration**

a. A Student admitted to a full-time Ph.D. programme may be permitted to change to a part-time Ph.D. programme. A student requesting such a conversion must:

- Have completed the course-work, passed the comprehensive examination, given in the "State of Art " Seminar in the topic no. 10 which is adjudged as satisfactory, and completed the residence requirements.
- Get the request endorsed by the supervisor(s) and the DPGC.
- Produce a "No Objection" Certificate from the Head of the Institution/organization, which he/she proposes to join.

b. Such conversion, if approved by the SPGC, will be subject to the following conditions:

- The student must complete his/her thesis within stipulated years counted from the date of his/her first registration in the programme.
- Provision of conversion from full-time to part-time status can be availed of only once by the student during his/her programme.

- The status of the student will be reviewed by the supervisor and the DRC at least once every two semesters after the conversion, and his/her continuation on part-time status will be subject to his/her making satisfactory progress towards completing the Ph.D. thesis.

16. Course Credit Requirements and Registration for Course

Credit Requirements, number, duration, syllabus, minimum standards for completion, etc.

- a. The credit assigned to the Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.
- b. The course work shall be treated as prerequisite for M.Phil./Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for Ph.D. degree.
- c. All courses prescribed for M.Phil. and Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- d. The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee.
- e. All candidates admitted to the Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- f. Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
- g. Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College.

17. Allocation of Research Supervisor : Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of Ph.D. scholars permissible per Supervisor, etc.

- a. Any regular Professor of this University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- b. Only a full time regular teacher of this University can act as a supervisor. The external supervisors are not allowed. However, CoSupervisor can be allowed in inter-disciplinary areas from other departments of the same University or from other related University/Institutions with the approval of the Research Advisory Committee.
- c. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
- d. In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- e. A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars.
- f. In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
- g. Change of supervisor Only under special circumstances, the candidate may be allowed to change the supervisor by the Kulpati on the recommendation of the committee, constituted by the Kulpati for this purpose. No change in the topic of research will be permitted due to change of supervisor.

18. Academic, administrative and infrastructure requirement

- a. Department/Institute may be considered eligible to offer Ph .D programmes only if they satisfy the availability of eligible Research Guide/Supervisors, required infrastructure and supporting administrative and research promotion facilities as per the Regulations.
- b. Department/Institute with adequate facilities for research shall only offer Ph. D programmes:

- i. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
- ii. Earmarked library resources including latest books, Indian and International journals, e journals, extended working hours for all disciplines, adequate space for research scholars in the Department/library for reading, writing and storing study and research materials;

19. Part-time Ph. D

Part-time Ph. D will be allowed provided all the conditions mentioned in the extant Ph. D Regulations are met as per norm of UGC/Regulatory Bodies.

20. Depository with INFLIBNET:

- a. Following the successful completion of the evaluation process and before the announcement of the award of the Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the Ph. D thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- b. Prior to the actual award of the university shall issue a provisional Certificate to the effect that the degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

21. Appointment of Guide(s) Co-Guide(s)

- a. The DRC may appoint more than one guide(s) not exceeding a total of three to guide a candidate. Normally, there should not be more than two guides from within the Department/Constituent Unit.
- b. A faculty member appointed as, a Ph.D. Guide is normally expected to be available to a research candidate in the University Department/Constituent Unit till the thesis is submitted.

22. Performance Monitoring

The academic/ research progress of each candidate shall be monitored by DRC. For this purpose each candidate shall submit a progress report at the end of each Semester to the Chairman, DRC through his/her guide(s). DRC shall evaluate the work of the candidate and award S (Satisfactory) or U (Unsatisfactory) grade.

- a. If the progress is "unsatisfactory", on the first appearance of "U" grade, a warning would be issued to the candidate.
- b. If a candidate gets three "Us" or two successive "Us", his/her registration will be liable to be terminated.

23. Long abstract (synopsis)

- a. On completion of research work, the candidate shall submit to DRC through guide(s), eight copies of the long abstract of his/her thesis.
- b. The long abstract will be submitted by the candidate normally within two months after the presentation in Seminar.
- c. DRC shall, in a meeting in which the candidate shall be required to be present, scrutinize the long abstract for approval and approve the title of the thesis after its revision, if necessary. DRC shall prepare panel(s) of examiners as specified in the guidelines.

- d. The DRC will forward the long abstract with its recommendations to the University Research Council for appointment of the, thesis examiners.
- e. If a candidate fails to submit his/her thesis within four months of the approval of long abstract, he/she shall be required to submit a fresh abstract. However, in case a candidate fails to submit his/her thesis within the stipulated time and has proper justification for the delay, the Head of Department/Constituent Unit may, on the recommendations made by the DRC and on individual merits of each case grant him/her an extension of not more than two months.

24. Panel of Examiners for Ph.D.

- a. A Ph.D. thesis shall be evaluated by three examiners, two of whom shall be external and the third shall be guide or guides (to be counted as one of the examiner) DRC shall decide for each discipline if :
 - (i) Both the external examiners should be Indian or
 - (ii) One of the external examiners will be Indian and the other a foreigner.

In the first case DRC shall prepare a panel of at least five Indian examiners and in the second case (ii), DRC shall prepare two panels one of at least three Indian examiners and the other of at least three foreign examiners.
- b. The HOD shall submit the panel(s) of examiners to CoE for seeking approval by the Vice-Chancellor.

25. Thesis Preparation and Submission

- a. After getting an approval from DRC, the candidate can finalize his/her thesis.
- b. The finalized thesis shall be type set on a computer using a standard software like MSWord or LATEX. It shall then be type-written only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.
- c. 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 two copies).
- d. In the thesis after the cover page, the forwarding letter/declaration/certificate mentioned in (1) (2) and (3) below must be given.
 - (1) The thesis should be forwarded by the Head of the UTD/college/institution where the candidate was registered.
 - (2) The thesis must be accompanied by a declaration from the candidate 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.
 - (3) The certificate from the Supervisor together with co-supervisors, if any.

26 Thesis Evaluation

Detailed procedure for evaluation of thesis shall be prescribed in the guidelines for Research Degree Programmes.

- a. Each examiner shall be requested to send a detailed evaluation report and his recommendations on the prescribed proforma within six weeks of the date of receiving the thesis.
- b. If the thesis report is not received from an examiner in six weeks, a reminder will be sent to the examiner. If no response is received from the examiner in two weeks thereafter, another examiner shall be appointed from the approved panel.
- c. Each examiner will examine the thesis to judge that the thesis is a piece of research work characterized by:
 - (i) The discovery of facts, or
 - (ii) A fresh approach towards interpretation and application of facts or theories, and creation of new knowledge, and give his opinion on the candidate's capacity for critical examination and sound judgment.
- d. All examiners will submit the reports on the prescribed form clearly stating one of the following:
 - (i) The thesis is recommended for the award of Ph.D., or
 - (ii) The thesis is recommended for the award of Ph.D. Degree subject to the candidate giving satisfactory answers to queries specifically mentioned in the report, at the time of Viva Voce examination, or
 - (iii) The candidate is allowed to resubmit his/her thesis in a revised form, or
 - (iv) The thesis is to be rejected.
- e. The examiners reports shall be forwarded to the guide(s) who will inform the candidate eligible for oral defense only those comments and queries in the reports which require explanation and answers without disclosing the identities of the examiners.
- f. The reports of all internal examiners shall be counted as one report.
- g. If all the three reports recommend acceptance of the thesis, the candidate shall be eligible for oral defense.
- h. In case one of the reports recommends revision of the thesis, the candidate will have the option, to revise the thesis within one year. The revised version of the thesis would be sent to all the examiners for their recommendations, if the candidate does not agree for revision, he/she may ask for appointment of a fresh examiner, under the provision (j) below.
- i. If two of the three reports recommend revision of the thesis, the candidate will be given opportunity to revise the thesis accordingly and resubmit it normally within a period of one year for the evaluation by the same set of examiner.

- j. If one of the reports recommends rejection, the comments and queries in the report, shall be communicated to the candidate, and the candidate shall be given an opportunity to give replies to the comments made in the report. Such reply of the candidate and his/her thesis shall be sent to the next examiner on the panel for evaluation. If the report of the next examiner also recommends rejection, the thesis shall be rejected.
 - k. If two of the three reports recommend rejection, the thesis shall be rejected. The candidate may, however, be allowed to re-submit the thesis normally after one year, provided the title of the thesis remains unchanged. Normal procedure will be followed for the evaluation of the resubmitted thesis.
 - l. The new examiner, when appointed, shall be Indian or Foreign depending on whether the thesis was rejected by the Indian or the foreign examiner in the first instance. The reports of all the examiners will be sent to him/her without revealing the identity of the examiners along with the response of the candidate, if any, to these. The thesis shall be deemed to be acceptable if three out of four examiners recommend acceptance.
 - m. If the fourth examiner recommends revisions, the thesis would be suitably revised and resubmitted normally after three months and sent for examination to all the examiners except to the one in whose place the fourth examiner was appointed. In case the fourth examiner, recommends rejection or his recommendation for revision is not accepted by the candidate, the thesis shall be rejected.
 - n. Any doubt arising out of the procedure laid down in these regulations shall be referred to the Vice-Chancellor for a decision.
 - o. In case of ambiguous recommendation by the examiner, the HOD will approach the examiner for a clear recommendation. In case, a clear recommendation is not forthcoming, the matter may be referred to the Vice-Chancellor for his/her decision.
27. **Re-submission of Thesis**
- a. In case of resubmission of a thesis after revision, an additional fee for the re-evaluation of the thesis shall be payable by the candidate.
 - b. The revised thesis may be submitted normally in one year from the date of intimation for resubmission.
28. **Oral Defense Examination (Viva-Voce)**
- a. If the thesis is recommended for award of degree, the candidate shall be required to defend his work/thesis orally (viva-voce examination) before a duly constituted Committee hereinafter referred to as the Oral Defense Committee (ODC). The date and time of the viva-voce shall be duly notified by HOD to enable the interested faculty members, staff members and students to attend it.
 - b. **Composition of ODC**

- (i) For candidates who get qualified for the recommendations of acceptance in three reports in the first instance, the composition of the ODC shall be
 - (i) HOD - Chairman
 - (ii) Guide(s)
 - (iii) External Examiner
- (ii) If any candidates who unqualified recommendations of acceptance in three reports in the first instance, the following members shall be nominated in ODC for re evaluation:
 - a. Two faculty members with specialization in the related area to be appointed by HOD with the approval of the Vice-Chancellor
 - (iii) In case of non-availability of the Indian External Examiner for conducting the Viva voce examination, the next on the approved panel of examiners shall be appointed to be on ODC.
- c. HOD shall convene a meeting of ODC on an appropriate date. The date of viva-voce shall be communicated to the candidate at least fifteen days in advance.
- d. In the viva-voce examination, the candidate shall be required to give his/her response to comments and questions arising out of the examiners reports apart from the queries and questions raised by members of ODC and with permission of HOD, questions asked by others who are present.
- e. The ODC shall give its recommendations in the prescribed proforma. The ODC shall have the following options for its recommendations:
 - (i) Ph.D. degree be awarded for the reasons to be recorded.
 - (ii) Ph.D. degree be awarded. However, the candidate should prepare a supplement to be added to the thesis document as specified in the report of ODC and or textural corrections, if needed.
 - (iii) Ph.D. degree be not awarded for the reasons to be recorded in the report.
- f. In case of difference of opinion among the members of ODC, separate reports shall be submitted.
- g. HOD shall forward the report(s) of ODC to COE in a folder which shall also contain.
 - (i) A copy of the thesis along with the supplement, if required, in the report of ODC and
 - (ii) All the report of the examiners of the thesis.

- h. COE shall obtain the recommendations of the standing committee of URC on the report of ODC and its accompanying documents.
- (i) The recommendations of the Standing Committee shall be submitted to the Vice-Chancellor for final decision, which shall be reported to URC and the Academic Council.

Note:

If any other matter not explicitly provided herein or of an exceptional nature arises, it may be referred to the Vice-Chancellor for his decision.

29. Attendance

For Ph.D. students, the minimum requirement of attendance for completing the Course Units, prescribed by Student Research Committee, shall be the same as laid down in the Attendance Regulations for other students.

30. Evaluation and Assessment Methods, minimum standards/credits:

- i. for the award of Ph.D. degree, the overall minimum credit requirement, including credit for the course work, shall not be less than 24 credits.
- ii. Ph.D. scholars must publish at least one (1) research paper in referred journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

31. Passing Grades

For Ph.D. students, the minimum passing grade in each Course Units on ten point scale is B+ i.e. Point 7.

32. Cancellation of Registration

Registration of a candidate shall be cancelled in any one of the following eventualities, after due approval of the Vice-Chancellor.

- a. If his/her academic progress is found unsatisfactory in three consecutive monitoring reports.
- b. If he/she absents himself for a continuous period of six weeks without sanction of leave.
- c. If he/she withdraws from the Ph.D. programme and his/her request is duly forwarded by HOD.

33. Disciplinary Regulations

If a Ph.D. candidate is found to be involved in an act of misconduct misbehavior and/or indiscipline, disciplinary action will be taken by the University as per Regulations relating to maintenance of Discipline by students.

34. Award of Ph.D. Degree:

- a. A Ph.D. candidate shall be eligible for award of Ph.D. degree at Convocation, after the Vice-Chancellor has, on the recommendations of the Standing Committee of URC, approved that the degree be awarded and the approval has been subsequently endorsed by the Academic Council.
- b. On successful completion of the evaluation process announcements of the award of the Ph. D the Head of the Institution shall submit a soft copy of the Ph.D. thesis to the University within a period of 3 days for onwards transmission to UGC for hosting the same in INFLIBNET, accessible to all authorities/University, hard copy of the Library.

35. Relocation of Woman Scholar

In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ Guide/Supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

ORDINANCE No. 11**Master of Philosophy (M. Phil)**

This Ordinance shall be applicable to candidates admitted to Master of Philosophy (M. Phil). More subjects/specializations may also be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by UGC.

1. M. Phil. programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.

The course shall be divided in three semesters covering two academic sessions.

- a. The degree of Master of Philosophy in the concerned Subject and Faculty shall be considered an intermediate degree between the Masters Degree and the Doctorate Degree (Ph.D.). However, M. Phil. shall not be considered a prerequisite for any student seeking registration as a Ph.D. student. Moreover, it shall be an integrated course covering advance courses and a dissertation in the subject.
- b. The candidate registered for M. Phil programme shall not be permitted to join any other programme/course of this or any other University.

- c. The degree of M. Phil. shall include the branches of Life Sciences, Physics, Chemistry, Mathematics, Statistics, Humanities, Social Sciences and Arts. More degree programmes can also be offered under the Ordinance on the recommendation of the Board of Management of the University as per norms.

2. Eligibility Criteria for Admissions

A candidate who satisfies the following- conditions can register for the M. Phil. programme:

- a. The required minimum qualification for admission to a M. Phil. Programme shall normally be a Master's Degree in the relevant field with a minimum of 55% marks or equivalent grade B in the UGC 7-point scale. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the UGC from time to time.
- b. He/She must have passed the M. Phil. Entrance Test conducted by IES University.
- c. In case of foreign students, the condition of 55% at PG degree level shall remain mandatory, whether he/she has obtained PG degree from this University or any other University in India.
- d. In case of foreign students who have obtained PG degree from any University outside India, grade points equivalent to 2nd class or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions shall be considered eligible for registration.
- e. The admissions to the M. Phil. course shall be governed by the rules of the University, the Government and/or any other regulatory authority.
- f. Candidates who have passed CSIR/NET/SLET/GATE shall not be required to appear for the qualifying Entrance Test.
- g. Relaxation for SC/ST/other as per Govt. of Madhya Pradesh rules.

3. Intake & fees

The intake capacity of students and fees for M. Phil programme shall be decided by the University from time to time after dully approved by regulatory body/commission.

4. Course Work:

- I. The course work for M. Phil. programme shall be as per section no 16 Ordinance no 11 of this University .

5. Allocation of Supervisor (Guide) :

The Guide(s) can be

- a. Any regular Professor of this University with at least five research publications in refereed journals and any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a M. Phil degree and at least two research publications in refereed journals may be recognized as Research Guide/Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, University may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- b. A Research Supervisor/Guide/Co-supervisor who is a Professor, at any given point of time, shall be eligible to guide more than three (3) M.Phil scholars. An Associate Professor as Research/Guide/Supervisor can guide up to a maximum of two (2) M.Phil scholars and an Assistant Professor as Research/Guide/Supervisor can guide up to a maximum of one (1) M.Phil scholars.
- c. Change of supervisor Only under special circumstances, the candidate may be allowed to change the supervisor by the Kulpati on the recommendation of the committee, constituted by the Kulpati for this purpose. No change in the topic of research will be permitted due to change of supervisor

6 Academic, administrative and infrastructure requirement

- i. Departments/Constituent Units may be considered eligible to offer M. Phil programmes only if they satisfy the availability of eligible Research Guide/Supervisors, required infrastructure and supporting administrative and research promotion facilities as per the Regulations.
- ii. Departments/Constituent Units with adequate facilities for research as per the guidelines/norms of UGC/ICAR and others Regulatory Bodies shall only offer M. Phil programmes:
- a. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
- b. Earmarked library resources including latest books, Indian and International journals, e journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

7. Depository with INFLIBNET:

- a. Following the successful completion of the evaluation process and before the announcement of the award of the M. Phil degree(s), the Institution concerned shall submit an e-copy of the M. Phil thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.
- b. Prior to the actual award, the university shall issue a provisional Certificate to the effect that the degree has been awarded in accordance with the provisions of UGC Regulations, 2016.

8 Appointment of Guide(s) Co-Guide(s)

- a. Eligible candidates shall be interviewed, by the Departmental M. Phil Committee of the concerned subject.
- b. The departmental M. Phil. Committee shall consist of the following:
 - (i) Head of the department shall be the Chairman of the Committee.
 - (ii) All teachers, teaching the M. Phil. courses in the department shall be members of the said Committee.
- c. The Committee shall perform the following functions:
 - (i) It shall approve the Admission (Registration) of the students.
 - (ii) It shall assign supervisor/ guide to the admitted students.

9. Evaluation, Assessment Method and Submission of Dissertation

- a. Every student of M. Phil. programme shall pass the theory Course Work examinations at the end of each semester as per the provisions of the examination department. The student shall submit his/her dissertation by the end of the third Semester as per the provisions of the examination department.
- b. The dissertation based on research work shall be evaluated separately by:-
 - (i) Guide/Supervisor
 - (ii) External Examiner.
- c. For the assessment of the dissertation, the committee shall suggest a panel of four external examiners (of which preferably at least one should be out of the State), out of which, the Vice-Chancellor will appoint one External Examiner.
- d. After getting an approval from DRC, the candidate can finalize his/her thesis.

- e. The finalized dissertations shall be type set on a computer using a standard software like MSWord or LATEX. It shall then be type-written only on one side of pages. It may then be photocopied (only on one side of the pages) for producing multiple copies.
- f. The candidate shall submit the dissertations to the University as follows :-
 - (i) Three hard bound copies of the dissertations, and
 - (ii) Soft copy in the form of CD (in two copies).
- g. No external examiner shall be given more than five dissertations for assessment in each academic year.

Evaluation and Assessment Methods, minimum standards/credits:

- i. for the award of M. Phil degree, the overall minimum credit requirement, including credit for the course work, shall not be less than 24 credits.
- ii. M. Phil scholars shall present at least one research paper in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.

10. Standards of Passing

The minimum requirement for passing shall be at least 55% of marks in each course/paper and in the dissertation (including viva-voce on dissertation) as per UGC/Regulatory Bodies norms.

11. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial and two hours of practical per week shall normally be equal to one credit as shown in the schemes:
- c. A candidate may provisionally continue to attend next higher year, 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.
- d. The candidate once registered for M. Phil. programme shall be, allowed maximum extension of six months for submission of dissertation after his/her successful completion of stipulated three semesters. After that his/her admission along with registration shall be canceled. However, on satisfactory reasons one mercy attempt can be granted to student by Vice-Chancellor which should be not more than six months.

12. 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, provided that a short fall in attendance up to a maximum of 15% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

13. Medium of Instruction (in Teaching and Examinations)

- a. The medium of instruction in Teaching and Examination shall be English throughout the course of study.

14. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

15. Relocation of Woman Scholar

In case of relocation of an M. Phil woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ Guide/Supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

ORDINANCE No. 12

Diploma in Engineer

ing (3 Years)

1. This Ordinance shall be applicable to candidates admitted to Diploma in Engineering. The Diploma in Engineering (hereafter referred as Diploma in disciplines of Engineering/Technology or Vocation/ Occupation based disciplines) programme shall be of three year distributes over two semesters of approximately six months in each year. This diploma shall include the branches of Applied Videography, Architecture, Cement Technology, Computer Science and Engineering, Costume Design and Dress making, Electronics (Y-Scheme), Electronics & Telecommunication Engineering, Food Technology, Garment Technology, Instrumentation Engineering, Interior Decoration and Design, Information Technology, Metallurgy, Mining and Mine Surveying, Modern Office Management, Opto-Electronics, Production Engineering, Textile Design. The branches of Automobile Engineering, Chemical Engineering, Civil Engineering, Computer Science and Engineering, Construction Technology and Management, Electrical Engineering, Electronics & Telecommunication Engineering, Mechanical Engineering, Refinery and Petro, Chemical Engineering, Plastic Technology, Printing Technology, Refrigeration and Air Conditioning Engineering, Textile Technology, Ophthalmic Technology, Architectural Assistantship, Architecture and Interior Design, Electronics and Instrumentation. This Diploma shall also include the branches of Computer Hardware and Maintenance, Electrical and Electronics Engineering. More subjects/specializations may also be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by AICTE of other Regulatory Body.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per approval of AICTE or other Regulatory Authorities and other statutory bodies as and where applicable.

3. **Fee Structure**

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)** Curriculum & Related Regulations: (As per Ordinance No 06)

5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

- 5.6.1. For admission to the first semester of the following Diploma programme: Automobile Engineering, Civil engineering, Electrical Engineering, Mechanical Engineering, Computer Science and Engineering, Electronics and Telecommunication Engineering, Electronics, Computer Hardware Maintenance, Electronics and Instrumentation Engineering, Information Technology, Cement Technology, Construction Technology and Management food Technology, Garment Technology, Instrumentation Engineering, Metallurgy, Mining and Mine Surveying, Opto-Electronics, Production Engg., Textile Design, Refinery and Petro Chemicals Engineering, Plastic Technology, Printing Technology, Refrigeration and Air Conditioning Engineering, Textile Technology, Ophthalmic Technology, Architectural Assistantship, Architecture and Interior design.

Minimum qualification shall be the passing of 10th class or higher examination under (10+2) education scheme with Science (Physics and Chemistry) and Mathematics as main subjects conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University:

- a. Candidates for above programmes shall be admitted to the Departments/Constituent Units by merit based on the percentage of total marks obtained in Science (Physics and Chemistry) and Mathematics in qualifying examination. Norms of statutory bodies will be applicable for SC/ST and OBC candidates.
- b. Women candidates are not eligible for admission to Mining and Mine Surveying programme.
- c. Candidate seeking admission to Mining and Mine Surveying programme should not be below the age of 16 years (for admission in Polytechnics of MP) on 1st January that year in which admission is sought. Candidates, who are not physically fit to work as per the standards of working in Mines, will not be eligible for admission. Candidates will be eligible for admission only after producing the required Medical certificate as per the standards of working in Mines.
- d. The minimum qualification for admission to the first semester of the following Diploma programmes:
Costume Design & Dress Making, Interior Decoration & Design shall be the passing of 10th class or higher examination under (10+2) education scheme conducted by M.P. Board of Secondary Education or an equivalent Examination from recognized Board/University.

Candidates for above programmes shall be admitted to the Departments/Constituent Units by Merit based on the percentage of total marks obtained in qualifying examination.

- e. The minimum qualification for admission to the first semester of the following Diplomas.

5.6.2 Applied Videography, Architecture

- a. Candidate shall have passed 12th class examination under (10+2) education scheme with Physics, Chemistry and Mathematics subjects obtaining minimum 50% marks collectively in that, conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University. Candidates for above programmes shall be admitted to the Departments/Constituent Units by Merit based on the percentage of total marks obtained in Physics, Chemistry and Mathematics in qualifying examination.
- b. Minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

5.6.3 Modern Office Management

The candidate shall be passed of 12th class examination under (10+2) education scheme with any subject group conducted by M.P. Board of Secondary Education or from a recognized Board/University. Candidates for above programmes shall be admitted to the Department/Constituents Units by Merit based on the percentage of total marks obtained in theory papers of qualifying examination.

In general, the rules framed by respective statutory bodies enforced from time-to-time or any other competent authority of the respective State Government shall govern admissions/readmission, to all Diploma programmes in Polytechnics and other institutions.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial and two hours of practical shall normally be equal to one credit as shown in the schemes.
- c. 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.
- d. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO.13**Bachelor of Technology (B. Tech.)
4 Years Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Technology Degree in Engineering Courses. The degree in Engineering of four years (eight semesters course of six months each) shall be designated as Bachelor of Technology, in the respective Branch. This degree of Bachelor of Technology hereinafter called B. Tech. shall include the branches of Biotechnology, Computer Science & Engineering, Electronics & Communication Engineering, Mechanical & Automation Engineering, Civil Engineering, Information Technology, Nanotechnology, Environmental Engineering, Electrical & Electronics Engineering and Chemical Engineering. More engineering/technology degree Programmes may also be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by AICTE or other Regulatory Body decides by Central or State Government time to time.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per the approval AICTE or other Regulatory Body decides by Central or State Government time to time.

3. **Fee Structure**

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.

- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**

Curriculum & Related Regulations: (As per Ordinance No 06)

5. Eligibility Criteria for Admissions

Admission in B.Tech courses shall be made as per the AICTE or other Regulatory Body decides by Central or State Government time to time.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Promotion to Higher Semester

- a. One hour of conduct of lecture/tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.
- b. 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.
- c. The maximum duration of the course shall be six years. However, one on satisfactory reasons mercy attempt can be granted to a student by Vice-Chancellor (which should be not more than one year).

7. 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, provided that a short fall in attendance up to a maximum of 15% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

8. Medium of Instruction (Teaching and examination)

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 14**Master of Technology (M. Tech.)
2 Year Masters Degree Course**

This Ordinance shall be applicable to candidates admitted to Master of Technology Degree Course.

1. The ordinance shall be applicable to candidates admitted to Master Degree courses in Engineering and Technology. The Post Graduate course in Engineering /Technology leads to the degree of Master of Technology (M. Tech) of the University. The course will be in the following major subjects:

Biotechnology, Food Technology, Computer, Science & Engineering, Civil Engineering, Water Resources Engineering, Structural Engineering, Information Technology, Electronics and Communication Engineering, Mechanical and Automation Engineering, Industrial Engineering & Management, Automobile Engineering, Control Systems, Mechatronics, Power Systems, VLSI, Wireless Communication, Embedded Systems Technology and Chemical Engineering. More subjects/specializations may also be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by AICTE or competent authority decided by Central or State Government time to time.

The above courses shall be divided in to four semesters for full time candidates. Each semester would be approximately of six months duration including vacation/preparatory leave/ examination/ industrial training etc.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per approval of AICTE or other Regulatory Body decides by Central or State Government time to time.

3. **Fee Structure**

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- c. Fees, once paid and if 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 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. In case any

student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**

Curriculum & Related Regulations: (As per Ordinance No 06)

5. **Eligibility for the Award of the Degree**

Student will be declared eligible for the award of the Four years Degree Course if he/she fulfills the academic regulations, pursued a course of study for not less than four academic years and not more than six academic years. A student shall be declared eligible for the award of the Four years Degree Course, if he/she fulfills the entire requirement set by Regulatory Authorities.

6. **Academic Year**

There will be normally one academic cycle for this course ever year (for two years) from July to June comprising two semesters i.e, July to Dec and Jan to June.

7. **Eligibility criteria for Admissions**

Admission in M.Tech courses shall be made as per the AICTE or other Regulatory Body decides by Central or State Government time to time.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

8. **Promotion to Higher Semester**

- a. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
- b. 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.
- c. The maximum duration of the course shall be three years. However, one mercy attempt can be granted to student by Vice-Chancellor which should be not more than one year and based on sufficient and satisfactory reasons.

9. Examinations - promotion to higher semester award of credits and grades, division and condonation of deficiencies

As per Ordinance No. 4.

9.1 The Fourth semester is the major project semester. During this semester the candidate shall devote himself/herself 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 concerned in the college. At the end of the semester the candidate shall submit three typed/printed copies of the major project reports written by him/her, to the university through the HoDs/HoIs accompanied by the certificate from the Head of the Department and the project Guide/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.

9.2 In the notification declaring the results of the final semester examination for the M. Tech degree programme the names of the first five candidates in order of merit in each post graduate course shall be notified by the University.

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, provided that a short fall in attendance up to a maximum of 15% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.-

11. Medium of Instruction (In Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

12. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 15**Dual Degree Programmes in Engineering and Technology****Five Years**

1. This Ordinance shall, be applicable to candidates admitted to dual degree in Engineering and Technology or Engineering or Post Graduate Degree with Business Administration Programme. This Integrated Post Graduate Engineering Programmes or Engineering with Business Administration Programmes shall be designated as Master of Technology Dual Degree-Programme/Master of Administration Dual Degree Programme or other relevant dual degree programmes, shall be offered in various branches, as per AICTE norms. The branches of study for 5 year programmes shall be B.Tech.+ M. Tech, Biotechnology/Food Technology/Mechanical& Automation Engineering/Automobile Engineering/Civil Engineering/Computer Science and Engineering/Electronics & Communication Engineering/ Electrical & Electronics Engineering/ Environmental Engineering and B. Tech.+ M.B.A. in various branches of Engineering/Technology + Management studies. Additional Dual Degree Programmes, may also be offered under the Ordinance no 1 on the recommendations of the Board of Management, as per norms.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per approval of AICTE or other Regulatory Body decides by Central or State Government time to time.

3. **Fee Structure**

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.

- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**

Curriculum & Related Regulations: (As per Ordinance No 06)

5. Eligibility Criteria for Admissions

Admission in above courses shall be made as per the AICTE or other Regulatory Body decides by Central or State Government time to time.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Promotion to Higher Semester

- a. One hour of conduct of lecture/tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.
- b. 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.
- c. The maximum duration of the course shall be seven years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should be not more than one year on satisfactory reasons.

7. 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, provided that a short fall in attendance of up to a maximum of 15% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

8. Medium of instruction (in Teaching and Examination)

- a. The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.
9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 16**Diploma in Architect
3 Years Diploma Course**

1. This Ordinance shall be applicable to candidates admitted to Diploma in Engineering and Diploma Architect Courses. The diploma in Engineering of three years (Six semesters) shall be designated as Diploma in Engineering, in the respective Branch. The diploma in engineering hereinafter called 3-YDP in engineering shall include the branches of Biotechnology, Computer Science & Engineering, Electronics & Communication Engineering, Mechanical & Automation Engineering, Civil Engineering, Information Technology, Nanotechnology, Environmental Engineering, Electrical & Electronics Engineering, Chemical Engineering.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per the approval of AICTE or other Regulatory Body decides by Central or State Government time to time.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System-** Examination (As per Ordinance No 04)
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Admission in Diploma in Engineering and Diploma Architect Courses shall be made as per the AICTE or other Regulatory Body decides by Central or State Government time to time.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Promotion to Higher Semester

- a. One hour of conduct of lecture/tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.
- b. 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 pass qualifying semester examination, the candidate cannot claim any right on, the basis of his/her provisional admission.
- c. The maximum duration of the course shall be six years. However, one on satisfactory reasons mercy attempt can be granted to a student by Vice-Chancellor (which should be not more than one year).

7. 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, provided that a short fall in attendance up to a maximum of 15% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

8. Medium of Instruction (Teaching and examination)

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 17
Bachelor of Architecture (B. Arch.)
5 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Architecture Degree Course. The degree in Architecture consisting of five years (Ten Semesters) course will be designated as Bachelor of Architecture (B. Arch.) on the recommendations of the Board of Management of the University as per norms laid down by AICTE or other Regulatory Body decides by Central or State Government time to time.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per the approval of AICTE or other Regulatory Body decides by Central or State Government time to time.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admission**

Admission in Bachelor of Architecture courses shall be made as per the AICTE or other Regulatory Body decides by Central or State Government time to time.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. **Duration and Stages of the Course**

- a. One hour of conduct of lecture /tutorial and two hours practical shall normally be equal to one credit.
- b. The B. Arch. course shall be of minimum duration of 5 academic years/10 semesters of approximately six months each, inclusive of one year of practical training after the first stage in a professional's office.
- c. The 5 years B. Arch. course shall be conducted in two stages.
 - (i) The first stage of the course shall be the first 3 academic years or 6 semesters (each of approximately six months) of institutional academic studies. The first stage shall be completed within 5 years of admission to the B. Arch. Course.
 - (ii) The second stage of the course shall be of 2 academic years/ 4 semesters including one year of practical training.
- d. The maximum duration of the course shall be seven years. However, on sufficient and satisfactory reason one mercy attempt can be granted to the students by VC (should not be more than one year).
- e. A candidate may provisionally continue to attend next higher year, 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.

7. **Attendance**

Candidates appearing as regular students or 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. **Medium of Instruction (in Teaching and Examination)**

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO.18
Master of Architecture (M. Arch.)
2 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Architecture Degree Course. The ordinance shall be applicable to candidates admitted to Master Degree course in Architecture. The course shall be offered as per the Council of Architecture (CoA) norms. The course shall be divided into four semesters for full time candidates. Each semester would be approximately of six months duration including vacation/ preparatory leave/ examination/ industrial training etc. More subjects/specializations may also be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by AICTE or other Regulatory Body decides by Central or State Government time to time.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per norms of AICTE or other Regulatory Body decides by Central or State Government time to time.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility criteria for Admissions**
Admission in Master of Architecture Degree Courses shall be made as per the AICTE or other Regulatory Body decides by Central or State Government time to time.

Note:

- Above stated eligibility criteria shall stand superseded/ modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6 Promotion to Higher Semester

- a. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
- b. 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.
- c. The maximum duration of the course shall be three years. On sufficient and satisfactory reason one mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. Medium of Instruction (in Teaching and Examinations)

- a. The medium of instructions in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 19
Master of Computer Application (MCA)
3 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Computer Application Degree Course. The Master of Computer Application (MCA) programme shall be distributed over six semesters, approximately six months in each year during the period of three years as prescribed by AICTE.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per the approval of AICTE or other Regulatory Body decides by Central or State Government time to time.

3. Fee Structure

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.

4. Academic System- Examination (As per Ordinance No 04) Curriculum & Related Regulations: (As per Ordinance No 06)

5. Eligibility Criteria for Admissions

Admission in MCA Courses shall be made as per the AICTE or other Regulatory Body decides by Central or State Government time to time.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6 Promotion to Higher Semester

- a. One hour of conducted of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
- b. 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.

- c. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons..

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO 20
Bachelor of Computer Application (BCA)
3 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Computer Application (BCA) Degree Course. The Bachelor of Computer Application (BCA) programme shall be distributed in the duration of three years.
 2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
 3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
 4. **Academic System-** Examination (As per Ordinance No 04)
 Curriculum & Related Regulations: (As per Ordinance No 06)
 5. **Eligibility Criteria for Admissions:-**
 Admission in BCA Courses shall be made as per the Regulatory Authorities and other statutory bodies as and where applicable
- Note:**
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Promotion to higher semester**
 - a. One hour of conducted of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.

- b. A candidate may provisionally continue to attend next higher year, even if the result of qualifying year has, not been declared. However, subsequently if he/she is not able to clear qualifying annual examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- c. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any End term examination are required to attend 75% 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 HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 21

Master of Business Administration (MBA) 2 Years Masters Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Business Administration (MBA) Degree Course.
 - a. The degree of Master of Business Administration (hereinafter called MBA) shall include the specializations in Marketing & Sales, International Business, Human Resources and Finance with combinations of any two specializations. More specializations may also be offered under the Ordinance no 1 on the recommendation of the Board of Management of the University as per norms laid down by AICTE /UGC.
 - b. This course shall be distributed over four semesters of approximately six months each for two years duration.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable

3. Fee Structure

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.

4. Academic System- Examination (As per Ordinance No 04) Curriculum & Related Regulations: (As per Ordinance No 06)

5. Eligibility Criteria for Admissions

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

- a. For admission in MBA, minimum eligibility shall be at least 45% marks in aggregate in graduation degree from any UGC recognized University provided that:
 - (i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the course.
 - (ii) The candidate may get direct admission to the program on the basis of merit of qualifying exam.
 - (iii) The students having valid CAT/MAT/GMAT score will be preferred over non qualified applicants for the admission purpose.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
- c. 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.
- d. The maximum duration of the course shall be three years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons..

8. Medium of Instruction (in Teaching and Examination)

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 22
Bachelor of Business Administration (BBA)
3 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Business Administration Degree Course. This degree of Bachelor of Business Administration shall be of three years duration. The degree of Bachelor of Business Administration (hereinafter called BBA) shall include the specializations of Marketing & Sales, International Business, Human Resources, Finance and combinations of any two specializations. More specializations may also be offered under the Ordinance no1 on the recommendation of the Board of Management of the University as per norms laid down by AICTE/UGC.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. For admission in BBA minimum eligibility shall be at least 45% marks in aggregate in the higher secondary certificate examination (10+2) or any equivalent examination of any recognized Board of Secondary Education.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 180 days of teaching in every year.
- b. One hour of conduct of lecture/tutorial shall normally be equal to one credit, as shown in the schemes.
- c. A candidate may provisionally continue to attend next higher year, even if the result of qualifying year has not been declared. However, subsequently if he/she is not able to clear qualifying annual examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- d. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any annual examination are required to attend 75% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 23
Master of Commerce (M. Com)
2 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Commerce (M. Com.) degree course. This degree of two years duration will spread over four semesters of six months each. The degree of Master of Commerce (hereinafter called M. Com) shall include the specializations of Marketing & Sales, International Business, Entrepreneurship & Leadership, Finance & Accounting, Human Resources and Finance with combinations of any two specializations. More specializations may also be offered under his Ordinance no 1 on the recommendation of the Board of Management of the University as per norms.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admission**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. For admission in M. Com, minimum eligibility shall be at least 45% marks in aggregate in three years B.Com/B.Com (Hons)/B.A. (Economics)/BBA from any UGC recognized University.
 - b. Minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

- c. The university may conduct its own entrance examination/counseling for admission to the course for the eligible candidates.
- d. The candidate may get direct admission to the program on the basis of merit of qualifying exam.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 90 days of teaching, in every semester.
- b. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
- c. 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.
- d. The maximum duration of the course shall be three years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered 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 HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO.24**Bachelor of Science Hons (B.Sc. (Hons.)
3 Years Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Science (Hons.) degree course. This degree of Bachelor of Science (Honors) hereinafter called B.Sc. (Hons.), shall include Biotechnology, Microbiology, Computer Science, Information Technology, Physics, Chemistry, Mathematics, Statistics, Biology (Zoology and Botany), Bio informatics, Electronics, Chemistry and Applied Chemistry, Physics and Applied Physics, Mathematics and Applied Mathematics as a major subject. More honors degree programmes may also be offered under the Ordinance no 1 on the recommendation of the Board of Management of the University.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities (UGC or State Government).
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Following the norms/guidelines of Regulatory/State Government, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. For admission in B.Sc (Hons.) minimum eligibility is passing higher secondary department certificate examination (10+2) scheme (PCM/PCB) with minimum 45%.
 - b. The admissions to the B.Sc. (Hons.) shall be governed by the rules and the criteria, set by the Academic Council or empowered committee or the relevant statutory body.

- c. Admission under these courses will be made as follows:
- (i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination/counseling for admission to the B.Sc. (Hons.) courses: **or**
 - (ii) The students may also secure direct admissions based on the PCM/PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

Note:

The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6 Course

- a. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
- b. A candidate may provisionally continue to attend next higher year, even if the result of qualifying, year has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim any right on the basis of his/her provisional admission.
- c. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any annual examination are required to attend 75% 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 HOI and Vice-Chancellor of the University, respectively for satisfactory reasons..

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO.25
Bachelor of Science (B.Sc.)
3 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Science Degree Course run under different faculties. The three year degree courses at undergraduate level will run on annual system. More subjects/specializations may also be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by UGC or other Regulatory Body decides by Central or State Government time to time.
 - a. The under graduate degree in science of three years course, hereinafter designated as Bachelor of Science (B.Sc.), shall include B.Sc. in Physics, Chemistry, Mathematics, Statistics, Zoology and Botany , Bio informatics, Electronics, and Applied Chemistry, Applied Physics, Applied Mathematics, Forensic Science, Microbiology, Biochemistry, Biotechnology, Environmental Science, Food Technology, Information Technology
 - b. The provisions of this ordinance will be applicable to all the undergraduate courses being taught in Faculties of Science & Technology, Life Sciences, and Computer Science & Technology of IES University.
 - c. The undergraduate courses in annual system shall, consist as per UGC or State Government.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his/her dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Following the norms/guidelines of Regulatory/State Government, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. For admission in B.Sc., the minimum eligibility is to pass the qualifying higher secondary department certificate examination (10+2) scheme or equivalent examination with Physics, Chemistry and Mathematics/Biology.
 - b. Candidates who have qualified the examinations from various state boards or equivalent shall also be eligible for admission in B.Sc. courses.
 - c. The admissions to the B.Sc. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.
 - d. Admission under these courses will be made as follows:-
 - (i) The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination/counseling for admission to the course; or
 - (ii) The students may also secure direct admissions based on the PCM/PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P. State Government rules and regulations.

6. **Course**
 - a. There shall be at least 180 days of teaching in every year.
 - b. One hour of conduct of lecture/tutorial/and two hours practical shall normally be equal to one credit as shown in the schemes.
 - c. A candidate may provisionally continue to attend next higher year, even if the result of qualifying year 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 five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. **Medium of Instruction (in Teaching and Examination)**

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO.26
Bachelor of Commerce B. Com (Hons.)
3 Years Degree Course

1. This Ordinance shall be, applicable to candidates admitted to Bachelor of Commerce (Hons.) degree course. The degree of Bachelor of Commerce (Hons.) of three years duration. The degree of Bachelor of Commerce (Hons.) (herein after called B. Com (Hons.) each shall include the Specialization of Finance, Human Resource Management, Marketing and Accounting and Taxation. More specialization programmes can also be offered under the Ordinance no 1 on the recommendation of the Board of Management of the University, as per norms laid down by UGC or other Regulatory Body as per decides by Central or State Government time to time.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. For admission in B. Com (Hons) minimum eligibility shall be passing of higher secondary examination or Intermediate Examination under 10+2 pattern with commerce group or any other examination recognized by the University or any equivalent board of secondary education, with minimum 45% marks.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 180 days of teaching in every year.
- b. One hour of conduct of lecture/tutorial shall normally is equal to one credit as shown in the schemes.
- c. A candidate may provisionally continue to attend next higher year, even if the result of qualifying year has not been declared, however, subsequently if he/she is not able to clear qualifying annual examination, the candidate cannot claim any right on the basis of his/her provisional admission
- d. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any annual examination are required to attend 75% 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 HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. Medium of Instruction

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 27
Master of Science (M.Sc.)
2 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Science (M.Sc.) Degree Course. The two years Masters Degree Courses will run on semester system. The course shall be divided in four semesters of approximately six months each, covering two academic sessions. More subjects/specializations may also be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by UGC or other Regulatory Body decides by Central or State Government time to time.
 - a. This degree of Master of Science (hereinafter called M.Sc.) branches of Applied Physics, Nuclear Physics, Applied Chemistry, Applied Mathematics, Statistics, Computer Science, Information Technology, Geoinformatics, Botany, Zoology, Biochemistry, Biotechnology, Microbiology, Forensic Science, Environmental, Science, Climate Science, Earth Science, Geology, Remote note Sensing, Anthropology, Food Technology .
 - b. The post graduate courses in semester system shall consist as per UGC and State Government norms.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination** (As per Ordinance No 04)
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Following the norms/guidelines of Regulatory/State Government, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. For admission in M.Sc., the minimum eligibility shall be Bachelor's degree (B.Sc.) from UGC recognized universities or equivalent.
 - b. The admissions to the M.Sc. course shall be governed by the rules and the criteria set by the Academic Council.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. **Course**
 - a. There shall be at least 90 days of teaching in every semester.
 - b. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
 - c. 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.
 - d. The maximum duration of the course shall be three year. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. **Medium of Instructions (in Teaching and Examination)**

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 28**Bachelor of Laws (LLB/ LLB) (Hons.)
3 Years Degree Courses**

1. This Ordinance shall be applicable to candidates admitted to LLB/LLB (Hons) of 3 years is spread over six semesters. These courses hereinafter called 3 years degree course shall be designated as LL.B./ LLB (Hons.). These degrees are offered under the Ordinance no 1 on the recommendation of the Board of Management of the University as per the norms.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
2. Seats will be decided time to time by the university as approved by Bar Council of India and as per the UGC guidelines or other Regulatory Body as per decides by Central or State Government time to time.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Following the norms of Regulatory bodies/ Bar Council of India, admission to various Programmes shall be provided as per the Ordinance No. 2. Following norms shall be followed:
 - a. For admission to the course, the candidate should have obtained a minimum percentage of marks, laid down by the UGC/BCI, in the higher secondary department certificate (10+2), or equivalent board examination in relevant subject.
 - b. The admission will be on the basis of merit in the ICAT/counseling and other qualifications as decided by the Board of Management of the University.

- c. The candidate may get direct admission to the program on the basis of merit of qualifying exam.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial shall normally be equal to one credit as in the schemes.
- c. A candidate may provisionally continue to attend next higher trimester, 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 shown any right, on the basis of his/her provisional admission.
- d. The maximum duration of the course shall be seven years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered including moot court provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in teaching and examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 29
Master of Laws (LL.M.)
One Year Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Laws a one year postgraduate course in Law. The degree in Master of Laws of one year duration will be spread over three trimesters. This course designated as Master of Laws (LL.M.) in respective specializations of Constitutional Law, Business Law, Family Law, and Human Rights. More specializations may be offered under the Ordinance no 1 on the recommendation of the Board of Management of the University as lay down by Bar Council of India.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies/Bar Council, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. For admission in the above courses, the candidate shall have qualified in LL.B. examination or equivalent examination of a recognized University. The admission will be on the basis of merit in the test and interview conducted by the University and other qualifications as decided by the Board of Management of the University.

- b. The admission in the course shall be done through an All India admission test conducted by the university or by other means as prescribed UGC guidelines for the eligible candidates.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 60 days of teaching in every trimester.
- b. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
- c. A candidate may provisionally continue to attend next higher trimester, even if the result of qualifying trimester has not been declared. However, subsequently if he/she is not able to clear qualifying trimester examination, the candidate cannot claim any right on the basis of his/her provisional admission,
- d. The maximum duration of the course shall be two years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered including the moot court sessions, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 30
B.A. LL.B (Hons.)/B. Com LL.B. (Hons.)/
B.B.A. LL.B. (Hons.)
5 Years Integrated Degree Courses

1. This Ordinance shall be applicable to candidates admitted to B.A. LL.B. (Hons.), B.Com LL.B. (Hons.) and B.B.A.LL.B.(Hons.) degree courses. The degree in B.A., LL.B. (Hons.), B. Com, LL.B.(Hons.) and BBA LL.B. (Hons.) of 5 years is spread over 10 Semesters. These courses hereinafter called 5 years integrated degree courses shall be designated as B.A. LL.B. (Hons.)/B. Com. LL.B. (Hons.)/B.B.A. LL.B (Hons.). These degrees are offered under the Ordinance no 1 on the recommendation of the Board of Management of the University as per the norms.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
3. Seats will be decided time to time by the university as approved by Bar Council of India and as per the UGC guidelines or other Regulatory Body as per decides by Central or State Government time to time.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory Bodies/ Bar Council, admission to various Programmes shall be provided as per the Ordinance No. 2. Following norms shall be followed:
 - a. For admission to B.A.,LL.B (Hons.), B. Corn., LL.B. (Hons.) and B.B.A, LL.B. (Hons.), 5 year integrated courses, the candidate should have obtained a minimum percentage of marks, laid down by

- the University, in the higher secondary department certificate (10+2), or equivalent board examination in relevant subject.
- b. The admission will be on the basis of merit in the ICAT/counseling and other qualifications as decided by the Board of Management of the University.
 - c. The candidate may get direct admission to the program on the basis of merit of qualifying exam.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial shall normally be equal to one credit as in the schemes.
- c. A candidate may provisionally continue to attend next higher trimester, 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 shown any right, on the basis of his/her provisional admission.
- d. The maximum duration of the course shall be seven years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any semester examination are required to attend 75% of the lectures delivered including moot court provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in teaching and examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 31**Master of Arts (M.A.)****2 Years Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Master of Arts degree course. The Masters degree in Arts of two years (four semesters) course shall be designated as Master of Arts. This degree of Master of Arts, hereinafter called M.A., shall include the following programmes-

MA in History, Geography, Political Science, Sociology, Anthropology, Economics, Psychology, Philosophy, English, French, German, Spanish, Japanese, Chinese, Sanskrit and Hindi.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable

3. **Fee Structure**

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.

- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)

5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

- a. For admission in M.A. minimum eligibility shall be kept as per Regulatory Bodies norms.
- b. The university may conduct its own entrance examination/counseling for admission to the course for the eligible candidates.

- c. The candidate may get direct admission to the program on the basis of merit of qualifying exam.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
- c. 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.
- d. The maximum duration of the course shall be three years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI of the college and Vice-Chancellor of the University, respectively for satisfactory reasons..

8. Medium of Instruction

The medium of instruction and examination shall be English/Hindi throughout the course of study except for language courses.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 32
MA in Journalism & Mass Communication
2 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to various Master programs of Journalism and Mass Communication degree course. All Master programs of Journalism & Mass Communication shall be of two years duration and is spread over four semesters of approximately six months each.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his/her dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System-** Examination (As per Ordinance No 04)
 Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. For admission in MJMC minimum eligibility is BJMC from UGC recognized University or as per Regulatory Bodies Norms

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall at least 90 days of teaching in every semester,
- b. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
- c. 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.
- d. The maximum duration of the course shall be three years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instructions (in Teaching and Examination)

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 33
BA in Journalism & Mass Communication
3 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to any Bachelor program of Journalism and Mass Communication degree course. These three years degree program will be spread over six semesters of approximately six month each.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. One hour of conduct of lecture/tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.
- c. 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.

- d. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO 34

Master of Education (M.Ed.) 2 Year Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Education degree course. The Master of Education shall be of two year duration spread over four semesters of approximately six months each, This course shall be designated as Master of Education, hereinafter called M.Ed., shall include the specializations as per NCTE norms under the Ordinance no 1 on the recommendation of the Board of Management of the University as per norms laid down by NCTE.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines/norms of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System-** As per NCTE norms.
5. **Eligibility criteria for Admissions:** As per NCTE norms.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
- c. 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.
- d. The maximum duration of the course shall be two years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance: As per NCTE norms.**8. Medium of Instruction (in Teaching and Examination)**

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 35**Bachelor of Education (B.Ed.)
2 Years Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Education (B.Ed.) degree course. Bachelor of Education shall be of two years duration spread over four semesters of six month each. This course shall be designated as Bachelor of Education, hereinafter called B.Ed., shall include the specializations as per NCTE norms under the Ordinance no 1 on the recommendation of the Board of Management of the University as per norms laid down by NCTE, New Delhi.
2. **Programs & Number of Seats** – As per NCTE norms
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System**- As per NCTE norms.
5. **Eligibility Criteria for Admissions**- As per NCTE norms.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
- b. A candidate may provisionally continue to attend next higher semester, even if the result of qualifying semester has not been declared.
- c. 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 years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance-As per NCTE norms.**8. Medium of Instruction (in Teaching and Examination)**

The medium of instruction and examination shall be English/Hindi through out the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 36

**Diploma in Elementary
Education (DI. Ed)
2 Years Diploma Course**

1. This Ordinance shall be applicable to candidates admitted to Diploma in Elementary Education (DI. Ed). Diploma in Elementary Education shall be of two years duration spread over four semesters of six month each. This course shall be designated as Diploma in Elementary Education, hereinafter called DI. Ed., shall include the specializations as per NCTE norms under the Ordinance no 1 on the recommendation of the Board of Management of the University as per norms laid down by NCTE, New Delhi.
2. **Programs & Number of Seats** - As per NCTE norms.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination** (As per Ordinance No 04)
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions** - As per NCTE norms.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. **Course**
 - a. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
 - b. A candidate may provisionally continue to attend next higher semester, even if the result of qualifying semester has not been declared.
 - c. 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 years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
7. **Attendance**-As per NCTE norms.
8. **Medium of Instruction (in Teaching and Examination)**
The medium of instruction and examination shall be English/Hindi throughout the course of study.
9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 37
Bachelor of Education, Master of Education (B. Ed-M. Ed)
3 Years Integrated Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Education Master of Education (B. Ed-M. Ed) integrated degree course. This integrated course shall be of three years duration spread over six semesters of six month each. This course shall be designated as Bachelor of Education Master of Education (B. Ed-M. Ed), hereinafter called B. Ed M. Ed. The programme will run as per the recommendation of the Board of Management of the University as per norms laid down by NCTE, New Delhi.
 2. **Programs & Number of Seats** - As per NCTE norms.
 3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
 4. **Academic System- Examination** (As per Ordinance No 04)
Curriculum & Related Regulations: (As per Ordinance No 06) (As per NCTE norms)
 5. **Eligibility Criteria for Admissions-** As per NCTE norms.
- Note:**
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 - a. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
 - b. 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.
 - c. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
 7. **Attendance-** As per NCTE norms.
 8. **Medium of Instruction (in Teaching and Examination)**
The medium of instruction and examination shall be English/Hindi throughout the course of study.
 9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 38
Bachelor of Arts Bachelor of Education (BA B. Ed)
4 Years Integrated Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Arts Bachelor of Education (BA B. Ed) integrated degree course. This integrated course shall be of four years duration spread over eight semesters of six month each. This course shall be designated as Bachelor of Arts Bachelor of Education (BA B. Ed), hereinafter called BA B. Ed. The programme will run as per the recommendation of the Board of Management of the University as per norms laid down by NCTE, New Delhi.
2. **Programs & Number of Seats** - As per NCTE norms.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination** (As per Ordinance No 04)
Curriculum & Related Regulations: (As per Ordinance No 06) (As per NCTE norms)
5. **Eligibility Criteria for Admissions** - As per NCTE norms.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 - a. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
 - b. 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.
 - c. The maximum duration of the course shall be six years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year)..
 7. **Attendance**-As per NCTE norms.
 8. **Medium of Instruction (in Teaching and Examination)**
The medium of instruction and examination shall be English/Hindi throughout the course of study.
 9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 39**Bachelor of Science Bachelor of Education (B.Sc. B. Ed)****4 Years Integrated Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Science Bachelor of Education (B.Sc. B. Ed) integrated degree course. This integrated course shall be of four years duration spread over eight semesters of six month each. This course shall be designated as Bachelor of Science Bachelor of Education (B.Sc. B. Ed), hereinafter called B.Sc. B.Ed. The programme will run as per the recommendation of the Board of Management of the University as per norms laid down by NCTE, New Delhi.
2. **Programs & Number of Seats** - As per NCTE norms.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination** (As per Ordinance No 04)
Curriculum & Related Regulations: (As per Ordinance No 06) (As per NCTE norms)
5. **Eligibility Criteria for Admissions** - As per NCTE norms.

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
- b. 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.
- c. The maximum duration of the course shall be six years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year)..

7. Attendance-As per NCTE norms.**8. Medium of Instruction (in Teaching and Examination)**

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

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 40
Bachelor of Elementary Education (B. El. Ed)
4 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Elementary Education (B. El. Ed) degree course. This integrated course shall be of four years duration spread over eight semesters of six month each. This course shall be designated as Bachelor of Elementary Education (B. El. Ed), hereinafter called B. El. Ed. The programme will run as per the As per NCTE norms.
2. **Programs & Number of Seats** - As per NCTE norms.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination** (As per Ordinance No 04)
Curriculum & Related Regulations: (As per Ordinance No 06) (As per NCTE norms)
5. **Eligibility Criteria for Admissions** As per NCTE norms

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 - a. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
 - b. 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.
 - c. The maximum duration of the course shall be six years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
 7. **Attendance**
As per NCTE norms
 8. **Medium of Instruction (in Teaching and Examination)**
The medium of instruction and examination shall be English/Hindi throughout the course of study.
 9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 41
Master of Physical Education (M.P. Ed.)
2 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Physical Education degree course. Master of Physical Education shall be of two years duration spread over four semesters of six months each. This course shall be designated as Master of Physical Education (M.P. Ed.).
2. **Programs & Number of Seats**
As per NCTE norms
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university 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 the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
(As per NCTE norms)
5. **Eligibility Criteria for Admissions**
As per NCTE norms

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 - a. One hour of conduct of lecture/tutorial shall normally be equal to one credit as shown in the schemes.
 - b. 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.
 - c. The maximum duration of the course shall be three years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
 7. **Attendance**
As per NCTE norms
 8. **Medium of Instruction (in Teaching and Examination)**
The medium of instruction and examination shall be English/Hindi throughout the course of study.
 9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 42
Bachelor of Physical Education (BP. Ed)
2 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Physical Education degree course. Bachelor of Physical Education shall be of two year duration spread over four semesters of approximately six months each. This course shall be designated as Bachelor of Physical Education (BP. Ed) as laid down by NCTE.
2. **Programs & Number of Seats**
As per NCTE norms
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06) (As per NCTE norms)
5. **Eligibility criteria for admission**
As per NCTE norms
Note:
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 - a. One hour of conduct of lecture/tutorial and two hours of practical shall normally be equal to one credit as shown in the schemes.
 - b. 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.
 - c. The maximum duration of the course shall be five years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
7. **Attendance**
As per NCTE norms.
8. **Medium of Instruction (in Teaching and Examination)**
The medium of instruction and examination shall be English/Hindi throughout the course of study.
9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 43

**Diploma in Physical Education programme leading to
Diploma in Physical Education (D.P.Ed.)
2 Year Diploma Course**

1. The Diploma in Physical Education (D.P.Ed.) programme is a professional programme meant for preparing physical education teachers for elementary stage school education (Class I to VIII). The Diploma in Physical Education programme shall be of duration of two academic years. However the students shall be permitted to complete requirements within a maximum of three years from the date of admission to the programme as per NCTE norms.

2. **Programs & Number of Seats**
As per NCTE norms

3. **Course & Faculty**

- This ordinance shall be applicable to the Two Years Diploma Course.
- This ordinance shall be applicable to all the University teaching departments/Schools of this University.
- At present the diploma covers under this ordinance is Diploma in Physical Education (D.P.Ed.)
- More diploma programme can be offered under this ordinance on the recommendations of the Board of Studies.
- These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.

4. **Duration**
As per NCTE norms

5. **Eligibility Criteria for admission**
As per NCTE norms

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. **Admission Procedure**

As per NCTE norms

7. **Course Structure**

The Two Years Diploma Course shall consist of:

- Such courses (papers) as prescribed by the University.
- Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
- Such scheme of examination as prescribed, by the University from time to time.

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 for marking scheme of the course after the due approval of Vice-Chancellor.

8. **Medium of Instruction (in Teaching and Examination):**

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)

10. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 44**Master of Arts in Education (M.A.)
2 Years Masters Degree Course**

1. The Master of Arts (Education) Programme is an innovative programme, which would provide you a wider and more comprehensive understanding of education as a field of knowledge and would accommodate a wide variety of your learning needs. Needs may range from understanding the concept of education to knowing how knowledge gets generated in the area of education and to acquiring higher level of specialization in specific aspects of education

2. Programs & Number of Seats

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

3. Course & Faculty

As per UGC norms

4. Duration

The duration of these courses of study shall be two year. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

5. Eligibility Criteria for admission

As per UGC norms

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Admission Procedure

Admission under these courses will be made as follows:

- a. The University will issue admission notifications and process as per it's convenience at the time of admission before the start of every cycle.
- b. List of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice board of the University/University's website/or the students will be informed directly of their admission after the last date of application.
- c. The candidates whose results of the qualifying exam are awaited can also apply they will be admitted provisionally as per the process decided by the academic council, Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

- d. If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
- e. The application form may be rejected due to any of the following reasons:
 - i. The candidate does not fulfill the eligibility conditions.
 - ii. The prescribed fees is not enclosed.
 - iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - iv. Supporting documents for admission are not enclosed.
- f. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- g. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure

The Two Years Master Degree shall consist of:

- a. Such courses (papers) as prescribed by the University.
- b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
- c. Such scheme of examination as prescribed, by the University from time to time.

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 for marking scheme of the course after the due approval of Vice-Chancellor.

8. Medium of Instruction (in Teaching and Examination):

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. Academic System- Examination (As per Ordinance No 04) Curriculum & Related Regulations: (As per Ordinance No 06)

10. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 45
Bachelor of performing Arts (Music) (BPA Music)
4 Years Degree Course

1. BPA shall be a full time regular programme of four years duration.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

3. **Course & Faculty**

- a) This ordinance shall be applicable to the Four Years Degree.
- b) This ordinance shall be applicable to all the University teaching departments/Schools of this University.
- c) At present the degree covers under this ordinance Bachelor of performing Arts (BPA)
- d) This programme is offered by concerned faculty approved by the Board of Studies and Academic Council.

4. **Duration**

The duration of these courses of study shall be seven years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

5. **Eligibility Criteria for admission**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

1. A candidate who has passed (a) Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by the university as equivalent there to.
- (b) Prathama Course.

2. Candidate must have two years training certificate from any recognized institution/guru.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P. State Government rules and regulations.

6. **Admission Procedure**

Admission under these courses will be made as follows:

- a. The University will issue admission notifications and process as per it's convenience at the time of admission before the start of every cycle.

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

7. Course Structure

- a. The Four Years Degree shall consist of:
 - a. Such courses (papers) as prescribed by the University.
 - b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
 - c. Such scheme of examination as prescribed, by the University from time to time.
- 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 for marking scheme of the course after the due approval of Vice-Chancellor.

8. Medium of Instruction (in Teaching and Examination):

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. Academic System- Examination (As per Ordinance No 04) Curriculum & Related Regulations: (As per Ordinance No 06)

10. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 46**Master of Performing Arts (Music) (MPA Music)
2 Years Masters Degree Course**

1. MPA shall be a full time regular programme of two years duration.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Course & Faculty**
 - a) This ordinance shall be applicable to the Two Years Degree.
 - b) This ordinance shall be applicable to all the University teaching departments/Schools of this University.
 - c) At present the degree covers under this ordinance Master of Performing Arts (MPA)
 - d) This programme is offered by concerned faculty approved by the Board of Studies and Academic Council.
4. **Duration**
The duration of these courses of study shall be three years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
5. **Eligibility Criteria for admission**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.
 - The minimum eligibility to get admission in MPA is candidates must passed UG degree in Music/BPA from UGC recognized university.

Note:

 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Admission Procedure**
Admission under these courses will be made as follows:
 - a. The University will issue admission notifications and process as per it's convenience at the time of admission before the start of every cycle.
 - b. List of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice board of the University/University's website/or the students will be informed directly of their admission after the last date of application.
 - c. The candidates whose results of the qualifying exam are awaited can also apply they will be admitted provisionally as per the process decided by the academic council, Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility

- criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to be present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.
- d. If a candidate admitted provisionally under (c) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission the provisional admission granted to him will be cancelled.
 - e. The application form may be rejected due to any of the following reasons:
 - i. The candidate does not fulfill the eligibility conditions.
 - ii. The prescribed fees is not enclosed.
 - iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - iv. Supporting documents for admission are not enclosed.
 - f. Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
 - g. Admission rules as framed by the University shall be applicable for all admissions from time to time.

7. Course Structure

- The Two Years Degree shall consist of:
- a. Such courses (papers) as prescribed by the University.
 - b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
 - c. Such scheme of examination as prescribed, by the University from time to time.
- 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 for marking scheme of the course after the due approval of Vice-Chancellor.

8. Medium of Instruction (in Teaching and Examination):

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. Academic System- Examination (As per Ordinance No 04) Curriculum & Related Regulations: (As per Ordinance No 06)

10. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 47**Bachelor of Science (Hospitality & Hotel Administration)
4 Years Degree Course**

1. Bachelor of Science (Hospitality & Hotel Administration) shall be a full time regular programme of four years duration. This Ordinance shall be applicable to candidates admitted to B.Sc. Hospitality & Hotel Administration, B.Sc in Hotel Management & catering technology, Hospitality & Hotel Administration.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for admission**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.

The minimum eligibility to get admission in Bachelor of Science (Hospitality & Hotel Administration) is 12th Standard (Any Stream) (Gen 45% & OBC/SC/ST 40%)

Note:
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 - a. The Four Years Degree shall consist of:
Such courses (papers) as prescribed by the University.

- b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
- c. Such scheme of examination as prescribed, by the University from time to time.

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 for marking scheme of the course after the due approval of Vice-Chancellor.

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination):

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 48

Master of Science (Hotel Management) 2 Years Masters Degree Course

1. Master of Science (Hotel Management) shall be a full time regular programme of two years duration. This Ordinance shall be applicable to candidates admitted to M.Sc. Hotel Management
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.

- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for admission**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.

The minimum eligibility to get admission in Master of Science (Hotel Management) (Gen 45% & OBC/SC/ST 40%)

Note:
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 - a. The Two Years Degree shall consist of:
 - Such courses (papers) as prescribed by the University.
 - b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
 - c. Such scheme of examination as prescribed, by the University from time to time.
 - d. The course curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University.
7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.
8. **Medium of Instruction (in Teaching and Examination):**
The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.
9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 49
Diploma in Hotel Management
2 Years Diploma Course

1. Diploma in Hotel Management shall be a full time regular programme of two years duration. This Ordinance shall be applicable to candidates admitted to Diploma in Hotel Management, Food Production, Housekeeping, Food & Beverage Service, Bakery and Confectionery, Front Office operation.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for admission**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.
 The minimum eligibility to get admission in Diploma in Hotel Management is 12th Standard (Gen 45% & OBC/SC/ST 40%)
Note:
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 The Two Years Diploma course shall consist of:
 - a. Such courses (papers) as prescribed by the University.

- b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
- c. Such scheme of examination as prescribed, by the University from time to time.
- d. The course curriculum of each course shall be recommended by the concerned Board of Studies and approved by the Academic Council of the University.

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination):

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 50

Bachelor of Design (B. Des.)

4 Years Degree Course

1. Bachelor of Design (B. Des.) shall be a full time regular programme of four years duration. This Ordinance shall be applicable to candidates admitted to Bachelor of Design (B. Des.).
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)

5. **Eligibility Criteria for admission**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.

The admission to undergraduate programme of the Institute shall be made in accordance with the eligibility criteria as fixed by the Academic council of IES University or state government norms if any

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. **Course**

The Four Years Degree shall consist of:

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

b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and

c. Such scheme of examination as prescribed, by the University from time to time. 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 for marking scheme of the course after the due approval of Vice-Chancellor.

7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. **Medium of Instruction (in Teaching and Examination):**

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 51**Bachelor of Interior Design (B.I.D.)
4 Years Degree Course**

1. Bachelor of Interior Design (B.I.D.) shall be a full time regular programme of four years duration. This Ordinance shall be applicable to candidates admitted to Bachelor of Interior Design (B.I.D.).
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for admission**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.

The admission to undergraduate programme of the Institute shall be made in accordance with the eligibility criteria as fixed by the Academic council of IES University or state government norms if any

Note:
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
The Four Years Degree shall consist of:
 - d. Such courses (papers) as prescribed by the University.

- e. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
 - f. Such scheme of examination as prescribed, by the University from time to time.
- 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 for marking scheme of the course after the due approval of Vice-Chancellor.
7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.
 8. **Medium of Instruction (in Teaching and Examination):**
The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.
 9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 52

Master of Design (M. Des.) 2 Years Degree Course

1. Master of Design (M. Des.) shall be a full time regular programme of two years duration. This Ordinance shall be applicable to candidates admitted to Master of Design (M. Des.).
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)

5. **Eligibility Criteria for admission**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.

The admission to postgraduate programme of the Institute shall be made in accordance with the eligibility criteria as fixed by the Academic council of IES University or state government norms if any

Note:

- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. **Course**

The Two Years Degree shall consist of:

- Such courses (papers) as prescribed by the University.
- Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and

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

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 for marking scheme of the course after the due approval of Vice-Chancellor.

7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. **Medium of Instruction (in Teaching and Examination):**

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 53

Master of Interior Design (M.I.D.) 2 Years Degree Course

1. Master of Interior Design (M.I.D.) shall be a full time regular programme of two years duration. This Ordinance shall be applicable to candidates admitted to Master of Interior Design (M.I.D.).
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for admission**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2.

The admission to postgraduate programme of the Institute shall be made in accordance with the eligibility criteria as fixed by the Academic council of IES University or state government norms if any

Note:
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
The Two Years Degree shall consist of:
 - a. Such courses (papers) as prescribed by the University.

- b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
- c. Such scheme of examination as prescribed, by the University from time to time. 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 for marking scheme of the course after the due approval of Vice-Chancellor.
7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.
8. **Medium of Instruction (in Teaching and Examination):**
The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.
9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 54
B. Sc. Ag.(Hons) in Agriculture Science
4 Years degree Course

1. This Ordinance shall be applicable to candidates admitted to B. Sc. Ag.(Hons) Degree Courses in the faculty of Agriculture Science Engineering & Technology. The four year degree courses at undergraduate level will run on semester system. The course shall be divided in eight semesters of approximately six months each, covering four academic sessions.
- a. The degree in Agriculture Science of four years (eight semesters) course, here in after designated as
1. B.Sc. (Hons) Agriculture
 2. B. Sc. (Hons.), Horticulture
 3. B. Sc. Ag.(Hons) Forestry
 4. B. Sc. Ag.(Hons) Sericulture
 5. B. Sc. Ag.(Hons) Food, Nutrition and Dietetics
- These subjects/specializations shall be offered under the Ordinance no 1 on the recommendations of the Board of Management of the University as per norms laid down by Regulatory Body and recommendation of 5th Deans Committee of ICAR
- b. The provisions of this ordinance will be applicable to all the undergraduate courses being taught in Faculty of Agriculture Science of IES University.

- c. The undergraduate courses in semester system shall, consist of:
- Theory and Practical as prescribed by 5th Deans Committee constituted by ICAR and approved by Academic Council of IES University Bhopal.
 - RAWE/Experimental learning, hands on training, projects etc. as prescribed by 5th Deans Committee constituted by ICAR and approved by Academic Council of IES University Bhopal.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided from time to time by the university as per norms of Regulatory Body and other statutory bodies as and where applicable.

3. **Fee Structure**

- All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
- Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester and admission process.
- Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)

5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

For admission in first year of B. Sc. Ag.(Hons.) a candidate should have following qualifications accordingly:

Course	Discipline	Qualification
B. Sc.Ag. (Hons.)	Agriculture	Intermediate/10+2 with PCM/PCB/PCMB/ Agriculture (P- Physics, C-Chemistry, M- Mathematics, B-Biology) having scored not less than 50% marks in aggregate with condition that candidates coming from different streams must take remedial courses as prescribed from a recognized Board/ University

B. Sc. Ag. (Hons.)	Horticulture	Intermediate/10+2 with PCB/PCMB/PCM/PC Forestry/Inter (Agriculture) (P- Physics, C-Chemistry, M-Mathematics, B-Biology) having scored not less than 50% marks in aggregate with condition that candidates coming from different streams must take remedial courses as prescribed from a recognized Board/ University
B. Sc. Ag. (Hons.)	Forestry	Intermediate /10+2 with subjects PCM/PCMB/Agriculture (P- Physics, C-Chemistry, M-Mathematics, B-Biology) having scored not less than 50% marks in aggregate with condition that candidates coming from different streams must take remedial courses as prescribed from a recognized Board/ University
B. Sc. Ag. (Hons.)	Sericulture	Intermediate /10+2 with PCM/PCB/PCMB (P- Physics, Chemistry, M-Mathematics, B-Biology) having scored not less than 50% marks in aggregate with condition that candidates coming from different streams must take remedial courses as prescribed from a recognized Board/ University
B. Sc. Ag.(Hons) Food, Nutrition and Dietetics	Food, Nutrition and Dietetics	Intermediate /10+2 with PCM/PCB/PCMB (P- Physics, Chemistry, M-Mathematics, B-Biology) having scored not less than 50% marks in aggregate with condition that candidates coming from different streams must take remedial courses as prescribed from

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- There shall be at least 90 days of teaching in every semester.
- One hour of conduct of lecture/tutorial/and two hours practical shall normally be equal to one credit as shown in the schemes.
- 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.
- The maximum duration of the course shall be six years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (which should not be more than one year).

7. Course Structure:

Course structure shall be as per the recommendation of the Vth Deans committee constituted by ICAR and concerned Board of studies of the faculty of the University will be approved by the Academic Council.

8. Medium of Instruction (in Teaching and Examination)

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

9. Eligibility for Degree:

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

- a. Registered and successfully completed all the core courses, optional courses, practical/Lab classes, including seminars, workshops, RAWE/experiential learning, presentations, Group discussion, Field Work/Training, Industrial Visit, Educational Tour, Extension Science, Project Work/Dissertation or Thesis and other assignments etc where ever applicable.
- b. 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.
- c. Earned the specified credits in all the categories of subjects if applicable.
- d. Secured a minimum OGPA of 5.0 or 50% in aggregate overall. However the award of the Division/Class shall be as per recommendation of Vth Dean's Committee of ICAR.
- e. No dues to the University, Hostels, Libraries, NCC/NSS etc; and
- f. No disciplinary action is pending against him/her.

Note:

In addition to the conditions prescribed for passing (as above), the B.Sc (Hons) in Agriculture Sciences 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 (Hons) in Agriculture Sciences degree as stipulated in regulations. Otherwise, they will be awarded only B.Sc (Hons) in Agriculture Sciences degree.

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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 55
Bachelor of Technology B. Tech. (Agriculture)
4 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Technology in Agriculture Engineering degree courses (here in after called).

1. B. Tech (Agriculture Engineering)
2. B.Tech (Dairy Technology)
3. B.Tech (Food Technology)

The four year degree course at undergraduate level will run on semester system. The course shall be divided in eight semesters of approximately six months each, covering four academic sessions.

2. **Programs & Number of Seats**

As per the recommendations of Vth Dean's Committee of ICAR or other Regulatory Body decides by Central or State Government time to time.

3. **Fee Structure**

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester and admission process.
- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination** (As per Ordinance No 04)
Curriculum & Related Regulations: (As per Ordinance No 06)
 (As per the recommendations of Vth Dean's Committee of ICAR)

5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

For admission in first year of various B.Tech. programme a candidate should have following qualifications accordingly:

Course	Discipline	Qualification
B. Tech (Agriculture Engineering)	Agriculture Engineering	Intermediate / 10+2 with PCM (Physics, Chemistry, Maths) having scored not less than 50% marks in aggregate with condition that candidates coming from different streams must take remedial courses as prescribed from a recognized Board/ University
B.Tech (Dairy Technology)	Dairy Technology	Intermediate / 10+2 or its equivalent examination with PCM (Physics, Chemistry, Maths) having scored not less than 50% marks in aggregate with condition that candidates coming from different streams must take remedial courses as prescribed from a recognized Board/ University
B.Tech (Food Technology)	Food Technology	Intermediate /10+2 with PCMB/PCM (P- Physics, C- Chemistry, M-Mathematics, B-Biology) having scored not less than 50% marks in aggregate with condition that candidates coming from different streams must take remedial courses as prescribed from a recognized Board/ University

Note:

- Above stated eligibility criteria shall stand superseded/ modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Admission Procedure

Admission under these courses will be made as follows:-

- The university will issue admission notifications and process as per the convenience at the time of admission before the start of every cycle.
- The University may conduct its own entrance examination for admission to its engineering courses and prepare the merit list on the basis of exam result.
- The university may prepare merit list of candidates who have applied for admission on the basis of merit list prepared by State Level/National Level Authority for admissions to B. Tech (Agriculture)
- 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.
- The candidates whose results of the qualifying exam are awaited can also apply who will be admitted provisionally as per the process decided by the academic council. 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.

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

7. Medium of Instruction (in Teaching and Examination)

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

8. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the scheme.
- c. 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.
- d. The maximum duration of course shall be 6 years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

9. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

10. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 56
Master of Science Agriculture (M.Sc. Ag.)
2 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Master of Agriculture Science (M.Sc. Ag.) degree course. The two years Masters Degree Courses will run on semester system. The course shall be divided in four semesters of approximately six months each, covering two academic sessions.
 - a. This degree of Master of Science agriculture here in after called M.Sc. Ag. shall include the following branches :
 1. M. Sc.Ag. (Agricultural Economics)
 2. M. Sc.Ag. (Agricultural Extension & Communication)
 3. M.Sc. Ag. (Agrometeorology)
 4. M. Sc.Ag. (Agronomy)
 5. M. Sc.Ag. (Entomology)
 6. M. Sc.Ag. (Genetics & Plant Breeding)
 7. M. Sc.Ag. (Seed Science & Technology)
 8. M. Sc.Ag. (Nematology)
 9. M. Sc.Ag. (Plant Pathology)
 10. M.Sc. Ag. (Soil Science and Agriculture Chemistry)
 11. M. Sc.Ag. Horticulture (Fruit Science)
 12. M. Sc.Ag. Horticulture (Vegetable Science)
 13. M. Sc.Ag. Horticulture (Floriculture & Landscaping)
 14. M. Sc.Ag. (Food Science & Technology)
 - b. The post graduate courses in semester system shall be As per the recommendations of Vth Dean's Committee of ICAR or other Regulatory Body decides by Central or State Government from time to time.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester. *Navin*
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
 Curriculum & Related Regulations: (As per Ordinance No 06) (As per the recommendations of Vth Dean's Committee of ICAR)

5. Eligibility Criteria for Admissions

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

- a. For admission in M.Sc., the minimum eligibility shall be Bachelor's degree in respective/ related subjects.
- b. The admissions to the M.Sc. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee, or the relevant statutory body.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6 Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial and hours of practical shall normally be equal to one credit as shown in the schemes.
- c. 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.
- d. The maximum duration of the course shall be three year. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

Norm

8. Medium of Instructions (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO- 57
Master of Technology (M. Tech. (Ag. Engg))
2 Years Degree Course

1. This ordinance shall be applicable to the Post Graduate Degree of Master of Technology (Agriculture) in the concerned subject and faculty. Master of Technology herein after called as M. Tech. in

1. M. Tech (Agriculture Engineering)
2. M.Tech (Dairy Technology)
3. M.Tech (Food Technology)

The duration of the course shall be four semester (two years). The candidate registered of Master of Technology (Agriculture) programme shall not be permitted to join any other programme/course of this or any other university.

2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.

3. **Fee Structure**

- a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
- b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
- c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06) (As per the recommendations of Vth Dean's Committee of ICAR)

5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

- c. For admission in M.Tech., the minimum eligibility shall be Bachelor's degree in respective/ related subjects.

- d. The admissions to the M.Tech course shall be governed by the rules and the criteria set by the Academic Council or empowered committee, or the relevant statutory body.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course Structure

The Post Graduate Degree of M. Tech. (Ag. Engg) shall consist of:

- Courses (papers) as prescribed by the University
- Job internship, lab work, practical, in plant training, projects etc. as may be prescribed by the University and
- Scheme of examination as prescribed, by the University from time to time. 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. Course

- There shall be at least 90 days of teaching in every semester.
- One hour of conduct of lecture/tutorial and hours of practical shall normally be equal to one credit as shown in the schemes.
- 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.
- The maximum duration of course shall be 3 years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

8. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

9. Medium of Instruction (for Teaching and Examinations)

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

10. Generals

In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 58**Master of Science Agriculture in Forestry (M. Sc.Ag. Ag. Forestry)
2 Years Masters Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Master of Science in Forestry (M. Sc.Ag. Forestry) Masters degree course. The two years Masters degree courses will run on semester system. The course shall be divided in four semesters of approximately six months each, covering two academic sessions.
 - a. This degree of Master of Science in Forestry (here in after called M. Sc.Ag. Ag. Forestry) shall include the branches of Forestry
 1. M.Sc. Forestry (Silviculture and Agro forestry),
 2. M.Sc. Forestry (Forest Biology and Tree Improvement),
 3. M.Sc. Forestry (Forest Products and Utilization),
 4. M.Sc. Forestry (Natural Resource Management),
 5. M.Sc. Forestry (Wildlife Sciences) offered under the Ordinance on the recommendations of the Board of Management of the University as per forms laid down by UGC.
 - b. The post graduate courses in semester system shall consist of
 - i. Theory papers as per recommendations of Vth Dean's Committee of ICAR and prescribed by the faculties of Agriculture Science of IES University, Bhopal.
 - ii. Job internship/lab work/practical/projects etc. as prescribed by Department of Agriculture Science Engineering and Technology, IES University Bhopal.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable and M.P. Private University Regulatory Commission.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.

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4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06) (As per recommendations of Vth Dean's Committee of ICAR)
5. **Eligibility Criteria for Admissions**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. For admission in M.Sc., the minimum eligibility shall be Bachelor's degree in respective/ related subjects.
 - b. The admissions to the M.Sc. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee, or the relevant statutory body.

Note:

 - Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
 - a. There shall be at least 90 days of teaching in every semester.
 - b. One hour of conduct of lecture/tutorial two hours of practical shall normally be equal to one credit as shown in the schemes.
 - c. 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.
 - d. The maximum duration of the course shall be three year. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.
8. **Medium of Instructions (in Teaching and Examination)**
The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.
9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 59
Bachelor of Pharmacy (B. Pharm)
4 Years Degrees Course

This Ordinance shall be applicable to candidates admitted for Bachelor of Pharmacy (B. Pharm) degree course.

1. The four year degree courses at undergraduate level will run on semester system. The course shall be divided in eight semesters of approximately six months each, covering four academic sessions.
 - a. This degree of Bachelor of Pharmacy (hereinafter called B. Pharm) shall include the branch of Pharmacy under the Ordinance on the recommendations of the Board of Management of the University as per norms laid down by Pharmacy Council of India (PCI)/AICTE/University Grants Commission (UGC)/State/Central Govt. issued from time to time.
 - b. The provisions of this ordinance will be applicable to all the undergraduate courses being taught in Faculty of Pharmacy of IES University. Consistent Institute IES Institute of Pharmacy, Bhopal
 - c. The undergraduate courses in semester system shall, consist of:
 - (i) Theory and Practical as prescribed by Academic Council of IES University Bhopal as per the norms by PCI.
 - (ii) Job internship/projects etc. as prescribed by the University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per the Bachelor of Pharmacy (B. Pharm) regulations, 2014, PCI, New Delhi)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. Minimum qualification for admission to the first year B. Pharmacy, shall be the qualifying higher secondary school certificate examination (10+2) scheme with Physics, Chemistry and Mathematics/Biology conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University

- b. The admissions to the B. Pharmacy course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.
- c. B. Pharmacy lateral entry (to 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.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P. State Government rules and regulations.

6. Course

- a. There shall be at least 90 days of teaching in every semester.
- b. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
- c. 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.
- d. The course of study for B. Pharmacy 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 PCI, New Delhi.
- e. The maximum duration of course shall be six years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO - 60**Diploma in Pharmacy (D. Pharm)****2 Years Diploma Course**

1. This Ordinance shall be applicable to candidates admitted for Diploma in Pharmacy (D. Pharm) course. This programme is offered by the faculty of Pharmacy after the approval of concerned Board of Studies and the Academic Council of the University. The two year diploma course will run on annual system, covering two academic years. This program of Diploma in Pharmacy (hereinafter called D. Pharm) shall include the branches of Pharmacy under the Ordinance on the recommendations of the Board of Management of the University as per norms laid down by PCI/AICTE/State/Central Govt. issued from time to time. The provisions of this ordinance will be applicable to D. Pharm course being taught in Faculty of Pharmacy of IES University. The diploma course in annual system shall, consist of:
 - (i) Theory and Practical as prescribed by Academic Council of IES University Bhopal.
 - (ii) Job internship/projects etc. as prescribed by the University.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if student has started attending the classes, are not refundable in any case except for the caution money. In some cases 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per ER Regulations 1991 from PCI, New Delhi).
5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

- a. The minimum qualification for admission to the first year of D. Pharm is that the candidate must have passed 10+2 exam with PCM/PCB or any other guidelines issued by statutory board as per regulatory bodies or any other qualification approved by the PCI as equivalent. In addition, the University shall follow all the guidelines as given by the State/Central Government regarding admissions from time to time.

- b. The admissions to the D. Pharm course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.
- c. Admission under these courses will be made as follows:-
 - (i) The students may also secure direct admissions based on the Higher PCM/PCB/PCMB/ score of higher secondary certificate (examination 10+2) or equivalent, as laid down by the University.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of the D. Pharmacy course shall be for two academic years with each academic year spread over a period of not less than 210 working days in addition to 500 hours practical training spread over a period of not less than 3 months.
- b. A candidate may provisionally continue to attend next higher year, even if the result of qualifying year has not been declared. However, subsequently if he/she is not able to clear qualifying annual exam, the candidate cannot claim any right on the basis of his/her provisional admission.
- c. Maximum duration of the course shall not be more than 3 years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in

attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion n/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO – 61
Master of Pharmacy (M. Pharm)
2 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted for Master of Pharmacy (M. Pharm) courses. The two year degree courses at post graduate level will run on semester system. The course shall be divided in four semesters of approximately six months each, covering four academic sessions. This degree of Master of Pharmacy (hereinafter called M. Pharm) shall include various branches of pharmacy like M. Pharm (Pharmaceutics), M. Pharm (Pharmaceutical Chemistry), M. Pharm (Pharmaceutical Management), M. Pharm (Pharmacology), M. Pharm (Pharmacognosy), M. Pharm (Industrial Pharmacy), M. Pharm (Regulatory Affairs), M. Pharm (Pharmaceutical Biotechnology), M. Pharm (Pharmacy Practice), M. Pharm (Phytopharmacy & Phytomedicine), M. Pharm (Pharmaceutical Technology), M. Pharm (Pharmaceutical Analysis), M. Pharm (Pharmaceutical Quality Control and Assurance). Any other specialty as may be prescribed by the PCI from time to time. The provisions of this ordinance will be applicable to all the postgraduate courses being taught in Faculty of Pharmacy of IES University. The M. Pharm courses in semester system shall, consist of:
 - (i) Theory and Practical as prescribed by Academic Council of IES University Bhopal.
 - (ii) Job internship/projects etc. as prescribed by the University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
 Curriculum & Related Regulations: (As per the Master of Pharmacy (M. Pharm) regulations, 2014 from PCI, New Delhi).
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The eligibility for admission to the first year of M. Pharm course shall be passing of B. Pharm or equivalent examination from a recognized university. Entrance examination from State /Central Level shall be preferred. The admission policies shall be governed by the Regulation framed under the guidelines of AICTE/PCI/State/Central Government or any other competent authority.

- b. The admissions to the M. Pharm course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.
- c. Admission under these courses will be made as follows:-
 - i. Minimum qualification for direct admission to M. Pharm shall be 50% marks in B. Pharm from any Institution approved by the PCI and as per prevalent norms of Government of Madhya Pradesh AICTE/State/Central Government or any other competent authority.
 - ii. The candidates provisionally selected for admission will be informed of their admission by the Admission Cell directly. The results of the admission test will also be uploaded on the University website.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. Each semester shall consist of not less than 100 working days including 90 instructional days and 10 examination days. The odd semesters shall be conducted from the month of June/July to November/December and the even semesters shall be conducted from the month of December/January to May/June in every calendar year.
- a. One hour of conduct of lecture/tutorial and two hours practical shall normally be equal to one credit as shown in the schemes.
- b. 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.
- c. The course of study for M. Pharm shall extend over a period of four semesters (two academic years) and four semesters students. The curricula and syllabi for the program shall be prescribed from time to time by PCI, New Delhi. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 62
Bachelor of Science in Nursing (B.Sc. (N))
4 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Science (Nursing) degree course. This degree of Bachelor of Science in Nursing (hereinafter called B.Sc. (N)). More honors degree programmes will also be offered under the Ordinance on the recommendation of Indian Nursing Council and Board of Management of the IES University Bhopal.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **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).
 - 1.1. 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.
6. **Eligibility Criteria for Admission**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

- a. The minimum educational requirement shall be the passing of: Higher Secondary School Certificate Examination (10+2)
or
Senior School Certificate Examination (10+2), Pre degree Examination (10+2)
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).

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

7. Criteria for Selection

- The candidate who fulfill the aforesaid academic qualification for admission.
- The minimum age shall be 17 years completed on or before Dec 31st of the year of admission.
- The admission in B.Sc. (N) 1st year shall be based on the merit in the common entrance test or qualifying examination.
- Candidate shall be medically fit.

8. Course

- The duration of B.Sc. (N) course shall be four years plus six months internship.
- The duration of each academic year of B.Sc. (N) I, II, III, IV years shall be not less than 10 month.
- The maximum period to complete the course successfully should not exceed than 6 years from the date of admission. However one mercy attempt can be granted to student by Vice-Chancellor which should be not more than one year on satisfactory reasons.

9. Scheme of Examination

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 Voce				
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 Voce				
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 Voce				
3.	Medical-Surgical Nursing (Adult including geriatrics)-II		50	50	100
4.	Child Health Nursing		50	50	100
5.	Mental Health Nursing		50	50	100

B.Sc. (N) Fourth Year

Subject	Assessment
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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 Services and Education	3	25	75	100
Practical No.	Practical and Viva Voce				
6.	Midwifery and Obstetrical Nursing		50	50	100
7.	Community Health Nursing		50	50	100

10. Examination

10.1 University Examination

- There shall be one Annual University Examination at the end of each academic year.
- There shall be provision for supplementary examination.
- The University examination for theory subject shall be out of 75 marks.
- 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.
- 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.
- Anatomy and physiology - Question paper will consist of Section A Anatomy of 37 marks and Section B Physiology should be of 38 marks.
- Nutrition and Biochemistry - Question paper will consist of Section A Nutrition of 45 marks and Section B Biochemistry of 30 marks.
- Pharmacology, Pathology and Genetics : Section A of Pharmacology with 38 marks, Section B of Pathology of 25 and Genetics with 12 marks.
- Nursing Research & Statistics-Nursing Research Should be of 50 marks and Statistics of 25 marks.
- Minimum pass marks shall be 40 % for English only.
- Theory and Practical exams for Introduction to Computer will be conducted as College exam and marks to be sent to University for inclusion in the marks sheet.

- l. Maximum number of candidate for practical examination should not exceed 20 per day.
- m. All practical examinations must be held in the respective clinical areas.
- n. Fourth year final examination to be held only after completion of internship.

10.2 Internal Examination

- a. 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.
- b. The internal assessment marks for the theory subjects shall be out of 25 marks.
- c. 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.
- d. 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.
- e. 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), 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.

10.3 Supplementary Examination

- a. 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.
- b. 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 4th attempt of 1st year.
- c. Non appearance at an examination on grounds of sickness or otherwise, will be treated as one of the four attempts allowed for 1st year subjects.
- d. If a first year candidate fails in midsession supplementary papers, candidates will be given an opportunity to appear in the main examination of IInd year provisionally along with the backlog of last year subjects.
- e. If a candidate fails in backlog subjects of the 1st year, the result of IInd year examination for which candidate will be provisionally admitted will be treated as cancelled. The candidate will have to repeat his/her backlog subjects of 1st year in next midsession supplementary examination.
- f. A candidate, who appears in IInd 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 IInd year subject, but if any candidates fails in IInd year subject

the candidates IIIrd year result will be automatically cancelled. The same ruling will apply for the IVth year students also.

- g. Only failed subjects will have to be repeated in supplementary examination with the main annual examination.
- h. 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.

11. Criteria for Passing

- a. A Candidate has to pass in theory and practical exam separately in each of the paper.
- b. A Candidate failing in more than two subjects will not be promoted to the next academic year.
- c. Minimum pass marks shall be 50% in each of the theory and practical papers separately (45% for Introduction to Computer).
- e. If a candidate fails in either theory or practical paper he/she has to re-appear for both the papers (Theory and Practical).
- f. Maximum number of attempts permitted for each paper shall be three including first attempt.

12. Division & Merit

- a. Distinction - 75% and above in any subject (First attempt only).
- b. First Division - 60% and above in the aggregate of marks of all main subjects.
- c. Second Division - Less than 60% in the aggregate of marks in all main subjects.
- d. Pass Class- Shall be awarded to the candidate passing with supplementary or more than one attempt.

13. 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

- i. Weeks available per year = 52 weeks
- ii. Vacation = 8 weeks
- iii. Gazette holidays = 3 weeks
- iv. Examination (Including preparatory) = 4 weeks
- v. Available weeks = 37 weeks
- vi. Hours per week = 40 hours
- vii. Practical = 30 hours per wk (5x6 = 30)
- viii. Theory = 10 hours per wk (2x5 = 10)
- ix. Internship = 48 hours per wk (8x6 = 48)
- x. Hours available per academic year (37 wk x 40 hours = 1480)

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		
Introduction to Computer	45		
**Hindi/Regional	30		
Library work/Self Study			50
Co- curricular Activities			50
Total Hours	930	450	100
Total hours =1480 Hrs. ** (Optional)			

Second Year

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs)
Sociology	60		
Pharmacology	45		
Pathology	30		
Genetics	15		
Medical Surgical Nursing-I (Adult including Geriatrics)	210	720	
Community Health Nursing-I	90	135	
Communication and Educational Technology	60+30		
Library work/ self Study			50
Co-curricular activities			35
Total hours	540	855	85
Total hours =1480 hrs.			

Third Year

Subject	Theory (in hrs.)	Practical (in hrs.) (Clinical)	(In hrs)
Medical Surgical Nursing-II (Adult including Geriatrics)	120	270	
Child Health Nursing	90	270	
Mental Health Nursing	90	270	
Midwifery and Obstetrical Nursing	90	180	
Library work/self Study			50
Co-curricular activities			50
Total Hours	390	990	100
Total hours =1480 hrs.			

Fourth Year

Subject	Theory (in hrs.) (Class and lab)	Practical (in hrs.) (Clinical)	(In hrs.)
Midwifery and Obstetrical Nursing		180	-

Community Health Nursing-II	90	135	
Nursing Research & Statistics	45		
Management of Nursing Services	60+30		
Total Hours	225	315	
Total hours =540 hrs.			

Note:- Project work to be carried out during internship.

Internship (Integrated Practice) Practical Hrs. 30 Hrs./week

Subject	Theory	Practical (In hrs.)	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
Total Hours	--	1150	24
Total hours =1690 hrs.			

Note:

- Internship means 8 hours of integrated clinical duties in which 2 weeks of evening and night shift duties are included.
- Internship should be carried out as 8 hours per day @ 48 hours per week.
- Students during internship will be supervised by nursing teacher.
- Fourth year final examination to be held only after completing internship.

14. Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

15. Medium of Instruction (in Teaching and Examination)

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

- 16.** In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 63**Post Basic B.Sc. Nursing (PB. B.Sc. (N))****2 Years Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Post Basic B.Sc. Nursing Programme. This degree of Post Basic B.Sc. Nursing (hereinafter called PB B.Sc. (N)), shall include PB. B.Sc. Nursing, as a major subject. More honors degree programmes will also be offered under the Ordinance on the recommendation of Indian Nursing Council and Board of Management of the IES University.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility is passing Higher Secondary Department Certificate Examination (10+2) scheme schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks (PCBE). The candidate must have passed Diploma in General Nursing and Midwifery in an institution which is recognized by Indian/State Nursing Council.

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- b. The admissions to the Post Basic B.Sc. (N) shall be governed by the rules and the criteria, set by the Academic Council or empowered committee or the relevant statutory body.
- c. Admission under these courses will be made as follows:
 - a. The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the Post Basic B.Sc. Nursing Course.
 - ii. The students may also secure direct admissions based on the higher PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of PB B.Sc. (N) courses shall be two years including internship.
- b. The duration of each academic year of PB B.Sc (N) I & II shall be not less than 10 months.
- c. The candidate should be medically fit.
- d. The maximum duration of the course shall be three years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 64**Master of Science in Nursing (M.Sc. Nursing)****2 Years Degree Course**

1. This Ordinance shall be applicable to candidates admitted to M.Sc. Nursing Programme. This degree of Master of Science in Nursing (hereinafter called M.Sc. Nursing, shall include M.Sc. Nursing as a major subject. More honors degree programmes will also be offered under the Ordinance on the recommendation of Indian Nursing Council and Board of Management of the IES University. Student of M. Sc.Ag. in Medical and Surgical nursing can opt some sub specialty in second year in following
 1. Medical and surgical nursing
 2. Obstetrics
 3. Community nursing
 4. Psychiatry nursing
 5. Pediatric nursing
2. **Programs & Number of Seats**

The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.

Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.

The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**

Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**

Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:

 - a. The candidate should be a Registered Nurse and Registered Midwife or equivalent with any State Nursing Registration Council.

- b. The minimum educational requirements shall be the passing of B.Sc Nursing/B.Sc Hons Nursing/Post Basic B.Sc. Nursing from an institution which is recognized by Indian Nursing Council with minimum of 55% aggregate marks or as per directives of Statutory body/INC/State/Central Govt and approved by Academic Council.
- c. Minimum one year work experience after Basic B.Sc Nursing/Post Basic B.Sc. Nursing.
- d. Admission under these courses will be made as follows:
 - i. The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the M.Sc. Nursing programmes.
 - ii. Candidates shall be medically fit.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of M.Sc Nursing Course shall be of two years including internship.
- b. The duration of each academic year of M.Sc. Nursing I & II, years shall be not less than 10 months.
- c. The maximum duration of the course shall be as three years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 65**General Nursing & Midwifery (GNM)****3 Years Diploma Course in Paramedical Programme**

1. This Ordinance shall be applicable to candidates admitted to General Nursing & Midwifery course. This diploma of General Nursing & Midwifery (hereinafter called GNM) is a three and half year course including 6 months internship in the hospital shall be made in accordance to the norms of Indian Nursing Council.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility is passing higher secondary department certificate examination (10+2) scheme schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English.
 - b. 10+2 vocational ANM under CBSE Board of other equivalent Board from the school and recognized by Indian Nursing Council.
 - i. Admission under these courses will be made as follows:
 - a. The eligible candidates who fulfill the aforesaid academic qualification for admission.
 - b. Admission shall be based on merit of qualifying examination conducting by the University for Admission to the GNM.

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- c. Candidates shall be medically fit.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P. State Government rules and regulations.

6. Course

- a. The duration of the Courses shall be three years.
- b. Maximum period to complete the course successfully should not exceed five years from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year)

7. Attendance

Candidates appearing as regular students for any semester examination are required to attend 80% 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 IIOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 66
Diploma in Dialysis Technician (DDT)
Two Years Course

1. This Ordinance shall be applicable to candidates admitted to Diploma in Dialysis Technician Diploma Course. This Diploma in Dialysis Technician (hereinafter called DDT), is two academic years course. The course shall be offered by the norms, rules and guidelines of the concerned council M.P. Paramedical council, Bhopal and the policies of Government of Madhya Pradesh and Board of Management of the IES University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility for admission to the first year in Diploma in Dialysis Technician course shall be passing Higher Secondary Department Certificate Examination (10+2) system of education in science group or equivalent with Physics, Chemistry & Biology as main subjects conducted by recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks.
 - b. The SC/ST/OBC candidate passed with Vocational subjects like Bio-technology, MLT, Fisheries, Dietetics, live stock and poultry etc in substitution for Biology shall also considered for eligibility.

- c. The candidate should have completed minimum of 17 years of age on/before of the concerned academic session.
- d. Admission under these courses will be made as follows:
 - i. The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the DDT Course.
 - ii. The students may also secure direct admissions based on the higher PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.
 - iii. On admission every candidate shall have to get fitness certificate for physical fitness.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of Diploma in Dialysis Technician Courses shall be of two years.
- b. Each academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 3 years from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 67
Diploma in Medical Laboratory Technology (DMLT)
Two Years Course

1. This Ordinance shall be applicable to candidates admitted to Diploma in Medical Laboratory Technology Diploma Course. This Diploma in Medical Laboratory Technology (hereinafter called DMLT). The course shall be divided in two academic years. The course will be offered as per the norms, rules and guidelines of the concerned council M.P. Paramedical council, Bhopal and the policies of Government of Madhya Pradesh and Board of Management of the IES University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility for admission to the first year in Diploma in Medical Laboratory Technology course shall be passing Higher Secondary Department Certificate Examination (10+2) system of education in science group or equivalent with Physics, Chemistry & Biology as main subjects conducted by recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks.

- b. The SC/ST/OBC candidate who have passed Vocational subject like Bio-technology, MLT, Fisheries, Dietetics, live stock and poultry etc in substitution for Biology shall also considered for eligibility.
- c. The candidate should have completed minimum of 17 years of age on/ before of the concerned academic session.
- d. Admission under these courses will be made as follows:
 - i. The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the DMLT Course.
 - ii. The students may also secure direct admissions based on the higher PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.
 - iii. On admission every candidate shall have to produce fitness certificate from Govt Hospital.

6. Course

- a. The duration of Diploma in Medical Laboratory Technology Courses shall be Two years.
- b. Each academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 3 years from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 68
Bachelor of Science in Medical Laboratory Technology (BMLT)
3 Years Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Science in Medical Laboratory Technology Course. This Bachelor of Science in Medical Laboratory Technology Course (hereinafter called BMLT). The course shall be divided in three academic years. The course shall be offered by the norms, rules and guidelines of the concerned council M.P. Paramedical council, Bhopal and the policies of Government of Madhya Pradesh and Board of Management of the IES University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared.
 The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System-Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility for admission to the first year in Bachelor of Science in Medical Laboratory Technology course shall be passing Higher Secondary Department Certificate Examination (10+2) system of education in science group or equivalent with Physics, Chemistry & Biology as main subjects conducted by recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks.

- b. The candidate who have passed Vocational subject like Bio-technology, MLT, Fisheries, Dietetics, live stock and poultry etc in substitution for Biology shall also considered for eligibility.
- c. The candidate should have completed minimum of 17 years of age on/before of the concerned academic session.
- d. Admission under this course will be made as follows:
 - i. The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination or on the basis of the merit in the qualifying examination.
 - ii. On admission every candidate shall have to produce fitness certificate from Govt. Hospital.

Note:

The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of Bachelor of Science in Medical Laboratory Technology Courses shall be three years.
- b. Each academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 5 years from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year)

7. 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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 69
PB Diploma in Orthopedic & Rehabilitation (N)
One Year Diploma Course

1. This Ordinance shall be applicable to candidates admitted to Diploma course in PB Diploma in Ortho. & Rehabilitation (N). This PB Diploma in Orthopedic & Rehabilitation (N) is of one year. This course is honors diploma course will be offered by the norms, rules and guidelines of the concerned council M.P. Paramedical council, Bhopal and the policies of Government of Madhya Pradesh and Board of Management of the IES University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility for admission to the first year in Diploma in PB Diploma in Orthopedic & Rehabilitation (N) shall be a registered Nurse & Midwife (R.N & R.M) or equivalent.
 - b. The candidate must have possess a minimum of one year experience as a staff nurse.
 - c. Candidate from other countries must obtain an equivalence certificate as per guideline of INC.
 - d. Admission under these courses will be made as follows:

- i. The eligible candidates will be admitted in the course on the basis of merit in the University entrance examination or in the qualifying examination.
- ii. Candidate shall be medically fit.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of PB Diploma in Orthopedic & Rehabilitation (N) Course shall be one year from the date of admission.
- b. Each academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 2 years from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

- a. Candidates appearing as regular students for any annual examination are required to attend 80% 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 HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.
- b. The candidate should make up 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 70
PB Diploma in Neonatal Nursing
One Year Diploma Course

1. This Ordinance shall be applicable to candidates admitted to Diploma course in PB Diploma in Neonatal Nursing. This PB Diploma in Neonatal Nursing is one year course. The course is honors diploma course will be offered by the norms, rules and guidelines of the concerned council M.P. Paramedical council, Bhopal and the policies of Government of Madhya Pradesh and Board of Management of the IES University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility for admission to the first year in PB Diploma in Neonatal Nursing shall be a registered Nurse & Midwife (R.N & R.M) or equivalent.
 - b. The candidate must have possess a minimum of one year experience as a staff nurse.
 - c. Candidate from other countries must obtain an equivalence certificate as per guideline of INC.
 Admission under these courses will be made as follows:

- i. The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the PB Diploma in Neonatal Nursing course.
- ii. The candidate who fulfill the aforesaid academic qualification for admission.
- iii. Candidate shall be medically fit.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of PB Diploma in Neonatal Nursing Courses shall be one year from the date of admission.
- b. Each academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 2 years from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

- a. Candidates appearing as regular students for any annual examination are required to attend 80% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.
- b. The candidate should make up 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 71
PB Diploma in Operation Room (N)
One Year Diploma Course

1. This Ordinance shall be applicable to candidates admitted to Diploma course in PB Diploma in Operation Room (N). This PB Diploma in Operation Room (N) is of one year (one academic year) course. The course is honors diploma course offered by the norms, rules and guidelines of the concerned council M.P. Paramedical council, Bhopal and the policies of Government of Madhya Pradesh and Board of Management of the IES University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility for admission to the first year in PB Diploma in Operation Room (N) shall be a registered Nurse & Midwife (R.N & R.M) or equivalent.
 - b. The candidate must have possess a minimum of one year experience as a staff nurse.
 - c. Candidate from other countries must obtain an equivalence certificate as per guideline of INC.
 - d. Admission under these courses will be made as follows:

- i. The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination for admission to the PB Diploma in Operation Room (N).
- ii. Candidate shall be medically fit.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of PB Diploma in Operation Room (N) Courses shall be one year from the date of admission.
- b. Each academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 2 years from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

- a. Candidates appearing as regular students for any annual examination are required to attend 80% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.
- b. The candidate should make up 100% of attendance for integrated practice experience and internship in term of hours and activities before awarding the certificate.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 72
Diploma in Para Medical Sciences
One Year Diploma Course

1. This Ordinance shall be applicable to candidates admitted to Diploma in Department of Para Medical Diploma Course. This Diploma course in Para Medical Sciences is of one year. This Diploma course in Para Medical Department shall include Diploma X- Ray (Technician/Radiographer) and Diploma ECG Technician. More diploma programmes may also be offered by the norms, rules and guidelines of the concerned council M.P. Paramedical council, Bhopal and the policies of Government of Madhya Pradesh and Board of Management of the IES University.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility for admission to the first year in Diploma in Dialysis Technician course shall be passing Higher Secondary Department Certificate Examination (10+2) system of education in science group or equivalent with Physics, Chemistry & Biology as main subjects conducted by recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks.
 - b. Admission under these courses will be made as follows:

- i. The eligible candidates secure a place in merit list prepared by the University by conducting its own entrance examination.

OR

- ii. The students may also secure direct admissions based on the Higher PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The duration of Diploma in Dialysis Technician Courses shall be one years.
- b. Academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 2 years from the date of admission. However, on sufficient and satisfactory reason, mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any annual examination are required to attend 75% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE No. 73
Diploma in Paramedical Sciences
Two Years Diploma Course

1. This ordinance shall be applicable to candidates admitted to diploma in department of paramedical diploma courses. These two years Paramedical Diploma courses shall be designed as Diploma in Paramedical, in respective Branch. The ordinance shall be applicable for Diploma in Pathology, Diploma in Human Nutrition, Diploma in Optometrist refraction, Diploma in Optometrist contact Lens, Diploma in Ophthalmic Assistant, Diploma in Clinical Biochemistry, Diploma in Microbiology, Diploma in Naturopathy, Diploma in Anesthesia Technician, Diploma in Respiratory Technician, Diploma in Hospital Medical Record Science, Diploma in Optometry, Diploma in X ray (Radiographer Technician).
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admission**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. 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 12th standard 2 years P.U.C or equivalent examination from a recognized Board/University.
 - b. The Candidate should have completed minimum of 17 years of age on/ before 31st December of the concerned academic session.

- c. Selection Criteria: The admission in Paramedical Diploma program First Year shall be based on the merit of the qualifying examination.

Or

ICAT conducted by the University

- d. On admission, every candidate shall have to get fitness certificate, for physical fitness.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6 Number of Seats

Number of seats shall be 50 seats per course approval by competent Authority.

7 Curriculum and Syllabi

The curriculum and syllabi will be framed by concerned Board of studies which duly approved by academic council in accordance with the guidelines issued by concerning.

8. Commencement of Courses

- 8.1 The course shall be commencing from the month of August/September of every academic year.
- 8.2 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.

9. Examination

- 9.1 The medium of Instruction and Examination shall be English throughout the course of the study.

9.2 University Examination; Theory & Practical:

- a. There shall be University examination at the end of the academic year.
- b. The Main Examination shall be held on yearly basis for all the two years respectively.
- c. There shall be 2 University Examination in a year: Main examination in May/June and Supplementary Examination (*II examination*) in October/November. The succeeding examination shall be held within 6 months.
- d. University examination shall consist of Theory in all the subjects. There shall be Practical examinations for practical subjects.
- e. Theory and Practical examination shall be considered as separate heads/ subjects for passing.
- f. Scheme of the Examinations shall be as per the scheme, approved by Academic Council of the University

9.3 Written Examination

9.3.1 Written Examination shall be of 3 Hours

9.3.2 Each theory paper shall carry 100 marks.

9.4 Criteria for Passing

To pass a subject in the University examination:

- a. 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.
- b. 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.
- c. A candidate had to clear all the subjects of first year to be eligible to appear in the final year examination.

9.5 Internal Examination

- a. Two Internal assessment Examinations (Theory and Practical) shall be conducted in each year as applicable for the subject.
- b. 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.
- c. Best marks out of two internal examinations shall be considered for inclusion in the University examination.
- d. 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.

10. Attendance

Candidates appearing as regular students for any annual examination are required to attend 75% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

11. Course

- a. The duration of these Diploma Courses in Paramedical Sciences shall be of two years.
- b. Academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 3 years from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

12. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

13. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 74**Bachelor of Science Degree Courses in Allied Health Science**

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Science in Department of Allied Health Science under the faculty of paramedical sciences. This degree courses shall include three year degree course in different disciplines of allied sciences. The courses are spread over 6 semesters (two semester of 6 month each per year, last 6 months internship shall be remained compulsory part of the course. Following programmes shall be offered under this category:
 1. Bachelor of Optometry (B. Optom.)
 2. Bachelor of Occupational therapy (B.O.T.)
 3. Bachelor of Science (Trauma Care Management)
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System**:- Examination (As per Ordinance No 04)
 Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility is passing higher secondary department certificate examination (10+2) scheme schooling from a recognized Board or University with Science (Physics, Chemistry, Biology) and English with minimum of 45% aggregate marks (PCBE).
 - b. In case of admission to B.Sc. Imaging Technology or B.Sc. Radiotherapy Technology the candidate should have passed HSDCE (10+2) or equivalent examination with Physics, Chemistry, Biology and Mathematics, as HOI subjects of study. (Minimum of 45% aggregate in PCM/PCB.)

- c. Admission under these courses will be made as follows:
- i. The eligible candidates secure a place in merit list prepared by the University on the basis of ICAT.
 - ii. The students may also secure direct admissions based on the higher PCB score of higher secondary certificate examination (10+2) or equivalent, as laid down by the University.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course**
The maximum duration of the course shall be 5 years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
7. **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, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the HOI and Vice-Chancellor of the University, respectively for satisfactory reasons.
8. **Medium of Instruction (in Teaching and Examination)**
The medium of instruction in Teaching and Examination shall be English and Hindi throughout the course of study.
9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 75**Diploma in Department of Community
One & Two Years Diploma Course**

1. This Ordinance shall be applicable to candidates admitted to Diploma in Sanitary Inspector/Public Health Inspector Course. This Diploma course in Department of Community shall be applicable to both one & two years courses.
 - i. Diploma in Sanitary Inspector (One Year)
 - ii. Public Health Inspector (Two Years)
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum qualification for admission to the first year for this course shall be passing Higher Secondary School Certificate Examination (10+2) with Science Biology stream by M.P Board of secondary Education or an equivalent examination from a recognized board council/university.
 OR
 Graduates from any Stream (excluding Fine Arts, Music, Classical dance)
 OR
 Diploma holder in engineering from a recognized University.
 OR
 Two years Technical courses after 10th Std. Pass.
 - b. Admission under these courses will be made as follows:

- i. Selection for the admission in first year of these programmes shall be done on merit judged on the basis of marks obtained at 10+2 level or in the ICAT.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. The maximum duration of the course shall be 6 years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should be not more than one year on satisfactory reasons.
- b. Academic year consist of 240 teaching days.
- c. The maximum duration of the course shall be 2 and 3 years, respectively from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any annual examination are required to attend 75% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 76**Bachelor of Ayurvedic Medicine and Surgery (BAMS)
Four and Half Years Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Ayurvedic Medicine and Surgery Degree Course. This degree of Ayurvedic Medicine and Surgery (hereinafter called B.A.M.S) is the four years and six month degree course at undergraduate level.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility is passing Higher Secondary Department Certificate Examination (10+2) scheme schooling from the M.P Board with at least 50% marks in aggregate of PCB (Physics, Chemistry, Biology).
 - b. An examination of any other University/ board recognized by state govt. as equivalent there to with at least 50% marks in aggregate of PCB (Physics, Chemistry, Biology).
 - c. English should be essentially a subject in 10+2 examination.
 - d. The admissions to the Bachelor of Ayurvedic Medicine and Surgery Degree Course shall be governed by the norms, rules and guideline of the concerned regulatory council Central council of Indian Medicine, New Delhi and the policies of Government of Madhya Pradesh.

- e. Admission shall be made through merit/entrance test conducted by Govt. authorized agency in the state Government of Madhya Pradesh.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. This degree of Ayurvedic Medicine and Surgery (here in after called B.A.M.S), the four year and six month degree courses followed by compulsory rotating internship for one year.
- b. This period of four year and six months will be divided as follows:
- | | |
|--------------------------------|------------|
| I st Professional | 12 months |
| II nd Professional | 12 months |
| III rd Professional | 12 months |
| Final Professional | 18 months |
| Compulsory Rotatory Internship | 12 months. |
- c. Maximum duration for the course shall not be more than 7 years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance

Candidates appearing as regular students for any annual examination are required to attend 75% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination)

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 77**Bachelor of Homeopathic Medicine and Surgery (BHMS)
Four and Half Years Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Homeopathic Medicine and Surgery degree course. This degree of Bachelor of Homeopathic Medicine and Surgery (hereinafter called B.H.M.S) is the four years and six month degree course at undergraduate level.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions:**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility is passing higher secondary department certificate examination (10+2) scheme schooling from the M.P Board or any other University/board recognized by state govt as equivalent with at least 50% marks in aggregate of PCB (Physics, Chemistry, Biology).
 - b. English should be essentially a subject in 10+2 examination.
 - c. The admissions to the Bachelor of Homeopathic Medicine and Surgery Degree Course shall be governed by the norms, rules and guideline of the concerned

regulatory council Central council of Indian Medicine, New Delhi and the policies of Government of Madhya Pradesh.

- e. Admission shall be made through merit/entrance test conducted by Govt. authorized agency in the state Government of Madhya Pradesh.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Course

- a. This degree of Bachelor of Homeopathic Medicine and Surgery (here in after called B.H.M.S), the four year and six month degree courses followed by compulsory rotating internship for one year.
- b. This period of four year and six months will be divided as follows:

Ist Professional	12 month
IInd Professional	12 month
IIIrd Professional	12 month
Final Professional	18 month
Compulsory Rotary Internship	12 months
- c. Maximum duration for the course shall not be more than 7 years. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).

7. Attendance:

Candidates appearing as regular students for any annual examination are required to attend 75% 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 HOI and Vice-Chancellor of the University for Satisfactory Reasons.

8. Medium of Instruction (in Teaching and Examination):

The medium of instruction in Teaching and Examination shall be English throughout the course of study.

9. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOLs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 78
Diploma in Electro Homeopathy
One & Two Years Certificate and Diploma Courses

1. This Ordinance shall be applicable to candidates admitted to diploma/certificate courses in Electro Homeopathy. This Certification Course of Electro Homeopathy for gainful employment generation to development of youth the course will lead for the award of diploma and certificates.
 - i. Certificate course in Electro Homeopathy Course 1 Year
 - ii. Diploma in Electro Homeopathy Course 2 Years
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Fee Structure**
 - a. All the fees categories including program fee and the examination fee shall be determined by the university from time to time and shall be payable by the students at the beginning of each semester. The fee structure shall be determined in consultation with the Regulatory Authorities.
 - b. Registrar shall notify the quantum of fees payable and the schedule of registration before the start of each semester.
 - c. Fees, once paid and if 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 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. In case any student has been allowed to appear in the examination the result of such student shall be withheld till all his dues are cleared. The fees shall be applicable as per approval of Board of Management from time to time.
4. **Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)
5. **Eligibility Criteria for Admissions**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. The minimum eligibility is passing higher secondary department certificate examination (10+2) scheme schooling from the M.P Board of Secondary Education or an equivalent from a recognized Board.
 - b. English should be essentially a subject in 10+2 examination.

- c. The admissions to the Electro Homeopathy Course shall be governed by the norms, rules and guidelines of the concerned regulatory council of Central council of Indian Medicine, New Delhi and the policies of Government of Madhya Pradesh.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
 - The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.
6. **Course:**
This course of Electro Homeopathy there will be two academic cycles every years, one from July to June and January to December.
7. **Medium of Instruction (in Teaching and Examination):**
The medium of instruction in Teaching and Examination shall be English throughout the course of study.
8. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE NO. 79
Bachelor of Library & Information Science (B.Lib & I.Sc.)
1 Year Degree Course

1. This Ordinance shall be applicable to candidates admitted to Bachelor of Library & Information Science (B.Lib & I.Sc.) degree course. This degree of Bachelor of Library & Information Science (B.Lib & I.Sc.) is the one year degree course at undergraduate level.
2. **Programs & Number of Seats**
 The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
 Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Course & Faculty**
 - a. This ordinance shall be applicable to the one Year Bachelor Degree.
 - b. This ordinance shall be applicable to all the University teaching departments/ Schools of this University.
 - c. At present the degree covers under this ordinance is Bachelor of Library & Information Science (B.Lib&I.Sc.),
 - d. More degree programme can be offered under this ordinance on the recommendations of the Board of Studies.
 - e. These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
4. **Duration**
 The duration of these courses of study shall be one year. The maximum duration of the course shall be 2 years, from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
5. **Eligibility Criteria for admission**
 Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 Bachelor's Degree with 50% marks in the aggregate.
 OR
 Master's Degree of any recognized University with 50% marks in the aggregate. The highest marks obtained either at graduate or post graduate will be considered for the purpose of admission.
 OR
 Deputed/in-service* candidate should be at least graduate of any recognized University.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Admission Procedure**6.1 Admission under these courses will be made as follows:**

- The university will issue admission notifications and process as per it's convenience at the time of admission before the start of every cycle.
- 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 they will be admitted provisionally as per the process decided by the academic council. 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.
- 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.
- The application form may be rejected due to any of the following reasons:
 - The candidate does not fulfill the eligibility conditions.
 - The prescribed fees is not enclosed.
 - The application form is not signed by the candidate and his/her parent guardian, wherever required.
 - Supporting documents for admission are not enclosed.
- Enrollment/Registration number will be assigned to the student by the University after verification & submission of all the necessary documents/fees.
- Admission rules as framed by the University shall be applicable for all admissions from time to time.

6.2 The One Year Bachelor Degree shall consist of:

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

- 6.3** 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. Medium of Instruction (in Teaching and Examination):

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

- 8. Academic System- Examination (As per Ordinance No 04)**
Curriculum & Related Regulations: (As per Ordinance No 06)

- 9.** In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOLs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

ORDINANCE 80**Master of Library & Information Science (M.Lib&I.Sc.)
1 Year Degree Course**

1. This Ordinance shall be applicable to candidates admitted to Master of Library & Information Science (M.Lib&I.Sc.) degree course. This degree of Master of Library & Information Science (M.Lib&I.Sc.) is the one year degree course at Post graduate level.
2. **Programs & Number of Seats**
The details of specialization in each department shall be detailed out in the regulation made under respective ordinance.
Seats will be decided time to time by the university as per guidelines of Regulatory Authorities and other statutory bodies as and where applicable.
3. **Course & Faculty**
 - a) This ordinance shall be applicable to the One Year Master Degree.
 - b) This ordinance shall be applicable to all the University teaching departments/Schools of this University.
 - c) At present the degree covers under this ordinance is Master of Library & Information Science (M.Lib & I.Sc.).
 - d) More degree programme can be offered under this ordinance on the recommendations of the Board of Studies.
 - e) These programmes are offered by concerned faculty approved by the Board of Studies and Academic Council.
4. **Duration**
The duration of these courses of study shall be one year. The maximum duration of the course shall be 2 years, from the date of admission. However, on sufficient and satisfactory reason mercy attempt can be granted to the students by VC (should not be more than one year).
5. **Eligibility Criteria for admission**
Following the norms of Regulatory/Governing bodies, admission to various Programmes shall be provided as per the Ordinance No. 2. In addition to the details listed in the Ordinance No. 2, following norms shall be followed:
 - a. M.Lib & I.Sc. – candidates seeking admission to these courses must have passed B.Lib & I.Sc. from any recognized University or an equivalent body.

Note:

- Above stated eligibility criteria shall stand superseded/modified as per the directions of regulatory/governing bodies.
- The reservation and minimum marks relaxation (in qualifying examination) for SC, ST, OBC and Differently abled in the admission to the course shall be as per M.P State Government rules and regulations.

6. Admission Procedure

Admission under these courses will be made as follows:

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

7. Course Structure

The One Year Master Degree shall consist of:

- a. Such courses (papers) as prescribed by the University.
- b. Such job internship, includes practical experience of every section of the library projects etc. as may be prescribed by the University and
- c. Such scheme of examination as prescribed, by the University from time to time. 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 for marking scheme of the course after the due approval of Vice-Chancellor.

8. Medium of Instruction (in Teaching and Examination):

The medium of instruction in Teaching and Examination shall be English/Hindi throughout the course of study.

9. Academic System- Examination (As per Ordinance No 04) Curriculum & Related Regulations: (As per Ordinance No 06)

10. In case of any dispute the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the HODs/HOIs/Dean. The decision of the Vice-Chancellor shall be final and all matters will be subjected to jurisdiction of Bhopal court.

भाग ४ (ग)**अंतिम नियम****अध्यात्म विभाग****मंत्रालय, वल्लभ भवन, भोपाल**

भोपाल, दिनांक 13 नवम्बर 2019

क्र. एफ 3-37-2019-अडसठ.—विभागीय आदेश क्रमांक एफ 7-1-2012-छः, मध्यप्रदेश राजपत्र (असाधारण) में दिनांक 26 जून 2012 को प्रकाशित इस विभाग की अधिसूचना क्रमांक एफ 7-2-2012-छः, दिनांक 25 जून 2012 मुख्यमंत्री तीर्थदर्शन योजना नियम, 2012 में एतद्वारा निम्नानुसार संशोधन किया जाता है।

वर्तमान तीर्थस्थलों की सूची में निम्न धार्मिक स्थलों का नाम जोड़ा जाता है:—

1. करतारपुर साहिब, पाकिस्तान

शेष शर्तें पूर्व में जारी अधिसूचना क्रमांक एफ 7-2-2012-छः, दिनांक 26 जून 2012 के अनुसार रहेंगी। यह संशोधन राजपत्र में प्रकाशित होने की दिनांक से लागू माना जायेगा।

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार

किरण मिश्रा, उपसचिव।

श्रम विभाग**मंत्रालय, वल्लभ भवन, भोपाल**

भोपाल, दिनांक 19 नवम्बर 2019

क्र. 1634-1542-2019-ए-सोलह.—कारखाना अधिनियम, 1948 (1948 का 63) की धारा 19 की उपधारा (3) एवं 112 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, राज्य सरकार, एतद्वारा, मध्यप्रदेश कारखाना नियम, 1962 में निम्नलिखित संशोधन करती है, अर्थात्:—

संशोधन

उक्त नियमों में, नियम 46 में, खण्ड (ख) के पश्चात्, निम्नलिखित खण्ड अन्तःस्थापित किए जाएं, अर्थात्:—

“(ग) भारतीय मानकों के अनुरूप पर्याप्त मात्रा में सेनेटरी नैपकिन, इनके उपयोग के लिए महिला शौचालयों में व्यवस्था की जाएगी और रखे जाएंगे तथा प्रतिदिन के आधार पर इनकी पुनःपूर्ति की जाएगी।

(घ) उपयोग किए गए नैपकिन के संग्रहण के लिए महिला शौचालयों के भीतर ढक्कन वाले डिस्पोजेबल डिब्बे प्रदान किए जाएंगे। उपयोग किए गए नैपकिन सुरक्षित एवं स्वास्थ्यकर तरीके से निस्तारित किए जाएंगे.”

2. यह संशोधन इस अधिसूचना के “मध्यप्रदेश राजपत्र” में प्रकाशन की तारीख से प्रवृत्त होगी।

No. 1634-1542-2019-A-XVI.—In exercise of the powers conferred by sub-section (3) of Section 19 and 112 of the Factories Act, 1948 (LXIII of 1948), the State Government, hereby, makes the following amendment in the Madhya Pradesh Factories Rules, 1962, namely:—

AMENDMENT

In the said rules, in rule 46 after clause (b), the following clauses shall be inserted namely:—

“(c) Sanitary Napkins of adequate quantity conforming to Indian Standards shall be provided and maintained in the women's toilets for their use the same shall be replenished on daily basis;

(d) Disposable bins with lids shall be provided within the women's toilets for the collection of used napkins. The used napkins shall be disposed off in safe and hygienic manner.”

2. This amendment shall come into force from the date of publication of this notification in the “Madhya Pradesh Gazette”.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार

चंदना मेहरा अटूट, अवर सचिव।

मध्यप्रदेश विद्युत नियामक आयोग
पंचम तल, मेट्रो प्लाजा, बिट्टन मार्केट, ई-5, अरेरा कालोनी, भोपाल

भोपाल, दिनांक 25 नवम्बर 2019

क्रमांक— 1661/मप्रविनिआ/2019 — मध्यप्रदेश विद्युत् सुधार अधिनियम, 2000 (क्रमांक 4 सन् 2001) की धारा 9 के खण्ड (ज) के साथ पठित विद्युत् अधिनियम 2003 (2003 का 36) की धारा 50 तथा 56 द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश विद्युत् नियामक आयोग, एतद्द्वारा, मध्यप्रदेश विद्युत् प्रदाय संहिता, 2013 में निम्नलिखित संशोधन करता है, अर्थात् :-

मध्य प्रदेश विद्युत प्रदाय संहिता, 2013 में द्वितीय संशोधन
{एआरजी-(I)(ii), वर्ष 2019}

1. संक्षिप्त शीर्षक एवं प्रारंभ :

- 1.1 यह संहिता "मध्यप्रदेश विद्युत् प्रदाय संहिता 2013 (द्वितीय संशोधन) {क्रमांक एआरजी-(I)(ii), वर्ष 2019}" कहलायेगी।
- 1.2 यह संहिता मध्यप्रदेश शासन के शासकीय राजपत्र में इसकी प्रकाशन तिथि से प्रभावशील होगी।
- 1.3 इस संहिता का विस्तार सम्पूर्ण मध्य प्रदेश राज्य में होगा।

2. उक्त संहिता में, खण्ड 4.12 के स्थान पर निम्नलिखित खण्ड स्थापित किया जाए, अर्थात् :-

- "4.12 यदि उपभोक्ता का, उसके नाम से या किसी ऐसी फर्म या कंपनी के नाम से जिसके साथ वह या तो भागीदार, निदेशक या प्रबंध निदेशक या अधिभोगी और/अथवा परिसर के स्वामी के रूप में सहबद्ध है, विद्युत् शोध्य या अन्य शोध्य, उस परिसर के लिए, जहां नवीन संयोजन के लिए आवेदन किया गया है बकाया है और ऐसे शोध्य अनुज्ञप्तिधारी को देय हैं, तो प्रदाय की मांग अनुज्ञप्तिधारी द्वारा तब तक स्वीकार नहीं की जाएगी जब तक शोध्य का पूरा भुगतान नहीं कर दिया जाता है। नवीन संपत्ति का अधिभोग रखने वाले व्यक्ति की दशा में उस व्यक्ति का यह दायित्व होगा कि वह पिछले महीनों के लिए देयकों अथवा विच्छेदित प्रदाय की दशा में, उसके अधिभोग के ठीक पहले अनुज्ञप्तिधारी के अभिलेखों के अनुसार शोध्य रकम की जांच करे और यह सुनिश्चित करे कि देयक में यथाविनिर्दिष्ट सभी बकाया विद्युत् शोध्यों का सम्यक् रूप से भुगतान एवं अदायगी

कर दी गई है । अनुज्ञप्तिधारी ऐसे व्यक्ति द्वारा अनुरोध किए जाने पर उस संयोजन से बकाया रकम का प्रमाण पत्र जारी करने के लिए बाध्य होगा, जो ऐसे परिसर में स्थापित था या स्थापित है । अनुज्ञप्तिधारी ऐसे परिसर में शोध्य वाले पूर्व से विद्यमान संयोजन के माध्यम से विद्युत् प्रदाय से इंकार कर सकेगा या ऐसे परिसर को तब तक नवीन संयोजन प्रदान करने से इंकार कर सकेगा जब तक कि ऐसे बकाया शोध्य का अनुज्ञप्तिधारी को पूर्ण भुगतान नहीं कर दिया जाता :

परन्तु निम्नलिखित मामलों में ऐसे परिसरों में नवीन संयोजन जारी करने से वितरण अनुज्ञप्तिधारी द्वारा इंकार नहीं किया जाएगा :

- (एक) किसी कर्मचारी के स्थानांतरण पर शासकीय आवास/फ्लैट खाली किए जाने पर विद्युत् प्रभारों के बकाया छोड़े जाने पर नवीन अधिभोगी से भूतपूर्व उपभोक्ता के विद्युत् शोध्यों के भुगतान की अपेक्षा नहीं की जाएगी ।
- (दो) यदि परिसर पर विद्यमान बकाया की वसूली नहीं करने के लिए किसी न्यायालय द्वारा कोई विनिर्दिष्ट आदेश है ।

Bhopal dated:25th November, 2019

No. 1661 /MPERC/2019 In exercise of the powers conferred under clause (j) of Section 9 of the Madhya Pradesh Vidyut Sudhar Adhiniyam 2000 (No. 4 of 2001) read with Section 50 and Section 56 of the Electricity Act, 2003 (No. 36 of 2003), the Madhya Pradesh Electricity Regulatory Commission, hereby makes the following amendment in the Madhya Pradesh Electricity Supply Code, 2013, namely:-

**Second Amendment to Madhya Pradesh Electricity Supply Code, 2013.
(ARG-(I)(ii) of 2019)**

1. Short Title and Commencement:

- 1.1 This Code shall be called Madhya Pradesh Electricity Supply Code, 2013 (Second Amendment) (ARG(I)(ii) of 2019)."
- 1.2 It shall extend to the whole of the State Madhya Pradesh.
- 1.3 It shall be effective from the date of its publication in the Official Gazette of the Government of Madhya Pradesh.

2. In the said Code, for clause 4.12, the following clause shall be substituted, namely:-

"4.12 If the consumer, in respect of an earlier agreement executed in his name or in the name of a firm or company with which he was associated either as a partner, director or managing director or as occupier and / or owner of the premises, has any arrears of electricity dues or other dues for the premises where the new connection is applied for and such dues are payable to the licensee, the requisition for supply may not be entertained by the licensee until the dues are paid in full. In case of a person occupying a new property, it will be the obligation of that person to check the bills for the previous months or in case of disconnected supply, the amount due as per the licensee's records immediately before his occupation and ensure that all outstanding electricity dues as specified in the bills are duly paid up and discharged. The licensee shall be obliged to issue a certificate of the amount outstanding from the connection that was installed or is installed in such premises on request made by such person. The licensee may refuse to supply electricity to such premises through the already existing connection having dues or refuse to give a new connection to such premises till such outstanding dues to the licensee are paid in full:

Provided that release of new connections to such premises shall not be refused by the distribution Licensee in following cases:

- (i) On vacation of government quarter / flat on transfer of an employee leaving arrears of electricity charges, new occupant shall not be required to pay the electricity dues of erstwhile consumer.**
- (ii) If there is a specific order from a court for non-recovery of arrears outstanding on the premises."**

आयोग के आदेशानुसार

शैलेन्द्र सक्सेना, सचिव.

प्रथम परिनियम

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 6 दिसम्बर 2019

क्र. 225-सीसी-2019-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 (1) के अनुक्रम में, आई.ई.एस. निजी विश्वविद्यालय, भोपाल के प्रथम परिनियम क्र. 1-38 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 क्र. 1 से 38

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

IES UNIVERSITY, BHOPAL**STATUTE – 01****SHORT TITLE, SCOPE AND COMMENCEMENT**

- (1) The "Statutes" means the Statutes of IES University Bhopal, Madhya Pradesh.
- (2) These Statutes shall come into force with effect from the date of the notification in the state Gazette by State Government.
- (3) The Statutes are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (SthapanaAvamSanchalan) Adhiniyam 2007, as amended from time to time. 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 statute subsequently according to the Provision of section 27 of the act, and the amended statutes, if any shall be applicable from the date of publication in the official Gazette of the M.P. State Government.

IES UNIVERSITY, BHOPAL**STATUTE -02****DEFINITIONS**

In this statutes unless the context otherwise required

1. **"Act"** means the "Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007 (no.17 of 2007) as amended from time to time.
2. **"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.
3. 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.
4. **"Board of Studies"** means the Board of Studies of the IES University Teaching Departments/Faculties.
5. **"Board of Management"** means the Board of Management of IES University.
6. **"Chancellor"** Means the Chancellor of the IES University.
7. **"Chief Finance and Accounts officer"** means the chief finance and accounts officer of the IES University.
8. **"Convocation"** means the convocation of the IES University
9. **"Course(s)"** means prescribed area(s) of course(s) of study of programme (s) and /or any other component(s) leading to the conferment or award of degree, diploma, certificate or any other academic distinction or title of the IES University
10. **"College"** means an institution situated as a constituent unit in the main campus and maintained by the IES University under the provisions of these statutes.
11. **"Decided, by the University/ University may decide/Decision of the University"** means as decided by the Vice-Chancellor with approval of the chancellor.
12. **"Employee"** means any person appointed by the IES University and includes teachers and other staff of the University.
13. **"Faculty"** means Faculty of the IES University listed in relevant Statute.
14. **"Governing Body"** means Governing Body of IES University
15. **"Head of Department"** means the faculty head of any department or head of any department or constituent institutions situated in the main campus of IES University .
16. **"Principal/HOI"** means the Head of a constituent College.
17. **"Regular Education"** means delivering instructions, 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 from the campus to the regular students of the IES University .

18. **"Regulation"** means regulation of the IES University.
19. **"Regulatory Commission"** means regulatory commission constituted by Stat Government under section 36 of the Act.
20. **"Rules"** means Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Rules 2008", as amended from time to time.
21. **"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 IES University .
22. **"Seal"** means the common seal of the IES University.
23. **"Subject"** means the basic unit(s) of instruction; teaching; training; research etc.,by whatever name it may be called, as under the scheme and curriculum.
24. **"Scheduled Tribes"** means the Scheduled Tribes specified in relation to this State under Article 342 of the Constitution of India.
25. **"Scheduled Castes"** means the Scheduled castes specified in relation to this.state under Article 341 of the Constitution of India.
26. **"Statutes", "Ordinances" and "Regulations"** means the Statutes, Ordinances and Regulations of the University as the case may be, in force for the time being.
27. **"School of Studies"** means a constituent institution situated in the main campus & maintained by the IES University as place for higher learning and research.
28. **"Teachers of the University"** means Professors, Associate Professor, Assistant Professor and such other persons as may be appointed for imparting instructions or conducting research, with the approval of the Vice-Chancellor of the University or any constituent College institution in the campus maintained by the University.
29. **"University"** means IES University
30. **"Vice-Chancellor"** means the Vice-Chancellor of University.
31. **"Visitor"** means the Governor of state.
32. Words and expression used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.
33. 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.

IES UNIVERSITY, BHOPAL**STATUTE -03****SEAL OF THE UNIVERSITY**

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 changes or amendment as deemed necessary from time to time by the University. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbols of Graphic expression, abbreviation of 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. The University may opt to register these under relevant rules and laws of the Land.

IES UNIVERSITY, BHOPAL**STATUTE - 04****OBJECTIVES OF THE UNIVERSITY**

The following shall be objectives of the IES University

- To offer right of education to all students, belonging to rural background or/& of different caste, sex or creed.
- To offer job oriented course to the youth of country, in order to promote self-efficiency.
- To create, state of Art facilities, for research in Technology & Medical Sciences.
- To create atmosphere of sharing & dissemination of knowledge, with individuals & at professional fronts.
- To create higher level of intellectual abilities in students, by creating Centre of excellence.
- To follow the standard of University Grants Commission & other Regulatory bodies for conducting Degree, Diploma, Certificate & other academic distinctions.
- To pursue, any other objectives, as may be approved by State Government, based on recommendations of Regulatory Commission, from time to time.
- To enlighten youth & promote socio-economic power of region, increasing Gross Enrollment Rate above National level, contributing in the growth of Country.

IES UNIVERSITY, BHOPAL**STATUTE-05****APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE CHANCELLOR**

- (1) In accordance with the section no 16 of the Act, the Chancellor shall be appointed by the sponsoring body i.e. (Infotech Education Society) Bhopal for a period of five years with the approval of the Visitor. The Executive Committee of the sponsoring body shall, by simple majority, finalize the name of the Chancellor. The Secretary/President of the Sponsoring Body shall send the name, along with Bio-data of the proposed Chancellor, to the Visitor for approval. After Visitor's approval, Chancellor shall be appointed by the Sponsoring Body.
- (2) The Chancellor shall be the Head of the University.
- (3) The Chancellor shall preside over the meeting of the Governing Body and shall, when the Visitor is not present, preside over convocation of the University, for conferring degrees, diplomas or other academic distinctions.
- (4) The Chancellor shall exercise powers as specified in Section 16 clause 4 of the Act and powers provided in statute or Ordinance of University.
- (5) 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 expiry his term may, continue to hold his office until him/her is reappointed or his successor enter upon his office, provided that the period shall not exceed more than six months.
- (6) In case of any 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 shall not exceed more than six months.
- (7) It shall be the duty of the Chancellor to ensure that the provisions of the Act, the Rules, the Statutes, the Ordinances or the Regulations are faithfully complied by the University authorities.
- (8) The Chancellor shall exercise, supervise and have general control over the affairs of the University and Decision of the Chancellor shall be final for the university for all the Administrative, Financial, Academic matters and any other matters therewith.
- (9) The Chancellor shall be entitled to receive accommodation, vehicle facility, honorarium, expenses and allowances as may be decided by the Sponsoring Body.
- (10) The Chancellor shall have the following powers, also:
 - (a) To appoint and remove the Vice-Chancellor, as per provisions of section 17 of the Act;
 - (b) To call for any information or record of university.
 - (c) Such other powers as may be conferred by the Statutes & ordinance of university;

- (11) The chancellor wishes to relinquish his office he shall write a letter in his own hand writing addressing to the Visitor. The Sponsoring Body Chairman shall forward his resignation to the Visitor and after Visitor's approval; he shall accept his resignation and propose a new name to the Visitor as per clause (1) of this Statute.
- (12) 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 of majority, can recommend the visitor for the removal of chancellor.

IES UNIVERSITY, BHOPAL

STATUTE -06

APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE PRO CHANCELLOR

- a) The Pro Chancellor shall be appointed by the Sponsoring body from amongst the members of the Sponsoring Body.
- b) He/she shall exercise all powers and functions as assigned by the Chancellor and /or Sponsoring Body from time to time.
- c) He/she shall assist the Chancellor in the efficient functioning and administration of the University.
- d) He/she shall report to the Chancellor and Sponsoring Body.
- e) He/she shall be the Chairperson of the Board of Finance and Administration and preside over the meeting of Board of Finance and Administration.
- f) He/she shall approve the appointment of all teaching and non-teaching staff of the University and recommend the same to the Sponsoring Body under his/her signature.
- g) He/she shall approve limits related to incurring of the expenditure of the University by any officer / authority and lay down policy/s for incurring of expenses.
- h) He/She shall exercise overall financial control over the university finances and shall advise the Governing Body, Board of Management, Sponsoring Body regarding the budget, expenses, future investments plants, creation of assets and related matters.
- i) Registrar and Chief Finance & Accounts Officers of the University shall exercise their powers in concurrence with the Pro Chancellor.
- j) Pro Chancellor shall constitute such other committees as may be required from time to time for smooth functioning of the University.

IES UNIVERSITY, BHOPAL**STATUTE-07****Appointment, Terms and Conditions, Duties 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 as per Section 17 of the Act.
- (2) The Selection Committee, referred to in sub-section (1) shall consist of the following members, as per section 17 clause 2 of Act.
 - (i) Two eminent academicians nominated by the sponsoring body.
 - (ii) One eminent person nominated by the State Government member.
- (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 persons for the appointment of Vice-Chancellor, provided that if the Chancellor does not approve the recommendation of the selection committee, he/she 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 University, as per the provisions of Section 17(5), of the act.
- (6) The Vice-Chancellor appointed under section (1) shall hold office for a term of four years and shall not be eligible for appointment for more than two terms. Provided that, notwithstanding the expiry of his/her term, he/she shall continue to hold office until his successor is appointed or enters office but in any case this period shall not exceed six months. Provided that he/she shall not hold the office after attaining the age of 70 years.
- (7) The Vice-Chancellor shall be a whole-time salaried officer of the University and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body provided that the pay, allowance and other conditions of service shall not be less than what has been approved by U.G.C.
- (8) If at any time upon representation made or otherwise and after making such enquiries as may be deemed necessary, it appears to the Chancellor, that the Vice-Chancellor:-
 - (i) Has made default in performing any duty imposed on him, by under the statute or ordinance of University
 - (ii) Has acted in manner prejudicial to the interests of University or
 - (iii) Is incapable of managing the affairs of the University the Chancellor may, notwithstanding the fact that the terms of office of the Vice-Chancellor has not expired, by an order in writing stating the reasons therein, require the Vice-Chancellor to relinquish his office as from such

date as may be specified in the order.

- (iv) Provided that no such order shall be passed unless the particulars of the grounds on which such action is proposed to be taken are communicated to the Vice-Chancellor and he is given a reasonable opportunity of showing cause against the proposed order.
- (9) As from the date specified the Vice-Chancellor shall be deemed to have relinquished the office and the office of the Vice-Chancellor shall fall vacant.
- (10) In the event of the occurrence of any vacancy, including temporary vacancy in the office of the Vice-Chancellor by reason of his death, resignation, leave, illness or otherwise, Pro Vice-Chancellor for that purpose shall act as the Vice-Chancellor as authorized by Chancellor until the date on which Vice-Chancellor is as per provision act to fill such vacancy, enters upon his office provided that this period shall not exceed more than six months.
- (11) The Vice-Chancellor shall be the principal executive and academic officer of University and shall exercise general superintendence and control over the affairs of University and shall execute the decisions made by various authorities of University.

In addition to the powers and duties prescribed in section 17 of the Act the Vice-Chancellor shall also exercise such other powers and perform such other function as given below:-

- a). He shall be Ex-Officio Chairman of Board of Management, the Academic Council, and Finance Committee and All Bodies of the University. The Vice-Chancellor shall be entitled to be present in the meetings of all bodies of the University but shall not be entitled to vote at unless he is a member of such body.
- b). It shall be duty of the Vice-Chancellor to see that provisions of the Act and the Statutes and Ordinance and Regulations made by the University are duly complied with and he shall have all the powers necessary to ensure their compliance. The Vice-Chancellor may constitute such committees as he deems it necessary to help him in the discharge of the duties entrusted upon him by or under the statute and ordinance.
- c). The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions, direction or orders of all authorities of the University.
- d). The Vice-Chancellor shall have the powers necessary for the proper maintenance of discipline in the University and he may delegate any such powers to such persons, as he may deem fit.

- e). The Vice-Chancellor shall be competent to grant leave to any officer of the University in accordance with the rules and make necessary arrangement for the discharge of the functions of such officer during his absence.
 - f). The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desire, delegate such powers to another officer of University.
 - g). The Vice-Chancellor shall have the power to convene the meetings of the different Bodies constituted by University.
 - h). The Vice-Chancellor shall have the power to appoint on the sanctioned and vacant posts of Professors, Associate Professor, Assistant Professor and other Teachers following the procedure of their appointment with the approval of the Chancellor.
 - i). The Vice-Chancellor shall have the power to appoint persons as may be considered necessary by the Academic Council for the functioning of the University with the concurrence of the Board of Management.
 - j). The Vice-Chancellor shall have the power to make short term appointments for a period not exceeding six months at a time of such number of persons as may be considered necessary for functioning of the university with the prior approval of Chancellor.
 - k). In the absence of the Visitor and the Chancellor, the Vice Chancellor shall preside over at the convocation of the University, for conferring Degree, Diplomas or other Academic destinations.
- (12) The Vice-Chancellor may by writing addressed to the chancellor resign his/her office.

IES UNIVERSITY, BHOPAL**Statute - 08****Appointment Terms & Conditions and Powers, Duties of the Registrar****1. Appointment of Registrar**

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
- (v) One Nominee of the Sponsoring Body

2. Selection of Registrar

The University will follow the following procedure for the selection of the Registrar.

- (1) The University would invite applications for the post through the process of an advertisement in important minimum two News Papers having wider circulation as decided by Vice Chancellor.
- (2) A Summary of the candidates applied for the post shall be prepared by the Committee constituted for the purpose as per clause 1 as above.
- (3) 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.
- (4) The Selection Committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Governing Body.
- (6) If a suitable candidate is not found in the first advertisement, subsequent advertisement shall be issued. The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
- (7) 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 shall be performed by such person as the Vice-Chancellor may appoint for the purpose with the prior approval of Chancellor.
- (8) The age of retirement of the Registrar shall be Sixty five years

TERMS AND CONDITIONS OF SERVICE, POWERS AND DUTIES OF THE REGISTRAR

- (1) 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.

- (2) 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.
- (3) The Registrar shall be the member-secretary of the Governing Body, Board of Management and Academic Council but he shall not have the right to vote.
- (4) The Registrar shall exercise such other powers and perform such other duties as may be prescribed by the Statutes or Ordinance of University.

If 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. Provided that before such action the Registrar shall be given an opportunity of being heard.

DUTIES OF REGISTRAR

Duties of the Registrar shall include:

- (1) To be the custodian of the records, the common property, and such other property of the University as the Governing Body and Board of Management may decide.
- (2) 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 shall not have a right to vote.
- (3) 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
- (4) 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/She shall also make available all such papers, documents and information as the Visitor M.P. State University Regulatory Commission /Chancellor/Vice-Chancellor may desire from time to time.
- (5) He/She shall discharge all such functions as assigned to him by the Chancellor of the University.
- (6) 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 Chancellor.
- (7) To conduct official proceedings and correspondence of the University, the Governing Body, the Board of Management and the Academic Council and the committees appointed by such authorities from time to time.
- (8) To represent the University in suits or proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
- (9) To keep the minutes of the meetings of the Governing Body, Board of Management,

- the Academic Council, and of the committees appointed by such authorities from time to time.
- (10) To arrange the examination of the University in case no controller of Examination is appointed in the University.
 - (11) To collect the income, disburse the payments of the University, in case no Chief Finance Officer is appointed in the University.
 - (12) To exercise all such powers as may be necessary or expedient for carrying into the orders of the Chancellor, Vice-Chancellor or various authorities or bodies of the University of which Acts as secretary.
 - (13) To discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor to whom he shall be responsible for the same.
 - (14) To perform such other functions as may be specified in the Statutes, Ordinance or Regulations or as may be required from time to time by the Governing Body, Board of Management or the Vice-Chancellor.
 - (15) To Order such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.
 - (16) To represent the University in suites and proceedings, by or against the University, sign powers of attorney, verify pleadings and depute his representative for the purpose.
 - (17) Subject to the Control of the Vice-Chancellor, the Registrar shall have power to appoint on the sanctioned post, of the class III and class IV Ministerial & Academic Staff of the University and likewise shall exercise disciplinary control over them.
 - (18) The Registrar shall have the powers to enter into and sign, agreements and authenticate records on behalf of the University.
 - (19) The Vice-Chancellor shall have power to take disciplinary action against Registrar required. However, an appeal could be made by the concerned Registrar to the Chancellor through Board of Management and the Vice-Chancellor. The Vice-Chancellor shall place the appeal before the Board of Management within a period of 30 days from the date of the receipt of the appeal by him with his comments and observations if any. The decision of the Chancellor shall be final.
 - (20) An appeal shall be made to an officer so designated by the Board of Management against any order made by the Registrar. In cases where an inquiry discloses that a punishment beyond the powers of the concerned Registrar is called for, the Registrar shall, consequent to the enquiry, make a report to the Vice-Chancellor along with his recommendations for such action as the Vice-Chancellor may deem fit.
 - (21) 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.
 - (22) The Registrar may by writing under his hand addressed to the Chancellor, resign his office giving three month notice, Provided that the notice period of three month can be condoned by the Chancellor if three month salary is deposited by the such officer.

IES UNIVERSITY , BHOPAL**STATUTE - 09****APPOINTMENT, TERMS AND CONDITIONS, POWERS AND DUTIES OF THE CHIEF
FINANCE & ACCOUNTS OFFICER (CFAO)**

The CFAO will be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Chancellor.

THE APPOINTMENT OF CHIEF FINANCE AND ACCOUNT OFFICER (CFAO)

The appointment of the CFAO shall be made by the Chancellor on the recommendation of the committee constituted for the purpose.

The Committee shall consists of

- (i) Vice Chancellor - Chairman
- (ii) Nominee of the Chancellor - Pro Vice Chancellor
- (iii) Two finance Expert member approved by the Governing Body
- (iv) One Observer nominated by the Chairman, M.P. University Regulatory Commission
- (v) Nominee of the Sponsoring Body

Provided that the first CFAO will be appointed by Chancellor for a period two years.

SELECTION OF CFAO

The University will follow the following procedure for the selection of the CFAO.

- (1) The University would invite applications for the post through the process of an advertisement in any two important News Papers having wider circulation as decided by Vice Chancellor
- (2) 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 Vice Chancellor for the purpose.
- (3) 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.
- (4) The selection committee shall interview and adjudge the merit of each candidate and send its final recommendation to the Chancellor. The committee shall consist of:
 - (i) Vice Chancellor - Chairman
 - (ii) Nominee of the Chancellor
 - (iii) Nominee of the Sponsoring Body
 - (iv) Two expert members approved by Governing Body
 - (v) One observer nominated by Chairman Regulatory Commission
- (5) If a suitable candidates is not found in the first advertisement subsequent advertisement shall be issued.

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- (6) 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.
- (7) 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.
- (8) 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.

Terms and conditions of CFAO

- (1) The Chief Finance and Accounts Officer shall receive a salary in the pay scale and other allowances as decided by Chancellor.
- (2) Term of CFAO will be of four years

DUTIES OF CFAO

The duties of the CFAO shall include:

- (1) The Chief Finance & Accounts Officer shall be responsible for managing the accounts and funds of the University, for maintaining the records property, and for regularly getting them audited.
- (2) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
- (3) Maintaining the Financial records and any such other finance related records of the University as the Governing Body may decide.
- (4) He shall discharge all such functions as assigned to him by the Chancellor /Vice-Chancellor of the University.
- (5) Exercise such duties, powers and perform other functions as may be prescribed by the Act, Statutes, Ordinance and Regulations and as directed by the Chancellor/Vice-Chancellor and Board of Management.
- (6) Exercise general supervision of the Fund of the University and advise it as regards its financial policies.
- (7) Perform such other financial function as may be assigned to him by the Governing Body and Board of Management or as may be prescribed by the Statutes or the Ordinance. Provided that Chief Finance & Accounts Officer shall not incur any expenditure or make any investments exceeding the limits as fixed by the Vice-Chancellor and the Board of Management and Governing Body.

Chief Finance & Accounts Officer shall also perform following duties as directed by Chancellor, Vice-Chancellor and Board of Management

- 1) Collect the income, disburse the payments and maintain the accounts of the University.
- 2) Hold and manage the properties and investments of the University, including trust and immovable properties for fulfilling any of the objects of the University.
- 3) Ensure to the limits fixed by the finance committees for recurring and non-recurring expenditure for a year are not exceeded and money is used or spent for the purposes for which it was granted or allotted.
- (4) CAFO will be responsible for the preparation of the annual accounts and the budget, Audit Report & Action Taken Report of the University and for their presentation to the Board of Management after they have been considered by the Finance Committee.
- (5) Keep a constant watch on cash and bank balances and investments.
- (6) Ensure that the registers of properties of the University are maintained properly and that the stock checking of materials and equipments and other materials in the offices of the University maintained by the University.
- (7) Watch the progress of collection of revenue and advice on the methods of collection of revenue.
- (8) Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularities, and suggest appropriate action against persons at fault.
- (9) Call from any office of the University, any information or reports that he may consider necessary for the performance of his/her functions.
- (10) The CFAO shall supervise, control and regulate the working of accounts & finance of the University and ensure the receipt of funds and its utilization as per section 12 & 13 of Act.
- (11) The CFAO may by writing under his/her hand addressed to the Chancellor, resign his office giving three month notice or three month salary in lieu of notice.

IES UNIVERSITY, BHOPAL**STATUTE - 10****GOVERNING BODY OF THE UNIVERSITY****Constitution of Governing Body**

- (1) Constitution and functioning of the Governing Body shall be as laid down under section 22 of the Act.

The Governing Body of the University shall consist of the following members namely:-

- (i) The Chancellor - Chairman
 - (ii) The Vice-Chancellor
 - (iii) Three eminent persons nominated by the sponsoring body out of which 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.
 - (vi) Registrar - Member Secretary
- (2) The terms of nominated members of the Governing Body will be for three years and individual can hold the membership not more than two consecutive terms.
- (3) The Chancellor shall be the Ex-Officer Chairman of the Governing Body.
- (4) The Governing Body shall be the principal authority of the University, and all Movable and immovable property of the University shall vest in the governing body and shall have the following powers namely:-
- (i) To control functioning of the University, by using all such powers as are provided by this Act or the Statutes, Ordinance or Regulations made there under.
 - (ii) To review the decisions of other authorities of the University, in case they are not in conformity with the provisions of the Act or the Statutes, Ordinances or regulations made there under;
 - (iii) To approve the budget and annual report of the University, from time to time.
 - (iv) To lay down the policies to be followed by the University.
 - (v) Such other powers as may be prescribed by the Statutes of the University.
 - (vi) The Governing Body shall meet at least three times in a calendar year.
 - (vii) The quorum for meeting of the governing body shall be of five members as per the act, with at least one member nominated by the State Government.
 - (viii) To make, review and approve, from time to time the broad policies plans and procedures and suggest measures for the improvement and development of the University.
 - (ix) To make recommendation on any matter referred to it by the Chancellor.
 - (x) In the interest of University, the Chancellor has the power to approve any matter related to University, subject to ratification in next Governing body meeting.
 - (xi) All the matter to be placed for Governing body meeting should be first approved by the Chancellor.

IES UNIVERSITY, BHOPAL
STATUTE -11
BOARD OF MANAGEMENT

Constitution of Board of Management

- (1) Constitution and Functioning of Board of Management shall be as laid down under Section 23 of the Act.
- (2) The Board of Management shall consist of the following members, namely:-
 - i. The Vice-Chancellor - Chairman
 - ii. Two representative nominated by the sponsoring Body
 - iii. Two representative nominated by the State Government
 - iv. Two senior most Professors of the University, by rotation and
 - v. Two senior most Teachers of University, other than the Clause (IV), by rotation.
 - vi. Registrar - Member Secretary

The Board of Management shall be constituted with the approval of Chancellor.

- (3) The Vice-Chancellor shall be the Ex-officio Chairperson of the Board of Management.
- (4) The Board of Management shall meet at least once in every two months.
- (5) The term of the nominated members of the Board of Management will be of Three years.
- (6) No nominated member shall hold office for more than two consecutive terms.
- (7) The quorum for meeting of the Board of Management shall be at least five members with at least one member appointed by the State Govt.

POWERS AND FUNCTIONS OF THE BOARD OF MANAGEMENT

The Board of Management shall have the following powers and function.

- (1) Suggestion on Budget, Audit report and Annual Report of the University and to place it before the Governing Body for its approval.
- (2) To prepare the Annual/Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
- (3) To follow the Budget for Expenditure as approved by the Governing Body.
- (4) To perform any other functions which may be assigned by the Governing Body and Chancellor
- (5) To recommend to Governing Body for creating the post of other officers of the University.
- (6) To get the approval of the Governing Body before the implementation of such decisions of the Board of Management, that may have bearing on the finances of the University.
- (7) To manage and administrate the revenue and property of the University and to conduct all administrative affairs of the University.
- (8) To create teaching and other academic posts.

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- (9) To prescribe qualifications for teachers and other academic staff in time with the norms set by the University Grant Commission or any statutory body which may be applicable to it.
- (10) To approve the appointment of such Officers, Professors, Associate Professor, Assistance Professor, Assistant Professor and other teachers and academic staff as may be necessary on the recommendations of selection committee constituted for the purpose.
- (11) To approve appointment of temporary contractual and daily honorarium basis vacancies of any Teaching, Administrative & Academic Staff.
- (12) To specify the manner of appointment to temporary vacancies of any staff.
- (13) To manage and regulate the finance, accounts, investments property of the University and all other affairs of the University and to appoint such other agents as may be considered fit.
- (14) To invest money belonging to the University including any unexpended income, in such stocks, funds, shares or securities as it thinks fit in the purchase of immovable properties in India with like power varying such investment from time to time. Provided that no action under this clause shall be taken without consulting the Finance Committee and approval of Chancellor.
- (15) To create administrative, ministerial and other necessary posts after taking into account the recommendations of the Finance Committee and to specify the manner of appointment there to.
- (16) To regulate and enforce discipline amongst the employees in accordance with the statutes and ordinance of University.
- (17) To transfer or accept transfers of any immovable or movable property on behalf of the University with provisions followed in statute or Ordinance after the approval of Chancellor.
- (18) To entertain, adjudicate upon or redress the grievances of the employees and the students of the University who may for any reason feel aggrieved.
- (19) To fix the remunerations payable to counselors examiners and invigilators and fix the traveling and other allowances payable to them, after consulting the Finance Committee.
- (20) To delegate any of its powers to the Vice-Chancellor, Pro-Vice-Chancellor, Chief Finance & Accounts Officers, Registrar or other Officers, employee of authorities of the University or to a Committees appointed by it.
- (21) To execute fellowship, scholarship, studentships, and other provisions in welfare of students.
- (22) The Board of Management shall exercise the powers of the University not otherwise provided by the Statute, Ordinance and the Regulations for the fulfillment of the objects of the University.
- (23) To exercise such powers and perform such other functions as may be conferred or imposed by the Act or the Statutes, Ordinance and also directives of Chancellor of the University

IES UNIVERSITY, BHOPAL**STATUTE -12****Academic Council - Power, Duties and Function****Constitution, Powers, Duties and Function of the Academic Council**

The Academic Council shall be Principal Academic Body of the University which shall consist of not more than fifteen members and shall, subject to the provisions of the section 24 of Act,

- (1) The Academic Council shall be the principal academic body of the University
- (2) The Academic Council shall consist of the following members:
 - (a) Vice-Chancellor - Chairman;
 - (b) Registrar - Member Secretary
 - (c) Deans and Heads of Departments as per their Seniority - Member
 - (d) Three Senior most Professors of the University Teaching Departments nominated by Chancellor; - Member
 - (e) Two Professors from the State /Central Government Universities nominated by The Chairman Regulatory Commission; - Member.
 - (f) Two representatives from amongst the Scientist/Educationists/Technologists /Industrialist nominated by the Chancellor. Member Provided that the total membership of the Academic Council shall not exceed to fifteen members at any time.
- (3) The Vice-Chancellor, as the Chairman, shall preside over the meetings of the Academic Council, but he shall not have the right to vote and in his absence 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 member authorized by the Vice-Chancellor shall act as the Member - Secretary. The Registrar will have no voting rights.
- (5) Eight members of the Academic Council including the Chairperson shall form quorum at a meeting. Provided that no quorum shall be necessary for adjourned meetings.
- (6) The Term of the nominated members of the Academic Council shall be of three years.

POWERS, DUTIES & FUNCTIONS OF ACADEMIC COUNCIL

Subject to the provisions of the Act, the Academic Council shall have the following powers, duties and functions, namely:

- (1) 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.

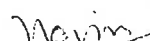
- (2) The Academic Council shall be the principal academic body of the University and shall, co-ordinate and exercise general supervision over the academic policies of the University.
- (3) To promote research and related activities in the University.
- (4) To make recommendation to the Governing Body 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.
- (5) 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.
- (6) To consider matters of general academic interest either on its own initiative or on a reference made by a faculty or the Board of Management and to take appropriate action thereon.
- (7) To make proposals to the Governing Body for allocating departments to the faculties.
- (8) To make proposals to the Governing Body for the institution of Fellowships, Scholarships, Studentships, Exhibition Medals and Prizes and to make rules for their award.
- (9) To recognize persons of eminence in their subject to be associated as research guide in the subject as prescribed in the ordinance.
- (10) To formulate, modify or revise schemes for the organization and assignment of subjects to the faculties, and to Governing Body as to the expediency of abolition, reconstitution or division of any faculty of the University.
- (11) To recognize diplomas and Degrees of other universities and institutions and to determine their equivalence.
- (12) To make special arrangements, if any, for the teaching of women or physically handicap students and for prescribing for them special courses of study.
- (13) To consider academic related proposals submitted by the faculties/ departments of the University.
- (14) To approve syllabus of the different courses/ subject submitted by the faculties / departments and to constitute examination committee for the conduct of examinations according to Ordinances made for the purpose.
- (15) To award stipends, scholarship, medals and prizes and to make awards in accordance with the ordinance and such other conditions as may be attached to the award.
- (16) To publish syllabus of various courses of study, lists of prescribed or recommended Text Book, Reference Books & Periodical, Journals for different subjects.
- (17) To appoint committee for admission of students in different faculties of the University.
- (18) To recommend to the Governing Body the rates of remuneration and allowances for the Examination work.
- (19) To make recommendation if any matter referred to by Chancellor.
- (20) To frame such regulations and rules consistent with the Statutes and the Ordinances regarding the Academic functioning of the University, including discipline, admissions, award of fellowships and studentships and other academic matters as mentioned in Act.
- (21) The Academic Council shall exercise such other power and perform such other duties as may be prescribed from time to time by the Chancellor.

IES UNIVERSITY, BHOPAL**STATUTE -13****FINANCE COMMITTEE**

- (1) No decision involving financial implications shall be taken by any authority of the University without prior concurrence of the Finance Committee.
- (2) The Finance Committee shall consist of the following persons, namely:-
 - (i) The Chancellor or His Nominee : Chairman
 - (ii) The Vice-Chancellor : Member
 - (iii) The Registrar : Member
 - (iv) Chief Finance & Account Officer : Member Secretary
 - (vi) One Member of Governing Body
To be nominated by the Chancellor : Member
 - (vi) One person to be nominated by the Sponsoring Body : Member
- (3) The tenure of the members of the finance committee, other than ex-officio members, shall be of three years.
- (4) The Finance Committee shall meet at least twice in each academic year.
- (5) Four member of the Finance Committee, including Chairman, shall constitute the quorum at the meetings provided that CFAO has to be amongst the present members.
- (6) The Finance Committee shall be control the all financial matter of the University.
- (7) The Finance Committee executes powers under the rules mentioned in Statutes, Ordinance, and Regulations of University.
- (8) The Finance Committee shall review the income and expenditure of the University in every financial year.
- (9) The Finance Committee shall approve the annual Budget before starting the every financial year and modified and sanctioned as from time to time as per requisition of the different authority or officers of the University after the approval of chancellor.
- (10) To provide Direction for compliance of audit rules, annual accounts and annual reports provisions & inspection from time to time.

FUNCTIONS AND POWERS OF THE FINANCE COMMITTEE

- (1) The Finance Committee shall consider the annual estimates of income and expenditure of the University prepared by the Board of Management and shall put up to the Governing Body for its consideration and approval.
- (2) The Finance Committee shall consider the annual accounts of the University suggested by the Board of Management and its recommendation thereon along with the annual budget, and shall put it to the Governing Body for its consideration and approval.



- (3) The Finance Committee may make its recommendations to the Governing Body to accept bequests and donation of property to University on such terms as it deems proper.
- (4) The Finance Committee may recommend mechanism, ways and means to generate resources for the University.
- (5) The Finance Committee may consider any other matter referred to it by the Governing Body and make its recommendations thereon.
- (6) The Finance committee shall advise the Governing Body on any question affecting University finances.
- (7) The Finance Committee shall be responsible for the compliance of Regulations relating to the maintenance of accounts of the income and expenditure of the University.

IES UNIVERSITY, BHOPAL

STATUTE - 14

STANDING COMMITTEE -FUNCTION & RESPONSIBILITIES

The Standing Committee of the University shall consist of following-

- | | | |
|-------|--|--------------------|
| (i) | Vice-Chancellor | Chairperson |
| (ii) | Pro Vice Chancellor | Deputy Chairperson |
| (iii) | Registrar | Member Secretary |
| (iv) | Chief Finance Account Officer | Member |
| (v) | Deans of all Faculties of the University | Member |
| (vi) | Three senior Heads of Departments of the University by rotation (which will be for three years): | Member |

The Vice-Chancellor may invite additional members to the standing committee as and when required.

The meeting of the Committee shall be convened under the direction of the Vice-Chancellor.

Function and Responsibilities of Standing Committee

- (1) The Registrar shall act as Secretary of the Standing Committee.
- (2) 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 Chairman shall constitute the Quorum.
- (3) Notice of 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.
- (4) To monitor functioning of the university as per the Act the Statues and the Ordinance from time to time.
- (5) To examine any matter referred to it by the Chancellor/ Vice- Chancellor and to make suitable recommendations. The recommendations of the standing committee shall be put up before the Board of Management.

IES UNIVERSITY, BHOPAL**STATUTE -15****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.

IES UNIVERSITY, BHOPAL**STATUTE -16****FACULTIES**

- (1) The University shall include the following faculties:
1. Faculty of Engineering & Technology
 2. Faculty of Architecture, Planning & Design
 3. Faculty of Science
 4. Faculty of Computer Application & Information Technology
 5. Faculty of Management Studies
 6. Faculty of Commerce
 7. Faculty of Journalism and Mass Communication
 8. Faculty of Design & Fashion Technology
 9. Faculty of Law
 10. Faculty of Arts
 11. Faculty of Education
 12. Faculty of Agriculture Science Engineering and Technology
 13. Faculty of Medical and allied health Sciences
 14. Faculty of Ayush
 15. Faculty of Pharmacy
- (2) The faculties will organize under graduate and Post graduate Degree, Diploma and Vocational Courses
- (3) Provided that other Faculties as may be approved by the Chancellor on the recommendation of the Academic Council shall be added from time to time with the approval of MPPURC.
- (4) Each Faculty shall have such department as may be assigned to it by the Academic Council of the University.

IES UNIVERSITY, BHOPAL

STATUTE -17

DEANS OF FACULTIES

Dean of Faculty

There shall be a Dean for each Faculty. The Deans shall be appointed by the Chancellor on the recommendations of the Vice-Chancellor from amongst the Professors in the University for three years and they shall be eligible for re-appointment.

Provided that:-

- (1) If there is no Professor, Associate Professor/ Reader according to seniority may act as Dean. The Dean shall be the Chairman of the Faculty and shall be responsible for the compliance of the Statutes the Ordinance and the Regulations relating to the Faculty.
- (2) The Dean shall be responsible for overall supervision and control of the Faculty and the conduct of teaching and research work in the Departments comprised in the Faculty.
- (3) The Dean shall exercise such other powers and perform such other function and duties as may be assigned to him by the Governing Body or the Vice-Chancellor.
- (4) Professor or Associate Professor shall have the option to resign the Deanship at anytime during his tenure and also decline the offer of appointment in turn as Dean of the Faculty.

IES UNIVERSITY, BHOPAL

STATUTE -18

CONSTITUTION OF FACULTIES

Each Faculty shall consist of the following members namely:

- | | |
|--|------------|
| (1) The Dean of the Faculty who shall be the Chairman. | - Chairman |
| (2) The Heads of Departments of Study in the Faculty. | - Member |
| (3) All Professors in the Faculty. | - Member |
| (4) One Associate Professor and one | - Member |

Assistant Professor, by rotation according to Seniority from each Department in Faculty (For three years).

IES UNIVERSITY, BHOPAL**STATUTE -19****POWER OF FACULTIES**

- (1) The Faculty shall have such power 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 studies as may be prescribed by the Ordinances,
- (2) The Faculty 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 or on any other matter referred to them by the Academic Council.

IES UNIVERSITY, BHOPAL**STATUTE – 20****BOARD OF STUDIES**

- (1) There shall be a Board of Studies for Subject comprising of all the teachers of the concerned subject and two members to be nominated and co-opted by the Department from outside university, from academia/Industries, after approval of Vice-Chancellor from amongst the panel of five persons.
- (2) The Head of the Department shall be the Chairman of the Board of Studies provided that the term of the Chairman shall be of three years. If there are more than one Subject in the department the senior most Professor/Associate Professor shall be the chairman of Board of Studies of 1 subject in accordance to with clause (1) above.
- (3) The term of the Co-opted members of the board of studies shall be of three years.
- (4) The Vice-Chancellor may constitute a Board of Studies for the subject to be introduced by the university as and when required.
- (5) Detailed Syllabus of the different courses of the department shall be prepared by Board of Studies.
- (6) Contents of the Syllabus 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 convened at least once in a year.

IES UNIVERSITY, BHOPAL**STATUTE -21****STUDENTS COUNCIL**

- (1) The student's council shall mainly function as a forum for getting feedback on the students issues and their welfare.
- (2) The Vice-Chancellor shall appoint the Student's Council, one student from each Department/Faculty who shall be a regular student of the university and had secured 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. Schedule cast and Schedule tribes and girls students will be given adequate representation in the students Council.

IES UNIVERSITY, BHOPAL

STATUTE -22

APPOINTMENT OF TEACHERS OF THE UNIVERSITY

- (1) For the teaching staff in the University namely the Professors, Associate Professor, and Assistant Professor, the Board of Management may recommend to the Governing Body for filling up the vacancies occurs in different Teaching department 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) The post of teaching staff (Professor, Associate Professor and Assistant Professor) shall be advertised in the national daily News Papers which have wider 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) There shall be a Screening Committee consisting of three members, appointed by the Vice-Chancellor and shall screen all the applications and prepare a summary of all the candidates fulfilling the essential qualifications and to be called for the interview. Also a list of candidates rejected and not to be summoned for the interview shall be made separately giving reasons for their rejection.
- (5) Summary of all the screened applications shall be made available to the Selection committee.
- (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, M.P. University Regulatory Commission.	Member
(iii) Three subject expert nominated by the Vice-Chancellor after the approval of the Chancellor	Member
(iv) Dean of concerned Faculty	Member
(v) Head of the Department	Member
- (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 appointment. 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 meeting of Selection committee.
- (8) After the Selection committee's recommendation and approval by Governing Body, appointment letters will issued by the Registrar to the selected candidates.
- (9) In addition to full-time teachers, the Board of Management / Vice Chancellor may also decide

- (8) 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 persons will be decided as per Statutory Body or M.P. Government norms as amended from time to time
 - (9) Teachers already working (appointed by the sponsoring Body / institute)
 - (i) Teachers (Professor/Associate Professor /Assistant Professor) who are already working and who have been are appointed on regular basis, following due procedure in the same institute/college, before its notification as university, shall be examined by the screening committee constituted as per the provision of section (6) of this statute.
 - (ii) After examining each case, as per the norms/qualification laid down by the University Grant Commission /any other relevant Regulatory body the committee as (1) above, shall comply with the conditions mentioned in 7(1) of this statute, submit its recommendation to the Chancellor.
 - (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.
- (11)
 - (i) For the Purpose of official work, the seniority of various categories of teachers shall be maintained by the University in accordance with length of continuous service in a cadre.
 - (ii) It shall be the duty of the Registrar to prepare and maintain in respect of different categories and update seniority lists in accordance with procedure laid down in the clauses hereafter appearing provided that if:
 - (a) If the length of service of two or more teachers in any cadre calculated in accordance with paragraph 2 above is equal, their seniority shall be determined in accordance with the length of continuous service in the cadre immediately below, if any
 - (b) If after calculation in accordance with above the seniority of two or more teachers in any cadre is equal, their seniority shall be determined in accordance with the length of continuous service in the cadre, if any, immediate below the cadre considered under above.
 - (c) If after calculation in accordance with the foregoing provisions to the extent possible, the seniority of two or more teacher in any cadre is equal, their seniority shall be determined by the total period of continuous service as a teacher in any cadre.
 - (d) If after applying the foregoing provision to the extent possible, the seniority of two or more teachers is equal, their seniority shall be determined in accordance with seniority in age.
 - (12) The retirement age of a teacher shall be as per Regulatory Bodies, UGC, AICTE, MCI, BCI etc. norms and no one shall withhold official position after retirement. However, they can continue for teaching purpose, as per norms of UGC/ other regulatory bodies.

IES UNIVERSITY, BHOPAL
STATUTE -23
CATEGORIES OF THE NON-TEACHING EMPLOYEES

- (1) The following types of non-teaching employees shall be appointed 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 basis for a specified period.
- (4) Casual Employee means an employee who is employed on the basis of a muster Roll.
- (5) The terms of services conditions of all the above types of employees and their arbitration procedures shall be as prescribed by the Regulations of the University.
- (6) Non Teaching staff shall receive pay and other allowances as decided by the Governing Body from time to time. (or as per State Government Rules)

IES UNIVERSITY, BHOPAL
STATUTE -24
OTHER OFFICERS OF THE UNIVERSITY

- (1) The following shall be the other Officers of the University:
 - (i) Controller of Examination:
 - (a) Controller of Examination shall 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 his office, the duties of the office shall be performed by such other person as the Vice chancellor may appoint for the purpose.
 - (c) The Controller of Examination shall control the conduct of examination and all other arrangements necessary therefore and execution of all processes connected therewith and ancillary thereto.
 - (ii) Librarian

The Librarian shall be a full time salaried officer of the University, and his appointment will be made following the procedure as decided by Board of Management.
- (2) The powers and responsibilities of the Controller of Examination and Librarian shall be as decided by the Board of Management of the University.

IES UNIVERSITY, BHOPAL**STATUTE – 25****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 of any faculty and member and Head of the Department/Institute will forward it through Dean of Faculty 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 summon 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;
- (iii) The Vice-Chancellor shall ascertain the proposal from scrutiny of the ballot papers, if the Vice-chancellor finds that the proposal has the requisite support of the members, he shall declare that the proposal is worth approving and shall send it for final approval of the Chancellor.
- (iv) 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 directly to 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.
- (iv) On scrutiny, if the proposal is found to have the requisite support, the proposal shall be declared to be carried and in the absence of the requisite support, the proposal shall be declared to be dispersed with. However the Chancellor will have power to reject or approve any proposal without assigning any reason thereof.

IES UNIVERSITY, BHOPAL**STATUTE -26****PROVISION REGARDING FEE TO BE CHARGED FROM THE STUDENTS**

- (1) All the courses in the university shall be run on self-finance mode. The following type of fees may be charged from the students; subject to approval of the Regulatory Commission.

- I. Prospectus/ Registration form fee
- II. Admission fee (Where applicable)
- III. Tuition fee for the course
- IV. Examination fee
- V. Library fee
- VI. Development/amalgamated fund
- VII. Laboratory fee
- VIII. Caution money

The University may introduce other heads of fees as per requirement of course from time to time with the approval MPPURC / Concerned Regulatory Body.

- (2) In addition, fee for duplicate mark sheets, Exam Admit Card, revaluation, issue of degree, Migration and such other examination or result 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) Direction of various concerned regulatory Body viz; MIC, DCI, UGC, etc will be the binding on the 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 student along with the prospectus for conserving session.
- (6) All fee subject to approval of the Regulatory Commission as per provision of Section 36(10)(b) of the Act.

IES UNIVERSITY, BHOPAL**STATUTE -27****ENDOWMENTS: STUDENTS AWARDS**

1. The Board of Management may accept donations from any person, body, institution and NGO for the creation of an endowment for the award of fellowships, scholarships, studentships, exhibitions, bursaries, medals and other awards of a recurring character.
2. Subject to the provisions of Section 12& 13 of the Act, each endowment shall be secured by investment decided by the Board of Management in fixed deposits in a scheduled bank.
3. The Board of Management shall be the administrator of all endowments.
4. The award shall be made out of the income accruing from the endowment. Any part of the income which is not so utilized shall be added to the endowment.
5. The Academic council shall prescribe the condition of award after consulting the donor and effect shall be given to his/her wishes as far as possible.

In case of each endowment accepted by the Board of Management the Board of Management shall make a regulation giving the name of donor, the name, initial value and purpose of the endowment.

IES UNIVERSITY, BHOPAL**STATUTE - 28****CONVOCATION**

- (1) Convocation for the award of the Degrees, Diploma 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 Regulation relating to the format of the Degree, Diploma Documents, Certificate and Citations, their text, issuance of these documents in absentia, duplicate degree and procedure for holding Convection.
- (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.

IES UNIVERSITY, BHOPAL**STATUTE -29****ADMISSION OF STUDENTS AND COURSE FEES.**

- (1) Admission process and intake to various courses shall be as approved the Governing Body, which shall be in accordance with guidelines given by State Govt./Regulatory Body. The number of seat in each course shall be in conformity of relevant Regulatory Body such as AICTE, PCI, UGC, MCI, BCI, INC, NCTE or the State Government norms.
- (2) The University will conduct its own entrance test for all the programs or utilize the list of result of such examination/ test conducted by different State/ National/ Professional Bodies. Admission in the university shall be made strictly on the basis of merit or by the order of dean.
- (3) Policies and directives of central/State/Regulatory Body regarding admission including regulation of reservation for SC/ST/OBC students below poverty line family/ physically handicapped and other categories shall be applicable to the University.
- (4) The admissions in Medical, Dental & other courses related to Health Sciences shall be made according to the directions issued by Medical Education Department, Government of MP/MCI/DCI /INC & other Regulatory Bodies from time to time. .
- (5) The course fees will be decided by board of Management as per provision of the Act & guidelines/recommendations of regulatory body/state governments/any other agency appointed for the purpose, subject to the provision of section 36(10b) of the act.

IES UNIVERSITY, BHOPAL**STATUTE NO - 30****ANNUAL REPORT AND THE BALANCE SHEET**

- (1) The Annual Report of the University and the balance sheet along with Income and Expenditure accounts of the University, duly audited by the Chartered Accountant appointed by the University, and shall get the approval of the finance committee.
- (2) The Report shall be placed before the Governing Body for approval.
- (3) A copy of the Annual Report and the annual accounts prepared under Sub-section (1) shall be presented to the Visitor and to the M.P. State University Regulatory Commission after its approval by the Governing Body.

IES UNIVERSITY, BHOPAL**STATUTE - 31****RESIGNATION**

Any resignation tendered by any employee shall be processed as per the statutes Regulations prescribed for the purpose.

IES UNIVERSITY, BHOPAL
STATUTE -32
ACTION AGAINST TEACHERS

If there in an allegation of misconduct against a teacher, the Vice Chancellor shall constitute a fact finding committee and if necessary based on the basis 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 gravity of 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) Any person aggrieved by the action mention in clause (1) may prefer 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 and the Chancellor may refer the case back to the Governing Body with his comments to review the case.

IES UNIVERSITY, BHOPAL
STATUTE - 33

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 action to the extent of termination of non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor whose decision will be final
An appeal against any action can be made to the Chancellor within 30 days from the date passing such order and the decision of Chancellor will be final.

IES UNIVERSITY, BHOPAL**STATUTE -34****APPOINTMENT OF EXAMINERS**

- (1) In this Statute:
 - (i) "Internal Examiner" means 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.
 - (ii) "External examiner" means an examiner other than "internal examiner" from outside the University.
 - (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 subject wise list of names of Teachers/ scientist from Various Universities /Scientific organizations qualified for appointment as examiners.
- (3) The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely:-
 - (i) The academic qualification and teaching experience at degree and post graduate levels.
 - (ii) The field of specialization
 - (iii) Experience as examiners.
- (4) The Registrar's/Controller of examination's office shall also give the Examination committee the approximate number of candidates expected to appear at each.
- (5) The list so prepared shall be made available to the Examination committee which shall make the following Recommendations:-
 - (i) A panel of three names for the appointment of the paper setter of each written paper.
 - (ii) A list of name of persons of appointment as co-examiners where necessary, the number of names including in the list being at least fifty 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 in each subject.
- (6) The Vice- Chancellor shall appoint paper setter, 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 required qualification.
- (7) The other terms and conditions for the appointment of examiners shall be as per decision of Board of Management on the recommendation of Board of Examination.
- (8) The qualification of the paper setter and Co-examiners shall be as per the norms laid down by the related regulatory bodies viz; UGC, MCI, NCTE, DCI, BCI, INC, PCI, AICTE etc.

IES UNIVERSITY, BHOPAL**STATUTE - 35****THE PROCTORIAL BOARD**

- (1) There shall be a Proctorial Board to maintain the discipline amongst the students of the University. It shall consist of the following members:
 - (i) A Professor nominated by Vice-Chancellor (Chairman)
 - (ii) The Chief Proctor (Convener)
 - (iii) Dean Student welfare
 - (iv) All Proctor(s)
 - (v) All Wardens of the Hostels
 - (vi) 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 students shall be records 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 teacher of the University. The number of Proctors shall be determined by the Vice-Chancellor depending upon the enrollment of the students in the University.
- (5) The Chief Proctors so appointed by the Vice Chancellor for a period not exceeding three years provided that 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 students 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 students of the university
 - (iv) He/she will place all the matter brought to his/her notice before the Proctorial Board on being approved by the Vice Chancellor.

IES UNIVERSITY, BHOPAL**STATUTE -36****DEAN STUDENT WELFARE**

- (1) The first Dean Student welfare affairs officer of the University may be appointed by the chancellor for a period of two years.
- (2) The subsequent Dean Student welfare shall be appointed for a term of three years by the Board of Management on the recommendation of Vice-Chancellor.
- (3) The Dean Students Welfare shall be a full time salaried officer.
- (4) The Qualification, salary and mode of appointment shall be prescribed by the Board of Management of the University.
- (5) The Dean Student Welfare shall be governed by the service rules prescribed by the University for the employees of the university.
- (6) The Dean Student Welfare shall be advisor of the university Student Association and the Head of the Information Bureau and Employment Bureau of the university.
- (7) The Dean Student Welfare shall, if required by the Board of Management and Academic Council, be present at any meeting of the authority as directed from time to time.
- (8) Subject to the control of Vice Chancellor and Board of Management, the Dean Student Welfare shall,
 - a. Make arrangement to ensure suitable lodging and boarding facilities to the students, who desire to live in hostel.
 - b. Arrange for employment of student in accordance with plans approved by the Vice Chancellor and the Board of Management.
 - c. Assist the students in obtaining scholarship, by furnishing them the information in relation to these.
 - d. Communicate with the guardians of the students concerning the welfare of the students.
 - e. Perform such other duties as may be assigned to him for the time to time by the Vice Chancellor and the Board of Management.

IES UNIVERSITY, BHOPAL**STATUTE -37****APPOINTMENT, TERMS AND CONDITIONS, DUTIES AND POWERS OF THE
PRO VICE-CHANCELLOR**

1. The Pro- Vice Chancellor will be appointed by Chancellor with the approval of Governing body for the term of 4 years. Pro- Vice Chancellor will assist Vice Chancellor in day today functioning.
2. The Pro Vice- Chancellor shall be a whole-time salaried officer of the University and his emoluments and other terms and conditions of service shall be such as decided by the Governing Body.
3. Pro- vice chancellor shall discharge such duties and perform such function as per provision of act and entrusted upon by the chancellor or vice- chancellor of the University.
4. He/ She shall be holding the post till chancellor so desires.
5. If at any point of time it appears to the chancellor that the Pro-vice chancellor
 - i. Has made default in performing any duty imposed on him.
 - ii. Has acted in a manner pre judicial to the entire of University.
 - iii. Is incapable of managing the affairs of the University.

The chancellor may ask by order no. writing to relinquish his/her office as from such a date as may be specified in the order.

The Pro-vice chancellor may resign from his/her office by submitting resignation in writing addressed to the chancellor.



IES UNIVERSITY, BHOPAL**STATUTE -38****MISCELLANEOUS****I) Creation of new Department and abolition or restructuring of Existing Department:-**

On the receipt of proposal for creation of new Department/abolition/restructuring of existing department, the academic council will discuss & send its recommendation to Chancellor for approval. After the approval of proposal by the Chancellor the Vice Chancellor will issue the order& will implement accordingly, provided that before addition of any Department/ Course/ Programme, interests of students already enrolled in that curriculum shall be taken care of & a report of this effect shall be sent to the Regulatory Commission.

II) Alteration of the number of seats in different courses of University:-

The number of seats in different course of University will be decided by academic Council & proposal shall be send to Chancellor for its approval. The similar procedure will be followed for alteration of member seats in different course. It would, however, be in conformity of the Regulatory Body such as AICTE, NCTE, DCI, MCI, INC etc.

III) Creation of Post & procedure for its abolition:-

In the initial stage the Governing Body will propose the number of post to be created as per statute. The Chancellor will approve the number of post required for the establishment of University as per statute. After creation of Board of Management the proposal for creation of post or procedure for its abolition will be submitted to Board for its approval. After the approval of Board of Management, the proposal shall be sent to Chancellor for final approval.